VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting PACKET
10:00am
Wednesday, September 21, 2011
VLC HQ/Via Conference Call

Items Attached:

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, September 21, 2011
VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the August 17, 2011 meeting (p. 3 – 4)

2. Executive Director's Report (p. 5 – 6)

3. Financial Reports (p. 7 – 12)

Old Business:

1. Catalog Enhancement Decision **(SP 1.5)**

2. SirsiDynix Long-Term Agreement

New Business:

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: October 19, 2011

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
August 17, 2011 10:00 a.m.

<u>Council Members Present</u>: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Josh Schu-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Ann Langlois-Lapeer; Judy Eastland-MMI; Alice Parsons-Northwood; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.
<u>Council Members Attending Remotely</u>: Marcia Dievendorf-Caro; Desta Ureel-Dryden; Kelli Lovaz-North Branch; Kristen Valyi-Hax-Ruth Hughes.
<u>Council Members Not Present</u>: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Erin Schmandt-River Rapids; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Jeanette Bach-Pigeon; Trish Burns-PLOS; Marsha Boyd-West Branch.
<u>Others Attending:</u> Lee Martin-VLC; Kay Dunker-VLC.

Chair J. Wood called the meeting to order at 10:05 a.m.

J. Wood asked if there were any additions to the agenda. A demonstration of LibraryThing for Libraries was added as item 1 under New Business.

Consent Agenda

Rice-Gutierrez moved to approve the Consent Agenda. N. Pretzer seconded. During discussion M. Barnard asked for clarification on to which account the $58,138.50 would be added. L. Martin said the funds would be moved to the I/R Fund. J. Wood stated that the word "financial" was spelled incorrectly in the Executive Director's report. Motion carried as amended.

Old Business

1.   Catalog Enhancement Participation Decision

        Members were polled for their interest in the cataloging enhancements. Those libraries interested will decided which product to purchase.

New Business

1.   Horizon Stock Rotation

        The cost for Horizon Stock Rotation is $2600 annually. Bay County is interested. Several other libraries expressed interest and will meet after the Board meeting.

2.   Roof inspection

        L. Martin will be getting a roof inspection done on the VLC building.

3.   Jaunter

        L. Martin did a demonstration of Jaunter, a spell checker feature that can be added to HIP. Information about this product is available at http://beta.valleylibrary.org/online-catalog-enhancements-evaluation . Cost is determined by the usage during a three month trial period. L. Martin estimates it would be

approximately $2000 annually. M. Barnard asked if this function in available in other ILS systems. L. Martin will investigate. This issue will be discussed at the next meeting.

4.   SirsiDynix Maintenance Contract

L. Martin distributed a quote from SirsiDynix for system maintenance. The VLC could see some saving if a multiple year contract was signed (page 22 of the meeting packet). In light of the strategic goal to have a new system by the end of 2015, L. Martin will contact SirsiDynix about a three year contract.

5.   Review of the Annual Report

L. Martin presented the Annual Report and asked what other types of information members would like to see in the report. After some discussion, the issue was tabled and will be brought back at the next meeting. Members should contact L. Martin with any changes.

6.   New Website Demo

L. Martin demonstrated the new website at the new domain of valleylibrary.org. Members can log in using the same user id as the Members website to see members only documentation.

Strategic Plan – Measuring Success

L. Martin reviewed the status of all the goals.

Tech Sharing

1. Lapeer and St. Charles have launched new websites.
2. Many libraries are dealing with the demand for ebooks.   3M unveiled an ebook lending service and may give some competition to Overdrive.
3. Delta is a pilot site for zero client computing. It is going well.

Announcements

There will be a training session for Horizon Basic Circulation, Cataloging, and Searching on Monday, August 29 at the VLC offices.

Northwood is now a member of the RIDES delivery service. The code is ZF011.

Meeting adjourned at 11:20 a.m.

