

**Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2023 (Symphony Users)
Minutes of the Meeting of September 1, 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), Monique Ciofu (Escanaba Public Library), Andra Ziemnick (Portage Lake District Library), Ellen Moore (Superiorland Library Cooperative), Jessica Luther (Alpena County Library).

APPROVAL OF THE AGENDA. Approval motion by Andra Ziemnick and seconded by Dillon.

APPROVAL OF THE MINUTES OF May 19, 2023: The minutes of the ALS meeting of May 19, 2023 were unanimously approved as presented on a motion by Dillon and seconded by Andra.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

May, June, July, August Cash Disbursements:

May: The \$1,000 payment to Sirsi (account 4-930) was for Enterprise Book List Carousels project management.

Total May disbursements: \$15,982.07

June: The payment of \$2,300 to Sirsi (account 4-801) was for Teletask custom programming.

Total June disbursements: \$16,398.55

July: The expense payment of \$1,800 to Teletask (account 4-801) was for year one of a two-year Teletask renewal. The year two payment of \$1,800 is listed under "cash disbursements-prepaid expense". We received a substantial discount by renewing for two years.

Total July disbursements: \$22,063.23

August: There were no unusual expenses in August.

Total August disbursements: \$14,502.49

Year to Date Report as of August 25, 2023:

Revenues: The total of ALS operating revenues as of 08/25/2023 was \$332,493.

Expenses: The total of ALS operating expenses as of 08/25/2023 was \$304,477; the 11/12 budget expense figure is \$298,549. The maintenance line-item

expense is higher than the 11/12 budget figure because Sirsi maintenance has been paid through September 30, 2023.

ALS Final Budget Revision for FY 2022/23

Revenues: Interest (account 4-604) revenues were increased by \$3,473.03; interest rates were higher than anticipated.

Expenses:

1. The professional and contractual line item (4-801) was increased by \$1,149; this was due to the \$2,300 payment to Sirsi for Teletask custom programming.
2. The communications line item (4-850) was reduced by \$546.01 to \$1,133.99. The last payment to AT&T was in June 2023; VOIP charges are included on the monthly overhead invoice from Superiorland.
3. The repair and maintenance line item (4-930) was increased by \$995 to \$142,071.54. The increase was due to the \$1,000 payment to Sirsi for Book List Carousels project management.

Summary:

Total revenues in the proposed revised FY 2023 ALS budget: \$357,173.07

Total revenues in the original FY 2023 ALS budget: \$359,015.84

Total expenses in the proposed revised FY 2023 ALS budget: \$350,574.56

Total expenses in the original FY 2023 ALS budget: \$353,530.36

Net Income in the proposed revised FY 2023 ALS budget: \$6,598.51

Net Income in the original FY 2023 ALS budget: \$5,485.48

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Update: Dillon reported that the UPRLC Committee had their last meeting in late August, things are coming together well for the conference. We have almost reached capacity for registration (100). A day of presentations, as well as some fun activities, Wednesday that Lisa Waskin has put together. Several vendors will be in attendance.

OLD BUSINESS:

Discussion of Curtis Library: Dillon described the implications of Curtis leaving the Superior District Library effective July 1, 2023. The SLC Board in June adopted an MOU that allows SLC to extend service to Curtis Library for the remainder of the FY. Also, this agreement extends affiliate membership in SLC to the Curtis Library for the next FY. Curtis will stay on as a regular SLC member through 9/30/23. They will have the next fiscal year to get themselves established as a public library. They will have access to Overdrive as well as continue to receive rebilled services through

Superiorland. The way the MOU is written is that SLC extend affiliate membership to Curtis for up to one year, or until they establish—whichever comes first. Things are moving along well for the establishment of a ballot question in November that would include a millage levy. That is one of the final steps for the Library of Michigan to be able to establish Curtis as a public library. Dillon talked with Megan Buck about what UPRLC could do to extend service to Curtis during this interim time. What Dillon and Megan came up with was extending services to Curtis for the remainder of the FY so that they don't lose access to the automated system. The plan for the coming FY is that we will extend services for the fiscal year as long as they are willing to pay for automated system fees up front. Some background is that SDL and Curtis had a contract set to renew June 30, 2023, and the two parties could not come to an agreement to renew it. There is no relationship between the two parties now—Curtis is separated from SDL.

Affiliate Membership Policy: Dillon explained that a year ago Scott Garrison, Director of MCLS, expressed an interest in becoming a member of UPRLC. The bylaws indicate that UPRLC can make affiliate membership available, but we had no details (a fee schedule, or a description of membership benefits). In May, UPRLC adopted a brief Affiliate Membership Policy for any interested organizations or individuals for \$125 per year. Affiliate members can join our UPRLC listservs and would be eligible for the member rate for the UPRLC Annual Conference. MCLS are our very first affiliate member.

NEW BUSINESS:

Report of Search for New Mobile App – Jeremy Morelock: Our search workgroup has been presented with demos of the first four apps on the list that we have come up with. We began with BlueCloud Mobile (SirsiDynix). The background is that with our new Sirsi contract, it had been decided to leave the mobile app out of the contract so that we could take a look at what was available. We also looked at demos from CapiraMobile (OCLC), MyLibro app, and the Connect app (Communico). Workgroup members were most impressed by the last two. Bruce has created a template for weighted scoring of the apps based on corporate history and experience, status of the app's development, whether it will integrate with Symphony, and cost (heavily weighted in the scoring). We expect to have obtained quotes from each of the four that we have looked at so far and the committee will reconvene soon to discuss further and decide whether to look at the remaining three on the list. We're also looking at the ability to customize for each of our libraries, how intuitive the interface is, ability to place holds/renew, integration with Libby/Hoopla, push notifications, integration with PayPal, social media feeds. Bruce shared that he is excited about the products that we have looked at and what that means for services for our patrons, including advertising library programs and room reservations. Hopefully we can plan on purchasing something in the early part of the next fiscal year.

SymphonyWeb Now Available: Ahead of our new Sirsi contract in April they have been slowly rolling out some of the products included for us. The web browser version of Symphony is now available to our libraries. Ellen has been doing quite a bit of testing of the product during her cataloging. Jeremy will send out a link to use SymphonyWeb.

Same logins as the regular WorkFlows are used. This will be helpful to schools, places where we don't provide IT services. The upgrade process will be much improved, as is the setup involved in printing reports. Discussion involved the difference between this product and MobileStaff. MobileStaff is the ideal product for off-site patron sign-up and bookmobile use, as well as for weeding onsite.

Talpa A.I. Search: SirsiDynix and Syndetics are providing their new A.I.-powered search tool to our libraries for free for one year. Jeremy showcased a test page with the button and demonstrated the effectiveness of the search (the search engine found the book he was looking for, but none of our libraries had it in their collections). Let Jeremy know and he will integrate the Talpa search button on your library's online catalog.

New Kids Catalog: Another feature of our new contract that is already being made available from Sirsi is their new Kids Catalog. Jeremy will begin setting this up for each library soon. This is a completely redesigned page with a new look and functionality.

Locally-hosted Images in Enterprise: Jeremy showed a newly-discovered feature within Enterprise where we can upload custom images to display in a large size in the online catalog, which will be perfect for Library of Things collections, such as telescopes, cake pans, games, etc.

NEXT MEETING: The next ALS meeting will be held Friday, November 3rd, 2023
11:00am ET.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:10
p.m. ET.

Respectfully submitted,

Jeremy Morelock, Recorder