

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, August 15, 2012
VLC HQ or Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, June 20, 2012, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2011/12 Financial Reports, p.7 – 10
- E. FY 2012/13 Financial Reports, p.11 – 16
- E. Strategic Plan Dashboard, p.17
- F. Meeting Schedule (Administrative Council & Board), p.18
- G. Board Agenda, June 20, 2012, p.19
- H. Board Minutes, May 16, 2012, p.20

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, August 15, 2012
VLC HQ or Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the June 20, 2012 meeting (p.3 – 4)
2. Executive Director's Report (p.5 – 6)
3. Financial Reports (p.7 – 16)

Old Business:

- 1.

New Business:

1. Horizon 7.5.2 – Text Messaging Capabilities (SP 1.5.1)

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.17)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: October 17, 2012

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
June 20, 2012 10:00 a.m.

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Jack Wood-Delta; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Melissa Malcolm-Lapeer; Jeanette Bach-Pigeon; Trish Burns-PLOS; Erin Schmandt-River Rapids; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Attending Remotely: Desta Ureel-Dryden; Alice Parsons-Northwood; Tracy Harnish-Ruth Hughes.

Council Members Not Present: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Kelli Lovasz-North Branch; Emily Clark-West Branch.

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

Chair J. Wood called the meeting to order at 10:01 a.m.

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

Consent Agenda

M. Barnard moved to approve the Consent Agenda. J. Bach seconded. Motion carried.

Old Business

There was no Old Business

New Business

1. Executive Director's Evaluation Tool

S. Olson moved to form an ad-hoc committee to examine the tool used for the Executive Director's evaluation. R. Rice-Gutierrez seconded. Motion carried.

M. Barnard, T. Burns, and A. Parsons will serve on the committee. M. Barnard requested that people send examples of evaluation tools to mbarnard@midland-mi.org.

2. RDA

K. Dunker reported that she had attended several workshops on RDA. She will be offering an Introduction to RDA workshop on June 28 at 10:00.

3. Annual Surveys

L. Martin has created two surveys and will be creating another to gather information for the annual report. Please participate in these surveys.

4. Strategic Plan Annual Review Date

The September meeting time will be used for a review of the Strategic Plan.

5. Michigan Molecular Institute

Judy Eastland's position at MMI has been eliminated. L. Martin and K. Dunker will work with the contact person.

Strategic Plan – Measuring Success

L. Martin met with Terry O'Brien, the strategic planner coordinator. After speaking with her, L. Martin updated the publish spreadsheet to show what has been accomplished.

Tech Sharing

There were no items.

Announcements

Next scheduled meeting is August 15, 2012 at 10:00 a.m.

Meeting was adjourned as adjourned at 10:25 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, August 15, 2012

LibraryThing for Libraries and LibraryAnywhere - Update

After taking much longer than expected and/or as promised by Bowker, we now have the setup and configuration of LibraryThing that best accommodates an organization of our complexity and size. You probably will not notice much difference, if any, from the end-user perspective of the application and since you were not privy to the administrative side of things you will not know the difference either. This is a good thing, now that we will be training you on how to use the administrative piece of the application. So in a nut shell, LibraryThing for Libraries is active in HIP. LibraryAnywhere, the mobile app is running for all participating libraries. Patrons accessing HIP with a mobile device are presented with the option to use the LibraryAnywhere mobile site or download an app. The Overdrive one click access is also working in LibraryAnywhere. After a patron does a search in LibraryAnywhere, a button appears that they can click on to search Overdrive.

Jon Enge will be contacting the list of people that was provided to us from the participating libraries for administrative training in September. Since things have changed considerably from the admin side he will need to re-learn the application himself and to re-tool the training that he had created previously. At the same time we will be working with the people identified to create marketing materials for these new products as well.

Social Library (Facebook App) - Update

The Social Library or Facebook application has been installed for all the participating libraries. SirsiDynix has created a marketing package for the application that Kay provided to each library representative during their training/configuration session. Starting next month I will provide all the participating libraries with your usage statistics so that you can better evaluate the usefulness of this tool. I highly recommend that you take the time and use those marketing materials that Kay provided to advertise this new feature. It is not something that will jump out at someone without it most likely being pointed out to them.

Web Reporter Server - Update

The new reporting server is up and running and all those VLC members that wished to be trained so far have attended three sessions on how to run reports on WebReporter. They are now able to run reports for you if need be. This does not affect or necessarily replace the scheduled reports that you receive today. Those will still be run. Kay is planning an advanced class and we hope to offer it later this fall. If you have someone else that you would like to be trained and/or would like to have Kay review with someone that already took the class, please contact Kay directly.

