

# VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

**10:00am**

Wednesday, August 17, 2011

VLC HQ/Via Conference Call

## Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, June 15, 2011, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2010/11 Financial Reports, p.6 – 9
- E. FY 2011/12 Financial Reports, p.10 – 15
- E. Strategic Plan Dashboard, p. 16
- F. Meeting Schedule (Administrative Council & Board), p.17
- G. Board Agenda, August 17, 2011, p.18
- H. Board Minutes, June 15, 2011, p.19
- I. Database Minutes, June 23, 2011, p.20 – 21
- J. SirsiDynix Long Term Agreement Proposal, p.22

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
**10:00am**  
Wednesday, August 17, 2011  
VLC HQ/Via Conference Call

**AGENDA**

**Additions to the Agenda:**

**Consent Agenda:**

1. Approval of the minutes from the June 15, 2011 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5)
3. Financial Reports (p. 6 – 15)

**Old Business:**

1. Catalog Enhancement Participation Decision

**New Business:**

1. Jaunter Spell Check
2. SirsiDynix Maintenance Contract
3. Review of Annual Report
4. New Website Demo

**Strategic Plan -- Measuring Success:**

1. Review Strategic Plan Dashboard

**Tech Sharing:**

**Announcements:**

News or Events from Member Libraries

Next Scheduled Meeting: September 21, 2011

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**June 15, 2011 10:00 a.m.**

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Josh Schu-Community District; Jack Wood-Delta; Stephanie Mallak Olson-Iosco; Melissa Barnard-Grace A. Dow; Judy Eastland-MMI; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Kristen Valyi-Hax-Ruth Hughes; Trish Burns-PLOS; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Marcia Dievendorf-Caro; Desta Ureel-Dryden; Kate Pohjola-Lapeer; Cory Goethe-MCC; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Marsha Boyd-West Branch.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Nannette Pretzer-St. Charles.

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

Chair J. Bach called the meeting to order at 10:00 a.m.

The Directors Evaluation was discussed.

J. Bach 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**

M. Barnard moved to approve the Consent Agenda. T. Burns seconded. Motion carried.

### **Old Business**

There was no old business.

### **New Business**

#### 1. LibraryThing for Libraries Demostration

K. Dunker did a demonstration of LibraryThing for Libraries. This is available for evaluation at <http://valcat2.vlc.lib.mi.us/ipac20/ipac.jsp?profile=valcat>. The Chilifresh demo is also still available. L. Martin will get pricing for both products. Members should be ready to make a decision at the Administrative Council meeting in August.

#### 2. Report from the Nominating Committee – Slate of Candidates

K. Valyi-Hax moved to accept the slate of candidates presented by the Nominating Committee. T. Birch seconded. Motion carried.

### **Strategic Plan – Measuring Success**

L. Martin presented the "Strategic Plan Dashboard", which will be available on the website. He reviewed the status of all the goals.

## **Tech Sharing**

1. M. Barnard says that they are using QR codes on their Bookclub in a Bag items. The magazine "Public Libraries" has an article on the use of QR codes.
2. L. Martin showed the two sites for training. Goodwill offer free training at <http://www.gcflearnfree.org/>. Lynda.com has training for a fee at <http://www.lynda.com/>.
3. L. Martin also showed minutes.io, which allows for online minute taking.
4. J. Schu mention the Kahnacademy.com site (<http://kahnacademy.com/>) and the TED talks (<http://www.ted.com/talks>).

## **Announcements**

S. Olson stated that Iosco-Arenac District Library and co- sponsor Jaimy Gordon, author of "The Lord of Misrule."

E. Schmandt has been contacted by Cabot Cheese. The company has offered to supply the cheese for the library's wine and cheese tasting event.

This may be K. Pohjola's last meeting if she get the position at Ferndale Public Library.

Meeting adjourned at 11:17 a.m.

Next scheduled meeting is August 17, 2011 at 10:00 a.m.

