

# VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

**10:00am**

Wednesday, October 19, 2011

VLC HQ/Via Conference Call

## Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, September 21, 2011, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2011/12 Financial Reports, p.6 – 11
- E. Strategic Plan Dashboard, p. 12
- F. Meeting Schedule (Administrative Council & Board), p.13
- G. Board Agenda, October 19, 2011, p.14
- H. Board Minutes, September 21, 2011, p.15
- I. Replacement Server & New Reporting Server Configuration, p.16 – 18

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
**10:00am**  
Wednesday, October 19, 2011  
VLC HQ/Via Conference Call

**AGENDA**

**Additions to the Agenda:**

**Consent Agenda:**

1. Approval of the minutes from the September 21, 2011 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5)
3. Financial Reports (p. 6 – 11)

**Old Business:**

**New Business:**

1. New Production and Test Server – Ability to Run Reports Locally (p. 16 – 18)

**Strategic Plan -- Measuring Success:**

1. Review Strategic Plan Dashboard (p. 12)

**Tech Sharing:**

**Announcements:**

News or Events from Member Libraries

Next Scheduled Meeting: November 16, 2011

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**September 21, 2011 10:00 a.m.**

Council Members Present: Kevin Ayala-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Judy Eastland-MMI; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Trish Burns-PLOS.

Council Members Attending Remotely: Kay Hurd-Almont; Ann Langlois-Lapeer; Nannette Pretzer-St. Charles.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Josh Schu-Community District; Desta Ureel-Dryden; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Kristen Valyi-Hax-Ruth Hughes; Marsha Boyd-West Branch; Bryon Sitler-White Pine.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC; Andrew Sutherland-West Branch

Chair J. Wood called the meeting to order at 10:04 a.m.

J. Wood asked if there were any additions to the agenda. L. Martin has three items to add as new business: 1. Batch items deletes for Nov. 1 counts, 2. Evaluation of the Executive Director, 3. Review of the RSVP process for meetings.

### **Consent Agenda**

M. Barnard moved to approve the Consent Agenda. R., Rice-Gutierrez seconded. During discussion M. Barnard asked if the consortium was still looking at Jaunter in light of SirsiDynix announcement that the feature will be available next year. L. Martin said that he is asking for clarification on the launch date. If the launch date is not in the near future, Jaunter should still be under consideration. Motion carried.

### **Old Business**

#### 1. Catalog Enhancement Decision

The cost for LibraryThing for Libraries and Library Anywhere is \$192 per library for the year for the 13 members who expressed interest. The decision about the product and final involvement will be made separate from the meeting. Two other libraries would like to be included in the decision. L. Martin will email the Administrative Council for a last call for interest, then call for a vote of which product will be used.

#### 2. SirsiDynix Long-Term Agreement

M. Barnard moved to instruct L. Martin to establish a 3 year contract with a 5% annual increase. S. Olson seconded. Motion carried.

### **New Business**

#### 1. Batch deletion for November 1 budget counts

Library can request the batch deletions of items and borrowers in preparation for the November 1 counts on which the budget is based. Email L. Martin ([l.martin@valleylibrary.org](mailto:l.martin@valleylibrary.org)) with requests.

#### 2. Evaluation of the Executive Director

The evaluation of the Executive Director is scheduled to begin in October. J. Bach raised the question of the usefulness of the evaluation form. J. Wood suggested that the evaluation for this year be done using the old form, but that the Personnel Committee works on a new form for the evaluation in 2012.

3. Review of the RSVP process for meetings

L. Martin demonstrated responding to the RSVP that is sent out for meeting, including how to make and edit the reservation. All members are asked to reply. L. Martin has begun sending out the remote meeting information to all members. This will provide members with the information in case plans change and they would like to connect remotely.

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

L. Martin reviewed the status of all the goals.

### **Tech Sharing**

1. L. Martin demonstrated how Google used in Google Chrome can accept voice commands.
2. M. Barnard pointed members to the Pew Research site (<http://pewresearch.org/>). The site contains useful reports such as the latest report on ebooks.
3. E. Schmandt has just received notification from Overdrive that Overdrive ebooks should be compatible with Kindles within the next week.

