Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2024 (Symphony Users)
Minutes of the Meeting of February 8, 2024

CALL TO ORDER: A meeting of the ALS 2024 (Symphony Users) group was held via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 11:03 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), Janis Lubenow (UP Health System), Andra Ziemnick (Portage Lake District Library), Ellen Moore (Superiorland Library Cooperative), Victor Beeker (Bayliss Public Library), Nancy Mousseau (Alpena County Library), Patt Fittante (Escanaba Public Library).

APPROVAL OF THE AGENDA. Suggestion to amend the agenda to put the COSUGI discussion above the Fiscal Year Budget Revision by Dillon Geshel, and Dillon moved to approve the Agenda seconded by Andra Ziemnick.

APPROVAL OF THE MINUTES OF November 3rd, 2023: The minutes of the ALS meeting of November 3rd, 2023 were unanimously approved as presented on a motion by Andra and seconded by Victor Beeker.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

CASH DISBURSEMENTS

November 2023 Cash Disbursements:

Rebilled account 4-930.2: The payment of $600 to Cybrarian Corporation was for wi-fi printing license renewals for participating libraries.

Total November disbursements: $14,913.16

December 2023 Cash Disbursements:

Account 4-801: The payment of $463.07 to Superiorland Library Cooperative was Merit internet service for 7/1/2023 – 6/30/2024.

Total December disbursements: $28,956.13

January 2024 Cash Disbursements:

Account 4-801: The Flagstar Bank service charge of $16.40 is for "Positive Pay", which is a check fraud prevention service that was initiated in December 2023.

Account 4-910: The payment of $1,600 to VAST was for a 1-year renewal of UPRLC's cyber insurance policy.

Total January disbursements: $26,979.54.

YEAR TO DATE REPORT AS OF JANUARY 31, 2024

Revenues: Total ALS operating revenues as of 01/31/2024: $186,281.

Expenses: Total ALS operating expenses as of 01/31/2024: $135,582; the 4/12 budget expense figure is $102,520. SirsiDynix ILS maintenance has been paid through

March 31, 2024; as a result, the maintenance line-item expense is $34,345 over the 4/12 budget figure.

Andra made a motion to approve both the Cash Disbursements and the Year to Date Report, seconded by Janis, unanimously approved.

OLD BUSINESS:

Report on the Decision to Purchase the myLIBRO app:

Jeremy reported that the workgroup that had assembled to look at demos of patron apps had made the decision to recommend the myLIBRO app. The individual members filled out a scorecard to rate the four apps that we looked at. The myLIBRO app scored the highest among the individuals in the workgroup. Jeremy played a short demo video displaying many of the features of the app, including customization of branding for individual libraries, catalog search functionality, handling of a patron's loans and holds, the integration of Libby into the app, access to other eResources that our libraries subscribe to, a self-checkout feature, and incorporation of social media feeds. The price was an additional consideration by the workgroup members, and Ellen pointed out that it was more affordable than other apps which had not scored as high. Ellen also noted that thanks to the savings in our ILS contract with SirsiDynix this time, it was decided to look at applying some of that money to a patron app.
A motion to approve myLIBRO app for UPRLC was made by Dillon and seconded by Victor and unanimously approved.

NEW BUSINESS:

Enterprise – Syndetics Content Open by default:

Jeremy reported that SirsiDynix have completed the implementation of the Syndetics Unbound content dropdown to be open by default. The Syndetics tab now reads, "Additional Information" and opens automatically.

COSUGI Discussion:

Dillon explained that since COSUGI has not been in-person for several years, we had missed the expense of sending our System Administrator and one other person to the conference in this year's ALS budget. Pam wants to make sure that the person who goes to the conference be someone who would be able to benefit from the knowledge presented at the conference and be able to present to our group afterward about what they learned from attending the event.

Approval of the FY 2023/2024 ALS Budget Revision:

Adjustments (Revenues):

1. 4-604: The interest line item was increased by $3,500.
2. 4-610.3 (Syndetics Unbound revenue): In October 2023, I invoiced the participating Syndetics libraries for the entire fiscal year (10/1/23 – 9/30/24), however I forgot that the the new SirsiDynix contract would be implemented on 4/1/2024 and costs would drop significantly. The excess revenue ($2170.95) was transferred to a deferred revenue account and will be credited to FY 2025 Syndetics Unbound invoices.

