

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, January 19, 2010 **10am**

3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, November 17, 2010, p.3 - 5
- C. Executive Director's Report, p.6 - 7
- D. FY 2010/11 Financial Reports, p.8 - 13
- E. Meeting Schedule (Administrative Council & Board), p.14
- F. Board Agenda, December 15, 2010, p.15
- G. Board Minutes, November 17, 2010, p.16
- H. Initial Operating Budget, p.18
- I. Initial Fee Structure, p.19
- J. Northwood ILL Statistics, p.20
- K. Strategic Plan - Metric Gathering Facilitation Potential Dates, p.21

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
January 19, 2010
10am
3210 Davenport, Saginaw

AGENDA

Additions to the Agenda:

Old Business:

1. Approval of the minutes from the November 17, 2010 meeting (p. 3 - 5)
2. ILL Project (p. 19)
4. Strategic Plan - Metric Gathering Facilitation Date Decision (p. 20)

Executive Director's Report

New Business:

1. Initial Operating Budget 2011/2012 Presentation
2. Personnel Committee Recommendation

Announcements:

News of Events from Member Libraries

Next Scheduled Meeting: February 16, 2010

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
November 17, 2010 10:00 a.m.

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Erin Schmandt-Chesaning; Josh Schu-Community District; Desta Ureel-Dryden; Jack Wood-Delta; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Judy Eastland-MMI; Kelli Lovaz-North Branch; Jeanette Bach-Pigeon; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Marsha Boyd-West Branch; Bryon Sitler-White Pine.

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; Alice Parsons-Northwood; Trish Burns-PLOS.

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.

DECISIONS

1. B. Sitler moved to approve the minutes from October 20, 2010 meeting. R. Rice-Gutierrez seconded. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

1. L. Martin attended the MLA Leadership Academy and the MLA conference.
2. The results of the ILL Pilot are inconclusive at this point. Several members expressed concern about Northwood not being in delivery. L. Martin will speak with A. Parsons concerning this issue.
3. King County Library System has gone live on Evergreen and is reporting the migration as a success despite some complaints from patrons and issues with performance.
4. The healthcare costs at VLC will not be increasing. In fact, they will be decreasing, as L. Martin does not require health coverage.
5. The VLC staff has started beta testing Horizon 7.5.1. Members interested in helping with the testing should contact L. Martin. There will be several opportunities for members to learn about the new release, including some remote meeting options.
6. L. Martin has spoken with Sheila Bissonnette from Harrison. She will be recommending to the library's Board that Harrison District Library remain with the VLC.
7. L. Martin will begin scheduling library visits next week.
8. L. Martin reviewed the finances of the consortium. Members agreed that they no longer wished to see the report of the VLC Receipts. They would like the older entries on the VLC Equip. I/R Fund removed from the report. L. Martin recommends not applying fees for the I/R Fund for the next fiscal year.

DISCUSSIONS

- i. Proposal to Extend Functionality of HIP Update
L. Martin discussed several ways of enhancing the patron experience.
 - a. SMS text messaging will allow for several types of library notices to be sent as text messages to patrons. There are several ways this can be done. Most options have a cost associated with them. M. Barnard asked if the Horizon system keep track of the fact that a text was sent. This will have to be explored.
 - b. It may be possible to enable patrons to be able to text themselves the call numbers of items from the public

access catalog.

- c. Reviews and rankings are available from ChiliFresh and LibraryThing Anywhere. There is an annual cost associated with these services somewhere in the \$8000 to \$9500 range. L. Martin recommends evaluating both products by allowing staff and patrons access to them. After some discussion it was decided that both products would be evaluated at the same time if possible, but the evaluation will not include the public.
- d. The cost of a system to have credit cards payments reflected in Horizon without staff intervention was well over \$25,000. There was no interest this.

ii. Strategic Plan Recommendation

L. Martin connected with Teresa M. O'Brien from O'Brien Consulting Group, LLC through the Delta Corporate Services. He has been working with her on two different options for the Strategic planning for a cost of \$2090. One plan requires two 8 hours sessions: the other requires one 8 hours session, with two 2-3 hour remote sessions. Members suggested doing three 6 hours sessions from 10:00 to 4:00. Members voted to have the sessions at the VLC offices rather than have them at other sites. The Strategic Plan would be a three-year plan.

B. Sitler moved to start the Strategic Planning process as soon as possible with the budget not to exceed \$3500. K. Valyi-Hax second. Motion passed.

L. Martin asked about the possibility of providing remote access for members during Administrative Council meetings. This will be discussed at the next meeting. B. Sitler suggested members might consider moving Administrative Council meetings to other sites. In general, members agreed with this.

iii. Proposed Personnel Manual Modifications

R. Rice-Gutierrez expressed concern over the removal of 8.2.bb. This concern and the proposed changes will be taken to the Board.

iv. Proposed Board Member Handbook Modifications

In addition to the change in the format to the Administrative Council agenda, two other changes were recommended: 1) Page 2, point 2 "Assist in the selection of Consortium personnel" should be removed and 2) page 19, no. 11 "The mileage rate paid to VLC staff..." should be removed.

T. Birch moved to accept the changes to the manual as presented and discussed. R. Rice-Gutierrez seconded. Motion passed.

