

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, June 15, 2011 **10am**

3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, May 18, 2011, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2010/11 Financial Reports, p.7 – 12
- E. Strategic Plan Dashboard, p. 13
- F. Meeting Schedule (Administrative Council & Board), p.14
- G. Board Agenda, May 18, 2011, p.15
- H. Board Minutes, May 24, 2011, p.16
- I. Northwood ILL Statistics, p.17
- J. Database Minutes, May 26, 2011, p.18 – 19

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
June 15, 2011
10am
3210 Davenport, Saginaw

AGENDA

Discussion of Executive Director Evaluation

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the May 18, 2011 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5 – 6)
3. Financial Reports (p. 7 – 12)

Old Business:

New Business:

1. Report from the Nominating Committee – Slate of Candidates
 - a. Member at large – Josh Schu
 - b. Chair-elect – Josh Schu
2. Election of Officers

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: August 17, 2011

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

May 18, 2011 10:00 a.m.

Council Members Present: Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Josh Schu-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Desta Ureel-Dryden; Sheila Bissonnette-Harrison; Kate Pohjola-Lapeer; Kelli Lovaz-North Branch; Marsha Boyd-West Branch.

Council Members Not Present: Tom Birch-Bay County; Colleen Montalbano-Bay City Schools; Stephanie Mallak Olson-Iosco; Jessica Moore-Marlette; Judy Eastland-MMI; Cory Goethe-MCC; Trish Burns-PLOS.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC.

Chair J. Bach called the meeting to order at 10:15 a.m.

J. Bach asked if there were any additions to the agenda. There were none.

OLD BUSINESS

1. Approval of the minutes

K. Valyi-Hax moved to approve the minutes from February 16, 2011 meeting. J. Schu seconded. Motion passed

CHILIFRESH DEMO

Scott Johnson from Chilifresh gave a remote demonstration of the Chilifresh features that can be added to HIP.

EXECUTIVE DIRECTOR'S REPORT

1. The Chilifresh demo was discussed. Chilifresh is installed on the VLC training HIP and can be accessed at <http://vhlp.vlc.lib.mi.us/ipac20/ipac.jsp?profile=sge> for library staff to evaluate.

Pricing for Chilifresh is as follows.

Chilifresh reviews:

One-time Setup Fee: \$150

First Library Location (Divided amongst participating libraries minus \$120): \$1200

Each Additional HIP profile: \$120

Annual Subscription Requirement: First Library Location Fee + Each Additional Library Fee

Chilifresh Connections (the social networking aspect): \$9990.00 (Which is what our Syndetics subscription costs. If we purchase Connections we will not require Syndetics any longer)

2. The recent downtime of the system was needed to replace a controller in the server. L. Martin feels it is important to move forward with purchasing a new server.
3. There is a bug in the new HIP that the Logout buttons borrowers see during the request process do not log the user out. Members agreed that if the wording on the buttons could be changed, we should go ahead with the upgrade. The VLC will provide an example of alternate wording.
4. L. Martin provided an update on the Northwood ILL pilot project. There is a downward trend in the number of requests.

5. Request Tracker, an open source help desk software, has been implemented and is being used by two libraries. The goal is to have all the libraries using it by July 1, 2011.
6. For several months only a portion of the database was being loaded to Melcat. A full reload of the Database is scheduled for over Memorial Day weekend.
7. COSUGI Conference reports from L. Martin and K. Dunker are included in the packet. L. Martin will be scheduling a demonstration of Enterprise 4.0 once it is available. Enterprise is an alternative to HIP.
8. The VLC website is being remodeled. Members agreed that there is no need for password protection on most of the website.
9. L. Martin reviewed the new format of the financial reports.

NEW BUSINESS

1. Database Recommendations

K. Dunker reviewed the Database Committee recommendations.

- a. For ephemeral or unique multipart items created by member libraries, the VLC staff will create records as requested
- b. Allow copy records on non-serial bib records
- c. Removal of the "Place a Hold" option from the bib summary screen

E. Schmandt moved to accept the Database recommendation. K. Valyi-Hax seconded. Motion carried.

2. Strategic Plan – Moving Forward

L. Martin presented a color-coded spreadsheet with the short and long term colors. He plans to spend three to five minutes each meeting reviewing the spreadsheet. He will soon be contacting the members responsible for each long term goal.

