

**Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2023 (Symphony Users)
Minutes of the Meeting of May 19, 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 11:02 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), Monique Ciofu (Escanaba Public Library), Linda Anderson (Curtis Public Library), Ellen Moore (Superiorland Library Cooperative), Lisa Waskin (Superior District Library). Andra Ziemnick (Portage Lake District Library).

APPROVAL OF THE AGENDA. It was agreed that an addition of a presentation of the COSUGI 2023 Report and Discussion of Library App Purchase under "New Business". Approval motion by Megan Buck and seconded by Monique Ciofu.

APPROVAL OF THE MINUTES OF Feb 3, 2023: The minutes of the ALS meeting of February 3, 2023 were unanimously approved as presented on a motion by Ellen Moore.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

January, February, March and April Cash Disbursements:

January: There were no unusual disbursements in January.

Total January disbursements: \$13,148.03

February: Account 4-910: the payment of \$1,690 to VAST was for UPRLC's cyber insurance. In rebilled expenses, account 5-730, the payment of \$1,253.66 was for barcodes.

Total February disbursements: \$17,746.59

March: Accounts 4-930, and rebilled account numbers 4-930.2 and 4-930.3: these line item expenses were paid to SirsiDynix for UPRLC's semi-annual ILS maintenance invoice. Total payment to Sirsi Corporation: \$78,140.61.

Total March disbursements: \$94,741.14

April: Account 4-801: the payment of \$2,450 to Anderson, Tackman, and Company was for UPRLC's FY 2022 financial audit. The total cost of the audit was \$5,200; the balance of the cost (\$2,750) was charged to the UPRLC general fund.

Total April disbursements: \$15,512.19

Year to Date Report as of April 30, 2023:

Revenues: The total of ALS operating revenues as of 04/30/2023 was \$264,614.

Expenses: The total of ALS operating expenses as of 04/30/2023 was \$240,702; the 7/12 budget expense figure is \$189,985. The maintenance line-item expense is \$58,475 over the 7/12 budget figure; this is because SirsiDynix maintenance

has been paid through September 30, 2023. Megan made a motion to approve Financials, seconded by Blair Nelson. Approved.

UPRLC FY 2022 Financial Audit Report

The UPRLC financial audit for the year ended September 30, 2022 is posted on UPRLC's web site. The Schedule of Revenues, Expenditures, and Changes in Fund Balance is on page 31 of the audit. The ALS fund balance on October 1, 2021 was \$381,498. ALS had total revenues of \$344,377 and total expenses of \$337,807, resulting in excess revenues over expenses of \$6,568. This net income was reduced by \$391, which was transferred to the restricted "Paid Time Off" fund balance. On September 30, 2022, the ALS fund showed final net income of \$6,177, resulting in a year-end fund balance of \$387,675.

Bruce thanked the new people for attending this ALS meeting!

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Update: Lisa Waskin reported that the conference will be two days held in Sault Ste. Marie on September 13-14, 2023. There is a hotel with a block of rooms held. The first day will be ½ day at Bayliss Public Library to include a lunch, keynote, and breakout sessions, and the second day will be held at LSSU campus (a full day). The Committee has received a steady stream of proposals for presentations, and it is hoped that more from UPRLC will decide to present topics. Dillon mentioned that the location of The Sault has opened up more interest in presenters and attendees from downstate. Lisa Waskin mentioned that there will be a Trustee Round Table on the Thursday of the event, so if libraries have trustees they may want to consider attending. This involves representatives of The Library of Michigan. Proposals for presentations have a deadline of the end of May. Theme of the conference is "Charting Our Course." Shawn Andary will present on the new SirsiDynix contract.

OLD BUSINESS:

Phone Tree Replacement (Teletask) Update: Jeremy explained that the previous issues preventing Teletask from working with our system involving the data transfer from SirsiDynix servers to Teletask has been resolved, thanks in part to Shawn's perseverance on the issue from within SirsiDynix. Jeremy and Shawn have successfully tested first with Peter White's Holds calls for two weeks so far in May. There is a deadline to switch over the remaining calls (19 in total being moved from PhoneTree) by the time the AT&T phone line renewal is up in June. Jeremy and Shawn are working on that currently. The only change to library staff will be that the reports showing which patrons were called each day will come from Teletask. The only difference to the patrons will be that the Caller ID will show the phone number of the library when calls are made.

NEW BUSINESS:

Cosugi Report – Jeremy Morelock

Enterprise session: new version 5.2.1 was released in March (we are on 5.1.0). Security enhancements in the form of multifactor login including a requirement for stronger password. The presenter said they are “taking a break” from development on Enterprise to concentrate on their Cloudsource products and eRc connector (eRc connector will be available to us to automatically load bib records for the magazine collection beginning in April).

How to Survive Your First Year as a System Administrator

This session was custom-made for me, I felt! An extremely helpful presentation from a System Admin on the East Coast. She has been in her position for over 5 years and coincidentally her position was formerly held by our Library Relations Manager, Maryska. This session gave me perspective, as there were over 150 in attendance, most of whom are in the same role as me: new system administrators in their respective organizations. Many have come to their jobs with much less experience, as I have.