B. Sitler also questioned the use of the geographic term "the greater Saginaw Valley Community" in the mission statement. Members agreed this topic should be discussed during the Strategic Planning process.

v. Credit Card Payments Update

This issue was address earlier in discussion item 1.

vi. Foundation and Friends of Libraries Fund Withdrawals

Funds have been returned to the Clare County Community Foundation (\$2500) and to the Wickes Foundation (\$25,000). The Gerstacker Foundation allowed the VLC to keep the \$20,000 the organization has given. L. Martin stated that he had a letter that could be used to contact other Friends organizations that made donations or pledges; or, if preferred, he would contact them in person.

vii. Server Consolidation and Upgrade Proposal

L. Martin has presented to the Board two server consolidation projects: one for the non-ILS system and another for the ILS system. After doing some investigation, it was determined that this may not be the best plan. Rather, the VLC should consider purchasing an Intel based SAN solution. However, this solution is not widely used. L. Martin does not was to put the consortium at risk, but will continue to investigate this possibility. This process may take several months.

viii. Holiday Schedule and Worst Case Scenario Planning

If no member of the VLC staff can be present in the office, an email will be sent to the Administrative Council list, the

Database List, and the Library Contacts list informing libraries to call the after hours number. L. Martin will be contacting members about who is on the Library Contacts list.

The VLC offices will be closed on Friday, November 26, 2010. If an emergency arises staff can be reached by call the after hours number.

ix. Additional Member Libraries

L. Martin approached both Genesee District Library and Flint Public Library about membership in the VLC. Neither was interested. Otsego District Public Library may be in a position where they could be approached about membership. Members decided this issue would be discussed during the Strategic Planning process.

x. New Support Model Update

Request Tracker is being used internally. At the December meeting, the VLC will be looking for members to volunteer to work with them in developing this support product.

xi. SkyRiver Bibliographic Utility

L. Martin and K. Dunker will be visiting the cataloging departments of Michigan State University and Capital Area District Library to investigate using SkyRiver as a bibliographic utility. L. Martin has not yet approached SkyRiver.

ANNOUNCEMENTS:

M. Boyd invited everyone to the Holiday Art Walk and Wine Tasting in downtown West Branch on December 4. The library is participating.

Meeting adjourned at 12:15 a.m.

Next scheduled meeting is December 15, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker.

Executive Director' Report, January 16, 2010

SkyRiver Visits

Kay and I recently went and visited Michigan State University and the Capitol Area District Library to discuss with them their migrations from OCLC to SkyRiver for bibliographic services. I've also spoke with several other libraries and consortiums that have done similar migrations as well. The first thing that has become apparent is that not one of these libraries or consortiums does things even remotely the same. Each organization has and it's own unique issues and processes to work through, which makes it difficult to compare their situations to our needs. Although, there is one basic message that you hear from all of them and that is the fact that they would not turn back. That they love it and it is as easy if not easier to use then OCLC. Libraries are receiving about a 25% to 40% savings from what they had paid OCLC for bibliographic services.

A key point is that all these libraries are only using SkyRiver and not an integration of bibliographic services. It seems that in our situation it would not be feasible for us to migrate or ask all the libraries in our consortium to migrate from OCLC to SkyRiver. A more logical solution would be that each library has the choice of using OCLC or SkyRiver. The issue with this for us is the fact using more than one source for records is the control#. The Horizon import process in the Horizon client has the ability to match on only one match point, like the OCLC control# or the ISBN. It cannot make a match, then verify those matches on another criteria such as title or description.

Currently, we match incoming records on the 001 tag, which contains the OCLC#. While matching on the 001 tag does not guarantee that we won't have duplicates, it does greatly decrease the likelihood of duplicates. OCLC has been a consistent source for records for many years and many of our records do have an OCLC control#. The ISBN is not a valid match point, not only because we have many duplicate on our system, but also because it's none that publisher may reuse an ISBN multiple times.

We will continue to investigate ways to make this a feasibility.

LibraryThing Anywhere & Chilifresh Updates

Kay and I have been working with LibraryThing and Chilifresh to setup our catalog for a concurrent evaluation of their products. Due to Horizon 7.5.1 beta testing we will be unable to start this evaluation until after the testing has been completed. We are projecting that this testing will be completed at the end of January. I would hope that we would have everything setup for the evaluation to start late February or early March.

Beta Testing Update

The beta software for Horizon 7.5.1 has been installed at the VLC offices, including the computer lab. Two libraries (Bay City Schools and Bay County) opted to use the machines in the computer lab to test the beta. One library (Grace A. Dow) has the beta software loaded on a machine in the library. So far, two bugs have been found and two enhancements have been submitted. The rental fee and the holds fee portion of the software seems to be working without issues.

Library Visits

As promised and bit later than anticipated I have started to make visits to the member libraries. So far I have been to Harrison Community Library, Northwood University, Grace A Dow Memorial Library, and the Caro Area District Library. I will continue to setup visits and I plan to have them done no later than March.

I have found these visits to be both interesting and invaluable! It's good to meet your staff and see your facilities so as to better relate and understand your needs and issues.

Kay and Jon Cross Training

I'm working with a few of the member libraries to have Kay and Jon to work at various libraries with the membership with their staff at customer access points to learn what it's like to provide customer service at a library today.