### **Announcements**

E. Schmandt announced River Rapids District Library is hosting a wine tasting on Sept. 24 from 7:00 to 9:00. Tickets are still available.

E. Schmandt announced that River Rapids District Library has four townships petitioning for referendums to join their library district.

Meeting adjourned at 10:48 a.m.

Next scheduled meeting is October 19, 2011 at 10:00 a.m.

Minutes prepared by Kay Dunker.

## **Executive Director's Report, October 19, 2011**

### **LibraryThing for Libraries and LibraryThing Anywhere**

Those libraries that have decided to participate in selecting an enhancement for their HIP profiles chose LibraryThing for Libraries and LibraryThing Anywhere. For those of you that decided not to participate there is still time. I think it is an extremely low cost enhancement for your Hip profiles that I believe your patrons will benefit from and enjoy. If after a year you believe that it was not worth the investment, you can choose to opt out.

We are in the process of selecting a date for our project-planning meeting. It is my hope to have this meeting conducted by early November and implement the software by mid-December.

### **BookMyne 3.0 Beta Testing Update**

BookMyne 3.0 testing has been progressing slowly and at this time it appears that it has many issues. The iPhone app is extremely buggy and the one for Android appears to be having even more issues.

It will be interesting to see how things progress. As someone told me today, "If they were SirsiDynix they would not release the Android app."

Fortunately, for those libraries that are participating in LibraryThing they will be getting the LibraryThing Anywhere Mobile for iPhones, iPads, Android devices, Blackberries and any mobile device with a web browser.

### **Web – Based Training Initiative**

Based on feedback that I have received from member libraries over the past 4 – 5 months, I've decided to make a major push in training for member libraries and their staff and in particular screencasting. As you may have noticed we have created 2 technology, 1 HIP and 1 Horizon session. These sessions have multiple lessons. I think that they can be very valuable for your new hires or even for those on your staff that may have not received any formal training and have just been "winging it."

We are in the process of creating the following screencasts: LibraryThing for Libraries, Horizon Circulation, and Horizon Cataloging. With many more to follow!

### **RT: Request Tracker Update**

I wanted to thank everyone for your cooperation and commitment to using RT. You're doing a fantastic job of using the new system and it's allowing us to better serve you. The feedback that I have received from some of you has been extremely positive and it appears that many of you are noticing the benefit. Keep up the good work!

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

Through September 2011

		Jul '11 - Sept 11	Budget	\$ Over Budget	% of Budget
	Expense				
	5105 · Salaries and wages	58,732.60	207,195.00	(148,462.40)	28.35%
	5300 · Benefits	19,132.09	64,992.00	(45,859.91)	29.44%
	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	814.50	10,000.00	(9,185.50)	8.15%
	5465 · Employee Travel	225.63	2,500.00	(2,274.37)	9.03%
	5470 · Telephone Service	2,044.34	4,680.00	(2,635.66)	43.68%
	5474 · Postage	75.53	500.00	(424.47)	15.11%
	5499 · Misc. Supplies	1,979.75	4,500.00	(2,520.25)	43.99%
	5615 · Insurance - Other	6,069.70	7,000.00	(930.30)	86.71%
	5661 · Maintenance - System	31,200.81	61,000.00	(29,799.19)	51.15%
	5662 · Maintenance - Other	699.00	5,000.00	(4,301.00)	13.98%
	5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
	5666 · Professional Fees	1,800.00	4,000.00	(2,200.00)	45.0%
	5667 · Bank Service Fee	25.00			
	5670 · Interest Expense - Mortgage Pmt	10,080.12	30,000.00	(19,919.88)	33.6%
	5679 · Utilities	7,493.67	20,000.00	(12,506.33)	37.47%
	5701 · Equipment	0.00	3,000.00	(3,000.00)	0.0%
	5740 · Building Maint. - VLC	5,381.50	16,000.00	(10,618.50)	33.63%
	9999 · Miscellaneous	595.93	3,000.00	(2,404.07)	19.86%
	<b>Total Expense</b>	<b>148,712.70</b>	<b>453,342.00</b>	<b>(304,629.30)</b>	<b>32.8%</b>
	<b>Net Income</b>	<b>(148,712.70)</b>	<b>(453,342.00)</b>	<b>304,629.30</b>	<b>32.8%</b>