3. Adding Technology Sharing to Agenda

L. Martin asked members if they felt we had time in the meetings to add Technology Sharing to the agenda. M. Barnard suggested using a consent agenda where routine items are presented as whole unless someone wants to discuss a specific issue. It was also suggested that meetings start at 9:30 when longer demonstrations are to be done. Members agreed with the consent agenda and with the earlier start time.

ANNOUNCEMENTS:

J. Woods stated that Delta College Library will only be open Monday through Thursday until the end of July.

Meeting adjourned at 12:05 p.m.

Next scheduled meeting is June 15, 2011 at 10:00 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, June 15, 2011

ChiliFresh Evaluation Update (SP GOAL: 1.5)

We've had 6 people sign up for Connections accounts. There has been one book review, but that user asked Kate to delete it rather than post it.

These are the TOP 10 viewed reviews for items.

- Harry Potter and the half blood Prince (3 Views)
- The unofficial Harry Potter cookbook / by Bucholz, Dinah. (2 Views)
- I still dream about you [large print] / by Flagg, Fannie. (2 Views)
- Discovering the real world of Harry Potter by a British documentary made for (2 Views)
- American public television. (2 Views)
- Happy ever after / by Nora Roberts. (1 View)
- The children's blizzard / by David Laskin. (1 View)
- The grand finale [audiobook] / by Critt, C. J. (1 View)
- House rules [large print] / by Picoult, Jodi, 1966- (1 View)
- Handle with care / by Picoult, Jodi, 1966 - (1 View)
- ISBN: 0312600844 (1 View)

In our Strategic Planning meetings we discussed how important it was for the VLC and its member libraries to provide cutting edge and interactive technology for the ILS. It was important enough that it is one of our 8 SP metrics (1.5). Here is an example of one way to do that and we are seeing very little participation from the member libraries in evaluating this tool. Please take the time to give this product a fair evaluation and encourage your staff to participate.

Based on feedback from one member library that would like to see a side by side evaluation of ChiliFresh and LibraryThing we are working on making this happen. We hope to have this ready soon. However, this does not mean, in any way, that you can't be looking at and evaluating ChiliFresh at this time.

MeLCat Load Update

Our bib and item data gap has been updated and the daily files have been loading since Sunday, June 5. We've been told by the MeLCat System Administrator that we should now be all caught up and that the MeLCat queues have more or less recovered.

Apparently, when they imported our database it caused their queue to overload, as a precaution they are going to take it a bit slower in deleting VLC items that were not overlaid/updated by the reload. So far, 120,000 have been deleted and at least another 120,000 to go. Right now the majority appear to be single issues of periodicals, so not much to worry about if they linger for another week or so.

They expect the last of the deletes will be completed and processed by the end of this month at which point we'll have a list of those items that could not be deleted because they had an open transaction on them -- either a broken hold, long overdue MeLCat load or something like that.

Horizon Upgrade Report

As in any upgrade there is bound to be some little quirks that need to be worked out at a later date. Kay Dunker and the SirsiDynix team continue to work through the punch list. Here is a list of those items and their status.

1. We lost the custom programming for the ownership icon on HIP for libraries with branches, but that was fixed in a matter of days. With that fix, there was also a fix for the logout issue that was discussed at the last Administrative Council meeting. Kay has changed the wording back to the default on the buttons that were changed.
2. Diacritics are not displaying properly on the copy/item screen in the Horizon client. The patron does not see this.
3. WebReporter is having issues with case sensitivity and is reporting statistics strangely in some reports. The stats are still accurate, but staff may have to do some additional math.
4. In acquisitions, the view used when loading edifact orders lost the name of the vendor. This issue was recently fixed.
5. The Outstanding balance field can only be used on the billing notices, not on all the notices.

Northwood ILL Update

I've updated the Northwood ILL slide (pg.15) with data from May ILLs from and to Northwood. As you will see we continue to trend in the right direction. You will notice that this month we have a major drop from the previous year. I will continue to update the graph each month so that we can make an educated decision this summer.

Request Tracker (RT) – Help Desk Ticketing Update

I've asked Jo Abbenante to spearhead our RT implementation for our member libraries. Jo has started contacting member libraries to gather information required to get RT setup for your individual library. She will work with Jon Enge to transfer these specifications to the Request Tracker Server. Once these configuration changes are put in place she will then use TurboMeeting to train your specific staff members remotely. She will most likely schedule your training with you during her initial conversation with you and/or your staff.

We've been using this system at two of our larger member libraries for several months and the feedback has been extremely positive. Please keep an open mind and trust that this new system and process is being put in place to provide you and your libraries with the best possible service.

