

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, May 15, 2013
VLC HQ or Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, April 17, 2013, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2012/13 Financial Reports, p.7 – 12
- E. Strategic Plan Dashboard, p.13
- F. Meeting Schedule (Administrative Council & Board), p.14
- G. Board Agenda, May 15, 2013, p.15
- H. Board Minutes, April 17, 2013, p.16
- I. Proposed Meeting Schedule – Option #1, p.17
- J. Proposed Meeting Schedule – Option #2, p.18
- K. FDIC Insurance Press Release, p.19 – 20

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, May 15, 2013
VLC HQ or Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the April 17, 2013 meeting (p.3 – 4)
2. Executive Director's Report (p.5 – 6)
3. Financial Reports (p.7 – 12)

New Business:

1. Michigan Molecular Institute Withdrawal Notice

Old Business:

1. Syndetic Solutions Usage Discussion
2. Member Participation Proposal (SP 2.1) (p.17 – 18)
3. Financial Review – Update/Discussion (p.19 – 20)

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.13)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: June 19, 2013

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
April 17, 2013 10:00 a.m.

Council Members Present: Kevin Ayala -Bay County; Rosemary Rice-Gutierrez-Bridgeport; Jack Wood-Delta; Stephanie Mallak Olson-Iosco; Melissa Malcolm-Lapeer; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Melissa Barnard-Grace A. Dow; Kelli Lovasz-North Branch; Tracy Harnish-Ruth Hughes.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Jami Cromley-Community District; DestaUreel-Dryden; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Trish Burns-PLOS; Emily Boersen-West Branch.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC; Jon Enge-VLC; Dustin Castro -Delta.

Chair E. Schmandt called the meeting to order at 10:04 a.m.

E. Schmandt asked if there were any additions to the agenda. There were none.

Consent Agenda

J. Bach moved to approve the Consent Agenda. B. Sitler seconded. Motion carried.

New Business

1. Database Cleanup Project

R. Rice-Gutierrez moved to accept the recommendation to user Backstage Library Works for an authority control and database cleanup project. N. Pretzer seconded. Motion passed.

S. Olson moved to approve the use of funds from the I&R fund to pay for the authority control and database cleanup project. R. Rice-Gutierrez seconded. Motion passed.

2. Syndetics Solution Users Review

L. Martin reviewed the statistical usage of the Syndetics Solution HIP enhancement data, including a per click cost. The VLC currently pays \$10,553 for the service. This includes a 27% discount because we bundle with no annual increase. If we decided to go a la carte, the consortium would lose that discount and would most likely see an annual increase of 7%. No action is needed, but libraries may wish to review the usage.

3. Finance Committee Report

A goal for L. Martin this year was to review the Consortium's investment policy. The committee met to do so. There is no legal requirement for the policy. The auditor says there are no concerns with the current policy or with the deposits the Consortium has. L. Martin will look into an insured cash sweep account.

4. Nominating Committee Report/Candidates

- Melissa Malcolm – Board President
- Stephanie Mallak Olson – Board Vice President
- Melissa Barnard – Board Secretary/Treasurer

- Nannette Pretzer – Administrative Chair elect 2013-14
- Emily Boerson – At-Large Board member

R. Rice-Gutierrez moved to vote on the slate for Administrative Council Chair Elect and Member at Large for the Board. B. Sitler seconded. Motion passed.

B. Sitler moved to accept Nannette Pretzer as the Administrative Council Chair Elect and Emily Boersen as Member at Large for the Board. J. Bach seconded. Motion passed.

Strategic Plan

A committee met to discuss Goal 1.3 (Have a cost effective bibliographic utility).

A. Parsons presented two recommendations for Goal 2.1 (Active participation)

1. The number of meetings for Administrative Council and Database will 6 per year, with meetings scheduled in Feb., April, June, August, Oct., and Dec. Other meetings may be called as necessary.
2. The schedule for meetings would be on the third Wednesday of the Month: Database would meet at 9:30, Administrative Council would meet at 10:30, the Board would meet immediately following the Administrative Council.

These recommendations will be discussed at the next meeting.

J. Wood has added some additional information to the Google site for Goal 1.1 (Next generation ILS)

<https://sites.google.com/site/vicandilsadventure/home>

Tech Sharing

M. Malcolm announced that Lapeer District Library now has "Library WishList" to their website, which allows patrons to make donations to the library.

