

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

CALL TO ORDER: A meeting of the ALS 2020 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette and via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 10:30 a.m. eastern.

Attending: Bruce MacDonald, Chair (Peter White Public Library), Margaret Boyle (Peter White Public Library), Ellen Moore (Peter White Public Library), Shawn Andary (Superiorland Library Cooperative), Lissa Potter (Superiorland Library Cooperative), Pamela Malmsten (Superiorland Library Cooperative), Pam Flood (Bayliss Public Library), Cheryl Hoffman (Spies Public Library), Amanda Winnicki (Menominee County Library), Lisa Cromell (Munising School Public Library), Megan Buck (Dickinson County Library), and Monique Ciofu (Escanaba Public Library)

APPROVAL OF THE AGENDA. The agenda was approved as presented on a motion by Megan Buck, seconded by Amanda Winnicki.

APPROVAL OF THE MINUTES OF November 13, 2019: The minutes of November 13, 2019 were unanimously approved as presented on a motion by Lisa Cromell, seconded by Pam Flood.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

November, December, and January Cash Disbursements:

November: The disbursements listed in account 4-945 (\$416.10) were related to expenses incurred when Lissa Potter attended the SirsiDynix Consortia SIG Conference in Cleveland. Total November disbursements: \$12,995.89.

December: The \$70 payment (account number 4-945 to LMxAC) was for Lissa's Consortia SIG registration fee. Total December disbursements: \$12,119.71.

January: January disbursements to Anderson Tackman, and Company (ALS account 4-801 for \$485 and Northern Michigan Library Network (NMLN) account 7-802 for \$900) were for progress payments for preparation of the audits for UPRLC and NMLN. A portion of UPRLC's audit will also be charged to the UPRLC general fund. Total January disbursements: \$17,133.82.

Pam Flood **moved that cash disbursements of \$12,995.89 for November 2019, \$12,119.71 for December 2019, and \$17,133.82 for January 2020 be approved.** The motion was seconded by Megan Buck, unanimously approved, and carried.

Year to Date Report as of 01/31/2020:

Revenues: The first two quarters of FY 2020 ALS operating fees have been billed (account 4-606); also included are fees for a few member libraries that choose to pay their fees for the entire fiscal year. The total of operating fee revenues as of 01/31/2020 was \$168,892.

Expenses: October operating disbursements included the first six-month payment to SirsiDynix for ILS maintenance (\$67,441).

Total ALS Operating and Rebilled revenues as of 01/31/2020 totaled \$190,691; total ALS Operating and Rebilled expenses as of 01/31/2020 totaled \$134,403.

Bruce noted that the NMLN is in the process of being dissolved.

Amanda Winnicki **moved that the year to date reports as of 01/31/2020** [with total ALS revenues of \$190,691 and total ALS expenses of \$134,403] **be approved as presented**. The motion was seconded by Pam Flood, unanimously approved, and carried.

ALS Budget for FY 2020/2021:

Revenues: The proposed FY 2020/2021 ALS budget includes a recommended 1% operating fee increase for all ILS participants. A budget worksheet was reviewed; the worksheet included columns showing what the net income would look like with no fee increase, a 2% fee increase, and a 1% fee increase. Shawn Andary, Pam Malmsten, and Andrea Ingmire met recently to discuss the FY 2021 budget and agreed that a 1% fee increase would be prudent in order to assure a continued modest increase in the ALS fund balance without overly stressing the budgets of libraries that may be struggling financially. The projected fees assume that no institutions withdraw from ILS participation in FY 2021.

Expenses:

1. Professional and Contractual Line Item--SLC costs for Wages and Benefits: Administrative staff estimated a 3% salary increase for SLC employees beginning 10/1/2020. SLC's health insurance plan renews on July 1 and a 4% increase was estimated. 100% of the System Administrator's salary and fringes, 50% of the Database Assistant's salary and fringes, 38% of the Finance Director's salary and fringes, 26% of the SLC Director's salary and fringes, and 8% of the Network Administrator's salary (excluding fringes) were allocated to UPRLC ALS.
2. Professional and Contractual Line Item--Other Items: Items charged to the "other professional and contractual" line item include \$100 for COSUGI membership, \$360 for PayPal monthly charges, \$350 for PhoneTree, \$3,300 for the ALS share of the annual audit, \$1,000 for miscellaneous and legal charges, and \$660 for Internet.
3. Office Overhead Costs: 42% of office overhead costs (electricity, water, heat, maintenance, shared supplies, shared office equipment maintenance, etc.) were charged to ALS. This percentage has been the same for the last few years.
4. SirsiDynix Maintenance: The 5-year ILS contract with SirsiDynix renewed on 4/30/2019. According to the terms of the contract, there will be no maintenance increase in FY 2021.