New VLC Website Update

We continue to make progress with the new VLC website. I think you'll really like it. Look for a roll out soon.

New Cleaning Service

Ray from Ray's Janitorial Service has informed me that his wife requires more attention due to a disability and as such has submitted his resignation effective 7/1/2011. Ray has been a valuable asset to the VLC and he will be missed.

I've selected American Maintenance and Cleaning Services as our new cleaning service. They came highly recommended from several local businesses. There will be no additional cost for the new service.

VALLEY LIBRARY CONSORTIUM

Budget vs. Actual - Expenses

July 2010 through May 2011

		Jul '10 - May 11	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	196,627.43	235,000.00	(38,372.57)	83.67%
	5300 · Benefits	53,845.17	94,500.00	(40,654.83)	56.98%
	5449 · Merit Fees	7,506.14	7,300.00	206.14	102.82%
	5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
	5464 · Employee - Training	10,738.06	7,000.00	3,738.06	153.4%
	5465 · Employee Travel	566.15	500.00	66.15	113.23%
	5470 · Telephone Service	3,699.21	4,200.00	(500.79)	88.08%
	5474 · Postage	147.07	500.00	(352.93)	29.41%
	5499 · Misc. Supplies	5,232.23	4,500.00	732.23	116.27%
	5615 · Insurance - Other	7,197.75	6,500.00	697.75	110.74%
	5661 · Maintenance - System	58,988.03	61,000.00	(2,011.97)	96.7%
	5662 · Maintenance - Other	2,605.10	5,000.00	(2,394.90)	52.1%
	5666 · Professional Fees	5,607.50	3,600.00	2,007.50	155.76%
	5670 · Interest Expense - Mortgage Pmt	27,445.33	30,000.00	(2,554.67)	91.48%
	5679 · Utilities	18,552.53	20,000.00	(1,447.47)	92.76%
	5740 · Building Maint. - VLC	11,336.17	14,000.00	(2,663.83)	80.97%
	9999 · Miscellaneous	6,539.86	6,200.00	339.86	105.48%
	Total Expense	418,871.26	502,200.00	(83,328.74)	83.41%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of May 31, 2011

	<u>May 31, 11</u>	<u>Apr 30, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
1005 · Operating Funds	141,347.89	160,746.18
1105 · Capital Funds	123,557.89	125,121.01
1205 · I/R Funds	523,632.42	522,644.45
1301 · Building Maint. - Wildfire	<u>31,509.62</u>	<u>31,483.01</u>
Total Checking/Savings	820,047.82	839,994.65
Accounts Receivable		
1500 · Accounts Receivable	<u>6,581.85</u>	<u>12,034.13</u>
Total Accounts Receivable	<u>6,581.85</u>	<u>12,034.13</u>
Total Current Assets	<u>826,629.67</u>	<u>852,028.78</u>
TOTAL ASSETS	<u><u>826,629.67</u></u>	<u><u>852,028.78</u></u>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of May 31, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							160,746.18
Total 1001 - Cash - Oper MM - 22152					Payments, Interest & Transfers	(19,385.52)	141,347.69
1000 - Cash - Operating BC -6569							12.97
	Liability Check	05/10/2011	6826	1st State Bank	VOID:	0.00	12.97
	Liability Check	05/10/2011	6827	1st State Bank	Jon E. & Kay D. - HSA Payment	(600.00)	(587.03)
	Liability Check	05/10/2011	EFTPS	1st State Bank	Federal Taxes	(1,770.08)	(2,357.11)
	Liability Check	05/10/2011	6828	State Of Michigan - withholding	State Taxes	(916.59)	(3,273.70)
	Check	05/10/2011	6829	TIAA-CREF	Retirement	(806.23)	(4,079.93)
	Check	05/10/2011	6830	Verizon Wireless	Wireless Phone Bill	(53.66)	(4,133.59)
	Check	05/10/2011	6831	Treasurer, City of Saginaw	Water/Sewer Bill	(307.71)	(4,441.30)
	Check	05/10/2011	6832	Kay M Dunker	Food for Database Meeting	(5.00)	(4,446.30)
	Check	05/10/2011	6833	Chase Card Services	VLC Corporate Card	(625.81)	(5,072.11)
	Check	05/10/2011	6834	Consumers Energy	Gas/Electric Bill	(1,393.39)	(6,465.50)
	Check	05/10/2011	6835	1st State Bank	Mortgage	(2,495.03)	(8,960.53)
	Check	05/10/2011	6836	Delta College Corporate Services	Strategic Planning-2nd Session	(760.00)	(9,720.53)
	Check	05/10/2011	6837	Kay M Dunker	Meals at COSUGI - Kay Dunker	(365.47)	(10,086.00)
	Check	05/10/2011	6838	Cavalier Telephone	Local & Long Distance	(294.17)	(10,380.17)
	Transfer	05/10/2011			Funds Transfer	16,031.12	5,650.95
		05/13/2011	DD		Salaries	(5,650.75)	
	Check	05/19/2011	6839	Randall L Martin	Travel/Food for Leadership Academy	(93.65)	(93.45)
	Transfer	05/19/2011			Funds Transfer	93.65	0.20
	Liability Check	05/23/2011	6840	1st State Bank	Jon Enge - HAS Payment	(100.00)	(99.80)
	Liability Check	05/23/2011	6841	State Of Michigan - withholding	State Taxes	(586.41)	(686.21)
	Liability Check	05/23/2011	EFTPS	1st State Bank	Federal Taxes	(1,961.61)	(2,647.82)
	Check	05/23/2011	6842	TIAA-CREF	Retirement	(806.23)	(3,454.05)
	Check	05/23/2011	6843	Bette Jo Abbenante	Misc. Supplies & Postage	(36.73)	(3,490.78)
	Check	05/23/2011	6844	Gadaletto, Ramsby & Associates	Life Insurance	(258.63)	(3,749.41)
	Check	05/23/2011	6845	YEO & YEO	QuickBooks Consulting	(220.00)	(3,969.41)
	Transfer	05/23/2011			Funds Transfer	9,941.60	5,972.19
		05/27/2011	DD		Salaries	(5,971.99)	
Total 1000 - Cash - Operating BC -6569						(5,663.52)	0.20
Total 1005 - Operating Funds						(25,049.04)	141,347.89