Minutes prepared by Kay Dunker.

# **Executive Director's Report, August 17, 2011**

## **2010 – 2011 Budget Recap**

The 2010 – 2011 Annual Budget came well under the requested amount from the previous Executive Director, Karl Steiner. There are several reasons for this outcome. The major reason was that we did not hire a staff member to assist with the procurement and implementation of a new Integrated Library System. This alone saved the VLC \$42,000. Another large contributor to this savings was the fact that I elected not to participate in the VLC provided health care program. This accounted for another \$17,000. There were a few additional areas that we came under budget for another \$7028 for a grand total of \$56,138.50 under budget.

There were a few areas that I went above the requested amount. The two main areas were in Employee Training and Professional Fees. Employee training was over budget due to my attending two professional development activities that Karl had not budgeted for, the MLA Leadership Academy and the MLA Annual Conference. I also took an E-rate class and four online SirsiDynix Horizon classes. To account for the professional fees, I required assistance from our accountants to better understand our financial accounts. Additionally, I leveraged the services of the VLC lawyer to review proposed changes to the VLC Personnel Manual. These two areas were not adjusted to take into account a new Executive Director coming on board. The 2011 – 2012 Budget has been adjusted to take into account these areas that I went over.

## **Horizon Upgrade Report**

Since the upgrade to Horizon 7.5.1, the Horizon Information Portal (HIP) has been having stability issues. Initially, HIP was very unstable and was going down about every other day. We were up for 10 days before the last crash of HIP. We have been working closely with support at SirsiDynix and we believe they are committed to resolving this issue. They have upgraded the HIP software to newer versions as they have become available. On Friday, August 4, they modified the underlying software on which HIP runs in hopes of further reducing the chances of another failure. Currently, SirsiDynix support is working to set up a test system in their office that mirrors our system. They will use that to see if they can recreate our issue.

## **Northwood ILL Update**

As of August 1, 2011 Northwood became part of MeL Delivery. They will be using this service 2 days a week.

## **Request Tracker (RT) – Help Desk Ticketing Update**

Jo Abbenante has done a fantastic job of working with you and your staff implementing RT for our member libraries. I would also like to thank all the member libraries for your timely effort and willingness to work with Jo on this project! You've been fantastic and we appreciate your time and effort. As I write this we only have two more libraries to train before the implementation part of the project is closed.

**VALLEY LIBRARY CONSORTIUM**

**Budget vs. Actual - Expenses**

July 2010 through June 2011

		Jul '10 - Jun 11	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	212,231.26	235,000.00	(22,768.74)	90.31%
	5300 · Benefits	58,459.59	94,500.00	(36,040.41)	61.86%
	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	11,976.09	7,000.00	4,976.09	171.09%
	5465 · Employee Travel	566.15	500.00	66.15	113.23%
	5470 · Telephone Service	4,304.26	4,200.00	104.26	102.48%
	5474 · Postage	161.16	500.00	(338.84)	32.23%
	5499 · Misc. Supplies	5,290.03	4,500.00	790.03	117.56%
	5615 · Insurance - Other	7,197.75	6,500.00	697.75	110.74%
	5661 · Maintenance - System	59,168.03	61,000.00	(1,831.97)	97.0%
	5662 · Maintenance - Other	2,645.10	5,000.00	(2,354.90)	52.9%
	5666 · Professional Fees	5,607.50	3,600.00	2,007.50	155.76%
	5670 · Interest Expense - Mortgage Pmt	29,940.36	30,000.00	(59.64)	99.8%
	5679 · Utilities	19,734.58	20,000.00	(265.42)	98.67%
	5740 · Building Maint. - VLC	11,986.17	14,000.00	(2,013.83)	85.62%
	9999 · Miscellaneous	7,049.80	6,200.00	849.80	113.71%
	<b>Total Expense</b>	<b>446,061.50</b>	<b>502,200.00</b>	<b>(56,138.50)</b>	<b>88.82%</b>

