Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2025 (Symphony Users)
Minutes of the Meeting of February 6, 2025

CALL TO ORDER: A meeting of the ALS 2025 (Symphony Users) group was held via Zoom audio/video conferencing service. The Chair, Bruce MacDonald, called the meeting to order at 11:04 a.m. ET.

Attending: Bruce MacDonald, Chair (Peter White Public Library), Jeremy Morelock (Superiorland Library Cooperative), Monique Ciofu (Escanaba Public Library), Janis Lubenow (UP Health System), Lynne Lesky (Alanson Area Public Library), Andra Ziemnick (Portage Lake District Library), Ellen Moore (Superiorland Library Cooperative), Megan Rose (Dickinson County Library), Pam Malmsten (Superiorland Library Cooperative), Karen Gonyea (Manistique School Public Library), and Lisa Cromell (Munising School Public Library)

APPROVAL OF THE AGENDA. No motion was made. Agenda will be updated to reflect that we did not meet in January as was originally planned.

APPROVAL OF THE MINUTES OF September 19, 2024: It was agreed that the minutes of the previous meeting should correct a typo under New Business in regard to the Symphony version number, and that we did not actually meet on January 16th as planned. -The minutes of the ALS meeting of May 16th, 2024 were unanimously approved as presented on a motion by Monique and seconded by Lisa.

FINANCIAL REPORT: Pam presented the Financial Report.

CASH DISBURSEMENTS

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

Account 4-727: The payment of $109.89 to Pride Printing was for printed envelopes

Total September disbursements: $14,784.47

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

Account 4-930: The payment of $43,580.90 to Sirsi Corporation was for FY 2025 semi-annual ILS maintenance. The period covered is 10/1/2024 – 3/31/2025. October disbursements also included member library PayPal payments and September 2024 accounts payable payments.

Total October disbursements: $63,143.83

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

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: $15,557.19

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

Account 4-801: The payment of $427.61 to Superiorland Library Cooperative was Merit internet service for 7/1/2024 – 6/30/2025.

Total December disbursements: $23,773.21

<u>January 2025 Cash Disbursements:</u>

There were no unusual expenditures in January.
Total January disbursements: $14,671.42

YEAR TO DATE REPORT AS OF JANUARY 31, 2025

Revenues: Total ALS operating revenues as of 01/31/2025: $187,928.

Expenses: Total ALS operating expenses as of 01/31/2025: $102,866; the 4/12 budget expense figure is $97,956 SirsiDynix ILS maintenance has been paid through March 31, 2025; as a result, the maintenance line-item expense is $11,488 over the 4/12 budget figure.

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:

Megan reported that we have set the dates (Sept. 17th and 18th, 2025) and location (Bay College, Iron Mountain) for this year's conference, and the theme is "Back to Basics and Beyond," making the focus on subjects applicable to frontline staff "basics," as well as innovation "beyond". A local hotel looks promising for us to get a good rate as well as a meeting space to use. Lisa mentioned that we can always use more input in the committee from anyone who is interested in getting involved. A call for proposals will be coming soon.

OLD BUSINESS:

Update on ALS Operating Fees Determination Discussion:

Pam brought us up to date on the work she has been doing with Dillon to come up with an updated fee schedule for our libraries that will be as fair as possible. The current formula dates back at least 20 years. The current fee uses a cost per staff workstation of 95 dollars, cost per user: 55 cents per user, and 2 ½ cents cost per item. Pam said that to use those criteria that way now would not be possible, thus there is a need to think of something else. We do not want to punish libraries for growth. We have used the same formula for years, with a slight increase or decrease for libraries for certain years. So far, Pam has looked at 6 versions of possible formulas. She is not ready to share the new proposed formula yet until she meets with member libraries. The earliest that a new fee schedule could be implemented would be for FY2027. The question of how fees are determined for school libraries was brought up by Ellen. Pam will speak to Dillon about coming up with a committee to work on this.

Update on myLIBRO App Implementation:

Jeremy reported that Dillon had intended to tell everyone that he asked for myLIBRO for a discount on year two of our contract, since we had been promised that it would be implemented in 8 weeks. They have honored our request with a 50% discount for year two. Jeremy has several tickets open with myLIBRO about certain things that need to be put in place before some of our libraries will feel that it is ready to launch to

their patrons. A few libraries have launched it already, others are discussing a soft roll-out shortly.