The idea is that they could spend a half-days working with the staff at these libraries to learn the ins and outs at that specific library. It is our intent that they get exposure to circulation, youth & adult, and reference desks during this time. Whether they do work or not will be up to the individual library.

I've got commitment from Trish Burns to allow Kay and Jon exposure at the Hoyt and Zael Branch. Also, Nannette Pretzer from St. Charles has agreed that this is great idea. I'm working with two other libraries to get their commitment in this initiative. I think these five libraries are diverse of enough to give Kay and Jon a great experience/exposure of what it is like to work at our member libraries and thus to better serve you the membership!

VALLEY LIBRARY CONSORTIUM
FY 2010/11 VLC Operational Budget

(through DEcember 2010)

	FY 2010/11	YTD	Remainder
		Expenses	(Budget-YTD)
Salaries	\$235,000	\$90,248.54	\$144,751.46
Benefits	\$94,500	\$56,429.87	\$38,070.13
Supplies, equipment, etc.	\$4,500	\$3,673.68	\$826.32
Promotion	\$3,200	\$0.00	\$3,200.00
Telephone	\$4,200	\$1,961.11	\$2,238.89
Postage	\$500	\$79.20	\$420.80
Travel	\$500	\$334.85	\$165.15
Training, Workshops, etc.	\$5,000	\$5,659.65	(\$659.65)
Insurance	\$6,500	\$7,197.75	(\$697.75)
System Maintenance	\$61,000	\$29,129.29	\$31,870.71
Other Maintenance	\$5,000	\$0.00	\$5,000.00
Utilities	\$20,000	\$9,829.45	\$10,170.55
Debt Service	\$30,000	\$14,970.18	\$15,029.82
Financial Services	\$3,600	\$3,365.00	\$235.00
Bldg. Maintenance	\$14,000	\$6,258.40	\$7,741.60
Miscellaneous	\$5,000	\$1,268.24	\$3,731.76
On-going Authority Cntrl (including OCLC)	\$2,400	\$2,237.53	\$162.47
Merit Membership	\$7,300	<u>\$7,506.14</u>	<u>(\$206.14)</u>
TOTAL		<u>\$240,148.88</u>	<u>\$262,051</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$201.51
Income	<u>\$283,230.65</u>
TOTAL Available Funds	\$368,398.17
Expenditures	<u>\$240,148.88</u>
Cash BALANCE	<u><u>\$128,249.29</u></u>

VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY2010/11	November 2010							
		Seat	Record	Membership	I/R Fund	Total Operating		Balance
<u>LIBRARY</u>	<u>#Seats</u>	<u>Fees</u>	<u>Fees</u>	<u>Fee</u>	<u>contribut.</u>	<u>Revenue</u>	<u>YTD Paid</u>	<u>Due</u>
Almont	5	\$1,279	\$5,325	\$2,000	(\$772)	\$7,832	\$4,916	\$2,916 Almont
Bay County	59	\$15,096	\$84,445	\$2,000	(\$12,232)	\$89,309	\$45,658	\$43,651 Bay County
Bay Schools	8	\$2,047	\$6,500	\$2,000	(\$940)	\$9,607	\$3,902	\$5,705 Bay Schools
Bridgeport	3	\$768	\$6,506	\$2,000	(\$944)	\$8,330	\$5,164	\$3,166 Bridgeport
Caro	10	\$2,559	\$12,853	\$2,000	(\$1,860)	\$15,552	\$8,776	\$6,776 Caro
Chesaning	4	\$1,023	\$5,633	\$2,000	(\$816)	\$7,840	\$4,920	\$2,920 Chesaning
Community Dist.	13	\$3,326	\$10,922	\$2,000	(\$1,584)	\$14,664	\$8,332	\$6,332 Community Dist.
Delta	13	\$3,326	\$6,066	\$2,000	(\$880)	\$10,512	\$6,258	\$4,254 Delta
Dryden	5	\$1,279	\$3,835	\$2,000	(\$556)	\$6,558	\$4,280	\$2,278 Dryden
Gladwin	8	\$2,047	\$15,086	\$2,000	(\$2,184)	\$16,949	\$10,670	\$6,279 Gladwin Co.
Harrison	3	\$768	\$4,696	\$2,000	(\$680)	\$6,784	\$3,196	\$3,588 Harrison
Imlay City (Ruth Hughes)	7	\$1,791	\$11,058	\$2,000	(\$1,600)	\$13,249	\$7,626	\$5,623 Imlay City
Iosco-Arenac	17	\$4,350	\$16,781	\$2,000	(\$2,432)	\$20,699	\$11,414	\$9,285 Iosco-Arenac
Lapeer	26	\$6,653	\$22,516	\$2,000	(\$3,260)	\$27,909	\$14,956	\$12,953 Lapeer
Marlette	2	\$512	\$3,408	\$2,000	(\$492)	\$5,428	\$3,714	\$1,714 Marlette
MMCC	3	\$768	\$2,072	\$2,000	(\$300)	\$4,540	\$3,270	\$1,270 MMCC
MMI	1	\$256	\$303	\$2,000	(\$44)	\$2,515	\$2,129	\$386 MMI
Midland	38	\$9,723	\$76,146	\$2,000	(\$11,032)	\$76,837	\$39,420	\$37,417 Midland
North Branch	4	\$1,023	\$8,562	\$2,000	(\$1,240)	\$10,345	\$6,172	\$4,173 North Branch
Northwood	6	\$2,535	\$4,438	\$2,000	(\$644)	\$8,329	\$4,662	\$3,667 Northwood
Pigeon	5	\$1,279	\$5,949	\$2,000	(\$860)	\$8,368	\$5,184	\$3,184 Pigeon
St. Charles	4	\$1,023	\$5,216	\$2,000	(\$756)	\$7,483	\$4,742	\$2,741 St. Charles
Saginaw	74	\$18,934	\$68,808	\$2,000	(\$9,968)	\$79,774	\$40,956	\$38,818 Saginaw
West Branch	4	\$1,023	\$6,376	\$2,000	(\$924)	\$8,475	\$5,238	\$3,237 West Branch
White Pine	1	\$256	\$0	\$2,000	\$0	\$2,256	\$2,128	\$128 White Pine
White Pine Rent							\$9,240	White Pine rent
Misc.							\$75.15	Misc.
USF							\$12,071	USF
TOTAL							<u>\$279,068.74</u>	