2011 -2012 Budget Analysis

We used approximately 96% of the allocated budget in the 2011–12 fiscal year ending in June. You will find the final Budget vs Actual – Expenses table on page 7 of the packet. A couple of areas that I plan tweaking for the 2013-14 budget are Professional Fees and Telephone Service. Now that I have a better feel for the VLC budget I realized that the amount Karl had been using for Professional Services can be decreased by roughly \$1,500 every other year. That line item will need to go back up \$1,500 for

the 2014-15 budget to accommodate our bi-annual audit. Additionally, Telecommunications can be reduced by roughly \$1,400 since we are now getting USF Funds to help offset some of the actual cost. In general, I think things are going very well budgetary wise.

Horizon 7.5.3 Beta Testing - Update

The Horizon 7.5.2 beta has been installed on the training database. A major new feature is the ability to do SMS text messaging of notices. There is no extra cost for this new functionality, but you would be required to pay for SMS Gateway. We will discuss this more at the meeting. Testing is planned through August 31. If anyone is interested in seeing the new client, please contact Kay.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through June 2012

		Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
	Expense				
	5105 · Salaries and wages	203,522.29	207,195.00	(3,672.71)	98.23%
	5300 · Benefits	58,582.93	64,992.00	(6,409.07)	90.14%
	5449 · Merit Fees	7,230.04	7,300.00	(69.96)	99.04%
	5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
	5464 · Employee - Training	9,048.60	10,000.00	(951.40)	90.49%
	5465 · Employee Travel	842.71	2,500.00	(1,657.29)	33.71%
	5470 · Telephone Service	3,264.91	4,680.00	(1,415.09)	69.76%
	5474 · Postage	148.28	500.00	(351.72)	29.66%
	5499 · Misc. Supplies	4,500.57	4,500.00	0.57	100.01%
	5615 · Insurance - Other	6,069.70	7,000.00	(930.30)	86.71%
	5661 · Maintenance - System	60,716.28	61,000.00	(283.72)	99.54%
	5662 · Maintenance - Other	5,080.11	5,000.00	80.11	101.6%
	5664 · Membership Dues	275.00	275.00	0.00	100.0%
	5666 · Professional Fees	2,405.00	4,000.00	(1,595.00)	60.13%
	5670 · Interest Expense - Mortgage Pmt	30,040.36	30,000.00	40.36	100.14%
	5679 · Utilities	19,433.43	20,000.00	(566.57)	97.17%
	5701 · Equipment	2,989.75	3,000.00	(10.25)	99.66%
	5740 · Building Maint. - VLC	15,701.92	16,000.00	(298.08)	98.14%
	9999 · Miscellaneous	2,988.94	3,000.00	(11.06)	99.63%
	Total Expense	435,078.35	453,342.00	(18,263.65)	95.97%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of June 30, 2012

					<u>Jun 30, 12</u>	<u>May 31, 12</u>
ASSETS						
	Current Assets					
	Checking/Savings					
		1005 - Operating Funds		169,141.41	113,658.74	
		1105 - Capital Funds		101,961.30	101,043.15	
		1205 - I/R Funds		509,802.89	529,681.22	
		1301 - Building Maint. - Wildfire		31,696.37	31,687.28	
		Total Checking/Savings		<u>812,601.97</u>	<u>776,070.39</u>	
	Accounts Receivable					
		1500 - Accounts Recievable		70,388.18	2,174.18	
		Total Accounts Receivable		<u>70,388.18</u>	<u>2,174.18</u>	
		Total Current Assets		<u>882,990.15</u>	<u>778,244.57</u>	
TOTAL ASSETS				<u>882,990.15</u>	<u>778,244.57</u>	

