

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2021 (Symphony Users)
Minutes of the Meeting of November 19, 2020

CALL TO ORDER: A meeting of the ALS 2021 (Symphony Users) group was held via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 11:07 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), Joe Bouchard (Keweenaw Bay Ojibwa Community College Library), Cheryl Hoffman (Spies Public Library), Ellen Moore (Peter White Public Library), Monique Ciofu (Escanaba Public Library), and Karen Gonyea (Manistique School Public Library)

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

APPROVAL OF THE MINUTES OF AUGUST 13, 2020: The minutes of August 13, 2020 were unanimously approved as presented on a motion by Pam Flood, seconded by Monique Ciofu.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

August, September, and October Cash Disbursements:

August: August disbursements included the usual monthly payments to Jotform, PayPal, AT&T and SLC (salaries and office overhead expenses).

September: September disbursements included the monthly payments to Jotform, AT&T, and SLC.

October: October operating disbursements included the monthly payments to Jotform, PayPal (2 months), and SLC. In addition, October disbursements included UPRLC's semi-annual ILS maintenance payment (\$67,407.63) to SirsiDynix. Another \$7,565.34 was paid to SirsiDynix for optional products that were rebilled to libraries. Also under rebilled expenses, the payment of \$1,091.44 to Metcom was for barcodes.

Total August disbursements: \$15,678.34; total September disbursements: \$11,387.99; total October disbursements: \$88,589.63.

Year to Date Report as of 09/30/2020: ALS/NMLN revenues as of 9/30/2020 totaled \$341,335.73. ALS/NMLN expenses as of 9/30/2020 totaled \$314,501.96. The total of NMLN revenues was \$501; SLC paid \$500 to UPRLC/ALS to offset NMLN expenses. (Note: SLC also paid for all the attorney fees related to the NMLN dissolution.) The total of NMLN expenses was \$1,400. The FY 2020 NMLN net loss was \$899; this loss was funded by ALS. NMLN has now been dissolved and the only FY 2021 expense will be for the final financial audit. SLC and ALS will split the cost of the FY 2020 NMLN audit.

Budgeted ALS/NMLN net income as of 9/30/2020 was \$3,189.93; actual net income was \$26,833.77. The ALS net income will be added to the ALS restricted fund balance.

Monique Ciofu **moved that cash disbursements of \$15,678.34 for August 2020, \$11,387.99 for September 2020, and \$88,589.63 for October 2020; and year to date reports as of 09/30/2020** [with total ALS revenues of \$341,335.73 and total ALS expenses of \$314,501.96] **be approved as presented.** The motion was seconded by Joe Bouchard, 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 2020 conference. The committee had considered holding a virtual conference, but ultimately decided to reserve the conference funds for 2021. Shawn said that the Conference Committee would soon start planning for the 2021 conference; the Committee will be checking on venues and still hopes that the conference can be held in Sault Ste. Marie.

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 had sent out a survey 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 needs to start meeting again soon. Shawn commented that a system with a web-based interface would be advantageous so that client machine upgrades could be eliminated.

Consortia SIG Conference: Lissa Potter attended the virtual SirsiDynix Consortia SIG users group conference held on September 30 and October 1, 2020. She reported that the conference was well-attended, but the virtual format did not accommodate the networking and small group informal discussions that are so valuable at the in-person conferences. Lissa added that SirsiDynix has developed solutions for dealing with library curbside service.

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. She said that all public and school-public client machines have been upgraded, however, due to staff turnover, there may be some school library clients that have not been upgraded. Lissa said that the Debt Collect module is still disabled for everyone and noted that she has been helping libraries soften up the language on notices.

Re-indexing the Server: Lissa reported that she plans to re-index the server over Thanksgiving and the OPAC will not be available for 4 – 6 hours in the early hours of November 26. The re-indexing should clean up the records and put links back in place.

NEW BUSINESS: No items of new business were discussed.

LIBRARY NEWS: Bruce MacDonald reported that Peter White Public Library has re-opened to the public for 3 hours a day on Monday-Saturday for now. Monique Ciofu said that the Escanaba Public Library had walk-in hours for a while but now is only offering drive-up service. Pam Flood reported that the Bayliss Public Library is open regular hours by appointment only; they also are offering curbside service. Joe Bouchard reported that the Keweenaw Bay Ojibwa Community College Library has been closed for 3 weeks; he added that the Career Readiness Center has done one interview using Zoom conferencing service. Cheryl Hoffman said that the Spies Public Library, which had previously been open by appointment, has gone back to curbside service only since Menominee city officials decided to close all city buildings to the public. Karen Gonyea said that the Manistique School Public Library has been open for limited hours but public traffic has been light.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:59 a.m. eastern on a motion by Monique Ciofu, seconded by Pam Flood.

Respectfully submitted,

Pamela Malmsten, Recorder