# VALLEY LIBRARY CONSORTIUM

## Fund Balances

As of September 30, 2011

				Sep 30, 11	Aug 31, 11
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
		1005 · Operating Funds	74,438.03	160,256.73	
		1105 · Capital Funds	140,928.23	143,879.81	
		1205 · I/R Funds	583,542.97	525,148.66	
		1301 · Building Maint. - Wildfire	31,601.47	31,582.07	
		<b>Total Checking/Savings</b>	<b>830,510.70</b>	<b>860,867.27</b>	
Accounts Receivable					
		1500 · Accounts Recievable	95,354.77	143.90	
		<b>Total Accounts Receivable</b>	<b>95,354.77</b>	<b>143.90</b>	
		<b>Total Current Assets</b>	<b>925,865.47</b>	<b>861,011.17</b>	
<b>TOTAL ASSETS</b>				<b>925,865.47</b>	<b>861,011.17</b>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of September 30, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							160,256.73
Total 1001 - Cash - Oper MM - 22152						(79,681.53)	74,462.83
1000 · Cash - Operating BC -6569							6,112.37
				1st State Bank	Staff Salaries	(6,137.01)	
	Liability Check	09/09/2011	6919	State Of Michigan	State Payroll Taxes	(628.24)	(652.88)
	Liability Check	09/09/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.31)	(2,686.19)
	Check	09/09/2011	6920	TIAA-CREF	Staff Retirement	(822.31)	(3,508.50)
	Check	09/09/2011	6921	RHUB Communication	Turbo Meeting Maintenance	(199.00)	(3,707.50)
	Check	09/09/2011	6922	Consumers Energy	Gas/Electric Bill	(1,486.87)	(5,194.37)
	Check	09/09/2011	6923	J.E. Johnson Contracting, Inc.	Server Room A/C Inspection	(286.50)	(5,480.87)
	Check	09/09/2011	6924	American Maintenance & Cleaning	Cleaning Service	(555.00)	(6,035.87)
	Check	09/09/2011	6925	1st State Bank	Mortgage	(2,495.03)	(8,530.90)
	Check	09/09/2011	6926	Weinlander Fitzhugh	Tax Return	(1,800.00)	(10,330.90)
	Check	09/09/2011	6927	Treasurer, City of Saginaw	Water/Sewer Bill	(308.13)	(10,639.03)
	Check	09/09/2011	6928	Verizon Wireless	Wireless Bill	(241.46)	(10,880.49)
	Transfer	09/09/2011			Funds Transfer	16,992.71	6,112.22
				1st State Bank	Staff Salaries	(6,137.02)	
	Transfer	09/19/2011			Funds Transfer	25.00	0.20
	Liability Check	09/26/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.30)	(2,033.10)
	Check	09/26/2011	6929	TIAA-CREF	Staff Retirement	(822.31)	(2,855.41)
	Check	09/26/2011	6930	ReadyTalk	Meeting Expense - Con Calls	(67.20)	(2,922.61)
	Check	09/26/2011	6931	Hamilton Electric Company	Annual Generator Inspection	(500.00)	(3,422.61)
	Check	09/26/2011	6932	Service Express, Inc.	Annual Server Maintenance	(500.00)	(3,922.61)
	Check	09/26/2011	6933	Cavalier Telephone	Local/Long Distance Phone Service	(319.56)	(4,242.17)
	Check	09/26/2011	6934	Nagel & Shippers Products, Inc.	Paper Towels, Toilet paper, Hard Roll	(179.73)	(4,421.90)
	Check	09/26/2011	6935	Gadaletto, Ramsby & Associates	Staff Life Insurance	(258.63)	(4,680.53)
	Check	09/26/2011	6936	Vondette Roofing	Roof Repair	(475.00)	(5,155.53)
	Check	09/26/2011	6937	Kay M Dunker	Misc. Supplies	(18.98)	(5,174.51)
	Check	09/26/2011	6938	Bette Jo Abbenante	Misc. Supplies	(19.49)	(5,194.00)
	Check	09/26/2011	6939	Randall L Martin	Travel	(22.20)	(5,216.20)
	Transfer	09/26/2011			Funds Transfer	11,328.42	6,112.22
				1st State bank	Staff Salaries	(6,137.02)	
Total 1000 · Cash - Operating BC -6569						(18,411.20)	(24.80)
Total 1005 · Operating Funds						(98,092.73)	74,438.03



VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of September 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								143,879.81
1100 · Cash-Capital - MM 6577								143,879.77
	Transfer	09/26/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(2,968.96)	140,910.81
	Deposit	09/30/2011			Interest	4400 · Interest Income	17.40	140,928.21
Total 1100 · Cash-Capital - MM 6577							(2,951.56)	140,928.21
1101 · Cash - Capital BC 6585								0.04
	Check	09/26/2011	5314	Trivalent Group	Invoice # CS07394	6700 · Capital Expenses	(2,640.00)	(2,639.96)
	Check	09/26/2011	5315	SirsiDynix	Invoice #: 19929	6700 · Capital Expenses	(329.00)	(2,968.96)
	Transfer	09/26/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	2,968.96	0.00
	Deposit	09/30/2011			Interest	4400 · Interest Income	0.02	0.02
Total 1101 · Cash - Capital BC 6585							(0.02)	0.02
Total 1105 · Capital Funds							(2,951.58)	140,928.23

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of September 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,582.07
	Deposit	09/30/2011			Interest	4400 · Interest Income	19.40	31,601.47
Total 1301 · Building Maint. - Wildfire							19.40	31,601.47

## 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	\$3,475	\$4,424	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	\$3,701	\$5,104	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	\$3,106	\$6,436	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	\$5,456	\$10,369	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	\$3,865	\$5,594	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	\$3,526	\$4,579	West Branch
White Pine	1	\$52	\$0	\$2,000	\$0	\$2,209	\$2,052	\$157	White Pine
<b>TOTAL</b>						\$445,259		\$297,220	
							<b>\$148,039</b>		

## 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, October 19, 2011

VLC HQ/Via Conference Call

## **AGENDA**

### **Additions to the Agenda**

### **Old Business:**

1. Approval of the Minutes from September 21, 2011(p.15)

### **New Business:**

### **Announcements:**

**Valley Library Consortium**  
**Minutes of the Board of Trustees Meeting**  
September 21, 2011

**Members Present:** Kevin Ayala (Bay County Library System); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Ann Langlois (Lapeer District Library); Judy Eastland (Michigan Molecular Institute); Trish Burns (Public Libraries of Saginaw).

**Members not present:** Josh Schu (Community District Library).

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

Chair M. Barnard called the meeting to order at 10:52 AM.

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 August 17, 2011 meeting. S. Olson seconded. Motion passed.