L. Martin showed Booklamp.org, a book suggestion site done by librarians.

Announcements

T. Harnish stated that the Goodland Township library millage failed. As it stands, Goodland may become an unserved population in the near future.

J. Bach announced that Pigeon District Library is celebrating their Centennial. The library is doing many activities, including a display of library history at the library.

National Library Week events:

- Northwood served 480 hot dogs at their annual hot dog roast.
- Lapeer is doing several open houses, drawings, and a food for fines drive.
- Iosco is doing a "Branch Trek" to encourage patrons to visit all the branches in the month of April.

The next scheduled meeting is May 15, 2013.

Meeting was adjourned at 11:08 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, May 15, 2013

Power Outage – System Downtime

The VLC office experienced three brief power outages between April 26 and April 30, each lasting only a few seconds. During the first two outages, the computer room UPS units and backup generator performed as expected. On the third of these outages, at approximately 4:45pm on Tuesday, April 30, several key systems, including the VLC Mail and Web servers and the Horizon database server, lost power due to a failure of one of the UPS units.

VLC staff immediately contacted SirsiDyinx support for assistance in restoring systems and services as quickly as possible.

Because the Horizon database went down, dependent services such as HIP, SIP, RPA, and all Horizon staff clients needed to be restarted in order to reestablish their connections. By 5:00pm, all services were restored with the exception of RPA, which was restarted at 6:35pm.

In the investigation afterward, the UPS reported a status of "normal" and we found no indication of problems in its log of self-diagnostic tests. We followed the manufacturer's recommendation and replaced the internal battery on Friday, May 3.

Bibliographic Services Project – Update

The authority control portion of the project has been defined. The RDA Committee met to discuss that option for updating records to RDA. There are a few decisions to be made, but once those are done, Backstage is ready to go. The work Backstage will be doing will take them approximately 4 days. We will need to coordinate a time with SirsiDynix to load the records back into Horizon. During this time, VLC members will be able to add items to existing bib records and even load new bib records and items. However, members should not edit existing bibs as the changes will be lost when the records are loaded back in. I would suggest looking at July or August for this project, but the Database Committee can discuss a good time for it.

Firewall Replacement – Update

The VLC deployed a new firewall appliance on Sunday, April 28. Physical installation began at 10pm with initial testing completed and services restored by 11:45pm.

We worked with several member libraries on Monday, April 29, to correct any problems accessing VLC resources. By the afternoon all reported problems had been resolved.

We appreciate the patience and understanding of the member libraries that experienced temporary loss of services due the equipment change.

Roof Leak/Repair

We have been dealing with a significant roof leak since the fall of 2012. I had a local roofer in a couple of times to address the issue to no avail. With all the recent rain the leak re-appeared and having no luck with our previous roofers I decided to contact the manufacturer of the roof that we have installed. Duro-Last, informed me that our roof was installed sometime in 1994 and that it was out of warranty, which is what I expected. What I was looking for from them was a recommendation for a roofer that was certified to deal with our specific type of roof. They informed me that the original roofer, Beyer Roofing,

was still in business. They said Beyer was certified and a fantastic local company to deal with. I contacted them and they came out and they addressed the issue. We had several slices in the roof that was most likely caused by another vendor (possibly A/C) that dragged something heavy across the roof and thus slicing it open. They felt this was the major issue causing the leak. They also caulked around a vent pipe that they suspected was also leaking and multiplying our issues.

I asked them about the current shape of the roof and when did they expect we would have to replace it. They stated that it could be anywhere from 2 to 5 years, possibly longer. I also asked about replacement cost and the repair person stated that it would be more than what we have in our replacement fund ear marked for the roof. I asked for a formal quote and as of today I have yet to receive it. I was told Friday, May 3rd that they would have a budgetary quote for me no later than Thursday, May 9th.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through May 07, 2013

		Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	174,868.01	212,339.00	(37,470.99)	82.35%
	5300 · Benefits	52,039.86	66,292.00	(14,252.14)	78.5%
	5449 · Merit Fees	4,049.22	7,300.00	(3,250.78)	55.47%
	5450 · MLC charges	1,652.02	2,400.00	(747.98)	68.83%
	5464 · Employee - Training	5,524.90	10,000.00	(4,475.10)	55.25%
	5465 · Employee Travel	489.31	2,500.00	(2,010.69)	19.57%
	5470 · Telephone Service	4,187.95	4,680.00	(492.05)	89.49%
	5474 · Postage	217.15	500.00	(282.85)	43.43%
	5499 · Misc. Supplies	2,715.87	4,700.00	(1,984.13)	57.78%
	5615 · Insurance - Other	6,498.33	7,300.00	(801.67)	89.02%
	5661 · Maintenance - System	57,300.96	61,000.00	(3,699.04)	93.94%
	5662 · Maintenance - Other	3,330.97	5,250.00	(1,919.03)	63.45%
	5664 · Membership Dues	275.00	275.00	0.00	100.0%
	5666 · Professional Fees	2,950.00	4,000.00	(1,050.00)	73.75%
	5670 · Interest Expense - Mortgage Pmt	24,950.30	30,000.00	(5,049.70)	83.17%
	5679 · Utilities	17,472.17	20,000.00	(2,527.83)	87.36%
	5701 · Equipment	3,000.00	3,000.00	0.00	100.0%
	5740 · Building Maint. - VLC	16,237.80	14,000.00	2,237.80	115.98%
	9999 · Miscellaneous	768.24	5,000.00	(4,231.76)	15.37%
	Total Expense	378,528.06	460,536.00	(82,007.94)	82.19%
	Net Income	(378,528.06)	(460,536.00)	82,007.94	82.19%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of April 30, 2012

				Apr 30, 12	Mar 31, 12
ASSETS					
Current Assets					
Checking/Savings					
		1005 · Operating Funds	141,308.06	134,075.16	
		1105 · Capital Funds	103,019.41	100,097.58	
		1205 · I/R Funds	529,545.48	529,405.58	
		1301 · Building Maint. - Wildfire	31,677.89	31,668.80	
		Total Checking/Savings	805,550.84	795,247.12	
Accounts Receivable					
		1500 · Accounts Recievable	2,947.80	71,011.73	
		Total Accounts Receivable	2,947.80	71,011.73	
		Total Current Assets	808,498.64	866,258.85	
TOTAL ASSETS				808,498.64	866,258.85

