

# VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, May 18, 2011 **10am**

3210 Davenport, Saginaw

## Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, February 16, 2011, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2010/11 Financial Reports, p.7 – 12
- E. Meeting Schedule (Administrative Council & Board), p.13
- F. Board Agenda, May 18, 2011, p.14
- G. Board Minutes, February 16, 2011, p.15
- H. Northwood ILL Statistics, p.16
- I. Database Minutes, April 28, 2011, p.17 – 18
- J. Cataloging Minutes, April 26, 2011, p.19
- K. Lee Martin COSUGI Report, p.20
- L. Kay Dunker COSUGI Report, p.21 – 22

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
May 18, 2011  
**10am**  
3210 Davenport, Saginaw

**AGENDA**

**Additions to the Agenda:**

**Old Business:**

1. Approval of the minutes from the February 16, 2011 meeting (p. 3 – 4)

**ChiliFresh Demo**

**Executive Director's Report**

**New Business:**

1. Database 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
2. Strategic Plan – Moving Forward
3. Adding Technology Sharing to Agenda

**Announcements:**

News of Events from Member Libraries

Next Scheduled Meeting: June 15, 2011

## VALLEY LIBRARY CONSORTIUM

### Minutes of the Administrative Council

February 16, 2010 10:00 a.m.

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Erin Schmandt-Chesaning; Josh Schu-Community District; Jack Wood-Delta; Desta Ureel-Dryden; Melissa Barnard-Grace A. Dow; Kate Pohjola-Lapeer; Judy Eastland-MMI; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Trish Burns-PLOS; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Stephanie Mallak Olson-Iosco; Jessica Moore-Marlette; Cory Goethe-MCC; Marsha Boyd-West Branch.

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

Chair J. Bach called the meeting to order at 10:02 a.m.

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

### **OLD BUSINESS**

#### 1. Approval of the minutes

K. Pohjola moved to approve the minutes from January 19, 2010 meeting. J. Wood seconded. Motion passed

#### 2. Operating Budget 2011/2012

M. Barnard moved to approve the Operating Budget 2011/2012 as presented. R. Rice-Gutierrez seconded. Motion passed.

### **EXECUTIVE DIRECTOR'S REPORT**

1. L. Martin spoke with a representative from Saginaw Bay Underwriter about the liability issues with the Personnel Committee. According the representative, if the final decisions are being made the board, coverage is needed only for the Board members. B. Sitler suggested that the Administrative Council have nothing to do with Personnel issues other than the evaluation of the Executive Director.
2. K. Dunker and J. Enge have finished their visits to libraries. Their reports are included in the packet. L. Martin plans to make this an annual experience.
3. With the increase in the number of Envisionware seats due to Saginaw's participation, the price per seat has decreased to \$30.60.
4. L. Martin continues his visits to member libraries.
5. New desktop computers and a printer have been purchased for use by the VLC staff.
6. The VLC will be beta testing BookMyne for SirsiDynix. Saginaw and Bay will also be participating.

7. L. Martin and K. Dunker will be attending the COSUGI Conference (Customers of SirsiDynix Users Group, Inc.) in April. Due to the timing, the April Administrative Council and Board meetings will be cancelled.
8. Northwood has been moved the lowest priority for filling requests. January statistics show a decline in requests.
9. L. Martin will be on Vacation Feb. 19-27. Members are welcome to contact him on his cell phone (248-379-7123) if they need to speak to him.
10. The Database is discussing the cataloging of local items. L. Martin asked the Council for their opinions on the issue. Members felt like this was an issue that should be pursued.
11. L. Martin reviewed the finances of the Consortium. On the VLC Equip. I/R Fund (p. 11) the entry for Iosco-Arenac for the YTD Paid should be \$1824 (not \$609,216) and the Balance should be \$608 (not \$606,784). On the Valley Library Consortium Projected Income (p. 8) the YTD Paid entry for MMCC should be \$3270 (not \$638,270), the Balance Due for MMCC should be \$1270 (not \$633,730), the YTD Paid entry for MMI should be \$2258 (not \$3258), and the Balance Due entry should be \$257 (not \$743).

## **NEW BUSINESS**

1. Strategic Plan – Plan Development & Final Plan Date Decision

The Plan Development meeting will be on Tuesday, April 12. The Final Plan meeting will be on Wednesday, May 4. Both meetings will run from 10:00 until 4:00 with lunch provided.

## **ANNOUNCEMENTS:**

The Public Libraries of Saginaw are working with a professor from SVSU to sponsor a 10 week discussion of the book "God is not one" by Stephen Prothero. They are 30 people signed up for the event, which begins on Feb. 28.

Lapeer is moving out of the Goodland Township branch. Goodland Township is requesting services from Ruth Hughes.