VLC Operational Account: Bills - November 2010

Salaries	\$18,136.84
Benefits	<u>\$7,378.62</u>
Subtotal	\$25,515.46

Telephone

Telephone - Long Distance/Monthly Charges	\$293.65
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Misc. supplies, equip, etc.

Jo Abbenante - Coffee	\$12.98
Kay Dunker - Food for Admin Council	\$4.99
Lee Martin - Humifier Filter	\$16.95

Travel

Lee Martin - Harrison Library Visit	\$251.85
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Training

Jon Enge - RT Book	\$48.24
Lee Martin - E-Rate Training.	\$251.85
MLA - Leadership Academy	\$1,115.00

Financial Services

Weinlander Fitzhugh	\$415.00
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Building Maintenance and Supplies

Ray Moreno - Cleaning	\$650.00
Vanguard fire & Supply	\$1,294.30

Utilities

Consumers - Gas and Electric	\$772.53
Water and sewer	\$300.93

Mortgage

\$2,495.03

TOTAL \$33,438.76

VLC Operational Account: Bills - December 2010

Salaries	\$11,635.46
Benefits	<u>\$9,960.60</u>
Subtotal	\$21,596.06

Telephone

Telephone - Long Distance/Monthly Charges	\$293.65
Wireless Bill - Emergency Cell Phone	\$57.66

Misc. supplies, equip. etc.

Jo Abbenante - Coffee, Sugar	\$15.47
One Source Office Products - Calendars and refills	\$51.77
Kay Dunker - Admin Food	\$5.00
Kay Dunker - Skyriver Visits (MSU & CADL)	\$78.60
Lee Martin - Skyriver Visits (MSU & CADL)	\$84.00
Karl Steiner - Budget Review	\$120.00
Franks Graphic Design - Business Card Design Work	\$48.50
Nagel Paper & Box Company - Paper Products	\$182.25
Lee Martin - Expenses for Leadership Academy/ MLA Conf.	\$185.95
Kay Dunker - Melcat Meeting	\$89.75
SVSU - ILL Bands	\$199.09
White Pine Library Coop. - Membership Fee	\$150.00

Chase Credit Card

IBF - Business Cards	\$34.98
MLA Conference - Registration	\$270.00
MLA - Registration	\$172.00
MLA - Meal Expense	\$83.23
LA/MLA - Hotel	\$115.87

Postage

Stamps	\$35.20
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Travel

Lee Martin - Northwood Library Visit	\$35.00
Lee Martin - Caro Library Visit	\$40.00

Training

Building Maintenance and Supplies

Ray Moreno - Cleaning	\$650.00
ACE American Alarm Company - Annual Alarm Monitoring Fee	\$276.00

Utilities

Consumers - Gas and Electric	\$1,152.72
Water and sewer	\$307.71

Mortgage

\$2,495.03

TOTAL **\$28,825.49**

VLC CAPITAL ACCOUNT

FY 2010/11 December

Beginning Fund Balance	\$117,664.46	
Income	\$24,564.59	
Interest	<u>\$120.43</u>	
TOTAL FUNDS AVAILABLE		\$142,349.48
<u>Expenditures</u>		
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,053.54)	
SirsiDynix - 26 Seat Licenses	(5,798.00)	
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,136.72)	
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,136.72)	
SirsiDynix - Barcodes	(329.00)	
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,140.58)	
Trivalent - Circuits	(1,225.00)	
SirsiDynix - Barcodes	(329.00)	
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,140.58)	
		<u>(\$19,414.14)</u>
AVAILABLE BALANCE		<u><u>\$122,935.34</u></u>