**New Business:**

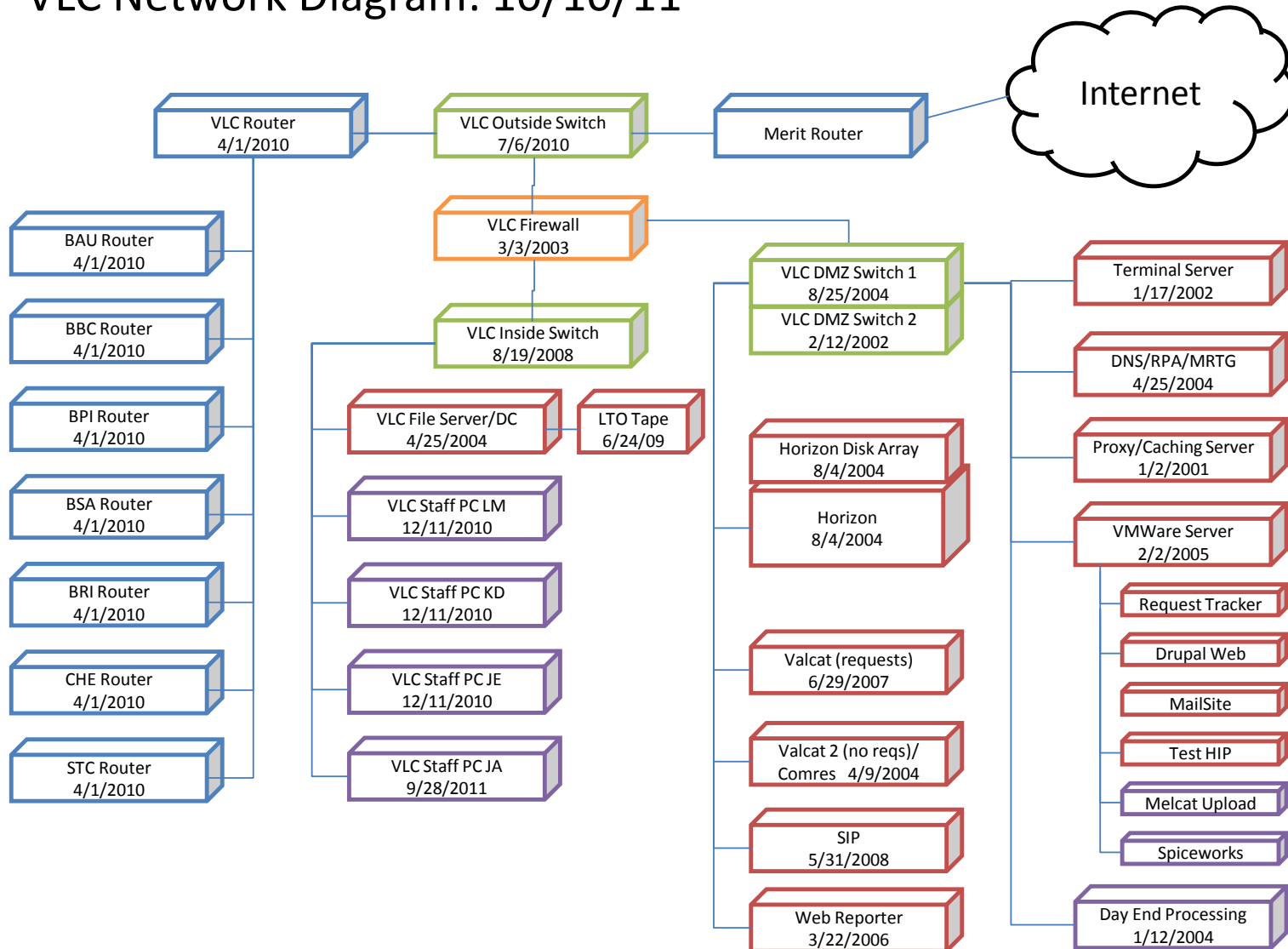
1. Recommendations from the Administration Council

T. Burns moved to accept the Recommendation from the Administrative Council that L. Martin establish a 3 year contract with SirsiDynix. K. Ayala seconded. Motion carried.

Meeting adjourned at 10:57 AM.

