Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2024 (Symphony Users)
Minutes of the Meeting of May 16, 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), Jeremy Morelock (Superiorland Library Cooperative), Monique Ciofu (Escanaba Public Library), Janis Lubenow (UP Health System), Andra Ziemnick (Portage Lake District Library), Lisa Cromell (Munising School Public Library), Megan Buck (Dickinson County Library), Ellen Moore (Superiorland Library Cooperative), Sharon Crotser-Toy (St. Ignace Public Library), Nancy Mousseau (Alpena County Library).

APPROVAL OF THE AGENDA. Megan made a motion to approve the Agenda seconded by Monique.

APPROVAL OF THE MINUTES OF February 8th, 2023: The minutes of the ALS meeting of February 8th, 2023 were unanimously approved as presented on a motion by Monique and seconded by Andra.

FINANCIAL REPORT: Dillon presented the Financial Report.

CASH DISBURSEMENTS

<u>February 2024 Cash Disbursements:</u>

<u>ALS February Operating Expenses</u>

4-727 Elan Financial Services (US Postal Service) $6.67

4-801 Flagstar Bank ICS Sweep Account Fee $60.00

Superiorland Library Cooperative (Office Expenses) $13,760.60

4-930 Conversight.ai, Inc. $11,435.00

Sirsi Corporation $12,635.00

4-945 Elan Financial Services (COSUGI expenses) $3,392.73

<u>Cash Disbursements--Rebilled Expenses</u>

5-730 Metcom, Inc. $70.25

Subtotal ALS Rebilled Expenses: $70.25

Total February disbursements: $29,925.25

<u>March 2024 Cash Disbursements:</u>

<u>ALS March Operating Expenses:</u>

4-727 Elan Financial Services (JotForm-2 months) $39.00

4-740 Elan Financial Services (US Postal Service) $35.90

4-801 Superiorland Library Cooperative (Office Expenses) $14,126.11

4-930 Sirsi Corporation $39,690.81

Cybrarian Corporation (DeTour) $117.84

Subtotal $39,808.65

ALS Operating Expenses: $54,009.66

Cash Disbursements--Rebilled Expenses:
5-730 Metcom, Inc. $713.25
4-930.2 Cybrarian Corporation $2,121.16
Sirsi Corporation (Debt Collect) $1,168.61
4-930.3 Sirsi Corporation (Syndetics Unbound) $3,890.05
Subtotal ALS Rebilled Expenses: $7,893.07
Other Cash Disbursements:
4-740 Refund to SDL-DeTour for Cybrarian (dropped) $167.84
Total ALS Cash Disbursements: 62,070.57
Total ALS Expenses: $61,902.73

April 2024 Cash Disbursements:
Cash Disbursements:
ALS April Operating Expenses:
4-727 Elan Financial Services (Jotform) $19.50
4-740 Elan Financial Services (US Postal Service) $44.02
4-801 Flagstar Bank ICS Sweep/Positive Pay Fees $70.00 Anderson, Tackman, and Company, PLC $2,200.00
Superiorland Library Cooperative (Office Expenses) $13,556.76
4-945 Elan Financial Services (Mariott Hotel) $858.20
Elan Financial Services (Utah Transit Authority) $17.20
Elan Financial Services (Uber Trips) $79.39
Elan Financial Services (Flight Stop) $8.94
Elan Financial Services (Sawyer International Airport) 20.00 Elan Financial Services (Food-COSUGI 2024) $207.51
Bruce MacDonald $23.45
Subtotal ALS Operating Expenses: $17,104.97
Cash Disbursements:
PayPal Reimbursements Escanaba Public Library $768.74
Friends of the Escanaba Public Library $270.49
Gladstone Area School Public Library $6.76
Ironwood Carnegie Public Library $6.32
Ishpeming Carnegie Public Library $630.20
Negaunee Public Library $19.11
Peter White Public Library $378.40
Portage Lake District Library $321.95
Roscommon Area District Library $68.35
Spies Public Library $11.47
Superior District Library $157.77
Subtotal - PayPal Reimbursements: $2,639.56
Total ALS Cash Disbursements: $19,744.53
Total ALS Expenses: $17,104.97

YEAR TO DATE REPORT AS OF APRIL 30, 2024:

ALS REVENUES

ALS REVENUES

Account Number	Description	ALS Budget FY 2023/2024	ALS Revenues YTD 04/30/2024	ALS Budget FY 2023/2024 7/12 Budget
4-604	*Interest	7,000	7,138	4,083
4-606	System Operations Member Fees	321,213	256,546	187,374
4-605	Miscellaneous Revenue (Donations)	0		0
4-610	Revenue--Services to Members	950	900	554
	Subtotal Operations:	329,163	264,584	192,012
4-610.1	Rebilled Group Purchases/Subscript.	18,723	15,739	10,921
5-613	Rebilled Supplies/Equipment	6,000	3,882	3,500
	Subtotal Rebilled Revenues:	24,723	19,621	14,421
	Total Revenues:	353,886	284,205	206,433

ALS EXPENSES

Account Number	Description	ALS Budget FY 2023/2024	ALS Expenses YTD 04/30/2024	ALS Budget FY 2023/2024 7/12 Budget
4-727	Office Supplies	500	143	292
4-730	Computer Supplies	500	0	292
4-740	Operating Supplies	250	80	146
4-801	Professional and Contractual	188,123	105,141	109,738
4-860	Transportation.	250	84	146
4-910	Insurance	1,900	1,600	1,108
4-930	Maintenance	123,594	124,897	72,097
4-945	Conferences and Training	5,500	4,607	3,208
	Subtotal Operations:	320,617	236,552	187,027
4-930.2	Rebilled Group Purchases/Subscriptions	18,723	15,739	10,921
5-730	Rebilled Supplies/Equipment	6,000	3,882	3,500
	Subtotal Rebilled Expenses:	24,723	19,621	14,421
	Total Expenses:	345,340	256,173	201,448

ALS Net Income: **8,546**

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

UPRLC Annual Conference Committee Report:

Dillon described that the committee have received numerous proposals for presentations and will meet soon to determine which proposals to accept. Draft conference schedule includes five breakout sessions. They will have to add a breakout or accept fewer. Registration will be opening soon. We will make sure everyone who is interested from our group has to opportunity to register and then we will open up the registration statewide. We can accept 125 people and have one hotel as well as an overflow hotel.

OLD BUSINESS:

Update on myLIBRO App Implementation:

Jeremy has been facilitating communication between myLIBRO and SirsiDynix support during the implementation of the app. We have found out that SirsiDynix will likely charge us approx. $4,000 per year to integrate web services connector for the purpose of ILS integration. We are waiting to see if this connector is absolutely necessary and will negotiate with SirsiDynix.

ALS Fee Determination Discussion:

Dillon said it is a good time to look at the fee schedule. Pam has put together a fee plan based on collection size. We should be updating the fees annually based on the collection counts if this is determined to be working for our group. The goal is to have an updated system in place for fee determination by February of next year. Also, when new libraries enroll in ALS they also pay a per-workstation fee. This is hard to maintain every year, so this will be factored in. Any changes will take place Fiscal Year 2026. Bruce mentioned that it's not just physical collections, but also databases that are subscribed to that has to be factored in.

NEW BUSINESS:

COSUGI Report – 2024, Provo, Utah (click to view link in web browser)

Upgrade to Symphony 4.1.1 planned:

Jeremy explained that we will upgrade from our current WorkFlows version of 3.7.1 to 5.1.1 in July. He is compiling a list of the school IT departments to coordinate the upgrade, and we have SymphonyWeb as backup, which does not require any

upgrade, since it is web-based. Jeremy has begun meeting with a SirsiDynix expert in the form of SureSailing calls as part of the new contract.

HTML Emails from the System:

Jeremy has worked with Crawford County Library to send out patron email notices of the library's monthly events calendar in a new html format. It was suggested that Jeremy host a Lunch Bunch to showcase this new feature in the system available to our libraries to advertise programs, etc.

Enterprise latest:

More integration with Library Recommends lists have been added. Jeremy has updated the text and background colors to be in compliance with accessibility standards. There was discussion about the latest progress of local newspaper digitization projects. Bruce suggested that people contact Biz Gallo of the Library of Michigan, who is their digitization consultant.

Checkout Receipt Wording Discussion:

We currently have the option to have printed on checkout receipts "Total value of checked out items: $____".
Jeremy brought up that he has been asked several times if we could change that to "Amount you saved by using your library: $____".
This is a global setting in the system, so there would have to be consensus on this.

NEXT MEETING: The next ALS meeting will be held Thursday, September 19th, 2024 11:00am ET.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:22 p.m. ET.

Respectfully submitted,

Jeremy Morelock, Recorder