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of April 30, 2013

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							95,030.55
Total 1001 - Cash - Oper MM - 22152						67,295.68	162,325.81
1000 - Cash - Operating BC -6569							0.42
	Liability Check	04/11/2013	EFTPS	1st State Bank	Federal Payroll Taxes	(2,159.65)	(2,159.23)
	Liability Check	04/11/2013	7367	State Of Michigan - withholding	State Payroll Taxes	(910.11)	(3,069.34)
	Liability Check	04/11/2013	7368	Saginaw City Treasurer	City Payroll Taxes	(385.87)	(3,455.21)
	Liability Check	04/11/2013	7369	1st State Bank	J. Enge Additional HSA Payment	(200.00)	(3,655.21)
	Check	04/11/2013	7370	TIAA-CREF	Staff Retirement	(838.76)	(4,493.97)
	Check	04/11/2013	7371	Verizon Wireless	Wireless Service	(223.81)	(4,717.78)
	Check	04/11/2013	7372	Cavalier Telephone	Local/Long Distance Service	(312.24)	(5,030.02)
	Check	04/11/2013	7373	OCLC, Inc.	Bibliographic Services	(191.58)	(5,221.60)
	Check	04/11/2013	7374	American Maintenance & Cleaning	Cleaning Services	(555.00)	(5,776.60)
	Check	04/11/2013	7375	Consumers Energy	Gas/Electric Bill	(1,302.85)	(7,079.45)
	Check	04/11/2013	7376	1st State Bank	Mortgage	(2,495.03)	(9,574.48)
	Check	04/11/2013	7377	Bette Jo Abbenante	Coffee, Sugar, & Kitchen Cleaner	(39.46)	(9,613.94)
	Check	04/11/2013	7378	Treasurer, City of Saginaw	Water/Sewer Bill	(322.60)	(9,936.54)
	Check	04/11/2013	7379	Chase Card Services	Credit Card Bill	(542.62)	(10,479.16)
	Check	04/11/2013	7380	Strzynski Lawn Care	Lawn Services	(490.00)	(10,969.16)
	Check	04/11/2013	7381	CDW, Government, Inc.	New Firewall	(1,744.13)	(12,713.29)
	Check	04/11/2013	7382	Vanguard Fire & Supply Co., Inc.	Semi-Annual Inspection	(478.35)	(13,191.64)
	Check	04/11/2013	7383	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,515.49)	(14,707.13)
	Transfer	04/11/2013			Funds Transfer	20,891.69	6,184.56
	Direct Deposit	04/12/2013	DD	1st State Bank	Staff Salaries	(5,984.14)	
	Transfer	04/25/2013			Funds Transfer	5,984.17	6,184.59
	Direct Deposit	04/26/2013	DD	1st State Bank	Staff Salaries	(5,984.17)	
	Liability Check	04/26/2013	7384	1st State Bank	J. Enge Additional HSA Payment	(200.00)	0.42
	Liability Check	04/26/2013	EFTPS	1st State Bank	Federal Payroll Taxes	(2,159.59)	(2,159.17)
	Check	04/26/2013	7385	TIAA-CREF	Staff Retirement	(838.76)	(2,997.93)
	Check	04/26/2013	7386	Chase Card Services	Credit Card Bill	(270.19)	(3,268.12)
	Check	04/26/2013	7387	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,515.49)	(4,783.61)
	Check	04/26/2013	7388	Beyer Roofing	Repaired Roof Leak	(252.00)	(5,035.61)
	Check	04/26/2013	7389	Kay M Dunker	Meeting Candy & Ant Traps	(14.14)	(5,049.75)
	Check	04/26/2013	7390	GRA Benefits Group	Staff Life Insurance	(298.38)	(5,348.13)
	Transfer	04/26/2013			Funds Transfer	4,270.34	(1,077.79)
Total 1000 - Cash - Operating BC -6569						(13,046.52)	(1,077.79)
Total 1005 - Operating Funds						54,249.16	161,248.02

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of April 30, 2013

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 - Capital Funds								78,863.00
1100 - Cash-Capital - MM 6577								78,862.93
	Payment	04/11/2013	16330	Caro Area District Library		1500 - Accounts Recievable	96.60	78,959.53
	Payment	04/11/2013	4363	Community District Library		1500 - Accounts Recievable	96.60	79,056.13
	Payment	04/11/2013	746702	Delta College Library		1500 - Accounts Recievable	96.60	79,152.73
	Payment	04/11/2013	308767	Grace A. Dow Memorial Library		1500 - Accounts Recievable	96.60	79,249.33
	Payment	04/11/2013	9706	Ruth Hughes Memorial District Library		1500 - Accounts Recievable	96.60	79,345.93
	Payment	04/11/2013	71192	Public Libraries of Saginaw		1500 - Accounts Recievable	96.60	79,442.53
	Payment	04/11/2013	2417	West Branch Public Library		1500 - Accounts Recievable	96.60	79,539.13
	Payment	04/11/2013	16348	Caro Area District Library		1500 - Accounts Recievable	1,035.75	80,574.88
	Payment	04/11/2013	12521	St. Charles District Library		1500 - Accounts Recievable	96.60	80,671.48
	Payment	04/11/2013	23435	Pigeon District Library		1500 - Accounts Recievable	96.60	80,768.08
	Payment	04/18/2013	47418	Bay County Library System		1500 - Accounts Recievable	96.60	80,864.68
	Transfer	04/26/2013			Funds Transfer	1101 - Cash - Capital BC 6585	(2,214.93)	78,649.75
	Payment	04/26/2013	21788	Iosco-Arenac District Library		1500 - Accounts Recievable	96.60	78,746.35
	Payment	04/26/2013	5675	Gladwin County Library		1500 - Accounts Recievable	96.60	78,842.95
	Payment	04/26/2013	484728	Northwood University Library		1500 - Accounts Recievable	96.60	78,939.55
	Payment	04/26/2013	8750	Lapeer District Library		1500 - Accounts Recievable	96.60	79,036.15
	Payment	04/26/2013	12541	St. Charles District Library		1500 - Accounts Recievable	42.00	79,078.15
	Payment	04/26/2013	2446	West Branch Public Library		1500 - Accounts Recievable	42.00	79,120.15
	Payment	04/26/2013	7348	Bridgeport Public Library		1500 - Accounts Recievable	42.00	79,162.15
	Payment	04/26/2013	7348	Bridgeport Public Library		1500 - Accounts Recievable	96.60	79,258.75
	Deposit	04/30/2013			Interest	4400 - Interest Income	3.48	79,262.23
Total 1100 - Cash-Capital - MM 6577							399.30	79,262.23
1101 - Cash - Capital BC 6585								0.07
	Check	04/26/2013	5372	Trivalent Group	Invoice # CS11124	6700 - Capital Expenses	(2,215.00)	(2,214.93)
	Transfer	04/26/2013			Funds Transfer	1100 - Cash-Capital - MM 6577	2,214.93	0.00
	Deposit	04/30/2013			Interest	4400 - Interest Income	0.02	0.02
Total 1101 - Cash - Capital BC 6585							(0.05)	0.02
Total 1105 - Capital Funds							399.25	79,262.25

