

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2020 (Symphony Users)
Minutes of the Meeting of May 14, 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 1:10 p.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), Megan Buck (Dickinson County Library), Amy Chiamuleria (Dickinson County Library), Jessica Holman (Negaunee Public Library), and Jesse Shirtz (Ishpeming Carnegie Public Library)

APPROVAL OF THE AGENDA. The agenda was approved as presented by consensus.

APPROVAL OF THE MINUTES OF February 13, 2020: The minutes of February 13, 2020 were unanimously approved as presented on a motion by Amanda Winnicki, seconded by Pam Flood.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

February, March, and April 2020 Cash Disbursements:

February: The disbursements listed in account 4-945 were for COSUGI Conference expenses; the conference was later cancelled. The registration fee (\$450) was refunded and Delta issued a credit for the airfare (\$510.05). In account 4-801, the \$2,640 payment to Anderson, Tackman, and Company was a progress billing for the UPRLC FY 2019 audit and 990 tax return. The total cost of the audit and 990 preparation was \$4,375: \$1,000 was charged to the UPRLC General Fund and \$3,375 to ALS. Total February disbursements were \$15,375.63.

March: There were no unusual operating disbursements. The \$1,500 payment (account 4-930.2) to SirsiDynix was for SMS text messaging. This expense was rebilled to participating libraries. Total March disbursements were \$17,714.27.

April: The payment of \$348 to Intrado (account number 4-801) was for the PhoneTree renewal. The \$340 payment to Frankenmuth Insurance (account 4-910) was the partial cost of UPRLC's property and liability insurance. The balance of the cost (\$500) was paid by the UPRLC General Fund. Total April disbursements were \$12,432.61.

Year to Date Report as of 04/30/2020:

Revenues: FY 2020 ALS operating fees have been billed (account 4-606) through 6/30/2020; the last quarter invoices will go out around July 1, 2020. The 9/12 operating fee budget figure is \$236,797 and year-to-date revenues are \$249,525. Year-

to-date revenues are higher because a few member libraries chose to pay their fees for the entire fiscal year.

Total ALS/NMLN operating revenues: \$251,383

Total rebilled revenues: \$22,323

Total ALS/NMLN/Rebilled revenues as of 4/30/2020: \$273,705

Expenses:

ALS Operating Expenses: Year-to-date disbursements include the first six-month payment to SirsiDynix for ILS maintenance (\$67,441). The second six-month invoice should be arriving soon. The Professional and Contractual line item year-to-date total of \$89,091 is well under the 7/12 budget figure of \$93,089. This line item consists mostly of monthly payments to SLC for salaries and overhead costs. The transportation and conference expense line items are also well under the 7/12 budget figure.

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 NMLN insurance expense line item this year.

The total ALS operating budget is \$351,091. The 7/12 budget figure is \$183,803 and YTD expenses are \$161,341—well under the 7/12 budget figure.

Total ALS/NMLN operating expenses: \$161,341

Total rebilled expenses: \$18,584

Total ALS/NMLN/Rebilled expenses as of 4/30/2020: \$179,924.

Pam Flood moved that the cash disbursements of \$15,374.63 for February 2020, \$17,714.27 for March 2020, and \$12,432.61 for April 2020; and year to date reports as of 04/30/2020 [with total ALS revenues of 273,705 and total ALS expenses of \$179,924] 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 is scheduled for September 28 – September 29, 2020. The main conference was originally going to be held in Lake Superior State University’s conference rooms, however Shawn reported that she was notified that the venue will no longer be available since the university is planning to re-purpose the conference rooms into classrooms to allow for more social distancing. The Conference Committee will be meeting soon and will be discussing the venue issue and whether the Conference should be held virtually due to the novel coronavirus concerns. The Tuesday keynote speaker will be Library of Michigan attorney Clare Membiela; she will talk about legal issues libraries should be preparing for. Lance Werner, the Director of the Kent District Library, has also agreed to be a keynote speaker and to present some breakout sessions.

ILS (Integrated Library System) Committee: Lissa Potter reported. 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 are continuing to compile survey results and have decided to give further consideration to five ILS vendors.

OLD BUSINESS:

Upgrade to Symphony 3.6.2: Lissa reported that the UPRLC test server has been upgraded to Symphony version 3.6.2 and that she has been trying some of the new features. The live upgrade is scheduled for June 15, but may be done earlier. Shawn noted that SLC technology staff will do the client upgrades or send the instructions if library directors want to have their own technology staff members upgrade the clients.

Features and enhancements of the upgrade include:

3.5.3

- ♦ Maximum number of checkouts across all libraries: A new attribute, "Maximum Charges apply to all checkouts using this circulation rule" was added to the Circulation Rule policy. This attribute allows multiple Item Type policies to share a common Maximum Charges value, which allows libraries to limit the number of checkouts across all applicable item types to one value instead of using a separate Maximum Charges value for each item type.

- ♦ Limits for checkouts of the same item type across all libraries: A new attribute, "Limit number of checkouts for this item type across all libraries", was added to the Item Type policy. This attribute allows administrators to place a limit on the number of checkouts a patron is allowed for items of a particular item type across all libraries in the library system.

- ♦ A feature that allows grouping for multiple Library, User Profile and Item Type policies within the Circulation Map policy has been added.

- ♦ There will be enhanced security for Policy PINs (Personal Identification Numbers); criteria can be set by library and PINs can be encrypted.

3.5.3.1

- ♦ Modify User helper has been added to Checkout wizard.

- ♦ "Total price of checked out items" field has been added to due date and charge receipts.

- ♦ Library policies will include an option to exclude closed days and closed dates while calculating the expiration of available holds.

- ♦ A Discharging/CheckIn Wizard bug that caused WorkFlows to stop responding while checking in items with circulation notes has been fixed.

3.6

- ♦ Manage Hold Shelf wizard will allow items on the hold shelf to be viewed and handled.

- ♦ SIP bugs have been fixed.

3.6.1

- ♦ Multiple holds can be placed on a single title; this feature is controlled by a hold map

- ♦ Users can be prevented from checking out a second copy of the same title; this feature is controlled by the user profile.

3.6.2

- ♦ This upgrade includes a user profile option for marking profiles as location-based to bypass checkout limits (discard, missing, etc.).

- ♦ A Windows service that allows non-administrator users to upgrade WorkFlows has been added.

- ♦ WorkFlows memory bugs have been corrected.

- ♦ Report and bill reporting bugs have been corrected.

NEW BUSINESS:

Call for Webinars: Lissa said she will provide Zoom training sessions and webinars based on request. Anyone interested in presenting a webinar should contact Lissa; suggestions or ideas for future topics would also be welcomed.

NEWS: Shawn reported that the Superiorland Library Cooperative, along with member libraries, recently co-sponsored a virtual author visit. Michigan Notable Author James McCommons presented a session titled “Camera Hunter: George Shiras III and the Birth of Wildlife Photography”. The session, which was presented via Zoom conferencing service, was held on May 12 and was well-attended. Shawn added that local author John Smolens will be presenting in two weeks. Shawn said she plans to continue to organize virtual author visits and other types of public programming that can be co-sponsored with member libraries.

NEXT MEETING: The next ALS meeting was tentatively scheduled for Thursday, August 14, 2020 at 1 p.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 1:53 p.m. eastern.

Respectfully submitted,

Pamela Malmsten, Recorder