VALLEY LIBRARY CONSORTIUM									
Capital Account Activity									
As of May 31, 2011									
		Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds									125,121.01
1100 · Cash-Capital - MM 6577									125,109.15
		Payment	05/05/2011		Marlette District Library	Email	1500 · Accounts Recievable	10.00	125,119.15
		Transfer	05/23/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(1,589.50)	123,529.65
		Deposit	05/31/2011			Interest	4400 · Interest Income	16.36	123,546.01
Total 1100 · Cash-Capital - MM 6577								(1,563.14)	123,546.01
1101 · Cash - Capital BC 6585									11.86
		Check	05/23/2011	5302	SirsiDynix	Barcodes	6700 · Capital Expenses	(364.50)	(352.64)
		Check	05/23/2011	5303	Trivalent Group	Circuits	6700 · Capital Expenses	(1,225.00)	(1,577.64)
		Transfer	05/23/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	1,589.50	11.86
		Deposit	05/31/2011			Interest	4400 · Interest Income	0.02	11.88
Total 1101 · Cash - Capital BC 6585								0.02	11.88
Total 1105 · Capital Funds								(1,563.12)	123,557.89
TOTAL								(1,563.12)	123,557.89

VALLEY LIBRARY CONSORTIUM									
Building Maintenance Account Activity									
As of May 31, 2011									
		Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire									31,483.01
		Deposit	05/31/2011			Interest	4400 · Interest Income	26.61	31,509.62
Total 1301 · Building Maint. - Wildfire								26.61	31,509.62
TOTAL								26.61	31,509.62

VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

May FY2010/11									
LIBRARY	#Seats	Seat Fees	Record Fees	Membership Fee	I/R Fund contribut.	Total Operating Revenue	YTD Paid	Balance Due	
Almont	5	\$1,279	\$5,325	\$2,000	(\$579)	\$8,025	\$6,374	\$1,458	Almont
Bay County	59	\$15,096	\$84,445	\$2,000	(\$12, 232)	\$89,309	\$89,316	\$0	Bay County
Bay Schools	8	\$2,047	\$6,500	\$2,000	(\$705)	\$9,842	\$7,706	\$1,902	Bay Schools
Bridgeport	3	\$768	\$6,506	\$2,000	(\$944)	\$8,330	\$8,328	\$0	Bridgeport
Caro	10	\$2,559	\$12,853	\$2,000	(\$1, 860)	\$15,552	\$15,552	\$0	Caro
Chesaning	4	\$1,023	\$5,633	\$2,000	(\$612)	\$8,044	\$6,380	\$1,460	Chesaning
Community Dist.	13	\$3,326	\$10,922	\$2,000	(\$1, 584)	\$14,664	\$14,664	\$0	Community Dist.
Delta	13	\$3,326	\$6,066	\$2,000	(\$880)	\$10,512	\$10,516	\$0	Delta
Dryden	5	\$1,279	\$3,835	\$2,000	(\$556)	\$6,558	\$6,560	\$0	Dryden
Gladwin	8	\$2,047	\$15,086	\$2,000	(\$2, 184)	\$16,949	\$16,948	\$0	Gladwin Co.
Harrison	3	\$768	\$4,696	\$2,000	(\$680)	\$6,784	\$6,784	\$0	Harrison
Imlay City (Ruth Hughes)	7	\$1,791	\$11,058	\$2,000	(\$1, 200)	\$13,649	\$13,252	\$0	Imlay City
Iosco-Arenac	17	\$4,350	\$16,781	\$2,000	(\$2, 432)	\$20,699	\$20,828	\$0	Iosco-Arenac
Lapeer	26	\$6,653	\$22,516	\$2,000	(\$3, 260)	\$27,909	\$27,912	\$0	Lapeer
Marlette	2	\$512	\$3,408	\$2,000	(\$492)	\$5,428	\$5,428	\$0	Marlette
MMCC	3	\$768	\$2,072	\$2,000	(\$300)	\$4,540	\$4,540	\$0	MMCC
MMI	1	\$256	\$303	\$2,000	(\$33)	\$2,526	\$2,516	\$0	MMI
Midland	38	\$9,723	\$76,146	\$2,000	(\$11, 032)	\$76,837	\$76,840	\$0	Midland
North Branch	4	\$1,023	\$8,562	\$2,000	(\$1, 240)	\$10,345	\$10,344	\$0	North Branch
Northwood	6	\$1,535	\$4,438	\$2,000	(\$644)	\$7,335	\$7,324	\$0	Northwood
Pigeon	5	\$1,279	\$5,949	\$2,000	(\$860)	\$8,368	\$8,368	\$0	Pigeon
St. Charles	4	\$1,023	\$5,216	\$2,000	(\$756)	\$7,483	\$7,484	\$0	St. Charles
Saginaw	74	\$18,934	\$68,808	\$2,000	(\$9, 968)	\$79,774	\$80,040	\$0	Saginaw
West Branch	4	\$1,023	\$6,376	\$2,000	(\$924)	\$8,475	\$8,476	\$0	West Branch
White Pine	1	\$256	\$0	\$2,000	\$0	\$2,256	\$2,256	\$0	White Pine
White Pine Rent							\$16,940	\$1,540	White Pine rent
Misc.							\$75.15	\$0	Misc.
USF							\$12,071	\$0	USF
TOTAL							\$493,821.74		

VLC EQUIP. I/R FUND

May 2011

	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2011/12
Almont	\$ 692	\$519	\$173	Almont
Bay County	\$14,212	\$14,212	\$0	Bay County
Bay Schools	\$1,204	\$903	\$301	Bay Schools
Bridgeport	\$1,140	\$1,140	\$0	Bridgeport
Caro	\$2,248	\$2,248	\$0	Caro
Chesaning	\$992	\$744	\$248	Chesaning
Comm Dist.	\$1,680	\$1,680	\$0	Comm. Dist
Delta	\$1,068	\$1,068	\$0	Delta
Dryden	\$652	\$652	\$0	Dryden
Gladwin Co.	\$2,600	\$2,600	\$0	Gladwin Co.
Harrison	\$812	\$812	\$0	Harrison
Imlay City	\$1,880	\$1,880	\$0	Imlay City
Iosco-Arenac	\$2,792	\$2,792	\$0	Iosco-Arenac
Lapeer	\$3,628	\$3,628	\$0	Lapeer
Marlette	\$600	\$600	\$0	Marlette
MMCC	\$420	\$420	\$0	MMCC
MMI	\$52	\$52	\$0	MMI
Midland	\$13,208	\$13,208	\$0	Midland
North Branch	\$1,440	\$1,440	\$0	North Branch
Northwood	\$736	\$736	\$0	Northwood
Pigeon	\$1,032	\$1,032	\$0	Pigeon
St. Charles	\$940	\$904	\$0	St. Charles
Saginaw	\$11,880	\$11,880	\$0	Saginaw
West Branch	\$1,084	\$1,084	\$0	West Branch
White Pine	\$0	\$0	\$0	White Pine
TOTAL	\$66,992	\$66,234	\$0	