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of June 30, 2012

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							113,658.74
Total 1001 - Cash - Oper MM - 22152						49,944.17	164,477.86
1000 - Cash - Operating BC -6569							(874.95)
	Check	06/06/2012	7128	American Maintenance & Cleaning	Cleaning Service	(555.00)	(1,429.95)
	Check	06/06/2012	7129	1st State Bank	Mortgage	(2,495.03)	(3,924.98)
	Check	06/06/2012	7130	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)	(5,331.40)
	Check	06/06/2012	7131	Chase Card Services	Credit Card Payment	(1,795.44)	(7,126.84)
	Check	06/06/2012	7132	Strzynski Lawn Care	Lawn Service	(240.00)	(7,366.84)
	Check	06/06/2012	7133	Kay M Dunker	Employee Travel - K. Dunker	(82.14)	(7,448.98)
	Check	06/06/2012	7134	Randall L Martin	Employee Travel - L. Martin	(22.20)	(7,471.18)
	Check	06/06/2012	7135	Jonathan M Enge	Employee Training - J. Enge	(238.65)	(7,709.83)
	Check	06/06/2012	7136	ReadyTalk	Remote Conferencing	(31.70)	(7,741.53)
	Check	06/06/2012	7137	MCLS	Employee Training - K. Dunker	(140.00)	(7,881.53)
	Liability Check	06/06/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(1,964.70)	(9,846.23)
	Check	06/06/2012	7138	TIAA-CREF	Staff Retirement	(822.31)	(10,668.54)
	Liability Check	06/06/2012	7139	State Of Michigan - withholding	State Payroll Taxes	(619.54)	(11,288.08)
	Liability Check	06/06/2012	7140	1st State Bank	HSA Additional Payment - J. Enge	(200.00)	(11,488.08)
	Transfer	06/07/2012			Funds Transfer	17,488.98	6,000.90
		06/07/2012	DD	1st State Bank	Staff Salaries	(6,000.52)	
	Liability Check	06/19/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(1,993.02)	(1,992.64)
	Check	06/19/2012	7141	TIAA-CREF	Staff Retirement	(822.31)	(2,814.95)
	Check	06/19/2012	7151	Verizon Wireless	Wireless Bill	(237.07)	(3,052.02)
	Transfer	06/19/2012			Funds Transfer	13,790.34	10,738.32
	Liability Check	06/19/2012	7152	1st State Bank	HSA Additional Payment - J. Enge	(100.00)	10,638.32
	Transfer	06/19/2012			Funds Transfer	100.00	10,738.32
		06/19/2012	DD	1st State Bank	Staff Salaries	(6,074.77)	
Total 1000 - Cash - Operating BC -6569						(462.02)	4,663.55
Total 1005 - Operating Funds						49,482.15	169,141.41

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of June 30, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								101,043.15
1100 · Cash-Capital - MM 6577								101,043.08
	Transfer	06/07/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(870.85)	100,172.23
	Payment	06/07/2012	4586	Marlette District Library	2012-13 Email Service	1500 · Accounts Recievable	10.00	100,182.23
	Payment	06/19/2012	12107	St. Charles District Library	2012-13 Email Service	1500 · Accounts Recievable	40.00	100,222.23
	Payment	06/25/2012	12126	St. Charles District Library	2012-13 1Q Telecom Fees	1500 · Accounts Recievable	496.00	100,718.23
	Payment	06/25/2012	11481	River Rapids District Library	2012-13 1Q Telecom Fees	1500 · Accounts Recievable	780.00	101,498.23
	Payment	06/25/2012	7117	Bridgeport Public Library	2012-13 1Q Telecom Fees	1500 · Accounts Recievable	305.00	101,803.23
	Payment	06/26/2012	5237	Gladwin County Library	2012-13 Email Service	1500 · Accounts Recievable	70.00	101,873.23
	Deposit	06/30/2012			Interest	4400 · Interest Income	7.99	101,881.22
	Payment	06/30/2012	20682	White Pine Library Cooperative	2012-13 Email Service	1500 · Accounts Recievable	80.00	101,961.22
Total 1100 · Cash-Capital - MM 6577							918.14	101,961.22
1101 · Cash - Capital BC 6585								0.07
	Check	06/06/2012	5339	Paetec	Member Circuits	6700 · Capital Expenses	(870.85)	(870.78)
	Transfer	06/07/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	870.85	0.07
	Deposit	06/30/2012			Interest	4400 · Interest Income	0.01	0.08
Total 1101 · Cash - Capital BC 6585							0.01	0.08
Total 1105 · Capital Funds							918.15	101,961.30

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of June 30, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,687.28
	Deposit	06/30/2012			Interest	4400 · Interest Income	9.09	31,696.37
Total 1301 · Building Maint. - Wildfire							9.09	31,696.37
TOTAL							9.09	31,696.37