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of June 30, 2011

	<u>Jun 30, 11</u>	<u>May 31, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
1005 · Operating Funds	139,299.12	141,348.02
1105 · Capital Funds	124,226.11	123,557.89
1205 · I/R Funds	524,329.48	523,632.42
1301 · Building Maint. - Wildfire	<u>31,535.39</u>	<u>31,509.62</u>
Total Checking/Savings	819,390.10	820,047.95
Accounts Receivable		
1500 · Accounts Receivable	<u>141,156.17</u>	<u>6,581.85</u>
Total Accounts Receivable	<u>141,156.17</u>	<u>6,581.85</u>
Total Current Assets	<u>960,546.27</u>	<u>826,629.80</u>
TOTAL ASSETS	<u><u>960,546.27</u></u>	<u><u>826,629.80</u></u>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of June 30, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							141,348.02
Total 1001 - Cash - Oper MM - 22152						(4,427.70)	136,919.99
1000 - Cash - Operating BC -6569							0.33
	Check	06/02/2011	6846	Ray Moreno Janitorial Service		(650.00)	(649.67)
	Transfer	06/02/2011			Funds Transfer	650.00	0.33
	Liability Check	06/08/2011	6847	1st State Bank	J. Enge HSA Payment	(100.00)	(99.67)
	Liability Check	06/08/2011	EFTPS	1st State Bank	Federal Taxes	(1,961.59)	(2,061.26)
	Check	06/08/2011	6848	Chase Card Services	VLC Corporate Card	(1,816.26)	(3,877.52)
	Check	06/08/2011	6849	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	(5,327.71)
	Check	06/08/2011	6850	Consumers Energy	Gas/Electric Bill	(874.34)	(6,202.05)
	Check	06/08/2011	6851	Alpha-G Consulting, LLC	Upgrade Consulting Fee	(180.00)	(6,382.05)
	Check	06/08/2011	6852	1st State Bank	Mortgage	(2,495.03)	(8,877.08)
	Check	06/08/2011	6853	Bette Jo Abbenante	Coffee Supplies	(13.25)	(8,890.33)
	Check	06/08/2011	6854	Kay M Dunker	Meeting Food	(16.37)	(8,906.70)
	Check	06/08/2011	6855	TIAA-CREF	Retirement	(806.23)	(9,712.93)
	Transfer	06/08/2011			Funds Transfer	15,685.07	5,972.14
					Salaries	(5,972.01)	
	Liability Check	06/21/2011	6856	1st State Bank	J. Enge HAS Payment	(100.00)	(99.87)
	Liability Check	06/21/2011	EFTPS	1st State Bank	Federal Taxes	(2,463.11)	(2,562.98)
	Check	06/21/2011	6857	TIAA-CREF	Retirement	(806.23)	(3,369.21)
	Check	06/21/2011	6858	Bette Jo Abbenante	Coffe Supplies	(13.98)	(3,383.19)
	Check	06/21/2011	6859	Saginaw-Bay Underwriters	VOID: 664739	0.00	(3,383.19)
	Check	06/21/2011	6860	Verizon Wireless	Wireless Phone Bill	(53.70)	(3,436.89)
	Check	06/21/2011	6861	Gadaletto, Ramsby & Associates	Life Insurance	(258.63)	(3,695.52)
	Check	06/21/2011	6862	Cavalier Telephone	Local/Long Distance	(293.84)	(3,989.36)
	Check	06/21/2011	6863	Treasurer, City of Saginaw	City Taxes	(307.71)	(4,297.07)
	Check	06/21/2011	6867	ReadyTalk	Con. Call Service	(257.51)	(4,554.58)
	Transfer	06/22/2011			Funds Transfer	13,942.45	9,387.87
					Salaries	(7,008.74)	
Total 1000 - Cash - Operating BC -6569						(3,593.21)	2,379.13
Total 1005 - Operating Funds						(8,020.91)	139,299.12