Meeting adjourned at 10:47 a.m.

Next scheduled meeting is March 16, 2011 at 10:00 a.m.

Minutes prepared by Kay Dunker.

# Executive Director's Report, May 18, 2011

## ChiliFresh Specifics & Evaluation

Pricing for Chilifresh is as follows.

One-time Setup Fee: \$150

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

Each Additional Library: \$120

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

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

## **Evaluation**

Because of the amount of work required to setup ChiliFresh we have decided to only configure the VLC HIP profile. If libraries would like to see ChiliFresh on your HIP profile we will setup your profile with ChiliFresh. Users will be able to access the evaluation of Chilifresh by going to the following profile: <http://vhip.vlc.lib.mi.us/ipac20/ipac.jsp?profile=sge>

Once you do a search, the Chilifresh bar appears. Users will then be able to create a login. If we decide on using Chilifresh, users with accounts from the evaluation period, will have to have their location changed.

## Horizon Server

**Updated:** On Thursday March 3 we noticed that a drive had failed on the Horizon server. We became alarmed concerning this failure due to the similarity between this situation and the one that transpired back in April of 2010 that caused the system to fail.

To compound the issue there were some communication issues with SirsiDynix and Oracle (Sun) with regards to who was or wasn't working on the issue for us.

Once we were able to get an Oracle engineer assigned to the ticket it was identified that not only did we have one bad drive, but that another drive had failed as well. The engineer was able to get a replacement part for the first drive and he was able to make that swap with no issue on Friday, March 9. He was scheduled to return on Monday March 7, but apparently the delivery of that part was lost in shipment. We are expecting to have the drive replace today, March 8.

With the configuration of our server, we could lose 3 drives without an issue with performance. In a worst case scenario, we could lose 6 drives and still continue to run.

We had some nervous moments, but all in all it worked out just fine. I considered very heavily sending out an e-mail to the Administrative Council giving you a heads up that we may be in a similar situation as the April failure, but I felt that we had things under control and it wasn't necessary to worry you at that point.

Our server is going on 7 years old and I think it is time that we seriously discuss replacing it.

## **Additional Information:**

We recently worked SirsiDynix and SUN to diagnose a hardware fault in the primary RAID controller of the server. Basically, we are receiving temperature warnings on a consistent basis during times that the

server is running a certain process. The concern is that if we do not replace this controller that it will eventually shut the server down.

The controller should have been replaced Tuesday, May 10 at 8:00am. I would have scheduled this for earlier in the morning, but our maintenance contract calls for an 8:00am to 5:00pm window of service. This process should not have taken more than 30 minutes.

### **Horizon Upgrade**

We will be working with SirsiDynix to upgrade Horizon to 7.5.1 on Wednesday May 25<sup>th</sup>. Unfortunately, we will have to take the system down to do this. Best case scenario will be about 3 – 4 hours of downtime. Worst case scenario will be all day. When Sirsi upgraded our training database so that we could do beta testing it took them about 4 hours to do the upgrade. We choose Wednesday due to the fact that we felt this would have the least amount of impact on libraries and the hours you are open. I will be working with Sirsi in an attempt to have them do this as early as possible. I will let you know as soon as I find out what time the upgrade will start.

### **Northwood ILL Update**

I've updated the Northwood ILL slide (pg.16) with the April ILLs from and to Northwood. As you will see we continue to trend in the right direction. For last month we have a slight drop from the timeframe of April 2010 to April 2011. There was a significant jump in March from the previous year. I wonder if this is somehow related to a break change. We are still seeing a trend downward as you'll notice by the white line, which projects future growth.

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

As of Friday March 4<sup>th</sup> we began phase two of RT – Help Desk solution. We are now working with Grace A. Dow Memorial Library and the Public Libraries of Saginaw in an effort to work out the kinks before we go live with the remaining libraries of the Consortium. We are now targeting July for the remaining member libraries.

### **MelCat Issue**

For the last 6 months only a subset of bib and item data has been sent to Melcat. This includes about 800,000 items (associated with about 300,000 bib records). Approximately 95,000 or the 800,000 are new items. Now that the issue has been discovered as items circulate, they will get sent to Melcat for updates. We are working with the Melcat staff to figure out the best way to get the database up to date.

The exporting of patron information did not have the same problem. Patron information is up to date.

### **COSUGI 2011**

See Attachments from myself (p.20) and Kay Dunker (p.21-22). I will talk to this more at the meeting.

### **New VLC Website**

You may or may not be aware that we are re-designing the VLC website and I would like to review with the Administrative Council our current security policies. I'm wondering if it makes sense to have all the restrictions that we have today on who and whom cannot access things via the website and if the group would mind that we have a minimal presence of information that is protected.