VLC EQUIP. I/R FUND

SUMMARY OF AVAILABLE FUNDS

	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2009/10	December 2010			
Almont	\$772	\$386	\$386	Almont		TOTAL Income		900,140.09
Bay County	\$12,232	\$6,116	\$6,116	Bay County		Adjustment (7/99)		533.74
Bay Schools	\$940	\$470	\$470	Bay Schools		Bank Service Fees		(27.63)
Bridgeport	\$944	\$472	\$472	Bridgeport		Transfer from Oper.	7/08	35,000.00
Caro	\$1,860	\$930	\$930	Caro		Transfer from Oper.	12/08	40,000.00
Chesaning	\$816	\$408	\$408	Chesaning				
Comm Dist.	\$1,584	\$792	\$792	Comm. Dist		Expenditures		
Delta	\$880	\$440	\$440	Delta		ISCI - Dick Boss		(1,752.25)
Dryden	\$556	\$278	\$278	Dryden		Contract - signing		(29,090.00)
Gladwin Co.	\$2,184	\$1,092	\$1,092	Gladwin Co.		Comp. Sys Corp - UPSs		(2,886.75)
Harrison	\$680	\$340	\$340	Harrison		GL Bender Elec. - wiring		(173.00)
Imlay City	\$1,600	\$800	\$800	Imlay City		Comp. Sys Corp - Cable for UPS		(89.00)
Iosco-Arenac	\$2,432	\$1,216	\$1,216	Iosco-Arenac		ALS contract milestones		(164,840.00)
Lapeer	\$3,260	\$1,630	\$1,630	Lapeer		HP Compiler		(1,942.50)
Marlette	\$492	\$246	\$246	Marlette		Comp Sys corp - UPS cart		(160.00)
MMCC	\$300	\$150	\$150	MMCC		HP Processor		(10,500.00)
MMI	\$44	\$22	\$22	MMI		HP Memory		(3,275.25)
Midland	\$11,032	\$5,516	\$5,516	Midland		Citizens Bank Account		(75.00)
North Branch	\$1,240	\$620	\$620	North Branch		Computer Sys Corp - UPS	UPS	(532.00)
Northwood	\$644	\$322	\$322	Northwood		Gateway - 2 servers		(8841.00)
Pigeon	\$860	\$430	\$430	Pigeon		Comp Sys corp - UPS cart	bkup softw NT	(895.00)
St. Charles	\$756	\$378	\$378	St. Charles		McBee Checks		(63.50)
Saginaw	\$9,968	\$4,984	\$4,984	Saginaw		ALS - 2 disk drives + install (2/99)		(1,660.00)
West Branch	\$924	\$462	\$462	West Branch		Computer Sys. Corp. - SQL software (3/99)		(1,205.00)
White Pine	\$0	\$0	\$0	White Pine		Computer Sys Corp	SQL doc. (4/99)	(124.00)
TOTAL	\$57,000	\$28,500	\$28,500			ISCI - Dick Boss	8/03	(4,047.80)
TOTAL I/R Rev	Projected	Contributions	Actual	Interest	Grand Total	Currie, Kendall,..	10/03	(490.88)
1994/95	\$49,140		\$48,425.00	\$1,274.42	\$49,699.42	Dynix (contract signing)	11/03	(34,207.00)
1995/96	\$68,800		\$73,300.53	\$7,008.78	\$80,309.31	Kinko's (manual copies)	12/03	(1,073.94)
1996/97	\$97,760		\$96,480.00	\$24,184.58	\$120,664.58	ISCI - Dick Boss	12/03	(2,298.80)
VLC Share 200k	\$24,230		\$24,575.24		\$24,575.24	Dynix - Training	07/04	(8,000.00)
1997/98	\$50,000		\$60,709.78	\$22,233.22	\$82,943.00	Netsource One	8/2004	(3,230.00)
1998/99	\$35,000		\$35,090.00	\$6,333.54	\$41,423.54	Dynix - contract	8/2004	(45,610.00)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - contract	9/3/04	(\$103,122.00)
2000/01	\$25,000		\$25,000.00	\$10,219.30	\$35,219.30	Dynix - Webreporter	5/1/05	(\$3,720.00)
2001/02	\$15,001		\$15,004.00	\$11,770.23	\$26,774.23	Dynix-Contract	6/2005	(45,610.00)
2002/03	\$23,000		\$23,004	\$3,995.18	\$26,999.18	ISCI- D. Boss	6/2009	(250.00)
2003/04	\$57,000		\$25,000	\$2,663.22	\$27,663.22	4 County Comm Foun	8/2009	(1,000.00)
Fed Grant 04			\$14,837.48		\$14,837.48	Clare County Community Foundation	10/2010	(2,500.00)
2004/05	\$57,000		\$25,016.00	\$1,318.20	\$26,334.20	Friends of Otter Lake	12/2010	(50.00)
2005/06	\$57,000		\$25,018	2954.28	\$27,972.28	Available BALANCE		<u>\$492,331.53</u>
2006/07	\$15,000		\$15,000	\$6,697.45	\$21,697.45			
2007/08	\$57,000		\$57,004	\$4,174.57	\$61,178.57			
2008/09	\$52,000	\$4,325	\$52,182	\$13,358.05	\$69,865.05			
2009/10	\$67,000	\$20,000.00	\$66,956	\$7,631.57	\$94,587.57			
2010/11	\$57,000	\$28,500		5061.51	\$33,562			
TOTAL	\$583,931		\$516,464.03	\$102,785.91	\$900,140.09			

**VLC Building
Maintenance Fund
Summary**

FY 20010/11 through November 2010

Beginning Fund Balance	\$31,223.24	
Interest	<u>\$160.63</u>	
TOTAL FUNDS AVAILABLE		\$31,383.87
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,383.87</u></u>