**VALLEY LIBRARY CONSORTIUM**

**Capital Account Activity**

As of June 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								123,557.89
1100 · Cash-Capital - MM 6577								123,546.01
	Payment	06/02/2011	20446	White Pine Library Cooperative	Email Service - 10	1500 · Accounts Recievable	80.00	123,626.01
	Transfer	06/08/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(1,135.80)	122,490.21
	Payment	06/10/2011	11098	River Rapids District Library	4Q Payment	1500 · Accounts Recievable	590.00	123,080.21
	Payment	06/28/2011	11612	St. Charles District Library	1Q Telecommunications	1500 · Accounts Recievable	496.00	123,576.21
	Payment	06/28/2011	3831	Community District Library	Holds Slip Printing Software	1500 · Accounts Recievable	329.70	123,905.91
	Payment	06/28/2011	6818	Bridgeport Public Library	1Q Telecommunications	1500 · Accounts Recievable	305.00	124,210.91
	Deposit	06/30/2011			Interest	4400 · Interest Income	15.19	124,226.10
Total 1100 · Cash-Capital - MM 6577							680.09	124,226.10
1101 · Cash - Capital BC 6585								11.88
	Check	06/08/2011	5304	Paetec	Acct# 9056427	6700 · Capital Expenses	(1,147.68)	(1,135.80)
	Transfer	06/08/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	1,135.80	0.00
	Deposit	06/30/2011			Interest	4400 · Interest Income	0.01	0.01
Total 1101 · Cash - Capital BC 6585							(11.87)	0.01
Total 1105 · Capital Funds							668.22	124,226.11
TOTAL							668.22	124,226.11

**VALLEY LIBRARY CONSORTIUM**

**Building Maintenance Account Activity**

As of June 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,509.62
	Deposit	06/30/2011			Interest	4400 · Interest Income	25.77	31,535.39
Total 1301 · Building Maint. - Wildfire							25.77	31,535.39
TOTAL							25.77	31,535.39

**VALLEY LIBRARY CONSORTIUM**  
**Budget vs. Actual - Expenses**

July 2011

			Jul 11	Budget	\$ Over Budget	% of Budget
	Expense					
	5105 · Salaries and wages		15,734.67	207,195.00	(191,460.33)	7.59%
	5300 · Benefits		6,041.07	64,992.00	(58,950.93)	9.3%
	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		625.50	10,000.00	(9,374.50)	6.26%
	5465 · Employee Travel		88.80	2,500.00	(2,411.20)	3.55%
	5470 · Telephone Service		347.32	4,680.00	(4,332.68)	7.42%
	5474 · Postage		26.40	500.00	(473.60)	5.28%
	5499 · Misc. Supplies		1,053.60	4,500.00	(3,446.40)	23.41%
	5615 · Insurance - Other		5,673.70	7,000.00	(1,326.30)	81.05%
	5661 · Maintenance - System		31,200.81	61,000.00	(29,799.19)	51.15%
	5662 · Maintenance - Other		0.00	5,000.00	(5,000.00)	0.0%
	5664 · Membership Dues		125.00	275.00	(150.00)	45.46%
	5666 · Professional Fees		0.00	4,000.00	(4,000.00)	0.0%
	5670 · Interest Expense - Mortgage Pmt		2,595.03	30,000.00	(27,404.97)	8.65%
	5679 · Utilities		1,894.47	20,000.00	(18,105.53)	9.47%
	5701 · Equipment		0.00	3,000.00	(3,000.00)	0.0%
	5740 · Building Maint. - VLC		1,871.00	16,000.00	(14,129.00)	11.69%
	6700 · Capital Expenses		15,582.88			
	9999 · Miscellaneous		0.00	3,000.00	(3,000.00)	0.0%
	<b>Total Expense</b>		<b>85,097.78</b>	<b>453,342.00</b>	<b>(368,244.22)</b>	<b>18.77%</b>

