

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2018 (Symphony Users)  
Minutes of the Meeting of September 6, 2018

**CALL TO ORDER:** A meeting of the ALS 2018 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette. Other participants dialed into the meeting via ReadyTalk audio conferencing service. The Chair, Bruce MacDonald called the meeting to order at 10:34 a.m.

**Attending:**

**At Superiorland Library Cooperative:** Bruce MacDonald, Peter White Public Library; and Shawn Andary and Pamela Malmsten (Recorder); Superiorland Library Cooperative  
**Calling in via ReadyTalk or VOIP:** Dion Mindykowski, Tahquamenon Area School Public Library; Pam Flood, Bayliss Public Library; Megan Buck, Dickinson County Library; Lynn Wiercinski, Ironwood Carnegie Public Library; Barb Bartel, West Iron District Library; Dillon Geshel, Portage Lake District Library; and Amanda Winnicki, Menominee County Library

**APPROVAL OF THE AGENDA:** Shawn asked that one item be added to the agenda: under "VII. New Business" after item "b. Gwinn Schools" insert item "c. Tahquamenon Public Library Data Migration". **The agenda was approved as amended on a motion by Pam Flood, seconded by Megan Buck.**

**APPROVAL OF THE MINUTES OF May 10, 2018: The minutes of May 10, 2018 were unanimously approved as presented on a motion by Pam Flood, seconded by Barb Bartel.**

**FINANCIAL REPORT:** Pam Malmsten presented the Financial Report.

**Approval of May, June, July, and August 2018 Cash Disbursements:** There were no unusual expenditures in May. June disbursements (account 4-801) included a payment to Merit Network for internet services; \$29,539.89 was rebilled to the Internet Consortium participating libraries; UPRLC's share was \$571.96. It was noted that next year the Internet Consortium will be under the umbrella of the Superiorland Library Cooperative, so SLC will be paying and rebilling the consortium internet costs. July disbursements (account 4-930) included a payment of \$1,120.87 to SLC for 50% of the cost of a 790 firewall with 3 years of maintenance; SLC paid the other 50% of the cost. August disbursements (account 4-801) included \$325 to the American Library Association and \$140 to the Michigan Library Association; these charges were for the System Administrator job posting.

**Pam Flood moved that cash disbursements of \$12,715.04 for May, \$42,333.41 for June, \$15,189 for July, and \$11,539.35 for August be approved. The motion was seconded by Megan Buck, unanimously approved, and carried.**

**Year to Date Expenses/Revenues Report as of 08/31/2018:**

**Revenues:** Revenues are as expected; ALS operating fees have been billed through 09/30/2018.

*Expenses:* Expenses are, for the most part, lower than budgeted; this is mostly because a System Administrator was not hired as quickly as expected

**Pam Flood moved that the YTD reports as of 08/31/2018 [with total ALS/NMLN revenues of \$368,859 and total ALS/NMLN expenses of \$325,479] be approved as presented. The motion was seconded by Megan Buck, unanimously approved, and carried.**

ALS Budget Revision for FY 2017/2018: A proposed ALS Budget revision for FY 2017/2018 was reviewed. Pam explained that most line item expenses were reduced since expenditures have been less than originally budgeted; this is partially due to the delay in hiring a full-time System Administrator. \$2,000 was added to the conferences (4-945) line item in case ALS has to subsidize costs related to the UPRLC Annual Meeting. Total revised revenues are \$310,661.84 and total revised expenses are \$293,368; projected net income in the revised budget is \$17,293.84.

**Pam Flood moved that the ALS FY 2017/2018 revised budget [with total revenues of \$310,661.84 and total expenses of \$293,368] be approved as presented. The motion was seconded by Amanda Winnicki, unanimously approved, and carried.**

ALS Budget Revision for FY 2018/2019: Pam reported that, after looking at the SLC FY 2019 budget and having a better idea of ALS staffing costs, she realized that an ALS FY 2018/2019 budget revision was necessary. In the revised budget, the amount ALS reimburses to SLC for salaries is actually \$5,500 less than originally budgeted, however the newly hired System Administrator's health insurance is going to be more costly than originally estimated. For FY 2019, the Network Administrator's salary cost will no longer be charged to UPRLC, and the amount of Pam Malmsten's salary charged to ALS was reduced from 50% to 38%. Other line item changes included increasing the NMLN expenses from \$2,500 to \$2,940 and reducing the insurance expense from \$970 to \$500. Total revised FY 2019 budget revenues are \$314,684 (no change) and total revised budget expenses are \$310,427. The revised budget projected net income is \$4,257; the original budget net income was \$8,168.

