Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2024 (Symphony Users)
Minutes of the Meeting of Sept 19, 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), Nicole Johnson (Ishpeming Carnegie Library), Ellen Moore (Superiorland Library Cooperative), Lakin Ozzello (Wakefield Public Library), Zac Larson (Crawford County Library), and Pam Malmsten (Superiorland Library Cooperative)

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

APPROVAL OF THE MINUTES OF May 16th, 2024: The minutes of the ALS meeting of May 16th, 2024 were unanimously approved as presented on a motion by Monique and seconded by Andra.

FINANCIAL REPORT: Pam presented the Financial Report.
Subtotal ALS Operating Expenses: 14,178.96 14,178.96 Cash Disbursements--PayPal Reimbursements Ishpeming Carnegie Public Library 132.90 Munising School Public Library 27.93 160.83 Subtotal PayPal Reimbursements: 160.83 160.83 Total ALS Cash Disbursements: 14,339.79 14,339.79 Total ALS Expenses: 14,178.96 14,178.96

CASH DISBURSEMENTS

May 2024 Cash Disbursements:

ALS May Operating Expenses
4-727 Elan Financial Services (JotForm) $19.50
4-801 Flagstar Bank ICS Sweep/Positive Pay Fees $35.00
Superiorland Library Cooperative (Office Expenses) $14,124.46
Subtotal ALS Operating Expenses: 14,178.96

Cash Disbursements--PayPal Reimbursements
Ishpeming Carnegie Public Library $132.90
Munising School Public Library $27.93
Subtotal PayPal Reimbursements: 160.83

Total ALS Cash Disbursements: 14,339.79

Total ALS Expenses: 14,178.96 14,178.96

June 2024 Cash Disbursements:

ALS June Operating Expenses:

4-727 Elan Financial Services (JotForm-2 months) $19.50

4-801 Superiorland Library Cooperative (Office Expenses) $14,283.44

Subtotal ALS Operating Expenses: $14,337.94

ALS June Rebilled Expenses:

5-730 Metcom, Inc. $ 515.45

Subtotal ALS Rebilled Expenses: $ 515.45

Other Cash Disbursements--Replace Lost Check

Crawford County Library $9.31

Subtotal Other Cash Disbursements: $9.31

Total ALS Cash Disbursements: $14,862.70

Total ALS Expenses: $14,853.39

July 2024 Cash Disbursements:

ALS July Operating Expenses:

4-727 Elan Financial Services (Jotform) $19.50

4-740 Elan Financial Services (US Postal Service) $45.02

4-801 Flagstar Bank ICS Sweep/Positive Pay Fees $35.00

PayPal service charge $1.47

Superiorland Library Cooperative (Office Expenses) $19,522.38

Subtotal ALS Operating Expenses: $19,623.37

ALS July Rebilled Expenses

5-730 Lucas Holdings, LLC $600.12

Subtotal ALS Rebilled Expenses: $600.12

Other Cash Disbursements--PayPal Payments:

Escanaba Public Library $483.28

Friends of the Escanaba Public Library $38.22

Ironwood Carnegie Public Library $7.34

Ishpeming Carnegie Public Library $28.13

Munising School Public Library $80.78

Negaunee Public Library $30.29

Peter White Public Library $289.62

Portage Lake District Library $36.25

Roscommon Area District Library $46.55

Spies Public Library $202.78

Superior District Library (Bayliss Public Library) $95.01

Subtotal Other Cash Disbursements: $1,338.25

Total ALS Cash Disbursements: $21,561.74

Total ALS Expenses: $20,223.49

August 2024 Cash Disbursements:

ALS August Operating Expenses:
4-727 Elan Financial Services (Jotform) $19.50
4-801 Flagstar Bank ICS Sweep/Positive Pay Fees $35.00
Superiorland Library Cooperative (Office Expenses) $13,329.30
Subtotal ALS Operating Expenses: $13,383.80

Total ALS Cash Disbursements: $13,383.80

Total ALS Expenses: $13,383.80
YEAR TO DATE REPORT AS OF August 31st, 2024:

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

UPRLC Annual Conference Committee Report:

Dillon reported that we have 97 people registered (cap of 100). Our hotel is booked up. Many small things still need to be done (brochures, signs, etc.). Pam mentioned that we will print nametags, Dillon sent out ballots for the board election. We have a minimum number of people for the board. UPRLC Board agenda has been sent out. UPRLC Board and Membership meeting will happen on Thursday. Librarian of the Year award nominations are still open. Bruce will present at the conference about how their library uses Microsoft Teams.

OLD BUSINESS:

Update on myLIBRO App Implementation:

Jeremy stated that we had our onboarding meeting finally. He has been going back and forth with myLIBRO on implementing SIP2 connections. The App Store has the Superiorland Library Co-op app available now (not ready for patrons yet, though, and Android version not available yet). Digital resources will be added. Promotional material samples were shown. Training will be provided for the staff portal by SLC and/or myLIBRO staff. Calendar integration is working for several libraries.

Checkout Receipt Wording Discussion:

Currently our checkout receipts have the option to print “Total value of checked out items: $____”. Jeremy has been asked several times by staff at different libraries if we could change it to, “Amount you saved by using your library: $____”. Participants agreed that this was a good thing to change, but we will shorten it to “Amount saved by using your library: $____”. It was agreed to go forward with the change.

HTML Emails from the System:

Jeremy has worked with Crawford County Library and other libraries to send out patron email notices of the library’s monthly events calendar in a new html format. Jeremy hosted a Lunch Bunch to showcase this new feature in the system available to our libraries to advertise programs, etc. This was a reminder of the availability of this feature with a bit of discussion about how Jeremy has implemented this for libraries.

ALS Operating Fees Determination Discussion:

Dillon presented a follow-up to the previous meeting’s discussion about the fee schedule. Pam has put together a fee plan based on collection size. We’ve talked about reviewing the operating fee schedule and the formula that we used for that, since it has not changed for some time. We’ve talked about coming up with a new way of determining the fees. We looked into removing the factor of “number of computer workstations in the library”. Pam said we do need to come up with a new formula. She mentioned that we have looked at this in the past, and we want to avoid penalizing some libraries whose collections have grown. Collection size and number of patrons are important factors. We need to look at what some of the other consortia are doing in this regard. There are a lot of factors to consider, we want to be as fair as we can, but we hope to have something by February.

NEW BUSINESS:

Upgrade to Symphony 4.1.1 planned:

Jeremy explained that we upgraded to WorkFlows 4.1.1 in July. New features include new Item Categories 6-10 for cataloging. Under Check Out>Search for, we can now display an Address field. SymphonyWeb has many more features. QZ tray application for receipt printing in a bookmobile. More Admin features in SymphonyWeb. An older feature that had disappeared is now back in 4.1.1: right-clicking Help now goes directly to the help page for what you are looking for instead of having to search with the Helps.

Approval of ALS FY 2023/2024 Budget Revision:

Pam had to do a budget revision, since the budget was a $1300 over, reason being that we had paid SirsiDynix for some custom programming for the dropdown menu of Syndetics Unbound content in Enterprise. This had not been included in the last budget revision. Pam explained that we have earned much more interest this year.

A motion to approve the budget revision was made by Monique and seconded by Andra. Approved by all.

NEXT MEETING: The next ALS meeting will be held Thursday, January 16th, 2025, 11:00am ET. (Cancelled – decided to just meet on Feb 6th).
Also, a budget meeting will be held Thursday, February 6th, 2025, 11:00am.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:02 p.m. ET.

Respectfully submitted,

Jeremy Morelock, Recorder