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of July 1, 2011

	<u>Jul 1, 11</u>	<u>Jun 1, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
1005 · Operating Funds	181,193.58	141,348.02
1105 · Capital Funds	124,226.11	123,557.89
1205 · I/R Funds	524,564.48	523,632.42
1301 · Building Maint. - Wildfire	<u>31,535.39</u>	<u>31,509.62</u>
Total Checking/Savings	861,519.56	820,047.95
Accounts Receivable		
1500 · Accounts Recievable	<u>95,903.67</u>	<u>6,508.35</u>
Total Accounts Receivable	<u>95,903.67</u>	<u>6,508.35</u>
Total Current Assets	<u>957,423.23</u>	<u>826,556.30</u>
TOTAL ASSETS	<u><u>957,423.23</u></u>	<u><u>826,556.30</u></u>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of July 31, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							139,299.58
Total 1001 - Cash - Oper MM - 22152						40,356.36	177,276.35
1000 - Cash - Operating BC -6569							2,379.59
	Check	07/01/2011	6864	White Pine Library Coop.	MeL Delivery	(655.00)	1,724.59
	Check	07/01/2011	6865	Saginaw-Bay Underwriters	Directors & Officers/Emp. Practices Lie	(1,599.00)	125.59
	Check	07/01/2011	6866	Midwest Collaborative for Library Service	Membership Dues	(125.00)	0.59
	Check	07/01/2011	6869	Ray Moreno Janitorial Service	Cleaning Service	(671.00)	(670.41)
	Liability Check	07/05/2011	EFTPS	1st State Bank	Federal Taxes	(1,989.89)	(2,660.30)
	Liability Check	07/05/2011	6870	Saginaw City Treasurer	City Taxes	(382.26)	(3,042.56)
	Liability Check	07/05/2011	6871	State Of Michigan - withholding	State Taxes	(673.41)	(3,715.97)
	Check	07/05/2011	6873	TIAA-CREF	Retirement	(806.23)	(4,522.20)
	Check	07/05/2011	6874	Saginaw-Bay Underwriters	Professional Liability	(1,898.70)	(6,420.90)
	Check	07/05/2011	6875	SirsiDynix	Annual Maintenance	(31,200.81)	(37,621.71)
	Check	07/05/2011	6876	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	(39,071.90)
	Check	07/05/2011	6877	Delta College Corporate Services	Final Payment for Strategic Planning	(380.00)	(39,451.90)
	Check	07/05/2011	6878	Kay M Dunker	Travel for Seminar	(69.59)	(39,521.49)
	Check	07/05/2011	6879	Consumers Energy	Gas/Electric Bill	(1,593.54)	(41,115.03)
	Check	07/05/2011	6880	Randall L Martin	Site Visits	(88.80)	(41,203.83)
	Check	07/05/2011	6881	Chase Card Services	4246 3114 3100 3307	(642.28)	(41,846.11)
	Transfer	07/05/2011			Funds Transfer	47,221.95	5,375.84
				Salaries		(6,046.25)	
	Transfer	07/08/2011			Funds Transfer	671.00	0.59
	Liability Check	07/19/2011	EFTPS	1st State Bank	Federal Taxes	(2,033.34)	(2,032.75)
	Check	07/19/2011	6882	1st State Bank	Mortgage	(1,500.00)	(3,532.75)
	Check	07/19/2011	6883	TIAA-CREF	Retirement	(822.31)	(4,355.06)
	Check	07/19/2011	6884	Treasurer, City of Saginaw	City Taxes	(300.93)	(4,655.99)
	Check	07/19/2011	6885	Midwest Collaborative for Library Service	OCLC Subscription	(2,237.53)	(6,893.52)
	Check	07/19/2011	6886	Synergy Landmark	Lawn Maintneance	(1,200.00)	(8,093.52)
	Check	07/19/2011	6887	1st State Bank	Mortgage	(2,595.03)	(10,688.55)
	Check	07/19/2011	6888	Cavalier Telephone	Local/Long Dsistance Phone Service	(293.60)	(10,982.15)
	Check	07/19/2011	6889	Verizon Wireless	Wireless Phone Service	(53.72)	(11,035.87)
	Check	07/19/2011	6890	Gadaletto, Ramsby & Associates	Life Insurance	(258.63)	(11,294.50)
	Check	07/19/2011	6891	Cincinnati Insurance Companies	Buisness Owners/Workers Comp	(2,176.00)	(13,470.50)
	Check	07/19/2011	6892	Bette Jo Abbenante	Misc. Supplies	(37.13)	(13,507.63)
	Transfer	07/19/2011			Funds Transfer	19,645.09	6,137.46
				Salaries		(6,137.00)	
Total 1000 - Cash - Operating BC -6569						(8,425.38)	0.46
Total 1005 - Operating Funds						31,930.98	177,276.81