Adjustments (Expenses):

1. 4-801 (SLC expenses): The SLC supplies account (4801727) is over the 4/12 budget figure, however the line item was not adjusted since it is skewed by December expenses for AppAssure, SurveyMonkey, and the Quickbooks payroll renewal.
2. 4-801 (other expenses): The line item is slightly over the 4/12 budget figure; however, it was not adjusted since it includes the Year 2 Teletask expense ($1,800) that was posted in October.
3. 4-930 (maintenance): The year 1 expense ($11,450) for the new mobile app—myLIBRO—was added to the repair and maintenance line item.
4. 4-945 (conference): Funding for two people to attend the 2024 COSUGI conference in Utah was added to the line item.

TOTAL REVENUES IN THE ORIGINAL BUDGET: $352,901.65
TOTAL REVENUES IN THE PROPOSED REVISED BUDGET: $353,885.52
TOTAL EXPENSES IN THE ORIGINAL BUGET: $333,994.58
TOTAL EXPENSES IN PROPOSED REVISED BUDGET: $345,339.83
PROJECTED NET INCOME IN THE ORIGINAL BUDGET: $18,907.07
PROJECTED NET INCOME IN PROPOSED REVISED BUDGET: $8,545.69

A motion was made to approve the budget by Dillon, seconded by Janis. All approved.

Approval of the FY 2024/2025 ALS Budget and FY 2025 Operating Fees:

Revenues: The FY 2025 budget report shows budget scenarios with both a 0% operating fee increase and a 1% operating fee decrease.

Expenses:

1. Account 4-801 (professional and contractual) sub-accounts: these are the expenses paid to Superiorland Library Cooperative for employee salaries and benefits and office overhead (supplies, utilities, cleaning, snow removal, equipment maintenance, etc.). ALS pays 42% of most overhead costs.

a. Salaries and benefits: expenses include a 3% COLA salary increase and a projected 4% health insurance increase. A portion of some SLC employees' salaries and benefits are charged to UPRLC-ALS:
   Director: 28% ALS
   ILS System Administrator: 100% ALS
   Database Maintenance and System Administration Assistant: 59% ALS
   Assistant Director for Finance: 44% ALS
b. Other 4-801 sub-accounts: other expenses were projected based on FY 2023 total expenses and FY 2024 year-to-date totals.
c. Account 4-801-other: Items included are listed in a box at the bottom of the summary budget.

2. Account 4-930 (repair and maintenance) includes Sirsi ILS maintenance ($88,146.68) and year 2 of the mobile app ($8,765).
3. Account 4-945 (conferences and workshops): COSUGI 2025 will be virtual again so costs will be much less than FY 2024.

TOTAL REVENUES IN FY 2025 BUDGET (0% fee increase): $350,143.09
TOTAL EXPENSES IN FY 2025 BUDGET (0% fee increase): $314,848.94
NET INCOME IN FY 2025 BUDGET (0% fee increase): $35,294.15

TOTAL REVENUES IN FY 2025 BUDGET (1% fee decrease): $346,930.97
TOTAL EXPENSES IN FY 2025 BUDGET (1% fee decrease): $314,848.94
NET INCOME IN FY 2025 BUDGET (1% fee decrease): $32,082.03

Pam's budget showed two possibilities. One with -1% decrease in fees by our member libraries, and the other with 0% fee increase. It was discussed and those present preferred the option with the decrease in fees for our members, and it was noted that both of the two budget proposals come out to a significant net income (as seen above). A motion to approve the FY 24/25 budget, with the 1% fee decrease, was made by Bruce and seconded by Andra. All approved, zero opposed.

ALS Fee Determination Discussion:

There was discussion about the fee schedule and how the fees are determined for our members. It was determined that the fee schedule was implemented years ago with consideration of collection size and number of users. Dillon communicated that it is time to look at the fee schedule for members and come up with a plan to reevaluate the fees. Pam said that this question has come up over the years. We do not want to penalize members for growing their collections, Pam said when describing one point that had come up in the past. Our user group will revisit this in May.

NEXT MEETING: The next ALS meeting will be held Thursday, May 16th, 2024 11:00am ET.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:21 p.m. ET.

Respectfully submitted,

Jeremy Morelock, Recorder