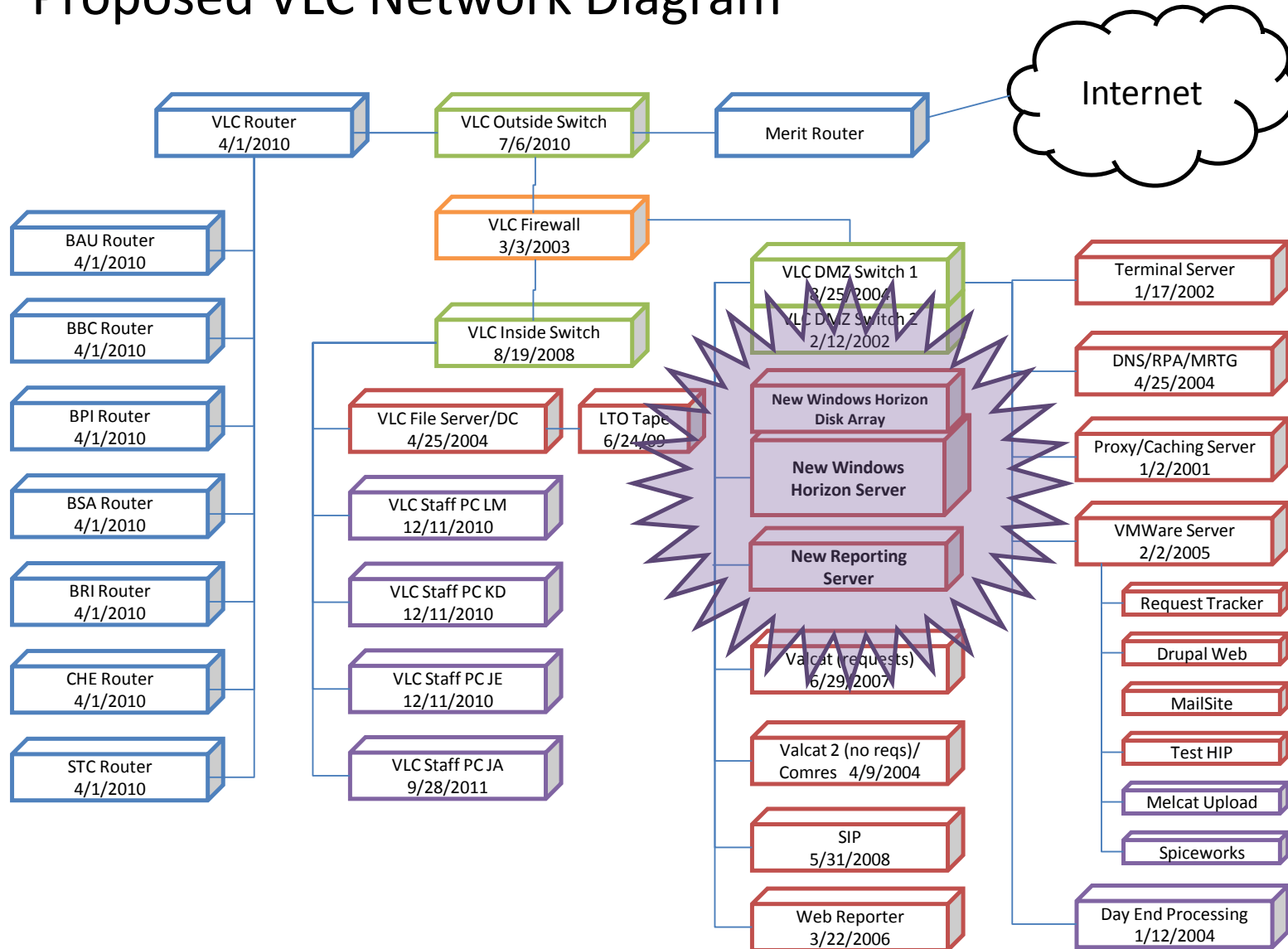
Next scheduled meeting is October 19, 2011