VALLEY LIBRARY CONSORTIUM - Strategic Plan Dashboard

1.1 Create a process for individualized training programs that meet the needs of the membership by 2Q13. Stephanie		2.1 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee
1.1.1 Have annual survey in place for members on individualized ILS training needs by 3Q11.		2.1.1 A representative of VLC staff will visit 21 library locations by 4Q12.
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.		2.2 A revision of the VLC governing and committee structure, including roles and responsibilities, will be implemented by 1Q13. Bryon
1.1.4 Present a curriculum or plan for individualized training for one library by 3Q12.		2.2.1 Review board structure by 1Q12.
1.1.5 Evaluate results of first individualized training by 4Q12.		2.2.2 Review administrative council structure by 1Q12.
		2.2.3 Recommend changes to Lee by 2Q12.
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.		2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom
1.2.2 VLC staff will organize survey results to identify desired features by 3Q12.		2.3.1 Develop weighted criteria for new VLC membership by 1Q12.
1.2.3 Identify existing ILS systems that address our needs by 4Q12.		2.3.2 Administrative council approves weighted criteria by 2Q12.
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.		

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2010/11

July	No Meeting
August 18	No Meeting
September 16	10:00am (regular) 11:00am (Board)
October 20	10:00am (regular) 11:00am (Board)
November 17	10:00am (regular) 11:00am (Board)
December 15	No Meeting
January 19	10:00am (regular) 11:00am (Board)
February 16	10:00am (regular) 11:00am (Board)
March 16	10:00am (regular) 11:00am (Board)
April 20	No Meeting (COSUGI)
May 18	10:00am (regular) 11:00am (Board)
June 15	10:00am (regular) 11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

June 15, 2011

11:00 am

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from May 24, 2011(p.14)

New Business:

1. Recommendations from Administrative Council
2. Report from the Nominating Committee – Slate of Candidates
 - a. President – Melissa Barnard
 - b. Vice President – Judy Eastland
 - c. Secretary/Treasurer – Trish Burns

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
May 24, 2011

Members Present: Bryon Sitler (White Pine Library Cooperative)

Members Present Remotely: Tom Birch (Bay County Library System); Kate Pohjola (Lapeer District Library);
Melissa Barnard (Grace A. Dow Memorial Library)

Members not present: Stephanie Mallak Olson (Iosco-Arenac District Library); Judy Eastland (Michigan
Molecular Institute); Trish Burns (Public Libraries of Saginaw)

Others attending: Lee Martin (Valley Library Consortium); Kay Dunker (Valley Library Consortium)

Chair T. Birch called the meeting to order at 3:04 PM.

T. Birch asked if there were any additions to the agenda. There were none.

Old Business:

1. K. Pohjola moved to approve the minutes from February 16, 2011 meeting. B. Sitler seconded. Motion passed.

New Business:

1. B. Sitler moved to accept the recommendations from Administrative Council concerning the three Database recommendations. M. Barnard seconded. Motion carried.
2. B. Sitler and K. Pohjala were appointed to the Nominating Committee, with B. Sitler being named as Chair. They need to find the following officers:
 - a. Chair Elect of the Administrative Council
 - b. A board member from the members not represented
 - c. Board Chair
 - d. Board Vice Chair
 - e. Board Secretary/Treasurer