Symphony Enhancements and Roadmap

Shawn Andary presented about the upcoming Symphony 4.1 release later this year. Incidentally, in speaking with Shawn and our Library Relations Manager Maryska, we will wait to do our next upgrade until after the new contract goes into effect in April. When that occurs, we will be able to use Symphony Web, which will make the upgrade seamless, since it will be browser-based. Each library will log into WorkFlows via the web version. Additional Item Categories (6-10) being added. We probably would not have use for these presently, unless we were ever to subscribe to their automated material handling system (Lyngsoe/IMMS). This is a system of managing materials that would be suitable for a large urban library system. A new Single Sign On for staff, which includes enhanced security and multi-factor identification. Enhanced “Audit Trail” which gives more data to track transaction history in the system.

Enhancement voting: I learned about Enhancement voting for SirsiDynix products. Many known Issues and proposed Enhancements to products have a page in the SirsiDynix site where users can vote in support of the enhancement and comments can be made.

I watched a session on **batch changing records** using MarcEdit. This could be useful one day for myself or Ellen. I have the video to refer to for when that may be necessary.

Syndetics Unbound – Enhancements!

(I am planning a presentation on Syndetics Unbound for Lunch Bunch to be recorded, so this was timely.)

1. Ability to add cover images when there is no image present.
I have been adding covers. Any of our libraries could do this if I set up a user account for them with Syndetics Unbound. The requirement is that the item must have an ISBN number. Takes about 24 hours for Syndetics staff to review submissions.

2. Audio sample clips. They are beginning to roll out this enhancement for audiobooks. A selection of narration from the audiobook can be played. (Seems to be only a very limited number of titles so far.)
3. Librarian Recommends Lists. Libraries can curate lists within the catalog. These lists can be embedded and shared.

An interesting session on **replacing an aging collection of books in school libraries:** Suzie Roth in Yavapai, AZ. The presenter works in a school library in Arizona. Funding for the school library being low, a solution was found to come up with funds to purchase library materials. Her position was created by a grant. The biggest problem was to weed the outdated collection that was taking up space.

Weeding was done in the schools and donations increased from a few thousand in 2021 to 40k+ in latest year. Bringonthebooks.info They weeded 85% in one high school, then the principal committed budget for new books. Books were 30-40 years old on average.

Exhibitors: Companies selling RFID, security, self-checkout, and similar technology. If any libraries are planning renovations and so forth and would like information on these types of products, I can pass along materials and contacts.

COSUGI Conference will be held in-person again next year in early March in Utah.

Hopefully someone else from one of our libraries would like to attend as well.

Bruce asked if we would be recommending that libraries switch to using the browser version of the Symphony WorkFlows client when the new contract goes into effect.

Jeremy stated that we do not know the plan, but that having library staff who work with the public would certainly be the way to go, as well as the libraries who we do not do IT support for and so forth.

Approval of the 5-year (4/1/2024 – 3/31/2029) ILS contract with SirsiDynix

Dillon explained that back in February, 2023, the ALS and UPRLC committees had already approved moving forward with the SirsiDynix proposal. Now we have a version of it to take to the UPRLC Board for signing. Only a few small changes including some adjustment to dates in the contract. Moved date for approval to June 2nd to allow for UPRLC Board approval. The original 5-year contract had a start date that did not align with our current contract. That would have left us with an additional 6 months on the old contract at the old price, or with no contract at all. We worked with Kevin at Sirsi to get that updated in the quote. The formal approval of the contract by the ALS Committee is helpful, Dillon stated. The details of the cost and so forth in the contract have not changed since we last discussed in February 2023. No questions were presented. Amanda Winnicki made a motion to approve the contract, Monique Ciofu seconded. Passed with no opposition. Pam Malmsten reminded the committee that this contract saves UPRLC a lot of money.

The option to take a look at possibilities for a new mobile app was discussed. (Bookmyne reached end-of-life, and we left the library app out of the new 5-year contract.) Sirsi are going to hold the quote they gave us for their mobile app in case we decide to go with them. It was decided to get the ILS Contract Committee back together

to investigate the mobile apps that are available out there. Bruce pointed out that we are currently without a library app. Dillon will send an email out calling for committee members for a mobile app search. Shawn could present to the Conference on the SirsiDynix mobile app at the UPRLC Conference.

Curtis Library Discussion

Dillon told us that effective July 1st, 2023, Curtis Library will be separating from the Superior District Library. They will no longer operate as a branch of SDL, or an affiliate. This puts Curtis Library in a unique situation because they will not be legally established as a public library any longer. They would no longer be eligible for State Aid or penal fines. They would also not be eligible for membership in UPRLC or SLC, so they also stand to lose their IT support and a functional ILS. Pam and Dillon met with the Curtis Library stakeholders and Clare Membiela last month, to explore possible paths forward for the library. We're still waiting for some clarity from Clare, but we bring this up with the ALS group because we would welcome your feedback on some tentative ideas here.