Next scheduled meeting is September 21, 2011 at 10:00 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, September 21, 2011

VLC Roof

At the August Administrative Council and Board Meeting I mentioned that I had noticed some water damage along the front entrance of the building and that I would need to have the roof inspected. I requested roof inspections from two local vendors in which it was determined that in general our roof is in good condition, but that the flashing and caulking along the overhang is in need of repair. I received quotes from Vondette Roofing for $675.00 and M.R. Maintenance for $475.00. Vondette Roofing has an excellent reputation locally so I went back to them and asked if they could match the quote I received from M.R. Maintenance, which they did. Vondette Roofing was scheduled to do the repair Monday, September 12, 2011.

HIP Issues - Update

SirsiDynix believes that the symptoms that they have observed since our update to 3.21 are indicative of a common problem that they are seeing at all their sites that upgraded to 3.21 as well and they are tracking down the issue(s).

To that end, they are doing the following:

They have been working with their developers to have a systematic method of finding the reason for HIP 3.21 instability and how they can address this issue going forward.

They are rolling back changes made to HIP going from 3.20 to 3.21 that are not needed for Horizon 7.5.1 to work effectively.

They will be testing this version in-house and then sending it out to a library to test for 3 or 4 days. As not to make our situation any worse than it is, we have chosen not to test this software build.

Once they have a good idea that HIP 3.21 rollback is stabilized they will put other libraries on HIP 3.21 rollback in a systematic manner.

Once each library that has HIP 3.21 rollback up and running for 2 weeks they will follow the same procedures to methodically add the HIP 3.21 changes back into HIP 3.21 one at a time until they make sure that HIP 3.21 is stable and the problems are fixed.

Stay tuned!

Spell Check – Did You Mean This?

SirsiDynix has agreed to implement their "Did you mean this?" functionality in HIP 3.23. They are targeting the release of HIP for 3Q 2012. I have requested that they move this up in their product release schedule. I am awaiting to hear their response.

2010 – 2011 Budget Surplus - Update

On Monday, September 12, 2011 I transferred the 2010 – 2011 budget surplus amount of $58,138.50 into the I/R Fund. This will be reflected in the financial section of the packet for our October meeting.

BookMyne 3.0 Beta Testing Opportunity

Once again the VLC and its member libraries will have the opportunity to beta test the upcoming release of SirsiDynix's mobile application, BookMyne 3.0. This release of BookMyne introduces support for Android devices running Android O/S 1.6 and higher, as well as support for iPhones/iPod touch devices running iOS 4.0 and higher.

Right now they plan to begin testing on 9/28/11 and have a three-week testing period.

I will send an email out to the Administrative Council and Database listservs once I get more details. At that time if you and or your institution would like to participate please let me know.

New Website – Officially Launched!

Our new website has officially been upgraded from beta to production. Our new web address will be valleylibrary.org as of 09/21/2011. You will be able to access the old site at vlc.lib.mi.us until further notice, but we will not be adding new content to that site. So as of today you will need to access the new site for any new content or information. We will most likely delete the old site September 2012.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses
Through August 2011

	Jul '11 - Aug 11	Budget	$ Over Budget	% of Budget
Expense				
5105 · Salaries and wages	42,867.07	207,195.00	(164,327.93)	20.69%
5300 · Benefits	14,564.94	64,992.00	(50,427.06)	22.41%
5449 · Merit Fees	0.00	7,300.00	(7,300.00)	0.0%
5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
5464 · Employee - Training	675.50	10,000.00	(9,324.50)	6.76%
5465 · Employee Travel	161.80	2,500.00	(2,338.20)	6.47%
5470 · Telephone Service	1,358.83	4,680.00	(3,321.17)	29.04%
5474 · Postage	26.40	500.00	(473.60)	5.28%
5499 · Misc. Supplies	1,646.13	4,500.00	(2,853.87)	36.58%
5615 · Insurance - Other	6,069.70	7,000.00	(930.30)	86.71%
5661 · Maintenance - System	31,200.81	61,000.00	(29,799.19)	51.15%
5662 · Maintenance - Other	199.00	5,000.00	(4,801.00)	3.98%
5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
5666 · Professional Fees	1,800.00	4,000.00	(2,200.00)	45.0%
5670 · Interest Expense - Mortgage Pmt	7,585.09	30,000.00	(22,414.91)	25.28%
5679 · Utilities	5,621.72	20,000.00	(14,378.28)	28.11%
5701 · Equipment	0.00	3,000.00	(3,000.00)	0.0%
5740 · Building Maint. - VLC	3,851.50	16,000.00	(12,148.50)	24.07%
9999 · Miscellaneous	405.18	3,000.00	(2,594.82)	13.51%
Total Expense	120,396.20	453,342.00	(332,945.80)	26.56%
Net Income	(120,396.20)	(453,342.00)	332,945.80	26.56%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of August 31, 2011