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through July 2012

		Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
	Expense				
	5105 · Salaries and wages	26,293.61	212,339.00	(186,045.39)	12.38%
	5300 · Benefits	8,076.05	66,292.00	(58,215.95)	12.18%
	5449 · Merit Fees	0.00	7,300.00	(7,300.00)	0.0%
	5450 · MLC charges	0.00	2,400.00	(2,400.00)	0.0%
	5464 · Employee - Training	0.00	10,000.00	(10,000.00)	0.0%
	5465 · Employee Travel	0.00	2,500.00	(2,500.00)	0.0%
	5470 · Telephone Service	857.85	4,680.00	(3,822.15)	18.33%
	5474 · Postage	189.00	500.00	(311.00)	37.8%
	5499 · Misc. Supplies	220.73	4,700.00	(4,479.27)	4.7%
	5615 · Insurance - Other	5,998.33	7,300.00	(1,301.67)	82.17%
	5661 · Maintenance - System	0.00	61,000.00	(61,000.00)	0.0%
	5662 · Maintenance - Other	687.50	5,250.00	(4,562.50)	13.1%
	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	4,990.06	30,000.00	(25,009.94)	16.63%
	5679 · Utilities	2,059.17	20,000.00	(17,940.83)	10.3%
	5701 · Equipment	39.99	3,000.00	(2,960.01)	1.33%
	5740 · Building Maint. - VLC	1,295.00	14,000.00	(12,705.00)	9.25%
	9999 · Miscellaneous	149.70	5,000.00	(4,850.30)	2.99%
	Total Expense	50,981.99	460,536.00	(409,554.01)	11.07%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of July 31, 2012

		<u>Jul 31, 12</u>	<u>Jun 30, 12</u>
ASSETS			
Current Assets			
Checking/Savings			
	1005 · Operating Funds	180,734.05	169,141.41
	1105 · Capital Funds	98,887.91	101,961.30
	1205 · I/R Funds	509,891.65	509,802.89
	1301 · Building Maint. - Wildfire	31,696.37	31,696.37
	Total Checking/Savings	821,209.98	812,601.97
Accounts Receivable			
	1500 · Accounts Recievable	18,458.18	70,388.18
	Total Accounts Receivable	18,458.18	70,388.18
	Total Current Assets	839,668.16	882,990.15
TOTAL ASSETS		839,668.16	882,990.15

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of July 31, 2012

	Type	Date	Num	Name	Memo	Amount
1005 - Operating Funds						
Total 1001 - Cash - Oper MM - 22152						16,216.20
1000 - Cash - Operating BC -6569						
	Check	07/01/2012	7142	Randall L Martin	Weed Killer	(11.85)
	Check	07/01/2012	7143	Bette Jo Abbenante	Stamps & Coffee	(204.98)
	Check	07/01/2012	7144	Treasurer, City of Saginaw	Water/Sewer Bill	(308.13)
	Check	07/01/2012	7145	Cincinnati Insurance Companies	Commerical Package Policy	(396.00)
	Check	07/01/2012	7146	Cincinnati Insurance Companies	Business Owners Package	(1,485.00)
	Check	07/01/2012	7147	Cincinnati Insurance Companies	Workers Compensation	(728.00)
	Check	07/01/2012	7148	Saginaw-Bay Underwriters	Directors & Officers	(930.00)
	Check	07/01/2012	7149	Cavalier Telephone	Phone Service	(308.20)
	Check	07/01/2012	7150	Gadaletto, Ramsby & Associates	Staff Life Insurance	(291.24)
	Liability Check	07/02/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(3,633.76)
	Liability Check	07/02/2012	7153	Saginaw City Treasurer	Water/Sewer Bill	(326.52)
	Liability Check	07/02/2012	7154	State Of Michigan - withholding	State Payroll Taxes	(615.19)
	Check	07/02/2012	7155	TIAA-CREF	Staff Retirement	(838.76)
	Liability Check	07/02/2012	7156	1st State Bank	HSA Payment - Enge & Dunker	(1,500.00)
	Check	07/02/2012	7157	Bette Jo Abbenante	Training Snacks	(7.98)
	Check	07/02/2012	7158	Kay M Dunker	Meeting Snacks	(10.29)
	Check	07/02/2012	7159	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)
	Check	07/02/2012	7160	American Maintenance & Cleaning	Cleaning Service	(555.00)
	Check	07/02/2012	7161	Saginaw-Bay Underwriters	Professional Liability	(1,838.03)
	Check	07/02/2012	7162	White Pine Library Coop.	Delivery Service	(687.50)
	Transfer	07/02/2012			Funds Transfer	20,740.07
		07/06/2012	DD	1st State Bank	Staff Salaries	(9,320.62)
	Liability Check	07/16/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,071.28)
	Check	07/16/2012	7163	TIAA-CREF	Staff retirement	(838.76)
	Check	07/16/2012	7164	Treasurer, City of Saginaw	Water/Sewer	(308.13)
	Check	07/16/2012	7165	Consumers Energy	Gas/Electric Bill	(1,442.91)
	Check	07/16/2012	7166	Strzynski Lawn Care	Lawn Service	(200.00)
	Check	07/16/2012	7167	Cavalier Telephone	Phone Service	(312.78)
	Check	07/16/2012	7168	Saginaw-Bay Underwriters	Professional Liability	(193.30)
	Check	07/16/2012	7169	MCLS	2012-13 Annual Membership Fee	(125.00)
	Check	07/16/2012	7170	Cincinnati Insurance Companies	Commerical Package Policy	(428.00)
	Check	07/16/2012	7171	1st State Bank	Mortgage	(2,495.03)
	Check	07/16/2012	7172	Randall L Martin	Ant Killer	(5.29)
	Check	07/16/2012	7173	Verizon Wireless	Wireless Bill	(236.87)
	Transfer	07/16/2012			Funds Transfer	14,965.56
		07/20/2012	DD	1st State Bank	Staff Salaries	(6,268.37)
Total 1000 - Cash - Operating BC -6569						(13,944.18)
Total 1005 - Operating Funds						2,272.02