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2010/11

June 16	10:00am (regular) 11:00am (Board)
July	No Meeting
August 18	No Meeting
September 16	10:00am (regular) 11:00am (Board)
October 20	10:00am (regular) 11:00am (Board)
November 17	10:00am (regular) 11:00am (Board)
December 15	No Meeting
January 19	10:00am (regular) 11:00am (Board)
February 16	10:00am (regular) 11:00am (Board)
March 16	10:00am (regular) 11:00am (Board)
April 20	10:00am (regular) 11:00am (Board)
May 18	10:00am (regular) 11:00am (Board)
June 15	10:00am (regular) 11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

January 16, 2010

11:00 am

VLC HQ

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from November 17, 2010

New Business:

1. Personnel Committee Recommendation
2. ILL Project
3. Strategic Plan - Metric Gathering Facilitation Date Decision

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
November 17, 2010

Members Present: Tom Birch (Bay County Library System); Stephanie Mallak Olson (Iosco-Arenac District Library); Kate Pohjola (Lapeer District Library); Melissa Barnard (Grace A. Dow Memorial Library); Judy Eastland (Michigan Molecular Institute); Bryon Sitler (White Pine Library Cooperative)

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

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

Chair T. Birch called the meeting to order at 12:17.

T. Birch asked if there were any additions to the agenda. Motions from the Administrative Council concerning Strategic Planning and changes to the Administrative Council Handbook , Personnel Manual, and the 2011/2012 budget where added to the agenda.

Decisions:

1. S. Mallak Olson moved to approve the minutes from October 20, 2010 meeting. B. Sitler seconded. Motion passed.

Discussions:

1. M. Barnard moved to approve start the Strategic Planning process as soon as possible with the budget not to exceed \$3500 as recommended by Administrative Council and she moved also to make the changes to the Administrative Council Handbook as recommended by Administrative Council. K. Pohjola seconded. Motion passed.
2. The Board recommended that the changes to the Personnel Policies and Procedures be referred to the Personnel Committee. They also felt that once the manual is completed, legal counsel should review the manual.
3. L. Martin asked about how to proceed with the 2011/2012 budget. The Board said that it should be presented for review at the December Administrative Council. L. Martin recommends that payments to the I/R fund be suspended for the next fiscal year.

Meeting adjourned at 12:32.

Next scheduled meeting is December 15, 2010 at 10:00 AM.

Submitted by Bryon Sitler, Secretary/Treasurer

Valley Library Consortium Operating Budget Request

Budget Summary: Last Updated 12/01/2010

Operating Income	2009 Actual	2010 Budget	2011 Budget Request	Increase/(Decrease)	Percent
Seat Fees	\$79,000	\$82,646	\$68,001	(\$14,645)	-17.72%
Record Fees	\$385,000	\$393,500	\$312,861	(\$80,639)	-20.49%
Membership Fees	\$50,000	\$50,000	\$50,000	\$0	0.00%
Rent	\$18,480	\$18,480	\$18,480	\$0	0.00%
Telecom Management	\$2,870	\$1,400	\$1,400	\$0	0.00%
USF		\$2,600	\$2,600	\$0	0.00%
Operating Income Total	\$535,350	\$548,626	\$453,342	(\$105,858)	-19.30%
Operating Expenditures	2009 Actual	2010 Budget	2011 Budget Request	Increase/(Decrease)	Percent
Salaries and Wages	\$210,885	\$235,000	\$207,195	(\$27,805)	-11.83%
Employee Benefits	\$73,187	\$94,500	\$64,992	(\$29,508)	-31.23%
Postage	\$111	\$500	\$500	\$0	0.00%
Travel (Member Libraries)	\$110	\$500	\$2,500	\$2,000	400.00%
Insurance	\$6,339	\$6,500	\$7,000	\$500	7.69%
System Maintenance	\$59,691	\$61,000	\$61,000	\$0	0.00%
Other Technology Related Maintenance	\$1,622	\$5,000	\$5,000	\$0	0.00%
Contracted Services	\$2,395	\$3,600	\$4,000	\$400	11.11%
Staff and Board Continuing Education	\$5,371	\$5,000	\$10,000	\$5,000	100.00%
Marketing	\$14	\$3,200	\$500	(\$2,700)	-84.38%
Telecommunications	\$4,536	\$4,200	\$4,680	\$480	11.43%
Membership Dues - White Pine & MLC	\$0	\$0	\$275	\$275	0.00%
Utilities	\$17,655	\$20,000	\$20,000	\$0	0.00%
Equipment, Software, etc.	\$0	\$0	\$3,000	\$3,000	0.00%
Supplies - Misc.	\$4,385	\$4,500	\$4,500	\$0	0.00%
On-going Authority Control (including OCLC)	\$2,363	\$2,400	\$2,400	\$0	0.00%
Internet Access	\$11,755	\$7,300	\$7,300	\$0	0.00%
Building Maintenance	\$14,002	\$14,000	\$16,000	\$2,000	14.29%
Debt Service	\$29,940	\$30,000	\$30,000	\$0	0.00%
Miscellaneous	\$140	\$5,000	\$2,500	(\$2,500)	-50.00%
Operating Expenditures Total	\$444,501	\$502,200	\$453,342	(\$48,858)	-9.73%
Capitol Income	2009 Actual	2010 Budget	2011 Budget Request		
I/R Contribution	\$67,000	\$57,000	\$0		
Capitol Income Total	\$67,000	\$57,000	\$0	(\$57,000)	
Total of All Income		\$559,200	\$453,342	(\$105,858)	-18.93%

