

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2019 (Symphony Users)  
Minutes of the Meeting of February 14, 2019

**CALL TO ORDER:** A meeting of the ALS 2019 (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 10:31 a.m. eastern.

**Attending:** Bruce MacDonald, Chair (Peter White Public Library); Shawn Andary, Lissa Potter, and Pamela Malmsten (Superiorland Library Cooperative), Megan Buck (Dickinson County Library), Pam Flood (Superior District Library), Amanda Winnicki (Menominee County Library), Jessica Holman (Negaunee Public Library), Mary Hook (Manistique School Public Library), Monique Ciofu (Escanaba Public Library), Josh Townley (Brevort Township Community Library), Lynne Wiercinski (Ironwood Carnegie Public Library), and Ellen Moore (Peter White Public Library)

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

**APPROVAL OF THE MINUTES OF September 6, 2018:** The minutes of September 6, 2018 were unanimously approved as presented on a motion by Pam Flood, seconded by Megan Buck.

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

Approval of September 2018, October 2018, November 2018, December 2018, and January 2019 Cash Disbursements: October disbursements include the six month ILS maintenance payment (\$67,665.84) to SirsiDynix. Another \$7,317.52 was for optional products (Datastream and Collection Agency) that were rebilled to libraries. January 2019 disbursements include a \$1,160 payment to Anderson, Tackman, and Company; this was a progress billing for work completed on UPRLC's FY 2018 audit. Total cash disbursements: September: \$11,760.07; October: \$89,595.23; November: \$11,090.75; December: \$15,228.02; and January: \$15,359.51.

Monique Ciofu **moved that cash disbursements of \$11,760.07 for September 2018, \$89,595.23 for October 2018, \$11,090.75 for November 2018, \$15,228.02 for December 2018, and \$15,359.51 for January 2019 be approved.** The motion was seconded by Amanda Winnicki, unanimously approved, and carried.

Year to Date Expenses/Revenues Report as of 01/31/2019:

**Revenues:** ALS operating fees have been billed through 03/31/2019. It was noted that the original budget included operating fees for the Tahquamenon Area Public Library which withdrew from ALS effective November 2018; the line item was adjusted in the proposed FY 2019 budget revision.

**Expenses:** YTD expenses are about as expected, though some minor line item adjustments will be recommended in the proposed budget revision.

Total year to date revenues as of 1/31/2019: \$195,226

Total year to date expenses as of 1/31/2019: \$130,020

Pam Flood **moved that the YTD reports as of 01/31/2019** [with total ALS/NMLN revenues of \$195,226 and total ALS/NMLN expenses of \$130,020] **be approved as presented**. The motion was seconded by Monique Ciofu, unanimously approved, and carried.

UPRLC Audit for the Year Ended September 30, 2018: The FY 2018 audit is posted on UPRLC's web site. The Statement of Revenues, Expenditures, and Changes in Fund Balance (pages 29 and 30) shows that on 9/30/2018, the ALS class had total revenues of \$369,883 and total expenses of \$335,653 resulting in net income of \$38,962. The ALS fund balance on 10/1/2017 was \$280,123 and on 9/30/2018 it was \$319,085.

ALS Budget Revision for FY 2018/2019: A proposed ALS Budget revision for FY 2018/2019 was reviewed.

**Revenues:** The original budget still included operating fees for the Tahquamenon Area Public Library. The operating fees revenue for Tahquamenon was deleted in the revised budget.

**Expenses:**

1. *Personnel:* Due to unusual circumstances involving the SLC Director position, along with an overlap in the Network Administrator position, it is likely that SLC will end FY 2019 with a budget deficit. Because of this, a small amount (8%) of Luke Bowers' salary costs (not including retirement or health insurance) was charged to ALS. In addition, the health insurance line item was reduced by \$3,390 since the cost of Lissa Potter's health insurance had originally been over-estimated.
2. *SirsiDynix Maintenance Contract:* The ILS contract with SirsiDynix expires on 3/31/2019. Shawn is working with Kevin Rodriguez, UPRLC's SirsiDynix representative, to finalize a contract. On February 11, 2019, Kevin told Shawn that there would be no maintenance increase for the rest of this fiscal year and for the following two years. The original ALS budget included a 2.9% maintenance increase for FY 2019; the maintenance line item was not changed for this budget revision.

**Summary:**

Total operating revenues in the proposed revised budget: \$311,945.37

Total operating expenses in the proposed revised budget: \$310,945.00

Net Income in the proposed revised budget: \$1,000.37

Amanda Winnicki **moved that the ALS FY 2018/2019 revised budget** [with total operating revenues of \$311,945.37 and total operating expenses of \$310,945] **be approved as presented**. The motion was seconded by Monique Ciofu, unanimously approved, and carried.

ALS Budget for FY 2019/2020: A proposed ALS Budget revision for FY 2019/2020 was reviewed.

