

**Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2023 (Symphony Users)
Minutes of the Meeting of February 3, 2023**

CALL TO ORDER: A meeting of the ALS 2023 (Symphony Users) group was held via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 11:04 a.m. ET.

Attending: Bruce MacDonald, Chair (Peter White Public Library), Dillon Geshel (Superiorland Library Cooperative), Pamela Malmsten (Superiorland Library Cooperative), Jeremy Morelock (Superiorland Library Cooperative), Amanda Winnicki (Menominee County Library), Blair Nelson (Spies Public Library), Megan Buck (Dickinson County Library), Janis Lubenow (UP Health System Library Services).

APPROVAL OF THE AGENDA. It was agreed that an addition of a presentation of the SirsiDynix book carousel be added under "New Business". Approval motion by Amanda Winnicki and seconded by Blair Nelson.

APPROVAL OF THE MINUTES OF OCT 3, 2022: The minutes of the special meeting of October 3, 2022 were unanimously approved as presented on a motion by Blair Nelson, seconded by Amanda Winnicki.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

September, October, November, and December Cash Disbursements:

September: There were no unusual disbursements in September.

Total September disbursements: \$286.76

October: Account 4-801: the reimbursement of \$204 to Superiorland Library Cooperative was for a Michigan Library Association Job Board advertisement for the open ALS System Administrator position. Accounts 4-930, and rebilled account numbers 4-930.2 and 4-930.3: these line item expenses to SirsiDynix for UPRLC's semi-annual ILS maintenance invoice.

Total payment to Sirsi Corporation: \$70,496.67.

Total October disbursements: \$110,816.56

November: Rebilled account 5-730: The payment of \$1,544.95 to Lucas Holdings was for patron cards for member libraries. The payment of \$1,149.17 was for barcodes for member libraries.

Total November disbursements: \$12,627.89

December: Account 4-801: The payment of \$595 to Superiorland Library Cooperative was reimbursement for a SirsiDynix System Administration training class for Jeremy Morelock.

Total December disbursements: \$22,859.79

Year to Date Report as of December 31, 2022:

Revenues: The total of ALS operating revenues as of 12/31/2022 was \$198,474.

Expenses: The total of ALS operating expenses as of 12/31/2022 was \$123,263; the 3/12 budget expense figure is \$88,448. The maintenance line-item expense is \$45,378 over the 3/12 budget figure; this is because SirsiDynix maintenance has been paid through March 31, 2023.

Amanda Winnicki moved that cash disbursements of \$286.76 for Sep 2022, \$110,816.56 for Oct 2022, \$12,627.89 for Nov 2022, and \$22,859.79 for Dec 2022; and year to date reports as of 12/31/2022 [with total ALS revenues of \$198,474 and total ALS expenses of \$123,263] be approved as presented. The motion was seconded by Blair Nelson, unanimously approved, and carried.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Update: Dillon Geshel reported that the conference will be two days held in Sault Ste. Marie on September 13-14, 2023. The first day will be ½ day at Bayliss Public Library to include a keynote and breakout sessions, and the second day will be held at LSSU campus (a full day). Lisa Waskin has been very helpful in reserving hotel rooms and conference space, as well as finalizing meal options. There is a requirement that we use the LSSU catering service, which is a little more expensive than what we usually do. We will be bringing back the vendor hall, which will bring in some income. The committee finished a survey sent to UPRLC libraries to see what kinds of sessions and keynotes they were interested in. Bayliss Friends group will help cover the lunch expenses for the first day.

OLD BUSINESS:

Phone Tree Replacement (Teletask) Update: Jeremy explained that apparently it had not been determined prior to the signing of the contract that Teletask will not handle the actual transfer of the pertinent data for the patron messaging. We have been working to problem-solve this issue involving the need for an ssh (secure shell) application which sends the command from our hosted SirsiDynix server to Teletask. The data would include patron name, phone or email address, and information of why the patron is being contacted, such as item on hold, as an example. Gordon and Shawn have been working on the issue and they have determined two options: 1-The installation of a third-party application onto our server, which would be used as an intermediate server and 2-We would need root access to the server at SirsiDynix which hosts our data. A ticket is currently open with SirsiDynix support asking if they would allow the third-party ssh application to be installed on their server. Dillon stated that we would definitely begin a search for a replacement product if the solution does not work. The contract is up in July. Bruce asked if we could negotiate with Teletask for a free extension of our agreement since we have been paying for, but not using the product all this time.

ILS Contract Renewal Report: SLC, UPRLC, and ALS all approved the SirsiDynix proposal for renewal. Dillon made sure that SirsiDynix knew that we wanted to see a draft contract, which they sent to Dillon last week. The contract is nearly identical to the draft contract in the Sirsi proposal. The only change is that we asked them to drop the free Hoopla connector and swap the eResource connector for the magazines in its place. Dillon told Kevin at Sirsi to not include their mobile app in the quote, because we would like to look around at other options as well. The ILS RFP Committee will likely be reconvened to look at the mobile app options. The Sirsi ILS contract will be signed soon, Dillon said.

NEW BUSINESS:

Approval of the FY 2022/2023 Budget Revision: Pam Malmsten showed that there were personnel changes during the period. Interest rates increased! Pam presented a proposed FY 2022 budget revision.

Revenues: Revenues were adjusted to reflect actual year-to-date revenues. Total revenues in the original budget were \$356,115.84 and total revenues in the revised budget are \$359,015.84.