VLC Fee Structure FY 2011/12

OPERATING REVENUE

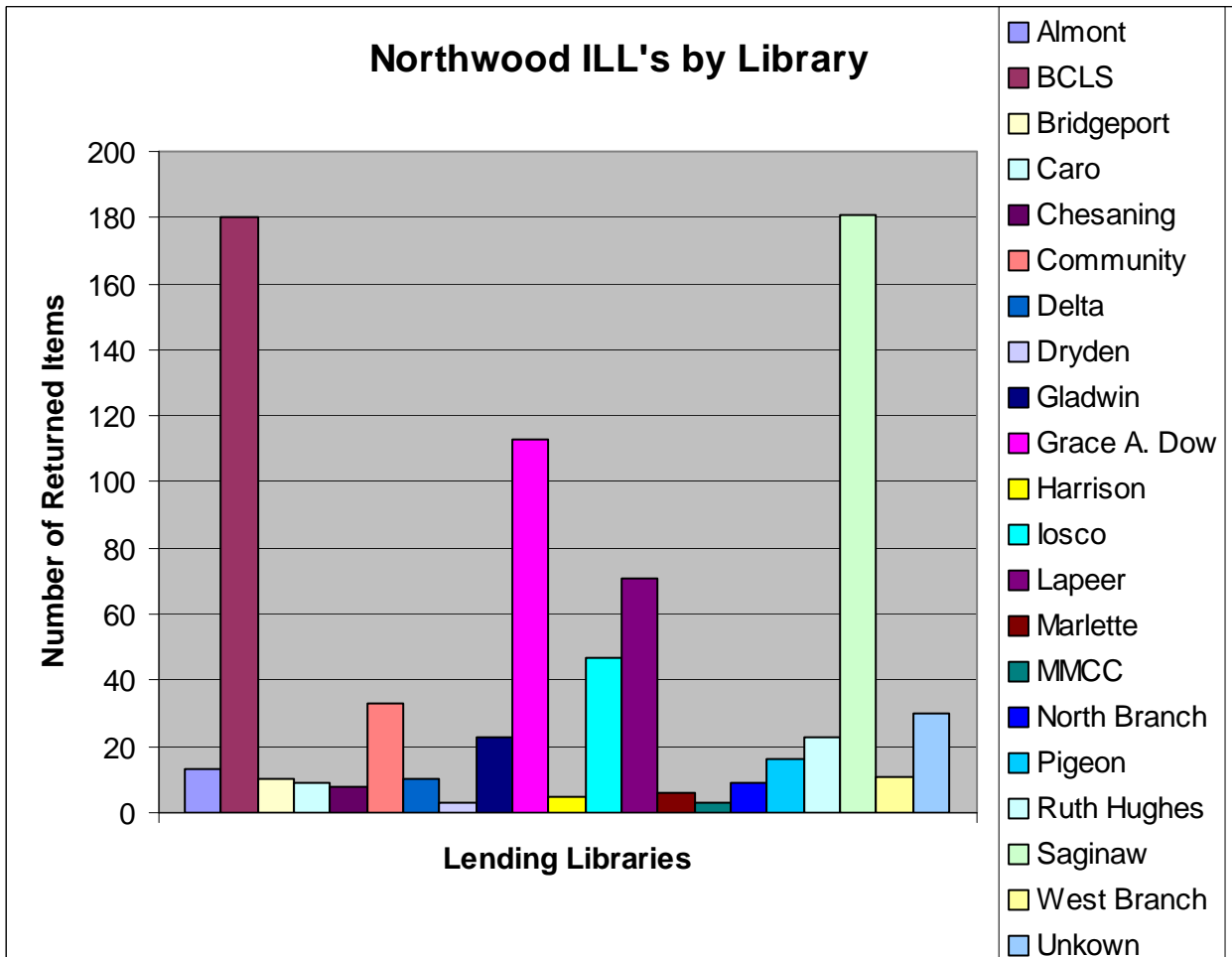
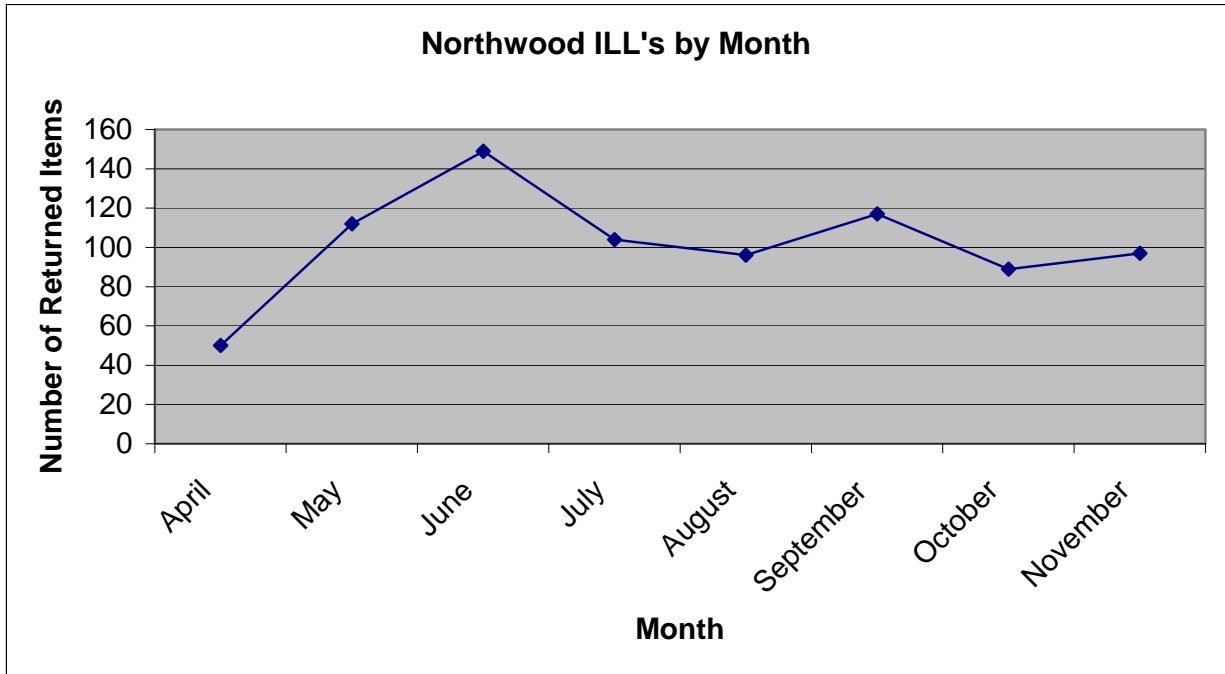
SUMMARY of VLC FEES