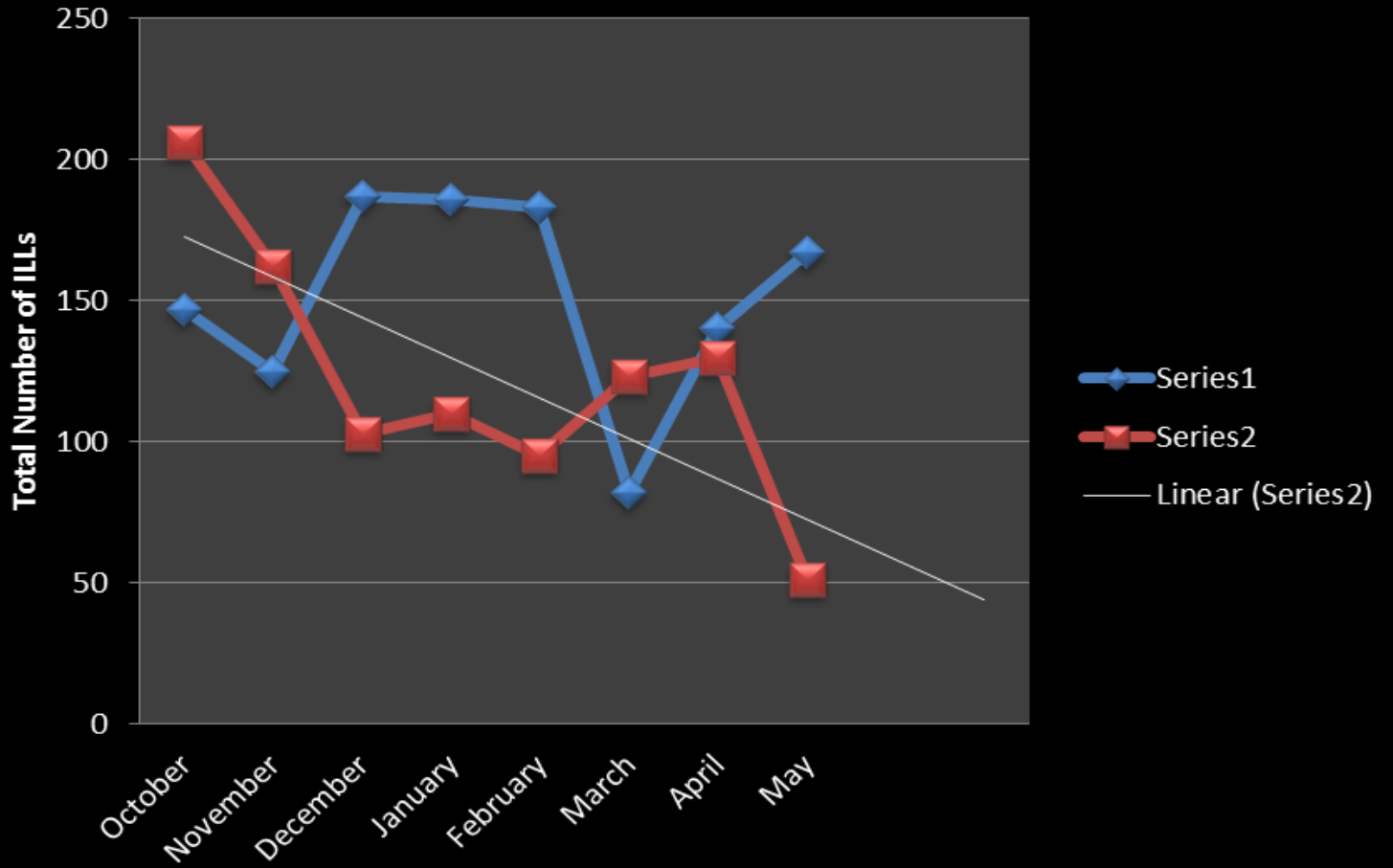
Meeting adjourned at 3:29

B. Sitler announce that he had learned of a 40% cut in state aid to libraries, leaving state aid at 11.34 cents per capita.

Next scheduled meeting is June 15, 2011 at 10:00 AM.

Submitted by Bryon Sitler, Secretary/Treasurer

ILLs to and from Northwood



Valley Library Consortium
Minutes of the Database Committee
May 26, 2011

Present: Cindy Hix (Bridgeport); Ann Langlois (LDL); Betty Gettel (Caro); Mary Schultz (Midland); Becky Grai (Northwood); Betsy Osborn and Paula Pashak (BCLS); Bruce Guy (Gladwin); Becky Grai (Northwood); Kristin Valyi-Hax (RHMDL) ; Kay Dunker and Lee Martin (VLC); Paul Lutenske (Saginaw); Anne Wooden (Delta).

Remote attendees: Sandie Snow (Almont); Susie Sandula (Dryden); Pat Lange (North Branch); Kelli Lovasz (North Branch); Jane Himmel (Pigeon); Lynn Deming (St. Charles).

Chair Ann Langlois called the meeting to order at 10:01 AM.

Additions to the Agenda: Discussion item: Chair-elect.

Decisions:

1. P. Lutenske moved to approve the minutes from the April 28, 2011 meeting. B. Gettel seconded the motion. Motion carried.

Chilifresh Demonstration:

Scott Johnson provided a web demonstration of Chilifresh.