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of July 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								124,226.11
1100 · Cash-Capital - MM 6577								124,226.10
	Transfer	07/05/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(11,752.88)	112,473.22
	Payment	07/05/2011	11622	St. Charles District Library	EnvisionWare Software & Installation	1500 · Accounts Recievable	908.60	113,381.82
	Payment	07/05/2011	3649	Harrison Community Library	EnvisionWare - Extra Client	1500 · Accounts Recievable	30.60	113,412.42
	Payment	07/05/2011	44503	Bay County Library System	1Q Telecom Fees	1500 · Accounts Recievable	2,018.00	115,430.42
	Payment	07/05/2011	2000044169	Harrison Community Library	EnvisionWare Software	1500 · Accounts Recievable	1,122.80	116,553.22
	Transfer	07/06/2011			Funds Transfer	1001 - Cash - Oper MM - 22152	(18.00)	116,535.22
	Payment	07/11/2011	11132	River Rapids District Library	1Q Telecom Fees	1500 · Accounts Recievable	780.00	117,315.22
	Transfer	07/19/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(3,829.99)	113,485.23
	Payment	07/22/2011	1691	West Branch Public Library	Barcodes	1500 · Accounts Recievable	117.86	113,603.09
	Payment	07/22/2011	19905	losco-Arenac District Library	Barcodes	1500 · Accounts Recievable	345.45	113,948.54
	Payment	07/25/2011	67322	Public Libraries of Saginaw	EnvisionWare Software & Services	1500 · Accounts Recievable	9,851.65	123,800.19
	Deposit	07/31/2011			Interest	4400 · Interest Income	14.04	123,814.23
Total 1100 · Cash-Capital - MM 6577							(411.87)	123,814.23
1101 · Cash - Capital BC 6585								0.01
	Check	07/05/2011	5305	SirsiDynix	Envisionware Payments	-SPLIT-	(9,380.20)	(9,380.19)
	Check	07/05/2011	5306	Paetec	Circuits	6700 · Capital Expenses	(1,147.68)	(10,527.87)
	Check	07/05/2011	5307	Trivalent Group	Circuits	6700 · Capital Expenses	(1,225.00)	(11,752.87)
	Transfer	07/05/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	11,752.88	0.01
	Check	07/19/2011	5308	SirsiDynix	Barcodes	-SPLIT-	(3,830.00)	(3,829.99)
	Transfer	07/19/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	3,829.99	0.00
	Deposit	07/31/2011			Interest	4400 · Interest Income	0.09	0.09
Total 1101 · Cash - Capital BC 6585							0.08	0.09
Total 1105 · Capital Funds							(411.79)	123,814.32

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of July 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,535.39
Total 1301 · Building Maint. - Wildfire								31,535.39
TOTAL								31,535.39