	FEE FROM RECORDS	FEE FROM SEATS	MEMBERSHIP FEE	TOTAL FEES	Estimated TELECOM (Net after USF Discount)	GRAND TOTAL FEES
Almont	\$4,852	\$1,046	\$2,000	\$7,899	\$0	\$7,899
Bay County LS	\$67,310	\$12,345	\$2,000	\$81,655	\$6,700	\$88,355
Bay City Schools	\$5,131	\$1,674	\$2,000	\$8,805	\$0	\$8,805
Bridgeport	\$5,273	\$628	\$2,000	\$7,901	\$946	\$8,847
Caro	\$10,246	\$2,092	\$2,000	\$14,339	\$0	\$14,339
Chesaning	\$3,586	\$837	\$2,000	\$6,423	\$2,360	\$8,783
Community Dist.	\$9,405	\$2,720	\$2,000	\$14,125	\$0	\$14,125
Delta	\$5,045	\$2,720	\$2,000	\$9,765	\$0	\$9,765
Dryden	\$3,096	\$1,046	\$2,000	\$6,142	\$0	\$6,142
Gladwin County	\$12,152	\$1,674	\$2,000	\$15,825	\$0	\$15,825
Harrison	\$3,706	\$628	\$2,000	\$6,333	\$0	\$6,333
Imlay City	\$8,426	\$1,465	\$2,000	\$11,891	\$0	\$11,891
Iosco-Arenac	\$13,833	\$3,766	\$2,000	\$19,599	\$0	\$19,599
Lapeer District	\$19,067	\$5,440	\$2,000	\$26,507	\$0	\$26,507
Marlette	\$2,730	\$418	\$2,000	\$5,149	\$0	\$5,149
MMCC	\$1,835	\$628	\$2,000	\$4,462	\$0	\$4,462
MMI	\$252	\$209	\$2,000	\$2,461	\$0	\$2,461
Midland	\$59,861	\$7,951	\$2,000	\$69,812	\$0	\$69,812
North Branch	\$6,622	\$837	\$2,000	\$9,459	\$0	\$9,459
Northwood	\$3,854	\$1,255	\$2,000	\$7,110	\$0	\$7,110
Pigeon	\$4,599	\$1,046	\$2,000	\$7,646	\$0	\$7,646
St. Charles	\$4,390	\$837	\$2,000	\$7,227	\$1,498	\$8,725
Saginaw Public	\$52,323	\$15,693	\$2,000	\$70,015	\$0	\$70,015
West Branch	\$5,268	\$837	\$2,000	\$8,105	\$0	\$8,105
White Pine	\$0	\$209	\$2,000	\$2,209	\$0	\$2,209

\$11,504

\$312,861	\$68,001	\$50,000	\$430,862
	Revenue from Leasing Space		\$18,480
	Estimated Telecom Management		\$1,400
	Estimated USF		\$2,600

TOTAL REVENUE	\$453,342
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Strategic Plan - Metric Gathering Facilitation Potential Dates

Please come compared to discuss potential dates for our initial Strategic Planning Meeting. Terri has provided several dates for us to choose from and I would hope that we could come to a decision at this months meeting for a date. This meeting would start at 10:00 am and last until 4:00 pm. Lunch and snacks will be provided.

February

- Wednesday, 2nd
- Thursday, 3rd
- Monday, 7th
- Tuesday, 8th
- Monday, 14th
- Tuesday, 15th
- Thursday, 17th
- Friday, 25th

March

- Wednesday, 9th
- Thursday, 10th
- Friday, 11th
- Thursday, 17th
- Friday, 18th
- Friday, 25th
- Monday, 28th
- Wednesday, 30th
- Thursday, 31st