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of April 30, 2013

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 - Building Maint. - Wildfire								31,779.55
Total 1301 - Building Maint. - Wildfire								31,779.55

VLC 2012 - 13 Projected Income

Updated: 05/06/13

Library Name	Quarterly Telecom Fees	Quarterly Seat Fees	Quarterly 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	\$8,187	\$0	Almont
Bay County LS	\$2,018	\$3,135	\$17,497	\$22,650	\$2,000	\$92,602	\$92,602	\$0	Bay County LS
Bay City Schools	\$0	\$425	\$1,472	\$1,897	\$2,000	\$9,589	\$9,589	\$0	Bay City Schools
Bridgeport	\$305	\$159	\$1,380	\$1,845	\$2,000	\$9,378	\$9,378	\$0	Bridgeport
Caro	\$0	\$531	\$2,510	\$3,042	\$2,000	\$14,166	\$14,166	\$0	Caro
Chesaning	\$780	\$213	\$870	\$1,862	\$2,000	\$9,448	\$9,448	\$0	Chesaning
Community	\$0	\$691	\$2,601	\$3,292	\$2,000	\$15,167	\$15,167	\$0	Community Dist.
Delta	\$0	\$691	\$1,296	\$1,987	\$2,000	\$9,947	\$9,947	\$0	Delta
Dryden	\$0	\$266	\$812	\$1,077	\$2,000	\$6,310	\$6,310	\$0	Dryden
Gladwin County	\$0	\$425	\$3,062	\$3,487	\$2,000	\$15,949	\$15,949	\$0	Gladwin County
Harrison	\$0	\$159	\$958	\$1,117	\$2,000	\$6,470	\$6,470	\$0	Harrison
Imlay City	\$0	\$372	\$2,205	\$2,577	\$2,000	\$12,307	\$12,307	\$0	Imlay City
Iosco	\$0	\$956	\$3,549	\$4,505	\$2,000	\$20,022	\$20,022	\$0	Iosco
Lapeer	\$0	\$1,382	\$4,633	\$6,014	\$2,000	\$26,057	\$26,057	\$0	Lapeer
Marlette	\$0	\$106	\$648	\$755	\$2,000	\$5,019	\$5,019	\$0	Marlette
MMCC	\$0	\$159	\$378	\$537	\$2,000	\$4,149	\$4,149	\$0	MMCC
MMI	\$0	\$53	\$63	\$116	\$2,000	\$2,465	\$2,465	\$0	MMI
Midland	\$0	\$2,019	\$15,212	\$17,231	\$2,000	\$70,925	\$70,925	\$0	Midland
North Branch	\$0	\$213	\$1,671	\$1,884	\$2,000	\$9,535	\$9,535	\$0	North Branch
Northwood	\$0	\$319	\$837	\$1,156	\$2,000	\$6,624	\$6,624	\$0	Northwood
Pigeon	\$0	\$266	\$1,172	\$1,437	\$2,000	\$7,749	\$7,749	\$0	Pigeon
St. Charles	\$496	\$213	\$1,137	\$1,846	\$2,000	\$9,384	\$9,384	\$0	St. Charles
Saginaw Public	\$0	\$3,985	\$13,237	\$17,222	\$2,000	\$70,890	\$70,890	\$0	Saginaw Public
West Branch	\$0	\$213	\$1,262	\$1,475	\$2,000	\$7,900	\$7,900	\$0	West Branch
White Pine	\$0	\$53	\$0	\$53	\$2,000	\$2,213	\$2,213	\$0	White Pine
						\$452,451		\$0	
							\$452,452		