- Membership in UPRLC is only available to established public or private libraries, meaning Curtis would be ineligible for services effective July 1. There will be an interim period here, in which Curtis continues to explore a path to establishment. And we are considering whether the UPRLC board might make a temporary exception, to allow Curtis to remain on our ILS, through the end of our fiscal year, September 30, so long as the Curtis Library agrees to continue paying for services. We have Clare Membiela looking into whether or not this would be allowable or ill-advised, considering we are talking about making an exception to membership policy.
- As the user group for our automated system, Dillon welcomed comments or concerns you may have about this idea.

Megan, Dillon, and Bruce would like to hear what Clare's thoughts are before any exceptions are made. Megan would like to see some discussion with Clare soon. Perhaps since they were part of the organization at the beginning of the fiscal year, Curtis could be allowed an exception, Megan noted. Linda Blanchard, Director of Curtis Library, added that she appreciates everyone's concern in this time of upheaval for her library. She is working toward certification and the establishment of a legal library is what the library would like. Linda asked if their Sirsi database information would be able to be merged back into the UPRLC database if there were to be a lapse in membership. Pam and Jeremy mentioned that we have done similar things in the past for other libraries who have left and rejoined, such as for certain school libraries.

Pop-ups in WorkFlows

Jeremy demonstrated the new *Display User Extended Info Alerts* which can be

enabled for any of our libraries to show any entries in the Extended Information tab which is controlled under Modify User. Notes and Comments that have been added can be set to pop up during Check Out or when Display User is opened.

Approval of UPRLC Bylaws and UPRLC-SLC Management Contract

Dillon feels ready to recommend that we move forward with this idea of creating an ex-officio board position for the person managing the finances of the organization that holds the management contract – currently that would be Pam. These changes would be in response to our questions and discussions about oversight and succession planning. The board has already indicated that they don't see any conflict-of-interest issues with SLC staff serving on the UPRLC board, but this change does help ensure the organization holding the management contract, and managing finances, continues to play a role with the UPRLC board, without mandating that this person be elected to the board. Dillon feels that he hopes this also provides some comfort for UPRLC, knowing that we're planning for the future by creating a system that we hope will work (knowing that Pam may be allowed to retire). Dillon's comments:

- To do this, we need to adjust the UPRLC bylaws. You can see this draft change in Section 3.2 on page 3. It states this person would be an ex-officio member without voting privileges. We also wanted to specifically indicate that this ex-officio seat was tied to the management contract holder, knowing that UPRLC could someday have other user councils, that won't necessarily need an ex-officio board representative.
- We wanted to make this clear in the management contract itself as well, so you'll see a short edit to section 4 on page 1 of the contract. By specifying that the contract that includes management of the UPRLC general fund operations and accounting is the one that gets the ex-officio member, we eliminate the possibility of future user councils or management contracts also having a default ex-officio member. We also tried to leave the language in both documents vague enough to allow the contract holder to decide which staff person serves as the ex-officio board member – it could be the SLC director, or the finance person, for example.

Bruce said it makes sense that it encourages the financial officer to participate in those meetings. Amanda asked if we should make a motion to approve both. Amanda made a motion that the ALS Committee accept the changes to the Bylaws and the Management contract to be presented to the UPRLC Board. Monique seconded. Passed with no one opposing.

Affiliate Member Policy

Dillon told the committee that we also want to talk about UPRLC affiliate membership options. Our bylaws already allow for an affiliate membership option, but we've never had any affiliate members. Last year, MCLS exec director Scott Garrison

expressed interest in UPRLC membership after attending our annual conference. Our bylaws state clearly that affiliate membership is a good option for organizations or individuals interested in supporting the goals of UPRLC – so this seems like the perfect avenue for a group like MCLS.

But we've never set affiliate membership rates or a description of affiliate benefits. Initially there was some discussion that maybe this would need to be built into our bylaws. But I don't think we need to do that. We want to instead propose a \$125 annual affiliate membership rate for individuals and organizations (Current membership rate is \$75). And an affiliate membership benefit package that would include UPRLC's member rate for the annual conference registration, and access to the UPRLC email listservs. Looking to Superiorland as an example here, they don't include specific information about their associate membership fees or benefits in their bylaws – instead you can find that information in their annual schedule of service. In the absence of a similar document for UPRLC, we're proposing the board adopt this brief policy on UPRLC associate membership fees and benefits.

Bruce asked if one can join a UPRLC listserv without having an Office365 account. Dillon said it can be done with the newer system we have in Office365, as Gordon has done recently with the Directors' List.

NEXT MEETING: The next ALS meeting will be held Friday, Sept 1st, 2023 11:00am ET.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:25 p.m. ET on a motion by Monique, seconded by Megan.

Respectfully submitted,

Jeremy Morelock, Recorder