Book reviews: It is integrated into ValCat and allows patrons to rate and give reviews of the books they have read. In ValCat when viewing search results, you can click under the book jacket on reviews to add a review for a book. All of the content created by these reviews resides on the Chilifresh servers – not on VLC's. In terms of seeing the reviews in ValCat, a library can decide which level they want to see reviews at: just their library, the consortium, their own state, the United States, worldwide, etc. You can shut off review content at the level of your choice.

Moderating reviews: Each library can assign a moderator so that whenever a review is written, the next morning a notification email will be sent to the moderator letting them know there are reviews to be looked at. The moderator can accept, edit, or reject reviews and then they will be posted. L. Martin volunteered to be the moderator for all of the VLC libraries.

Connections: Along with Chilifresh is the Connections social networking platform, which allows library patrons to connect to other library patrons throughout the world. It displays as a blue scroll at the bottom of the screen, where it gives updates/messages regarding what users are doing, such as reviewing books or creating lists, etc. When a user clicks on a book jacket in ValCat, four choices come up for the patron to drag and drop their book jacket into, such as creating a booklist and recommending a book to others. Other features with this include an age restriction capability that can be activated by a library. Patrons would have to get their age verified in some way by the library prior to being able to have an account. The age restriction allows for separating those under 18 years of age and over 18 into separate groups for interaction. Book jackets: currently we purchase book jackets from Syndetics for approximately \$10,000 per year. Book jackets would be included at no cost with a subscription to Connections. Chilifresh can also create generic book jackets for items and has the capability to allow libraries to scan in book jackets for items that don't have them. Additionally, it is important to note that whether creating book reviews or using Connections, the user never leaves the ValCat catalog. When they are done reviewing or doing social networking, they are still in the catalog.

Chilifresh Cost: \$1200 annually for the 1st library, and \$120 for each additional library.

Connections Cost: \$10,000 but this also includes all of the book jackets.

L. Martin will send out an evaluation for Chilifresh and asked that we distribute it to all of our staff. L. Martin will also follow up on some questions that libraries had regarding Chilifresh.

Discussions:

1. Database Projects Calendar:

K. Dunker reviewed the Projects Calendar for June:

- Libraries work RIS for "In Transit" and "Hold expired" items
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Code/Agency mismatch (ITYPE, COLL, PTYPE, PSTAT)
- Misspelled word in transcribed fields
- Report of address correction block (acr) created by HIP users
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- Weekly duplicate ISBN report
- Misspelled words in authority fields
- Deletion of bibs with no holdings

2. Horizon 7.5.1 Upgrade

K. Dunker: There are still a few HIP issues but overall up and running. Horizon also was up very fast, with some things to clean up. If you have any issues with HIP or Horizon, let Kay know.

3. Report from Administrative Council

The three database committee recommendations were taken to the Administrative Council and approved. So libraries can start putting copy records on multipart bib records. A report will be run monthly to check for errors. K. Dunker will implement the other recommendations by the close of business on Wednesday next week, June 2nd, unless HIP is having problems.

4. New Item Status code

BCLS would like a new item status for ebooks and e-audiobooks. They would like it to read "Click BCLS link above" instead of "ask at desk." Discussion followed that maybe this should not be individualized in this way - that it might be problematic to make individual item statuses like this for each library. When more than one library has the same e-audiobook or ebook, there is a link to click on in the 949 field for that specific library. Other suggestions to replace "ask at desk" were "click on your library's link above" or "click your library link." L. Martin indicated that K. Dunker can work up some examples of what this wording will look like and send it out to us for consideration.

5. Horizon User ID password changes

L. Martin mentioned that password changes were discussed at the Administrative Council and wanted feedback from us on password changes and problems/issues. The general consensus was that yearly password changes were not unreasonable in order to maintain security. However, the password requirements seem stringent. Discussion continued that most places require 6-10 character password but do not require the use of special characters and allow the use of dictionary words in passwords. L. Martin said that the VLC will put together new password guidelines and send them out today.

6. Chair-elect for 2011-2012

A. Langlois made a call for nominations for the position of Chair-elect for the 2011-2012 VLC Database Committee. Ann asked K. Valyi-Hax to accept a nomination. K. Valyi-Hax accepted. J. Himmel moved to accept this nomination of K. Valyi-Hax as Chair-elect for the 2011-2012 VLC. B. Osborne seconded the motion. Motion carried.

Announcements: K. Dunker has the BookMyne app, a mobile catalog app, on her iPod Touch if anyone wants to see it.

Next meeting Thursday, June 23, 2011

Meeting adjourned at 11:40 AM

Minutes submitted by A. Wooden, Database Chair-Elect