

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2019 (Symphony Users)
Minutes of the Meeting of August 8, 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 10:38 a.m. eastern.

Attending: Bruce MacDonald (Peter White Public Library), Shawn Andary, Lissa Potter, Jeremy Morelock, and Pamela Malmsten (Superiorland Library Cooperative); Megan Buck (Dickinson County Library), Amanda Winnicki (Menominee County Library), Dillon Geshel (Portage Lake District Library), Monique Ciofu (Escanaba Public Library), and Wanda Tessmer (Carp Lake Township Library)

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

APPROVAL OF THE MINUTES OF May 9, 2019: The minutes of May 9, 2019 were unanimously approved as presented on a motion by Monique Ciofu, seconded by Amanda Winnicki.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

May, June, and July 2019 Cash Disbursements:

May: The \$250 payment to SirsiDynix (account 4-930) was for the SMS text messaging trial.

June: The \$450.45 rebilled expense payment to Metcom (account number 5-730) was for barcodes. Metcom is ALS's new barcode vendor.

July: There were no unusual expenses.

Total disbursements: May: \$12,280.06, June: \$11,956.06, and July: \$12,255.01.

Monique Ciofu **moved that cash disbursements of \$12,280.06 for May 2019, \$11,956.06 for June 2019, and \$12,255.01 for July 2019 be approved.** The motion was seconded by Megan Buck, unanimously approved, and carried.

Year to Date Expenses/Revenues Report as of 07/31/2019:

Revenues: ALS operating fees have been billed through 09/30/2019.

Expenses: YTD expenses are as expected, with all items, except maintenance, under the 10/12 budget line item figures. The maintenance line item is higher because SirsiDynix maintenance has been paid in full through 9/30/2019.

Total ALS/NMLN year to date revenues as of 7/31/2019: \$370,643.

Total year to date ALS/NMLN expenses as of 7/31/2019: \$319,400.

Monique Ciofu **moved that the year to date reports as of 07/31/2019** [with total ALS/NMLN revenues of \$370,643 and total ALS/NMLN expenses of \$319,400] **be approved as presented.** The motion was seconded by Dillon Geshel, unanimously approved, and carried.

FY 2018/2019 Budget Revision: _An ALS fund FY 2019 budget revision was reviewed.

Revenues: ALS fund revenues were increased in the proposed budget revision. Interest was increased from \$1,200 to \$1,625. ALS operating fees were increased from \$309,394.37 to \$316,513, which is the actual amount of FY 2019 operating fee revenues billed to libraries.

Expenses: The only line item that was changed was the transportation line item, which was reduced from \$1,000 to \$700. Some professional and contractual sub-account line items--the accounts that show what ALS pays to SLC for office overhead and salary costs--were adjusted. The total professional and contractual account line item total was unchanged (\$155,885).

Summary: Total operating revenues in the revised budget are \$318,993 and total operating expenses are \$307,705. Projected net income in the original budget was \$3,439; projected net income in the revised budget is \$11,288, an increase of \$7,849.

Monique Ciofu **moved that the ALS FY 2019 budget revision** [with total operating ALS/NMLN revenues of \$318,993 and total ALS/NMLN operating expenses of \$307,705] **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 Annual Conference will be held on September 18 and 19, 2019 at the Peter White Public Library. A conference breakout session "Call for Proposals" form was distributed and the response was outstanding--23 proposals were received. The UPRLC Annual Conference Committee selected session presenters and a schedule for both days has been finalized. Dillon Geshel has nearly finished the conference brochure and registration will open soon. This year the Annual Conference Committee has decided to open up the conference to library staff from non-UPRLC member libraries. Registration will be available to UPRLC members exclusively for the first two to three weeks; the conference will then be advertised more widely.

OLD BUSINESS:

Joint Meeting of the UPRLC and SLC Boards: At previous meetings, the Northern Michigan Library Network (NMLN) Board had discussed the possibility of dissolving the NMLN. The topic was included as an agenda item at the May 17, 2019 Joint SLC/UPRLC Board meeting and UPRLC Board member Leslie Warren facilitated a discussion regarding the "pros" and "cons" of dissolving the NMLN. At a special meeting held on July 11, 2019, the NMLN Board further discussed the points that were made at the joint SLC/UPRLC Board meeting and unanimously passed a motion recommending that the Boards of the NMLN participating libraries move forward with the process of dissolving NMLN. Board members agreed that NMLN Chair Shawn Andary would draft a letter explaining the reasons for the dissolution recommendation and outlining the dissolution process.

UPRLC Unexpected Partnerships: Megan Buck reported on the Upper Peninsula Region of Library Cooperation (UPRLC) "Unexpected Partnerships" program.

The acronym of the new program is “UPRLC”: “Unexpected Partnerships: Refreshing, Leading, Celebrating”. The goal is to encourage connections between library staff throughout the Upper Peninsula and northern Lower Peninsula. Each applicant will be matched with another library staff member. The program will provide the framework for establishing and facilitating the sharing of ideas and professional knowledge, as well as providing support and opportunities for collaboration. New one-year partnerships will be announced at the UPRLC Annual Conference in September. The Committee developed and distributed an online application; 21 people have signed up so far. Megan encouraged everyone to spread the word about the program and noted that it is not too late to sign up. She added that the committee would like to make as many matches as possible for a full year cycle beginning October 1, however forms can be submitted after the initial deadline and mid-year matches will be made.

Syndetics Unbound: Lissa Potter presented a Syndetics Unbound demonstration on her shared desktop. Syndetics Unbound is the new, upgraded product that will replace 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. Shawn added that ALS staff will send out a SurveyMonkey survey with a link to a test instance of the product so users can provide feedback on how the product should be set up.

SMS Trial Update: Lissa Potter reported. Peter White Public Library (PWPL) has been participating in a SMS text messaging trial. SMS allows text messages to be sent to patrons’ mobile phones, rather than through automated calls using PhoneTree. PWPL staff and patrons have responded positively to the text messages and the set-up process has been reasonable. Lissa noted that messages can also be sent to a specific patron from within Workflows and that there is an announcement feature that can be used to notify patrons of unanticipated library closures or other events. ALS staff is now looking at opening up the trial to additional libraries. Shawn added that ALS staff would find out the cost of the product and do some pricing comparisons with other third party messaging services.

NEW BUSINESS:

Upgrade to Symphony 3.6.1: Lissa Potter reported. The next Symphony upgrade, version 3.6.1, is scheduled for release in September 2019, however ALS staff will probably not upgrade the UPRLC system until December 2019. ALS is currently using version 3.5.2.1. Features of the upgrade include:

1. SIP bug fixes and enhancements
2. A couple of new API tools
3. The ability to place multiple holds on one title for a patron (for book clubs, classes, etc.)
4. The ability to prevent patrons from checking out a second copy of the same title
5. A new report that lists duplicate bib records with more options
6. The ability to store PINs securely and to require PIN security features by library
7. A receipt field that shows the total price of checked out items
8. The option to exclude closed days when calculating hold expiration dates

9. A checkout wizard "Modify User" helper that will allow a patron's PIN to be changed from within the checkout screen
10. Oracle tweaking to keep searches from stopping
11. New bib load options and matching rules
12. A compressed "Display User" wizard display with more fields and more information

Shawn added that the test server will be upgraded in September or October; ALS staff will look at the test upgrade and then discuss the timing for the live upgrade.

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

LIBRARY NEWS: Library news and announcements were shared.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 11:49 a.m. eastern.

Respectfully submitted,

Pamela Malmsten, Recorder