# VLC Network Diagram: 10/10/11

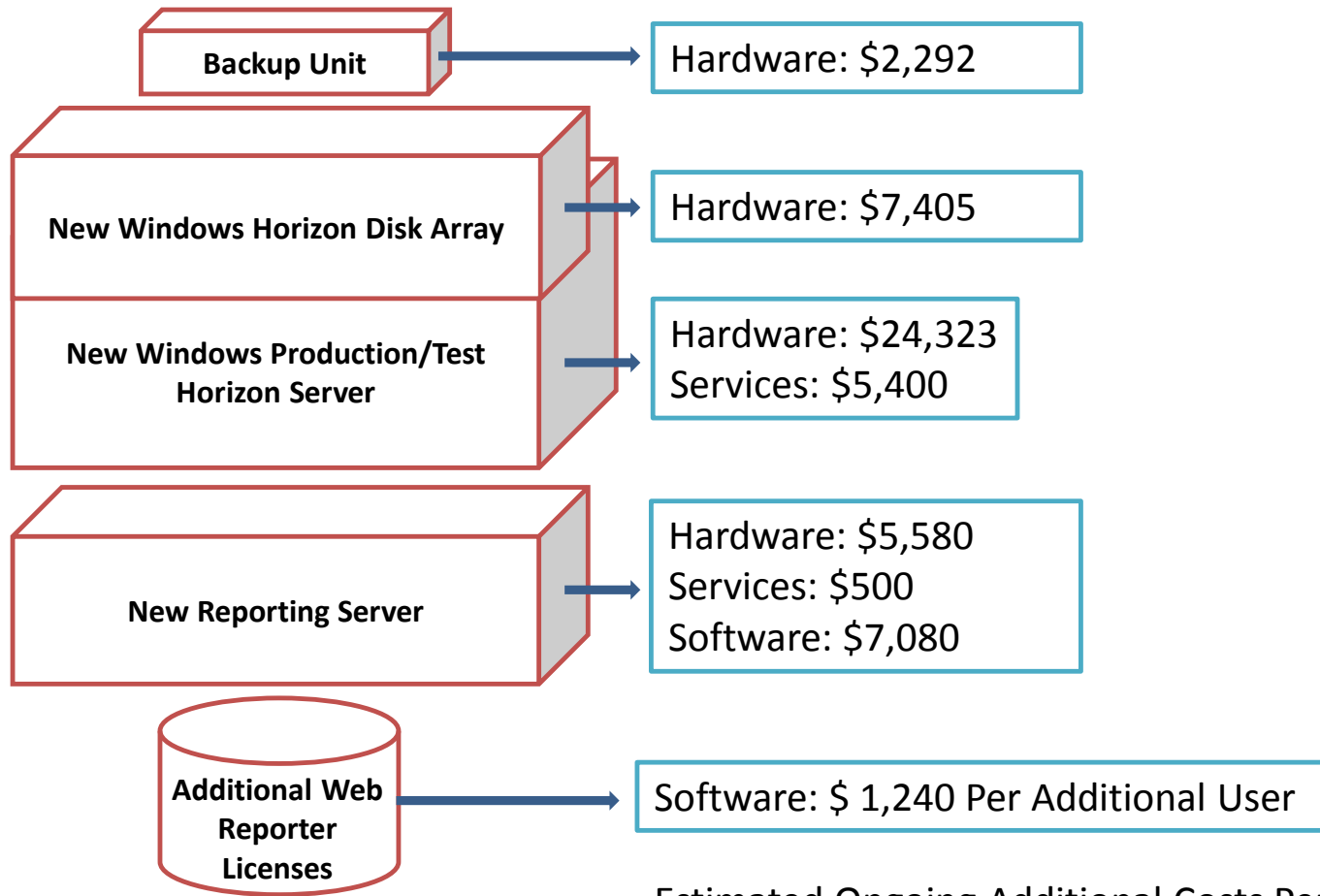




# Proposed VLC Network Diagram



# Proposed Replacement Server & New Reporting Server Configuration



Estimated First Year Total Cost: \$ 53,820

Estimated Ongoing Additional Costs Per Year

Hardware: \$2,380  
 Software: \$1,160  
 Web Reporter: \$354

**Total: \$1794**