Enterprise and Syndetics updates:

Several updates to Enterprise have been put in place recently including cookie consent, Add to My List button, etc. FRBRish was put in place late last year (grouped sorting), although PWPL have decided their staff prefer their catalog without the grouped results, so that will be removed for them. Jeremy has been creating Librarian Lists using Syndetics as well as book carousels for library websites using Syndetics widgets. Boolean searching will be implemented soon as well.

BLUECloud products updates:

SirsiDynix have begun further development on their browser-based BLUECloud Circulation and Cataloging products. We have not used these due to lack of customizable checkout receipts in Circ, as one example. Customers have been promised that updates will include the desired functionality by the end of 2025. Jeremy attended training in the admin setup for BLUECloud and he has been updating library information in that system in preparation for the rollout of the new BLUECloud product versions.

Additionally, SirsiDynix have a new owner: Harris Computer. There are no plans for any changes that would affect our system that we know of.

HTML Emails from the System:

Jeremy reminded everyone that we can update existing email notifications with html formatting, giving a much nicer look to these patron notices including library branding.

NEW BUSINESS:

Approval of ALS FY 2023/2024 Budget Revision:

Adjustments (Revenues):

1. 4-610.3 (Syndetics Unbound rebilled revenue): Since all ALS participants are now receiving Syndetics Unbound, we decided that we would no longer bill libraries for the service; beginning 10/1/2024--and moving forward—the expense will be included as part of ALS maintenance expense. Account 4-610.3 was reduced to “0” to reflect this change.

Adjustments (Expenses):

1. 4-930 (maintenance): The line item was increased by $5,224.75 since Syndetics Unbound will now longer be rebilled to libraries. After this draft budget was finalized, we learned that the Year 2 (3/1/2025 – 2/28/2026) cost of the MyLIBRO mobile app will be reduced by 50% (4,217.50). Dillon had contacted our MyLIBRO rep and asked for a price reduction since the app took so long to implement. The rep agreed to reduce the Year 2 cost by 50%.

2. 4-945 (conference): Funding for two people to attend the 2025 COSUGI conference in Chicago was added to the line item. The line item was increased by $4,300 to $4,800.
3. 4-930.3 (Syndetics Unbound rebilled expense): The line item was reduced to "0" since we and the expense transferred to operating maintenance expense.

TOTAL REVENUES IN THE ORIGINAL BUDGET: $346,939.97
TOTAL REVENUES IN THE PROPOSED REVISED BUDGET: $339,150.88
TOTAL EXPENSES IN THE ORIGINAL BUGET: $314,848.95
TOTAL EXPENSES IN PROPOSED REVISED BUDGET: $316593.61
PROJECTED NET INCOME IN THE ORIGINAL BUDGET: $32,082.02
PROJECTED NET INCOME IN PROPOSED REVISED BUDGET: $22,557.27

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

Approval of ALS FY 2025/2026 Budget:

Revenues: The FY 2026 budget assumes $0 operating fee increase. .
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 10% health insurance increase. A portion of some SLC employees' salaries and benefits are charged to UPRLC-ALS:
      Director: 29% ALS
      ILS System Administrator: 100% ALS
      Database Maintenance and System Administration Assistant: 61% ALS
      Assistant Director for Finance: 46% ALS
   b. Other 4-801 sub-accounts: other expenses were projected based on FY 2024 total expenses, FY 2025 year-to-date totals, and anticipated cost increases.
   c. Account 4-801-other: Items included are listed in a box at the bottom of the summary budget. The Teletask two-year contract will expire on 7/1/2025; we estimated a renewal cost of $2,250 for two years ($4,500 total).
2. Account 4-930 (repair and maintenance) includes Sirsi ILS maintenance ($87,675.24) and year 3 of the mobile app ($8,435).
3. Account 4-945 (conferences and workshops): $5,000 to cover expenses for two people to attend the COSUGI 2026 conference.

TOTAL REVENUES IN FY 2026 BUDGET (0% fee increase): $337,388.10

TOTAL EXPENSES IN FY 2026 BUDGET (0% fee increase): $324,050.83
NET INCOME IN FY 2026 BUDGET (0% fee increase): $13,337.27

A motion to approve the budget was made by Megan and seconded by Janis. Approved by all.

NEXT MEETING: The next ALS meeting will be held Thursday, May 22nd, 2025, 11:00am.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:23p.m. ET.

Respectfully submitted,

Jeremy Morelock, Recorder