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of July 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								101,961.30
1100 · Cash-Capital - MM 6577								101,961.22
	Transfer	07/02/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(3,088.32)	98,872.90
	Payment	07/02/2012	1199	North Branch Township Library	2012-13 Email Service	1500 · Accounts Receivable	15.00	98,887.90
Total 1100 · Cash-Capital - MM 6577							(3,073.32)	98,887.90
1101 · Cash - Capital BC 6585								0.08
	Check	07/02/2012	5340	Paetec	Member Circuits	6700 · Capital Expenses	(873.39)	(873.31)
	Check	07/02/2012	5341	Trivalent Group	Member Circuits	6700 · Capital Expenses	(2,215.00)	(3,088.31)
	Transfer	07/02/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	3,088.32	0.01
Total 1101 · Cash - Capital BC 6585							(0.07)	0.01
Total 1105 · Capital Funds							(3,073.39)	98,887.91

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of July 30, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,696.37
Total 1301 · Building Maint. - Wildfire								31,696.37

VLC 2012 - 13 Projected Income

Updated: 8/7/12

Library Name	Quaterly Telecom Fees	Quartely Seat Fees	Quartely Record Fees	Total Quarterly Payment	Annual Membership Fee	Total Projected Revenue	Total Operating YTD Paid	Total Operating Due	Library Name
Almont	\$0	\$266	\$1,281	\$1,547	\$2,000	\$8,187	\$0	\$8,187	Almont
Bay County LS	\$2,018	\$3,135	\$17,497	\$22,650	\$2,000	\$92,602	\$24,650	\$67,952	Bay County LS
Bay City Schools	\$0	\$425	\$1,472	\$1,897	\$2,000	\$9,589	\$3,897	\$5,692	Bay City Schools
Bridgeport	\$305	\$159	\$1,380	\$1,845	\$2,000	\$9,378	\$3,845	\$5,533	Bridgeport
Caro	\$0	\$531	\$2,510	\$3,042	\$2,000	\$14,166	\$5,042	\$9,124	Caro
Chesaning	\$780	\$213	\$870	\$1,862	\$2,000	\$9,448	\$3,862	\$5,586	Chesaning
Community	\$0	\$691	\$2,601	\$3,292	\$2,000	\$15,167	\$5,292	\$9,875	Community Dist.
Delta	\$0	\$691	\$1,296	\$1,987	\$2,000	\$9,947	\$3,987	\$5,960	Delta
Dryden	\$0	\$266	\$812	\$1,077	\$2,000	\$6,310	\$3,077	\$3,233	Dryden
Gladwin County	\$0	\$425	\$3,062	\$3,487	\$2,000	\$15,949	\$0	\$15,949	Gladwin County
Harrison	\$0	\$159	\$958	\$1,117	\$2,000	\$6,470	\$3,117	\$3,353	Harrison
Imlay City	\$0	\$372	\$2,205	\$2,577	\$2,000	\$12,307	\$4,577	\$7,730	Imlay City
Iosco	\$0	\$956	\$3,549	\$4,505	\$2,000	\$20,022	\$6,505	\$13,517	Iosco
Lapeer	\$0	\$1,382	\$4,633	\$6,014	\$2,000	\$26,057	\$8,015	\$18,042	Lapeer
Marlette	\$0	\$106	\$648	\$755	\$2,000	\$5,019	\$2,755	\$2,264	Marlette
MMCC	\$0	\$159	\$378	\$537	\$2,000	\$4,149	\$4,150	-\$1	MMCC
MMI	\$0	\$53	\$63	\$116	\$2,000	\$2,465	\$0	\$2,465	MMI
Midland	\$0	\$2,019	\$15,212	\$17,231	\$2,000	\$70,925	\$19,231	\$51,694	Midland
North Branch	\$0	\$213	\$1,671	\$1,884	\$2,000	\$9,535	\$3,884	\$5,651	North Branch
Northwood	\$0	\$319	\$837	\$1,156	\$2,000	\$6,624	\$3,156	\$3,468	Northwood
Pigeon	\$0	\$266	\$1,172	\$1,437	\$2,000	\$7,749	\$3,438	\$4,311	Pigeon
St. Charles	\$496	\$213	\$1,137	\$1,846	\$2,000	\$9,384	\$3,846	\$5,538	St. Charles
Saginaw Public	\$0	\$3,985	\$13,237	\$17,222	\$2,000	\$70,890	\$19,222	\$51,668	Saginaw Public
West Branch	\$0	\$213	\$1,262	\$1,475	\$2,000	\$7,900	\$3,475	\$4,425	West Branch
White Pine	\$0	\$53	\$0	\$53	\$2,000	\$2,213	\$0	\$2,213	White Pine
						\$452,451		\$313,428	
							\$139,023		