**Revenues:** The proposed FY 2019/2020 budget includes a 2% operating fee increase for all ILS participants.

**Expenses:**

1. *SLC costs for wages and benefits:* The salary/fringe benefit percentages charged to UPRLC are the same as are being charged in the current year (FY 2018/2019). A 3% salary increase for SLC employees (beginning 10/1/2019) and a 4% health insurance increase (beginning 7/1/2019) was estimated. UPRLC pays 100% of Lissa Potter's salary and fringes, 50% of Jeremy Morelock's salary and fringes, 8% of Luke Bowers' salary (not including fringes) and 38% of Pam Malmsten's salary and fringes.
2. *Office overhead costs:* 42% of office overhead costs (electricity, water, heat, maintenance, shared supplies, shared office equipment maintenance, etc.) were charged to ALS in the FY 2019/2020 budget. This percentage has been the same for the last few years.
3. *SirsiDynix Maintenance:* The ILS contract with SirsiDynix expires on 3/31/2019. On February 11, 2019, Kevin Rodriguez, UPRLC's SirsiDynix representative, told Shawn that there will be no maintenance increase for the rest of this fiscal year and for the following two years.

#### **Summary:**

Total operating revenues in the proposed budget: \$318,280.63 (\$366,280.63 with rebills)

Total operating expenses in the proposed budget: \$315,090.55 (\$363,090.66 with rebills)

Net Income in the proposed budget: \$3,189.97

Monique Ciofu **moved that the ALS FY 2019/2020 budget** [with total revenues of \$366,280.63 and total expenses of \$363,090.66] **be approved as presented.** The motion was seconded by Amanda Winnicki, unanimously approved, and carried.

#### **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Conference Committee: Shawn Andary, the Chair of the UPRLC Annual Meeting Committee, reported. The meeting will be held on September 18 and 19, 2019 at the Peter White Public Library. The slogan for this year's conference is "Adapt, Evolve, Lead"; Dillon Geshel, director of the Portage Lake District Library, designed the logo and graphics. Possible keynote speakers have been discussed and Shawn has been working with committee member Lynette Suckow on plans for vendor table set-ups. Committee members are also in the process of checking on food and lodging options, sending out "save the date" announcements, and reviewing the language for the "call for proposals" for breakout sessions.

#### **OLD BUSINESS:**

SirsiDynix Contract Update: UPRLC's current ILS contract with SirsiDynix will expire on 03/31/2019. Shawn Andary said that UPRLC negotiated a new five-year contract that will keep maintenance costs the same for the rest of FY 2019 and for the following two fiscal years. The new contract will include Syndetics Unbound, a new, upgraded product that will replace UPRLC's current enhanced content subscription. The current maintenance contract includes eResources Central and Authority Control with \$0 ongoing maintenance charge; there will continue to be no additional charge for these products in the new contract. EResources Central will also include an additional

connector that could be used to integrate another digital product (possibly RB Digital magazines) into the UPRLC catalog. Shawn said that BLUECloud Mobile and phone tele-messaging were too expensive to be included in the contract; however ALS can participate in a text messaging trial that would cost \$250 for 5,000 text messages. The new contract will also continue to allow UPRLC to rename accounts to add new libraries; this provision helps to ensure that it is not too expensive to add new libraries to the consortium.

Bruce MacDonald commented that the ALS group should start discussing issues with the current ILS; for example the BLUECloud products do not have the functionality that is needed or was expected. ALS members agreed that a committee needs to start examining UPRLC's needs, gathering information on other systems, and sending out a Request for Proposals (RFP). The group also discussed other ILS vendors that are currently being used by other state library consortiums.

### **NEW BUSINESS:**

COSUGI Conference: Amanda Winnicki and Lissa Potter will be attending the 2019 COSUGI conference from March 24-27 in Minneapolis.

Smartport Changes and Database Cleanup: Lissa reported that she and Jeremy Morelock have been working on cleaning up bibliographic records. Lissa has also made changes to the Smartport wizard to prevent bad tags from being imported into the system. Lissa said that bad bib records should be reported to ALS staff at [support@uproc.lib.mi.us](mailto:support@uproc.lib.mi.us).

Staff Training Day at Portage Lake District Library (March 14, 2019): All SLC/UPRLC staff members are invited to attend the Staff Training Day at the Portage Lake District Library on March 14, 2019. Training sessions will include presentations on LIBBY (Jeremy Morelock), copy cataloging missing items (Lissa Potter), and reference (Lisa Waskin).

Shawn reported that the next Workflows upgrade will probably be scheduled sometime next summer and that the upgrade will include the ability to modify DVD checkout rules. Lissa Potter added that the upgrade will also probably include "the value of your library" information printed at the bottom of checkout receipts.

**NEXT MEETING:** The next ALS meeting was scheduled for May 9, 2019 at 10:30 a.m. eastern.

**ADJOURNMENT:** There being no further business, the chair declared the meeting adjourned at 11:38 a.m. eastern.

Respectfully submitted,

Pamela Malmsten, Recorder