# 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	\$0	\$7,899	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	\$0	\$9,542	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	\$0	\$15,825	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	\$0	\$9,459	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	\$0	\$8,105	West Branch
White Pine	1	\$52	\$0	\$2,000	\$0	\$2,209	\$2,052	\$157	White Pine
<b>TOTAL</b>						\$445,259		\$320,349	

**\$124,910**

## 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	Operating
<b>1.1 Create a process for individualized training programs that meet the needs of the membership by 2Q13. Stephanie</b>	<b>2.1 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee</b>
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.	<b>2.2 A revision of the VLC governing and committee structure, including roles and responsibilities, will be implemented by 1Q13. Bryon</b>
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.
<b>1.2. VLC will have a next generation ILS system for members by 4Q15. Melissa</b>	
1.2.1 Conduct membership survey on current ILS system and collate survey results by 2Q12.	<b>2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom</b>
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.
<b>1.3 Determine whether we need database standards and if so, the purpose of the standards by 1Q13. Saginaw (Breakthrough Objective)</b>	
1.3.1 Evaluate other library systems and consortiums to determine how they are addressing their database standards by 4Q11.	<b>Legend</b>
1.3.2 Survey membership by 4Q11 to determine level of satisfaction with VLC database standards.	Not started, but should be completed by the planned end date.
1.3.3 Survey membership by 4Q11 to determine level of search results satisfaction with database.	Milestone should be completed by the planned end date.
1.3.4 Review standards and make prioritized changes based on member comments by 1Q13.	Some risk of the milestone not completing by the planned end date.
	Serious risk of the milestone not completing by the planned end date.
<b>1.4 Membership will determine feasibility of centralized cataloguing by 4Q13. Erin</b>	
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.	
<b>1.5 Be on cutting edge of evolving interactive technology for ILS for 4Q14. Josh</b>	
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

2011/12

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, August 17, 2011

VLC HQ/Via Conference Call

## **AGENDA**

### **Additions to the Agenda**

### **Old Business:**

1. Approval of the Minutes from June 15, 2011(p.19)

### **New Business:**

1. Recommendations from Administrative Council

### **Announcements:**

**Valley Library Consortium**  
**Minutes of the Board of Trustees Meeting**  
June 15, 2011

**Members Present:** Tom Birch (Bay County Library System); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Barnard (Grace A. Dow Memorial Library); Judy Eastland (Michigan Molecular Institute); Trish Burns (Public Libraries of Saginaw); Bryon Sitler (White Pine Library Cooperative)

**Members not present:** Kate Pohjola (Lapeer District Library)

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

Chair T. Birch called the meeting to order at 11:22 AM.

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

**Old Business:**

1. B. Sitler moved to approve the minutes from May 24, 2011 meeting. J. Eastland seconded. Motion passed.

**Director's Evaluation**

The Board met to discuss the Director's evaluation. Once the Board discussion was complete, L. Martin returned to the room, and the Board discussed the results with him. The Board expressed their appreciation for the work L. Martin has done in his time here.

**New Business:**

1. B. Sitler moved to accept the recommendations from Administrative Council that Josh Schu become the Chair Elect of the Administrative Council and the Member at Large on the Board. S. Olson seconded. Motion carried.
2. S. Olson moved to accept the slate of officers for the Board as presented. B. Sitler seconded. Motion carried.

Meeting adjourned at 11:45 AM.

Next scheduled meeting is August 17, 2011

Submitted by Bryon Sitler, Secretary/Treasurer

Valley Library Consortium  
Minutes of the Database Committee  
June 23, 2011

**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 6<sup>th</sup> 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					
	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	This Year
Year 1	38,812.06	38,449.33	36,272.95	36,272.95	Next 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	-	<b>8,233.25</b>	<b>45,426.80</b>	<b>64,979.10</b>	
	0%	3%	16%	24%	
Value Year					
Non-guaranteed					