VLC Equipment I/R FUND

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

\$0.00

VALLEY LIBRARY CONSORTIUM Strategic Plan Dashboard (2011 -2015)

ILS	
	1.1. VLC will have a next generation ILS system for members by 2Q14. Jack
	1.1.1 Committee designs and conducts membership survey on current system and future needs/wants/features post vendor demos by 1Q14.
	1.1.2 Organize results of survey by 2Q14.
	1.1.3 Identify existing ILS system and discovery layer by 4Q14.
	1.2 Be on cutting edge of evolving interactive technology for ILS for 4Q14. Lee
	1.2.1 VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q13.
	1.2.2 In our search for next ILS system, re-examine mobile apps for patrons and staff use by 2Q14.
	1.2.3 Work with vendors who will be soon offering direct catalog integration for eBooks to do what we can on our end to make that happen by 4Q14.
	1.3 Have cost effective bibliographic utility by 2Q14. Erin (breakthrough objective)
	1.3.1 Determine models and potential vendors by 2Q13.
	1.3.2 Implement new model/vendor(s) by 2Q14.

Operating	
	2.1 Increase active participation by member libraries by 2Q14. Alice & Stephanie (Breakthrough objective)
	2.1.1 Explore and implement new meeting structure (including frequency) for administrative council, board, and committees by 2Q13.
	2.1.2 Set minimum standards for attendance and participation by end of 1Q13.
	2.1.3 Get approval for incentive ideas for participation by 1Q13.
	2.1.4 Develop new member/new director orientation to define member roles by 1Q13.
	2.2 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee
	2.2.1 A representative of VLC staff will visit 21 library locations by 4Q13.

Legend	
	Not started, but should be completed by the planned end date.
	Milestone should be completed by the planned end date.
	Some risk of the milestone not completing by the planned end date.
	Serious risk of the milestone not completing by the planned end date.
	Task Completed

Updated: 05.06.2013

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, May 15, 2013

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

- 1.Approval of the Minutes from April 17, 2013(p.16)

New Business:

- 1.

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
April 17, 2013

Members Present: Kevin Ayala (Bay County Library System); Jack Wood (Delta College Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Malcolm (Lapeer District Library); Nanette Pretzer (St. Charles District Library)

Members attending remotely: Melissa Barnard (Grace A. Dow Memorial Library)

Members Not Present: Trish Burns (Public Libraries of Saginaw)

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

Vice President M. Malcolm called the meeting to order at 11:10 a.m.

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

Old Business:

1. N. Pretzer moved to approve the minutes from March 20, 2013 meeting. J. Wood seconded. Motion passed.

New Business:

1. Administrative Council Recommendations

S. Olson moved to accept the recommendation to use Backstage Library Works for an authority control and database cleanup project. N. Pretzer seconded. Motion passed.

J. Wood moved to approve the use of funds from the I&R fund to pay for the authority control and database cleanup project. S. Olson seconded. Motion passed.

S. Olson moved to accept Nannette Pretzer as the Administrative Council Chair Elect and Emily Boersen as Member at Large for the Board. J. Wood seconded. Motion passed.

2. Nomination for Board officers

- Melissa Malcolm – Board President
- Stephanie Mallak Olson – Board Vice President
- Melissa Barnard – Board Secretary/Treasurer

S. Olson moved to accept the slate of Board officers. J. Wood seconded. Motion passed.

Announcements

Next scheduled meeting is May 15, 2013.