	Aug 31, 11	Jul 31, 11
ASSETS		
Current Assets		
Checking/Savings		
1005 · Operating Funds	160,281.53	178,476.97
1105 · Capital Funds	143,879.81	123,814.32
1205 · I/R Funds	525,148.66	524,850.99
1301 · Building Maint. - Wildfire	31,582.07	31,562.04
Total Checking/Savings	860,892.07	858,704.32
Accounts Receivable		
1500 · Accounts Recievable	143.90	21,235.64
Total Accounts Receivable	143.90	21,235.64
Total Current Assets	861,035.97	879,939.96
TOTAL ASSETS	861,035.97	879,939.96

VALLEY LIBRARY CONSORTIUM
Operating Funds Activity
As of August 31, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							178,476.97
Total 1001 - Cash - Oper MM - 22152						(23,131.99)	154,144.36
1000 · Cash - Operating BC -6569							1,200.62
	Direct Deposit	08/05/2011	DD	1st State Bank	Staff Salaries	(6,137.04)	
	Transfer	08/05/2011			Funds Transfer	6,137.04	1,200.62
	Liability Check	08/08/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.29)	(832.67)
	Check	08/08/2011	6893	TIAA-CREF	Retirement	(822.31)	(1,654.98)
	Liability Check	08/08/2011	6894	State Of Michigan - withholding	State Payroll Taxes	(622.55)	(2,277.53)
	Check	08/08/2011	6895	Bette Jo Abbenante	Misc. Supplies	(28.54)	(2,306.07)
	Check	08/08/2011	6896	American Maintenance & Cleaning	Cleaning Service	(512.00)	(2,818.07)
	Check	08/08/2011	6897	Consumers Energy	Gas/Electric Bill	(1,631.32)	(4,449.39)
	Check	08/08/2011	6898	Cincinnati Insurance Companies	Commercial Package Policy	(396.00)	(4,845.39)
	Check	08/08/2011	6899	Ace American Alarm Company	Service Call	(72.00)	(4,917.39)
	Check	08/08/2011	6900	One Source Office Products	Office Supplies	(149.17)	(5,066.56)
	Check	08/08/2011	6901	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	(6,516.75)
	Check	08/08/2011	6902	ReadyTalk	Meeting Expense - Con Calls	(92.11)	(6,608.86)
	Check	08/08/2011	6903	1st State Bank	Mortgage	(2,495.03)	(9,103.89)
	Transfer	08/08/2011			Funds Transfer	10,304.51	1,200.62
	Liability Check	08/18/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.28)	(832.66)
	Check	08/18/2011	6904	TIAA-CREF	Retirement	(822.31)	(1,654.97)
	Check	08/18/2011	6905	Midwest Collaborative for Library Service	RDA Class - KD	(50.00)	(1,704.97)
	Check	08/18/2011	6906	American Maintenance & Cleaning	Cleaning Service	(555.00)	(2,259.97)
	Check	08/18/2011	6907	Treasurer, City of Saginaw	Water/Sewer	(300.93)	(2,560.90)
	Check	08/18/2011	6908	Kay M Dunker	Travel - Lapeer for Training	(78.20)	(2,639.10)
	Check	08/18/2011	6909	City of Saginaw, Treasurer	Business License	(100.00)	(2,739.10)
	Check	08/18/2011	6910	Verizon Wireless	New Equipment	(784.32)	(3,523.42)
	Check	08/18/2011	6911	Print Shop	Annual Report Printing Costs	(140.35)	(3,663.77)
	Check	08/18/2011	6913	Cavalier Telephone	Local/Long Distance Phone Service	(293.60)	(3,957.37)
	Transfer	08/18/2011			Funds Transfer	11,294.55	7,337.18
	Direct Deposit	08/19/2011	DD	1st State Bank	Staff Salaries	(6,137.02)	
	Liability Check	08/31/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.33)	(833.17)
	Check	08/31/2011	6914	TIAA-CREF	Retirement	(822.31)	(1,655.48)
	Check	08/31/2011	6915	Chase Card Services	Corporate Credit Card	(188.47)	(1,843.95)
	Check	08/31/2011	6916	Gadaleto, Ramsby & Associates	Life Insurance	(258.63)	(2,102.58)
	Check	08/31/2011	6917	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	(3,552.77)
	Check	08/31/2011	6918	Synergy Landmark	Yearly Lawn Maintenance	(1,200.00)	(4,752.77)
	Transfer	08/31/2011			Funds Transfer	10,889.94	6,137.17
Total 1000 · Cash - Operating BC -6569						(7,337.51)	6,137.17
Total 1005 · Operating Funds						(30,469.50)	160,281.53