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
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 2Q14. Melissa	2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom
1.2.1 Conduct membership survey on current ILS system and collate survey results by 4Q12.	2.3.1 Develop weighted criteria for new VLC membership by 1Q12.
1.2.2 VLC staff will organize survey results to identify desired features by 1Q13.	2.3.2 Administrative council approves weighted criteria by 2Q12.
1.2.3 Identify existing ILS systems that address our needs by 1Q13.	
1.3 Determine whether we need database standards and if so, the purpose of the standards by 1Q13. Saginaw (Breakthrough Objective)	Legend
1.3.1 Evaluate other library systems and consortiums to determine how they are addressing their database standards by 4Q12.	Not started, but should be completed by the planned end date.
1.3.2 Survey membership by 4Q12 to determine level of satisfaction with VLC database standards.	Milestone should be completed by the planned end date.
1.3.3 Survey membership by 4Q12 to determine level of search results satisfaction with database.	Some risk of the milestone not completing by the planned end date.
1.3.4 Review standards and make prioritized changes based on member comments by 1Q13.	Serious risk of the milestone not completing by the planned end date.
	Task Completed
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.	Updated: 06.07.2012
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

2012/13

July	No Meeting	No Meeting
August 15	10:00am (regular)	11:00am (Board)
September 19	10:00am (regular)	11:00am (Board)
October 17	10:00am (regular)	11:00am (Board)
November 21	10:00am (regular)	11:00am (Board)
December 19	10:00am (regular)	11:00am (Board)
January 16	10:00am (regular)	11:00am (Board)
February 20	10:00am (regular)	11:00am (Board)
March 20	10:00am (regular)	11:00am (Board)
April 17	10:00am (regular)	11:00am (Board)
May 15	10:00am (regular)	11:00am (Board)
June 19	10:00am (regular)	11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, August 15, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from June 20, 2012(p.20)

New Business:

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
June 20, 2012

Members Present: Tom Birch (Bay County Library System); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Malcolm (Lapeer District Library); Trish Burns (Public Libraries of Saginaw)

Members Not Present:

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

President M. Barnard called the meeting to order at 10:28 a.m.

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

Old Business:

1. T. Burns moved to approve the minutes from May 16, 2012 meeting S. Olson seconded. Motion passed.

New Business:

1. Recommendations from the Administrative Council

M. Malcolm moved to approve the recommendations from the Administrative Council that the Membership agreement and the Bylaws be changed. T. Birch seconded. Motion passed.

Announcements

T. Burns announced that Kelly Firschau will be retiring from the Genealogy Dept.

Meeting adjourned at 10:33 a.m.

Next scheduled meeting is August 15, 2012