Proposed Meeting Schedule

Option #1

2013/14 (no change in time of meetings)

July	No Meeting
August 21	Administrative Council/Board Review Strategic Plan and set new goals. No new agenda items.
September	No Meeting Begin process of evaluation of Executive Director.
October 16	Administrative Council/Board Members notify VLC of batch deletions of borrowers & items before budget counts taken on November 1. Establish compensation for Exec. Director for next fiscal year.
November 20	Administrative Council/Board November 1 – counts are taken that are used in determining the next year’s operating budget fees. Initial Operating Budget for next fiscal year presented.
December	No Meeting
January	No Meeting
February 19	Administrative Council/Board
March	No Meeting
April 16	Administrative Council/Board Nominating Committee report and election.
May	No Meeting
June 18	Administrative Council/Board

Proposed Meeting Schedule

Option #2

2013/14 (no change in time of meetings)

July	No Meeting
August 21	Administrative Council/Board Review Strategic Plan and set new goals. No new agenda items.
September 18	Administrative Council/Board Begin process of evaluation of Executive Director.
October 16	Administrative Council/Board Members notify VLC of batch deletions of borrowers & items before budget counts taken on November 1. Establish compensation for Exec. Director for next fiscal year.
November 20	Administrative Council/Board November 1 – counts are taken that are used in determining the next year’s operating budget fees. Initial Operating Budget for next fiscal year presented.
December 18	Administrative Council/Board
January 15	Administrative Council/Board
February 19	Administrative Council/Board
March 19	Administrative Council/Board
April 16	Administrative Council/Board Nominating Committee report and election.
May 21	Administrative Council/Board
June 18	Administrative Council/Board

Basic FDIC Insurance Coverage Permanently Increased to \$250,000 Per Depositor

FOR IMMEDIATE RELEASE
July 21, 2010

Media Contact:
Andrew Gray (202) 898-7192
Email: Angray@fdic.gov

On July 21, 2010, President Barack Obama signed the Dodd-Frank Wall Street Reform and Consumer Protection Act, which, in part, permanently raises the current standard maximum deposit insurance amount to \$250,000. The standard maximum insurance amount of \$100,000 had been temporarily raised to \$250,000 until December 31, 2013. The FDIC insurance coverage limit applies per depositor, per insured depository institution for each account ownership category.

The temporary increase from \$100,000 to \$250,000 was effective from October 3, 2008, through December 31, 2010. On May 20, 2009, the temporary increase was extended through December 31, 2013.

"With this permanent increase of deposit insurance coverage to \$250,000, depositors with CDs above \$100,000 but below \$250,000 will no longer have to worry about losing coverage on those CDs maturing beyond 2013. We strongly encourage all bank depositors who have questions about their insurance coverage to go to our Web site at www.fdic.gov and use our Electronic Deposit Insurance Estimator (EDIE) or call our toll-free number at 1-877-ASK-FDIC. Insured deposits provide the comfort and peace of mind to depositors that their money is 100 percent safe – provided they keep their deposit balances within the insurance limits," said FDIC Chairman Sheila C. Bair.

To help consumers, bankers and others understand how the new law affects deposit insurance coverage and to help consumers verify whether their deposit accounts are fully protected, the FDIC provides the following resources:

- **Information on deposit insurance on the FDIC Web site:** Updated brochures on deposit insurance coverage (including the basic guide, Deposit Insurance Summary, and the more comprehensive guide, Your Insured Deposits) and a new version of the "Electronic Deposit Insurance Estimator" (EDIE), an interactive service that allows consumers to quickly and easily check whether their accounts are fully protected, are now available on the FDIC's Web site (www.fdic.gov).
- **A toll-free consumer assistance line:** Help and information about deposit insurance and other matters of interest to bank customers are available at 1-877-ASK-FDIC (1-877-275-3342) Monday through Friday from 8:00 a.m. to 8:00 p.m., Eastern Time. For the hearing-impaired, the number is 1-800-925-4618.

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Congress created the Federal Deposit Insurance Corporation in 1933 to restore public confidence in the nation's banking system. The FDIC insured deposits at the nation's 7,932 banks and savings associations and it promotes the safety and soundness of these institutions by identifying, monitoring the addressing risks to which they are exposed. The FDIC receives no federal tax dollars – insured financial institutions fund its operations.

FDIC press releases and other information are available on the Internet at www.fdic.gov, by subscription electronically (go to www.fdic.gov/about/subscriptions/index.html) and may also be obtained through the FDIC's Public Information Center (877-275-3342 or 703-562-2200). **PR-161-2010**