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VALLEY LIBRARY CONSORTIUM
Capital Account Activity
As of August 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								130,140.93
1100 · Cash-Capital - MM 6577								130,140.93
	Deposit	08/31/2011			Deposit	4838 · Universal Service	9,412.80	139,553.73
	Transfer	08/31/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(1,146.43)	138,407.30
	Deposit	08/31/2011			Interest	4400 · Interest Income	16.47	138,423.77
	Payment	08/31/2011	4813	Gladwin County Library	1Q Membership & Operating Fees	1500 · Accounts Recievable	5,456.00	143,879.77
Total 1100 · Cash-Capital - MM 6577							13,738.84	143,879.77
1101 · Cash - Capital BC 6585								0.00
	Check	08/31/2011	5313	Paetec	Member Library Circuits	6700 · Capital Expenses	(1,146.43)	(1,146.43)
	Transfer	08/31/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	1,146.43	0.00
	Deposit	08/31/2011			Interest	4400 · Interest Income	0.04	0.04
Total 1101 · Cash - Capital BC 6585							0.04	0.04
Total 1105 · Capital Funds							13,738.88	143,879.81

VALLEY LIBRARY CONSORTIUM
Building Maintenance Account Activity
As of August 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,562.04
	Deposit	08/31/2011			Interest	4400 · Interest Income	20.03	31,582.07
Total 1301 · Building Maint. - Wildfire							20.03	31,582.07

VLC 2011-12 Projected Income

Library Name	# Seats	Seat Fees	Record Fees	Membership Fees	Telecom Fees	Total Operating Revenue	Total Operating YTD Paid	Total Operating YTD Due	Library Name
Almont	5	$262	$1,213	$2,000	$0	$7,899	$3,475	$4,424	Almont
Bay County	59	$3,086	$16,827	$2,000	$2,018	$89,727	$23,931	$65,796	Bay County
Bay Schools	8	$418	$1,283	$2,000	$0	$8,805	$0	$8,805	Bay Schools
Bridgeport	3	$157	$1,318	$2,000	$305	$9,120	$3,780	$5,340	Bridgeport
Caro	10	$523	$2,562	$2,000	$0	$14,339	$5,085	$9,254	Caro
Chesaning	4	$209	$897	$2,000	$780	$9,542	$3,106	$6,436	Chesaning
Community	13	$680	$2,351	$2,000	$0	$14,125	$5,031	$9,094	Community
Delta	13	$680	$1,261	$2,000	$0	$9,765	$3,941	$5,824	Delta
Dryden	5	$262	$774	$2,000	$0	$6,142	$3,036	$3,106	Dryden
Gladwin	8	$418	$3,038	$2,000	$0	$15,825	$5,456	$10,369	Gladwin
Harrison	3	$157	$926	$2,000	$0	$6,333	$3,083	$3,250	Harrison
Imlay City	7	$366	$2,106	$2,000	$0	$11,891	$4,472	$7,419	Imlay City
Iosco-Arenac	18	$942	$3,458	$2,000	$0	$19,599	$6,400	$13,199	Iosco-Arenac
Lapeer	26	$1,360	$4,767	$2,000	$0	$26,507	$8,127	$18,380	Lapeer
Marlette	2	$105	$683	$2,000	$0	$5,149	$2,788	$2,361	Marlette
MMCC	3	$157	$459	$2,000	$0	$4,462	$2,616	$1,846	MMCC
MMI	1	$52	$63	$2,000	$0	$2,461	$2,115	$346	MMI
Midland	38	$1,988	$14,965	$2,000	$0	$69,812	$18,953	$50,859	Midland
North Branch	4	$209	$1,656	$2,000	$0	$9,459	$3,865	$5,594	North Branch
Northwood	6	$314	$964	$2,000	$0	$7,110	$3,282	$3,828	Northwood
Pigeon	5	$262	$1,150	$2,000	$0	$7,646	$3,412	$4,234	Pigeon
St. Charles	4	$209	$1,097	$2,000	$496	$9,212	$3,802	$5,410	St. Charles
Saginaw	74	$3,923	$13,081	$2,000	$0	$70,015	$19,004	$51,011	Saginaw
West Branch	4	$209	$1,317	$2,000	$0	$8,105	$3,526	$4,579	West Branch
White Pine	1	$52	$0	$2,000	$0	$2,209	$2,052	$157	White Pine
TOTAL						$445,259		$300,921	