**Megan Buck moved that the ALS FY 2018/2019 revised budget [with total revenues of \$314,684 and total expenses of \$310,427] be approved as presented. The motion was seconded by Pam Flood, unanimously approved, and carried.**

## **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Conference Committee: The UPRLC Annual Meeting will be held on September 25<sup>th</sup> and September 26<sup>th</sup> at Bay College in Escanaba. Plans are progressing well. Programming will focus on technology; keynote speakers will be Dr. Michael Stephens and author Fred Stonehouse. Several vendors, including some local authors, have also been confirmed. The Annual Meeting Committee will be meeting one more time on September 12 and will finalize plans for breakout session room assignments, a detailed agenda, gift baskets, and speaker introductions.

## **OLD BUSINESS:**

UPRLC/SLC Staffing: Shawn reported that the Lissa Potter has accepted the System Administrator job position. Lissa has worked for Symphony libraries in Michigan and for circuit courts that were on the Symphony system.

Gwinn Schools: Due to financial circumstances, the Gwinn Schools will be withdrawing from ALS participation effective October 1, 2018. Shawn reported that she and Leslie Makela, the director of the Forsyth Township Public Library, will be talking to the Gwinn Schools superintendent about how the public library could still work with students by using eResource cards. Shawn added that the ALS Membership Committee would look at determining costs if, in the future, the school is in a position to rejoin ALS; she recommended that the school be allowed to rejoin without incurring excessive penalties. Another consideration is what to do with inactive accounts; under the current agreement with SirsiDynix, ALS has the right to rename old accounts. ALS has been discouraged from removing inactive accounts due to removal costs and reactivation fees; the inactive accounts do, however, increase ALS's overall maintenance costs.

Tahquamenon Public Library Data Migration: The Tahquamenon Area School Public Library Board had previously notified UPRLC that the library would be withdrawing from the UPRLC automated system effective October 1, 2018; the library will be migrating to another ILS consortium. Shawn reported that Dion Mindykowski, the Director of the Tahquamenon Public Library, has requested an extension of the UPRLC termination date since the library's SirsiDynix go-live date with the new ILS consortium will not be until November 14, 2018. Shawn recommended that the ALS group allow the extension and bill the library for two months of service; she added that a full two-month extension would allow for some overlap of service in case the go-live date is delayed or if problems arise with the migration. After discussion, the ALS group agreed by consensus to approve the extension with a charge of two-months of operating costs. Dion Mindykowski was agreeable to the terms and thanked the group for allowing the extension of service.

Membership and Contract Committee: Shawn said that the Membership and Contract Committee will start meeting soon. The committee will work on developing policies regarding automated system membership changes and will soon begin discussing the upcoming ILS contract negotiation. UPRLC's 5-year ILS contract with SirsiDynix will expire on March 31, 2019 and Shawn has initiated some discussion with UPRLC's SirsiDynix representative. Committee members will start looking at products, such as BLUEcloud Analytics and the BLUEcloud Mobile, that they would like to include in the negotiation process. Bruce MacDonald and Pam Flood have already agreed to serve on the committee; Shawn said she would send a message to the Listserv asking if anyone else would like to join.

Enterprise 5.0 Upgrade: The Enterprise 5.0 upgrade has been completed. The upgrade has a more responsive design and is more mobile device friendly. Shawn reported that two upgrades had to be installed this month in order to resolve problems with the way PayPal transactions integrated with the UPRLC's Workflows ILS. The next Enterprise upgrade, due to be released by end of the year, should improve searching functions.

## **NEW BUSINESS:**

New Monthly Lunch Bunch: Lunch Bunch meetings resumed in August; Jeremy Morelock presented a successful Overdrive Libby session. Topics of upcoming sessions include "Q&A on Workflows Circulation" and "Cataloging Q&A". Shawn said

that people can suggest Lunch Bunch topics. She also said that SLC/UPRLC staff will be doing regional training in the fall.

Help Desk System: UPRLC/SLC staff has recently implemented FreshDesk, a help desk ticketing system. Shawn said that staff is still working the bugs out of the system, but it has been helpful to have issues and questions in one shared database where staff can keep track of everything. Shawn said she hopes to add documentation and a knowledge base to the system.

**NEXT MEETING:** The next ALS meeting was scheduled for November 8, 2018 at 10:30 a.m. eastern.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:28 a.m. eastern on a motion by Pam Flood, seconded by Megan Buck.

Respectfully submitted,

Pamela Malmsten, Recorder