

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2020 (Symphony Users)
Minutes of the Meeting of August 13, 2020

CALL TO ORDER: A meeting of the ALS 2020 (Symphony Users) group was held via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 11:05 a.m. eastern.

Attending: Bruce MacDonald, Chair (Peter White Public Library), Shawn Andary (Superiorland Library Cooperative), Lissa Potter (Superiorland Library Cooperative), Pamela Malmsten (Superiorland Library Cooperative), Jeremy Morelock (Superiorland Library Cooperative), Pam Flood (Superior District Library), Barb Bartel (West Iron District Library), Jesse Shirtz (Ishpeming Carnegie Public Library), and Janis Lubenow (U.P. Health Systems-Marquette)

APPROVAL OF THE AGENDA. The agenda was approved as presented on a motion by Pam Flood, seconded by Janis Lubenow.

APPROVAL OF THE MINUTES OF May 14, 2020: The minutes of May 14, 2020 were unanimously approved as presented on a motion by Pam Flood, seconded by Bruce MacDonald.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

May, June, and July 2020 Cash Disbursements:

May: There were no unusual disbursements in May.

June: The SirsiDynix maintenance invoice for April 1 – September 30, 2020 was paid in June. The total payment was \$139,218.01; \$67,440.60 was charged to the ALS maintenance account (4-930) and \$4,337.41 was rebilled to libraries for maintenance on optional products.

July: The \$754.25 payment to Cybrarian (rebilled account number 4-983.3) was for Detour School Public Library's new Cybrarian subscription; the subscription period was pro-rated for July 1, 2020 – March 31, 2021 so that it would end along with the rest of the ALS group Cybrarian participants.

Total May disbursements: \$12,030.13; total June disbursements: \$83,734.23; total July disbursements: \$14,373.62.

Year to Date Report as of 07/31/2020:

Revenues: FY 2020 ALS operating fees (account 4-606) have been billed through 9/30/2020.

Total ALS/NMLN operating revenues: \$316,065

Total rebilled revenues: \$23,077

Total ALS/NMLN/Rebilled revenues as of 7/31/2020: \$339,142

Expenses:

ALS Operating Expenses: SirsiDynix ILS maintenance (account 4-930) has been paid through 9/30/2020. The maintenance line item total (\$135,479.46) is the only line item that is over the 10/12 budget figure (\$117,183.34); this is because the maintenance

for the entire fiscal year has been paid. All other line items are well under the 10/12 budget figures and it is anticipated that ALS net income at the end of the fiscal year will be higher than the projected figure of \$3,190.

NMLN Expenses: The Northern Michigan Library Network has been dissolved and there should be no further expenses in this fiscal year. SLC and/or ALS will have to pay for the FY 2019/2020 final audit, but that will be a FY 2021 expense. The \$1,400 expense was for the FY 2019 audit; Directors and Officers insurance was cancelled so there will be \$0 charged to the insurance expense line item this year.

The total ALS/NMLN/Rebilled expense budget is \$363,091. The 10/12 budget figure is \$302,575.60 and YTD expenses are \$287,386—well under the 10/12 expense budget figure.

Total ALS/NMLN operating expenses: \$264,309

Total rebilled expenses: \$23,077

Total ALS/NMLN/Rebilled expenses as of 7/31/2020: \$287,386.

Janis Lubenow **moved that the cash disbursements of \$12,030.13 for May 2020, \$83,734.23 for June 2020, and \$14,373.62 for July 2020; and year to date reports as of 07/31/2020** [with total ALS revenues of \$339,142 and total ALS expenses of \$287,386] **be approved as presented.** The motion was seconded by Pam Flood, unanimously approved, and carried

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Update: Shawn Andary, the Chair of the UPRLC Annual Conference Committee, reported. The conference, “*UPRLC 2020 Superior Vision*”, had been scheduled for September 28 – September 29, 2020 at Lake Superior State University in Sault Ste. Marie. Due to the pandemic, however, the Conference Committee decided to cancel the conference for this year; a UPRLC Annual Meeting will still be held via Zoom conferencing on September 29, 2020. The committee had considered holding a virtual conference, but ultimately decided to reserve the conference funds for next year. A considerable amount of planning and organizing had already been accomplished; this will likely give the committee a jump start for next year. Shawn added that the UPRLC Board still plans to continue working on revising the UPRLC bylaws.

ILS Survey Crew: The purpose of the ILS Committee is to identify ALS members’ automated system priorities and to look at other ILS systems. Committee members composed a survey that was sent out to ILS members; questions were designed to determine the focus of the ILS investigation. Committee members compiled survey results and have decided to give further consideration to five ILS vendors. Lissa reported that the committee has not met since the last ALS meeting and she hopes to schedule a meeting in September.

OLD BUSINESS:

Upgrade to Symphony 3.6.2: The ILS upgrade to Symphony 3.6.2 was accomplished on Thursday, August 6th. Lissa reported that the upgrade went well; there were a few minor issues that were quickly resolved. She is continuing to work on upgrading Workflows for the client machines; she said that Team Viewer has been working well for remote support. A list of upgrade instructions will be sent out to

libraries not supported by SLC. In addition to bug fixes, new optional features of the upgrade include:

(1) Personal Identification Number (PIN) requirements can now be set by library. There is a limit of 10 characters. Libraries can opt to set requirements and store PINs in an encrypted (more secure) file.

(2) "Modify User" helper can be added to the Checkout Wizard; Lissa would have to set this up. This feature is particularly useful for changing patrons' contact information or other data at checkout.

(3) The total price of checked out items can be added to receipts.

(4) Each library can specify closed days and holidays that will be excluded from counting towards expiring available holds.

(5) New "Manage Hold Shelf" wizard; this wizard will allow items in the hold shelf to be viewed and handled.

NEW BUSINESS: No items of New Business were discussed.

NEWS:

Library directors gave updates on their reopening progress. Bruce MacDonald reported that the Peter White Public Library is offering curbside services and is open to the public by appointment for computer use. The library is considering opening to the public for limited hours sometime in September. Pam Flood said that the Superior District Library has been open to the public for regular hours since August 1st; curbside service is also still being offered. Pam added that the public computer time allowance has been reduced in order to keep people moving in and out of the library. Jesse Shirtz reported that the Ishpeming Carnegie Public Library is open for curbside service and is looking at opening by appointment for computer use in the near future.

Pam Flood asked when the Unique Management debt collection service will be resuming. Shawn replied that the service can be restarted any time; currently debt collect is suspended in the SirsiDynix system. Library directors should contact ALS staff when they are ready to resume service; Unique Management will also have to be notified.

NEXT MEETING: The next ALS meeting was tentatively scheduled for Thursday, November 12, 2020 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 11:54 a.m. eastern.

Respectfully submitted,

Pamela Malmsten, Recorder