$144,338

VLC Equipment I/R FUND

Library Name	I/R Contribution	I/R YTD Paid	I/R YTD Due	Library Name
Almont	$0	$0	$0	Almont
Bay County	$0	$0	$0	Bay County
Bay Schools	$0	$0	$0	Bay Schools
Bridgeport	$0	$0	$0	Bridgeport
Caro	$0	$0	$0	Caro
Chesaning	$0	$0	$0	Chesaning
Community Dist.	$0	$0	$0	Community Dist.
Delta	$0	$0	$0	Delta
Dryden	$0	$0	$0	Dryden
Gladwin Co.	$0	$0	$0	Gladwin Co.
Harrison	$0	$0	$0	Harrison
Imlay City	$0	$0	$0	Imlay City
Iosco-Arenac	$0	$0	$0	Iosco-Arenac
Lapeer	$0	$0	$0	Lapeer
Marlette	$0	$0	$0	Marlette
MMCC	$0	$0	$0	MMCC
MMI	$0	$0	$0	MMI
Midland	$0	$0	$0	Midland
North Branch	$0	$0	$0	North Branch
Northwood	$0	$0	$0	Northwood
	$0	$0	$0	
Pigeon	$0	$0	$0	Pigeon
St. Charles	$0	$0	$0	St. Charles
Saginaw	$0	$0	$0	Saginaw
West Branch	$0	$0	$0	West Branch
White Pine	$0	$0	$0	White Pine

$0.00

VALLEY LIBRARY CONSORTIUM Strategic Plan Dashboard (2011 -2015)

ILS	
🟨	**1.1 Create a process for individualized training programs that meet the needs of the membership by 2Q13. Stephanie**
🟨	1.1.1 Have annual survey in place for members on individualized ILS training needs by 3Q11.
🟨	1.1.2 Work with 2.1 operations team to identify additional training needs of support staff by 2Q12.
🟦	1.1.3 Determine whether to reallocate current staff responsibilities or hire/contract a trainer by 3Q12.
🟦	1.1.4 Present a curriculum or plan for individualized training for one library by 3Q12.
🟦	1.1.5 Evaluate results of first individualized training by 4Q12.
🟩	**1.2. VLC will have a next generation ILS system for members by 4Q15. Melissa**
🟦	1.2.1 Conduct membership survey on current ILS system and collate survey results by 2Q12.
🟦	1.2.2 VLC staff will organize survey results to identify desired features by 3Q12.
🟦	1.2.3 Identify existing ILS systems that address our needs by 4Q12.
🟩	**1.3 Determine whether we need database standards and if so, the purpose of the standards by 1Q13. Saginaw (Breakthrough Objective)**
🟩	1.3.1 Evaluate other library systems and consortiums to determine how they are addressing their database standards by 4Q11.
🟦	1.3.2 Survey membership by 4Q11 to determine level of satisfaction with VLC database standards.
🟦	1.3.3 Survey membership by 4Q11 to determine level of search results satisfaction with database.
🟦	1.3.4 Review standards and make prioritized changes based on member comments by 1Q13.
🟩	**1.4 Membership will determine feasibility of centralized cataloguing by 4Q13. Erin**
🟩	1.4.1 Marcia & Erin will survey membership on interest in centralized cataloguing by 3Q11.
🟦	1.4.2 They will report results of survey to Lee by October 2011.
🟦	1.4.3 Lee will look at the financial implications of centralized cataloguing and provide recommendation to the administrative council by December 2011.
🟩	**1.5 Be on cutting edge of evolving interactive technology for ILS for 4Q14. Josh**
🟦	1.5.1 VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q12.
🟩	1.5.2 Social media - VLC integration that is user rated by 2Q12.
🟦	1.5.3 Research/produce and/or support mobile apps to increase patron and/or staff functionality by 4Q12.
🟩	1.5.4 VLC staff and/or members continually review at each meeting new library ideas for technology (ongoing) by 6/1/11.