SUMMARY:

Total operating revenues in the proposed budget: \$322,236.93 (\$350,636.93 with rebills).

Total operating expenses in the proposed budget: \$311,268.69 (\$339,668.69 with rebills).

Net Income in the proposed budget: \$10,968.24.

Lisa Cromell **moved that the ALS FY 2020/2021 budget** [with total revenues of \$350,636.93 and total expenses of \$311,268.69] **be approved as presented**. The motion was seconded by Amanda Winnicki, 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 slogan is “*UPRLC 2020 Superior Vision*” and Dillon Geshel has designed the conference logo. The Annual Conference will be held on September 28 – September 29, 2020 at Lake Superior State University (LSSU) in Sault Ste. Marie. Marc Boucher, LSSU library Director, is helping to coordinate arrangements at LSSU and Lisa Waskin, Director of the Superior District Library, is working on plans for a reception and activities. A “save the date” e-mail has been sent out and Shawn will be sending out a break-out session “call for proposals”. The Tuesday keynote speaker will be Clare Membiela; she will talk about legal issues libraries should be preparing for. Dillon Geshel is working on confirming Wednesday’s keynote speaker. Committee members are reaching out to other possible presenters as well. Shawn added that vendors will be invited again this year.

ILS (Integrated Library System) Committee: Lissa Potter reported that the ILS Committee met on February 12. The purpose of the ILS Committee is to identify ALS members’ automated system priorities and to look at other ILS systems. Committee members have been working on a final draft of ILS survey questions; questions are designed to determine the focus of the ILS investigation.

OLD BUSINESS:

Syndetics Unbound: Syndetics Unbound is the new, upgraded product that replaced UPRLC’s current enhanced content subscription. Information that can be displayed includes a book summary, “about the author”, “more by this author”, a list of series titles, “you may also like” titles, a “look inside” feature, professional reviews, and reader reviews. There is also a book profile that includes characters, genre, topics, notes, and Lexiles reading level. Unbound Content has been made available to all libraries in Enterprise and ALS staff asked users to provide feedback on customizing the content. Based on responses received, Lissa will formulate a proposed customization plan and send the plan to ALS members for comments.

SMS Trial Update: SMS allows text messages to be sent to patrons’ mobile phones, rather than through automated calls using PhoneTree. Messages can also be sent to a specific patron from within Workflows and there is an announcement feature that can be used to notify patrons of unanticipated library closures or other events. Peter White Public Library has been testing the product; staff members have indicated that they want to continue using the text messaging and that patrons seem to like it. Lissa reported that 8 additional libraries have signed up to use SMS; there is some set-up involved and participants have to provide the necessary information to Lissa.

Upgrade to Symphony 3.6.1: The next Symphony upgrade, version 3.6.1, was released in September 2019 and the UPRLC test server has been upgraded. Lissa said that, assuming she does not discover any major bugs, the upgrade will be scheduled for early summer. The upgrade will take place in the middle of the night and Lissa will send out e-mail notifications when upgrade details are finalized.

NEW BUSINESS:

Call for Webinars and In-Person Training Sessions: Lissa said she will provide in-person training sessions and webinars based on request. She said ALS members can contact her to discuss their specific training needs. She added that libraries would be asked to open up in-person training sessions to other libraries in the area.

LIBRARY NEWS: Library directors shared new about upcoming events.

NEXT MEETING: The next ALS meeting was tentatively scheduled for Thursday, May 14, 2020 at 10:30 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair the meeting was adjourned at 11:34 a.m. eastern on a motion by Megan Buck, seconded by Lisa Cromell.

Respectfully submitted,

Pamela Malmsten, Recorder