

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2014 (Symphony Users)  
Minutes of the Meeting of November 20, 2014

**CALL TO ORDER:** A meeting of the ALS 2014 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette and via video conference at the Bayliss Public Library in Sault Ste. Marie. Other participants dialed into the meeting via ReadyTalk audio conferencing service. The meeting was called to order at 10:02 a.m.

**Attending:**

*Officers:*

Chair: Bruce MacDonald, Peter White Public Library (at Superiorland Library Cooperative)

*Other ALS Representatives:*

At Superiorland Library Cooperative: Jessica Holman, Negaunee Public Library; Jean Montgomery, Superiorland Library Cooperative; and Shawn Andary, UPRLC/ALS

At Bayliss Public Library: Pam Flood, Bayliss Public Library

Dialing in via ReadyTalk: Megan Buck, Dickinson County Library; Carolyn Stacey, Escanaba Public Library; Deb Oyler, Houghton High School Library; Pat Cheski, Menominee County Library; Lisa Cromell, Munising School Public Library; Shawn Leche, Portage Lake District Library; Dion Mindykowski, Tahquamenon Area Public Library; and Denise Engel, Wakefield Public Library

*Others Attending (at Marquette):*

Pamela Malmsten (Superiorland Library Cooperative), Recorder

**APPROVAL OF THE AGENDA:** The agenda was approved as presented on a motion by Pam Flood, seconded by Lisa Cromell.

**APPROVAL OF THE MINUTES OF August 7, 2014:** The minutes of August 7, 2014 were approved as presented on a motion by Pat Cheski, seconded by Pam Flood.

**FINANCIAL REPORT:**

Pam Malmsten presented the financial report since ALS Treasurer Suzanne Dees was unable to attend the meeting. The first six-month SirsiDynix maintenance invoice was not paid in October since the initial invoice did not adhere to the terms of the renewed maintenance contract. Suzanne Dees is working with SirsiDynix to generate a corrected invoice. Pam reported that the Authority Control work has been completed by SirsiDynix; the total cost was \$18,475 and SLC contributed \$11,130 to the project. The remaining \$7,345 was covered by ALS.

Approval of the Bills for July, August, September, and October 2014 **Cash** disbursements for July, August, September, and October 2014 were reviewed. There were no questions on the bills. **Deb Oyler moved that cash disbursements of \$15,027.27 for July 2014, \$10,352.64 for August 2014, \$17,063.15 for September 2014, and \$15,250.35 for October 2014 be approved. The motion was seconded by Pam Flood, unanimously approved, and carried.**

Approval of YTD Expenses/Revenues as of September 30, 2014: YTD Revenues as of 9/30/2014 were slightly under the budgeted amount; Ironwood Schools dropped out as of July 1, 2014. All expenditures were under budgeted line item amounts. Since the UPRLC audit is presented in a governmental format, UPRLC must comply with GASB accounting standards which stipulate that line item expenditures cannot exceed the Board-approved budgeted line item figures. For FY 2014, SLC reimbursed UPRLC for the total amount of NMLN expenses: \$1,530. The auditor is currently working on UPRLC financial statements for the year ended 9/30/14. Preliminary (unaudited) figures show ALS total income of \$297,755 and total expenses of \$275,940, resulting in Net Income of \$21,815. The ALS Fund Balance as of 10/1/2014 was \$225,242. **Pat Cheski moved that the YTD report as of 9/30/2014 [with expenses of \$343,472 and revenues of \$365,288] be approved as presented. The motion was seconded by Deb Oyler, unanimously approved, and carried.**

Approval of YTD Expenses/Revenues as of October 31, 2014: Pam reported that line item expenses as of October 31 are as expected, except that the first six month maintenance bill was not yet paid. Revenues are also as expected. Suzanne Dees is working on a couple of minor FY 2014/2015 budget revisions due to health insurance and staff changes; proposed budget revisions will be presented at the February meeting. **Pat Cheski moved that the YTD report as of 10/30/2014 [with expenses of \$15,125 and revenues of \$114,117] be approved as presented. The motion was seconded by Pam Flood, unanimously approved, and carried.**

**COMMITTEE AND OTHER REPORTS:** No committee reports were presented.

#### **OLD BUSINESS:**

Authority Control: The UPRLC ALS group recently contracted with SirsiDynix for online catalog authority control, database clean-up, and other necessary work to assure that UPRLC's records are RDA compliant. Shawn Andary reported that the processing has now been completed. All bib records and authority records were extracted and updated, and unused GMD fields were removed and replaced with 336, 337, and 338 MARC tags. A total of 423,204 RDA compliant authority records were added to the system. SirsiDynix will also provide ongoing catalog maintenance; a minimal amount of local staff time will be required to correct problems identified by the automated process. To insure that the database remains RDA compliant and that all records display correctly in Enterprise, it is important for catalogers to know how to add appropriate tags to bibliographic records when importing them into UPRLC's database via Smartport. Shawn encouraged catalogers to attend "Cataloging Best Practices" webinars to be tentatively scheduled for December 3 and December 5 [scheduling conflicts required these webinars to be scheduled later in December]. Information is also available on the UPRLC "Cataloging Tools" web page.

Winter Training and Webinars: In addition to the Cataloging Best Practices webinars mentioned above, regional training sessions have been scheduled. Training session topics include cataloging best practices, an overview of Enterprise, and a Workflows circulation refresher. Sessions were previously held at the Bayliss Public Library (October 24) and Portage Lake District Library (November 4); a third session is

scheduled for December 10 at the Peter White Public Library. Shawn said that training sessions on other topics will be scheduled later.

Enterprise and eResources Central Setup: ALS staff has completed a draft of a questionnaire that will be distributed to each library prior to setting up Enterprise. Shawn said that anyone interested in being among the first to fill out the questionnaire should let her know. ALS staff is also currently testing eResources Central; eRC will allow users to access Great Lakes Digital Libraries, the SLC Overdrive digital media site, without leaving the online catalog. Shawn noted that the ongoing maintenance costs of eResources Central will be covered by SirsiDynix BLUEcloud rewards.

**NEW BUSINESS:**

OCLC ILL Training: Joanne Whitley, the SLC staff member who was responsible for cooperative OCLC interlibrary loan (ILL) requests has retired. As a result, SLC decided to outsource OCLC ILL transactions to the White Pine Library Cooperative (WPLC). WPLC uses Peabody, an online ordering system, to process requests. Sheila Good, the WPLC ILL trainer and coordinator, has been providing training on the new system. ReadyTalk training sessions for ILL staff were set up: the first session was held on November 19 and the second session is scheduled for November 21. One of the training sessions will be archived for viewing at a later date.

SirsiDynix "Buy It Now": SirsiDynix "Buy it Now" is a function that would allow libraries to choose to provide online catalog links to outside vendors such as Amazon or local book retailers. There is no cost to the library and some vendors pay a small percentage of sales back to the library. Shawn said anyone interested in the function should let her know. Bruce MacDonald, Shawn Leche, Lisa Cromell, and Jessica Holman all indicated that they were interested in learning more. Shawn said she would forward some SirsiDynix screen shots, along with "Frequently Asked Questions" and documentation.

**NEXT MEETING:** The next ALS meeting was tentatively scheduled for February 19, 2015.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 10:53 a.m. on a motion by Lisa Cromell, seconded by Pam Flood.

Respectfully submitted,

Pamela Malmsten, Recorder