Operating	
🟩	**2.1 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee**
🟩	2.1.1 A representative of VLC staff will visit 21 library locations by 4Q12.
🟩	**2.2 A revision of the VLC governing and committee structure, including roles and responsibilities, will be implemented by 1Q13. Bryon**
🟩	2.2.1 Review board structure by 1Q12.
🟩	2.2.2 Review administrative council structure by 1Q12.
🟦	2.2.3 Recommend changes to Lee by 2Q12.
🟩	**2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom**
🟦	2.3.1 Develop weighted criteria for new VLC membership by 1Q12.
🟦	2.3.2 Administrative council approves weighted criteria by 2Q12.

Legend	
🟦	Not started, but should be completed by the planned end date.
🟩	Milestone should be completed by the planned end date.
🟨	Some risk of the milestone not completing by the planned end date.
🟥	Serious risk of the milestone not completing by the planned end date.

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings
Meeting Schedule
<u>2011/12</u>

July   No Meeting

August 17   10:00am (regular)
                        11:00am (Board)

September 21   10:00am (regular)
                        11:00am (Board)

October 19   10:00am (regular)
                        11:00am (Board)

November 16   10:00am (regular)
                        11:00am (Board)

December 21   10:00am (regular)
                        11:00am (Board)

January 18   10:00am (regular)
                        11:00am (Board)

February 15   10:00am (regular)
                        11:00am (Board)

March 21   10:00am (regular)
                        11:00am (Board)

April 18   10:00am (regular)
                        11:00am (Board)

May 16   10:00am (regular)
                        11:00am (Board)

June 20   10:00am (regular)
                        11:00am (Board)

VALLEY LIBRARY CONSORTIUM
BOARD Meeting
11:00 am
Wednesday, September 21, 2011
VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from August 17, 2011(p.16)

New Business:

1. Recommendations from Administrative Council

Announcements:

Members Present: Tom Birch (Bay County Library System); Josh Schu (Community District Library); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Ann Langlois (Lapeer District Library); Judy Eastland (Michigan Molecular Institute).
Members not present: Trish Burns (Public Libraries of Saginaw).
Others attending: Lee Martin (Valley Library Consortium); Kay Dunker (Valley Library Consortium)

Chair M. Barnard called the meeting to order at 11:25 AM.

M. Barnard asked if there were any additions to the agenda. There were none.

Old Business:

1. B. Birch moved to approve the minutes from June 15, 2011 meeting. S. Olson seconded.   Motion passed.

New Business:

There was no new business.

Meeting adjourned at 11:27 AM.

Next scheduled meeting is September 18, 2011

Submitted by Trish Burns, Secretary/Treasurer

Present: Lee Martin (VLC), Kristin Valyi-Hax (RHMDL), Ann Langlois (Lapeer); Betsy Osborn, Laura Mailaen, Sarah Wohlschlag, and Paula Paschek (BCLS); Anne Wooden (Delta); Betty Gettel (CADL); Cindy Hix (BRI); Colleen Montalbano (BCPS); Paul Lutenske and Ruth Ann Reinert (PLOS); Kay Dunker (VLC); Mary Schultz and Ron Suszek (Midland). **Remote Attendees**: Linda Smith (BCLS); Kelli Lovasz and Pat Lange (North Branch); Jane Himmel (Pigeon); Sandie Snow (Almont); Becky Grai (Northwood) ; Linda Hudecek (Community District).