Expenses:

1. 4-801 (SLC expenses): The Superiorland Library Cooperative budget was revised on 1/11/2023; most of the SLC revisions were to personnel-related line items since SLC had recent staffing changes, all of which affected the ALS management contract expenses. SLC sub-4-801 line items were adjusted to match the corresponding line item changes in the SLC budget. (Note: total SLC line-item expenses were less than the original ALS FY 2023 budget total).
2. 4-801 (other expenses): We added \$800 for SirsiDynix system administration training sessions for Jeremy Morelock.
3. 4-850 (communications): We added \$1,680 to the line item since UPRLC is still paying about \$135 a month to AT&T for the PhoneTree line.
4. 4-910 (insurance): We added \$1,450 to the line item to cover the cost of cyberinsurance.

TOTAL REVENUES IN THE ORIGINAL BUDGET: \$356,115.84

TOTAL REVENUES IN THE PROPOSED REVISED BUDGET: \$359,015.84

TOTAL EXPENSES IN THE ORIGINAL BUDGET: \$353,792.60

TOTAL EXPENSES IN PROPOSED REVISED BUDGET: \$353,530.36

PROJECTED NET INCOME IN THE ORIGINAL BUDGET: \$2,343.24

PROJECTED NET INCOME IN PROPOSED REVISED BUDGET: \$5,485.48

Approval motion by Amanda Winnicki and seconded by Blair Nelson.

Approval of the FY 2023/2024 Budget and Operating Fees for FY 2024:

ALS FY 2023/2024 PROPOSED BUDGET

Revenues: The FY 2024 budget report shows budget scenarios with both a 0% operating fee increase and a 1% operating fee decrease. We recommend that ALS adopt the budget with the 1% fee decrease.

Expenses:

1. The budget projects a 5% health insurance increase. The plan year is 7/1 – 6/30.
2. The budget projects a 3% COLA salary increase for SLC employees.

3. ALS pays 42% of most overhead costs: supplies, utilities, VOIP, workers compensation insurance, office equipment maintenance, snow plowing, lawn care, and cleaning.
4. The budget includes a 2.9% Sirsi maintenance increase for October 1, 2023 – March 31, 2024. The new SirsiDynix contract takes effect April 1, 2024 and costs will drop significantly. This is the main reason we felt comfortable with recommending that fees be reduced for FY 2024.

TOTAL REVENUES IN RECOMMENDED FY 2024 BUDGET: \$352,901.65

TOTAL EXPENSES IN RECOMMENDED FY 2024 BUDGET: \$333,994.55

PROJECTED NET INCOME IN RECOMMENDED FY 2024 BUDGET: \$18,907.10

Approval motion by Amanda Winnicki and seconded by Megan Buck, with the 1% fee decrease.

UPRLC Conflict of Interest Discussion and ALS Implications: ALS officer discussion. Dillon said the UPRLC Board has already brought up the discussion of conflicts of interest and the role of the Treasurer. Megan Buck is UPRLC Chair and brought up that there has been discussion about SLC employees serving on the UPRLC Board. The conflict of interest is not really with being part of the UPRLC Board, as much as it is about ALS, because it is the ALS group that has the contract with Superiorland for management of the system. Everybody who serves on the UPRLC Board has a vested interest in the success of UPRLC. Therefore, no one person on the board has more of a conflict of interest. When it comes to the ALS group, there could be more of a potential for a conflict of interest, because the contract doesn't really benefit Superiorland, but is mutually beneficial. The question came up: could someone in Pam's role serve as Treasurer of UPRLC effectively, and if the answer is no, then maybe the Treasurer should not be an elected position, because we don't want to get into a situation where we're telling our membership that it's time to elect officers for the board, but you have to elect Pam (or someday Pam's replacement) to the Board because that person has to serve as Treasurer. The UPRLC Board will be consulting with their bylaws and will make sure they have a successful plan moving forward, so that they never have to tell their membership who they have to elect to the Board, and never have to tell their Board who they have to elect for an officer. Bruce asked if we could make that a standing position as part of the job. Megan said that is something they have been looking at, and they are still asking the question: can it feasibly be someone else...could somebody not in the job of doing the day-to-day finances do this? Dillon mentioned that there had been discussion that the ALS group maybe could have a little bit more formality when it comes to officer roles. If oversight is a concern, then having an ALS Treasurer role might be helpful. Pam mentioned a need for people to get more involved with the ALS group again—there is a need for more participation. Megan discussed that we have to look at the possibility of one day having someone in Pam's position, and related that DCL had an employee in a similar position who recently retired and how hard it is to replace that institutional knowledge, experience, and trust. Pam

said we may want to put more oversight of her position in place now, so that we get those best practices in place for any future person in her position.

Bruce asked how we could make these meetings more interesting. He suggested keeping the meeting to one hour instead of 1½ hours. He says the content of discussion in these meetings tends to be not as compelling. Megan asks if the “business side” of the meetings could be moved more to an “executive board” for ALS meeting, strictly for the officers. Dillon stated that this way we could include a speaker or a short presentation at each meeting that would be of interest to members. Bruce had the idea of putting the more interesting portion of the meetings first, as a possibility.

Book List Carousels for External Websites – SirsiDynix service: Jeremy Morelock presented an exciting service from SirsiDynix that would enable book list carousels to be posted to external websites. This would pull book lists created in Enterprise Admin portal and could be posted to a library’s website. Nancy Mousseau at Alpena Library had recently requested this feature. The cost is \$1,000 [a one-time fee, not annually, it appears] or 3 credits [we will look into what that means].

NEXT MEETING: The next ALS meeting will be held Friday, May 19th, 2023.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:15 p.m. ET on a motion by Blair, seconded by Megan.

Respectfully submitted,

Jeremy Morelock, Recorder