Chair A. Langlois called the meeting to order at 10:00 am.
ADDITIONS TO THE AGENDA: P. Lutenske added Display message for serial copy records to the agenda
DECISIONS:
K. Valyi-Hax moved to approve the minutes from the Thursday, May 26, 2011 meeting. R. Reinart seconded the motion. Motion carried.
LibraryThing Demo
K. Dunker showed a demo of LibraryThing. LibraryThing allows users in HIP to log in and create reviews for items, once they create an account. Along with reviews, users can like or dislike items, along with indicating a rating with one to five stars. The reviews can be moderated by the consortium. LibraryThing contains over 600,000 reviews. Different levels can be set for restrictions, such as prohibiting profanity. A widget can be placed on your library webpage to show the most recent review that has been done at your library. Tags on the left side of the page come from LibraryThing.com, and you can click on the tags to see other books that are also tagged with that same word. The virtual bookshelf shows book covers of books that are in the same call number area like a bookshelf. This feature can be limited by collection. All reviews, etc in LibraryThing are stored on their server, not VLC's, like Chilifresh. Chilifresh has a bookshelf in Connections but it is a user created bookshelf, not a virtual one of the library shelf, so you could build a bookshelf. Below the virtual bookshelf, LibraryThing also shows similar books along with awards and series that you can click on to view these additional items. LibraryThing also has available the LibraryAnywhere mobile app for iPhones and Androids. LibraryThing is different from ChiliFresh. It is better for reviews, but it does not have the social networking aspect that Chilifresh has. If we made the decision to go with Chilifresh, which has bookcovers included, we would not use Syndetics, so therefore we would lose Library Journal and Publishers Weekly reviews, etc. We could look at the cost of replacing them. If we choose LibraryThing, we would keep Syndetics. Either way, the pricing could be worked out to see what everything would cost.
L. Martin stressed that we need to encourage our libraries to evaluate and use Chilifresh and LibraryThing to see which one we would prefer for our patrons. Only a small number of people have used Chilifresh. L. Martin will send the links for both demos out to the listserv so we can pass them on to our co-workers.
DISCUSSIONS:
1. Database Projects Calendar
K. Dunker reviewed the July calendar of database projects, which included the following:
July
- Libraries work RIS for "In Transit" and "Hold expired" items
- Requests on unavailable items
- Adding copy records or items to serial bibs
- Report of address correction block (acr) created by HIP users
- Interlibrary Loan report of Lost Items
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- Weekly duplicate ISBN report
- Review of bad indicators
- Deletion of bibs with no holdings

2. Horizon 7.5.1 Upgrade
We have had some issues with HIP – it went down Monday night and Wednesday night this past week. At one point it was down for 12 hours (after hours) and no one called the after hours emergency number. Horizon support thinks the bug that was causing HIP to go down has been fixed. But this is a reminder to encourage us to call the after hours number if HIP goes down.
Also, there is an issue on the copy item screen where diacritics are not working correctly. Paul will test a simple update for us, and if it works, it will be available if anyone wants it. Another issue with the upgrade involves using Windows7 to print labels from Horizon due to Windows7 security – user has to have full control access the directory the labels are being saved to. The VLC can step you through the steps to do this so you can print labels. L. Martin does not recommend upgrading to Windows7 at this time based on the VLC's

experiences with many problems related to Windows7. One other tip – sometimes if Windows is not painting the screen correctly, you need to disable visual themes in 7.5.1 by right clicking on the short cut you use to access Horizon, clicking on properties, clicking on the Compatibility tab, and marking the "Disable visual themes" box.

3. New Item Status Code
Choices were discussed for a new item status for ebooks and audio-ebooks. The choices shown were:
- Click on your library's link above
- Click on your library in the "links" section above
- Click on your library's link in the display above

Other ideas that were discussed include making the links field the final field in the catalog record, or possibly making the word "links" in bold or another color.
- A motion was made by R. Reinart to create a new item status for Click on your library in the "links" section above. C. Montalbano seconded the motion. Motion carried. The status code will be "click" and will be put in place immediately.

4. Managing 856 tags on bibs for electronic resources
There are links to your library but there are also other links too, such as links to LOC table of contents, biographical information about the author, etc. These links are potentially good information but has always been cataloger's judgment regarding whether to keep these links or not. From a patron-centric perspective, possibly they should be removed. They should be removed if they do not work. If you do decide to cut out 856 tags – make sure not to cut out any tags that others have left in. Note: Bookmine app does not show 856 note field that is displayed in HIP, but instead shows the actually http address, which is not helpful as these would be some of the links someone using a mobile app would need to click on.
We should think about formalizing a guideline on what we should or should not do with these types of links. K. Dunker will do some research on discussion that occurred in the past on this issue, to see if a decision was made. If nothing is found, this will be referred to the cataloging committee.

5. Refund receipts
All that is in the wording of refund receipts is a title "refund receipt," a fee amount, and the amount paid. Contact K. Dunker if you would like to see what other things can be added to the refund receipt as there is the capability to add your library, date, etc.

6. HIP URL structure for webpage usage
K. Dunker passed along this information for people to use with web pages and QR codes. You don't need the entire long URL to get to your library's HIP. Here's a shortened version of a link to HIP:
http://valcat.vlc.lib.mi.us/ipac20/ipac.jsp?&profile=vlc--1&index=ISBNEX&term=9781400075638
Basically, you need the address of the HIP server and application
http://valcat.vlc.lib.mi.us/ipac20/ipac.jsp?
Then the profile information: &profile=vlc--1
Then you need the index: &index=ISBNEX
Then the search term: &term=9781400075638

7. HIP display message for serial records (that are not magazines)
For a book like "Fodor's Spain" there is a note: "see copy status for more information" However, nowhere on the HIP screen does a statement regarding "copy status" appear. The question was raised whether we should change this note to say "see holdings for further information" or "refer to show all items." This could be changed in a batch. It is an individual library choice though, so it is not necessary for all of us to agree - it does not need to be a standard.

Announcements : Peter Schilling, Jr., author of "The End of Baseball" will speak at the Wirt Library on July 6th at 6 pm.
Also, Kate Pohjola, Director of Lapeer District Library, has accepted a position at Ferndale Public Library and her last day is August 1, 2011.
Next meeting: Thursday, August 25, 2011
Meeting adjourned at 11:15 am
Minutes submitted by A. Wooden

SirsiDynix Long-Term Agreement Proposal - NEW

	7.0%	5.0%	3.0%	
	Yearly	3 Yr Bundle	4 Yr Bundle	
Year 0	36,272.95	36,272.95	36,272.95	Last Year
Year 1	38,812.06	38,086.60	37,361.14	This Year
Year 2	41,528.90	39,990.93	38,481.97	
Year 3	44,435.92	41,990.47	39,636.43	
Year 4	47,546.44	44,929.81	40,825.53	
7-Yr Total	172,323.32	164,997.81	156,305.07	
Savings	-	7,325.51	16,018.24	
	0%	4%	10%	
Value Year				
Non-guaranteed				

SirsiDynix Long-Term Agreement Proposal - OLD

	7.0%	6.0%	4.0%	3.0%	
	Yearly	4 Yr Bundle	5 Yr Bundle	7 Yr Bundle	
Year 0	36,272.95	36,272.95	36,272.95	36,272.95	Last Year
Year 1	38,812.06	38,449.33	36,272.95	36,272.95	This Year
Year 2	41,528.90	40,756.29	37,723.87	36,272.95	
Year 3	44,435.92	43,201.66	39,232.82	37,361.14	
Year 4	47,546.44	46,225.78	40,802.14	38,481.97	
Year 5	50,874.69	49,461.58	42,434.22	39,636.43	
Year 6	54,435.92	52,923.90	45,404.62	40,825.52	
Year 7	58,246.43	56,628.57	48,582.94	42,050.29	
7-Yr Total	335,880.36	327,647.11	290,453.55	270,901.26	
Savings	-	8,233.25	45,426.80	64,979.10	
	0%	3%	16%	24%	
Value Year					
Non-guaranteed					