

**VALLEY LIBRARY CONSORTIUM**  
Administrative Council Meeting PACKET  
Wednesday, September 16, 2009, **10am**  
3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, June 17, 2009, p.3
- C. Database Committee Minutes, June 25 and August 27, 2009, p.5
- D. Notes from the Cataloging Subcommittee Meeting, July 29, 2009, p.7
- E. Executive Director's Report, p.8
- F. FY 2008/09 Financial Reports, p.9
- G. FY 2009/10 Financial Reports, p.19
- H. VLC Home Page Statistics, p.28
- I. Trouble Log Statistics, p.29
- J. Meeting Schedule (Administrative Council & Board), p.30
- K. Board Agenda, September 16, 2009, p.31
- L. Board Minutes, June 17, 2009, p.32
- M. Procedures for dealing with items filling requests that have not arrived at the pickup location.

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
September 16, 2009  
**10am**  
3210 Davenport, Saginaw

**AGENDA**

Additions to the Agenda:

**Decisions:**

1. Approval of the minutes from the June 17, 2009 meeting

**Executive Director's Report**

**Discussions:**

1. Database Recommendations
  - A. 440/490 Tag issue – Not create a project out of converting the 440 tags to 490 tags
  - B. Monographic/Serial Records – members should follow the existing VLC Standards. Graphic novels can be treated as either a monograph or serial.
  - C. Reports for Migration – Borrower errors will be looked at after deciding on a new system. Libraries should work on fixing 300 and 245h errors.
  - D. Duplicate Control Report – some titles have repeatedly been on the list. The Cataloging committee will meet and bring titles to look at and ask members not present to fax title page information in order to decide which bib is best.
  - E. Blu Ray DVD – These will be added to the existing DVD index if it can be done for no cost. It will share an icon with the other DVDs.
  - F. Procedures for handling of lost and in transit to fill a request items (p. 36)
2. Library Thing for Libraries (See: <http://www.vlc.lib.mi.us/HipEnhancements.asp>)
3. Enriched Content – Core Enhanced Package

**Announcements:**

News of Events from Member Libraries

Next Scheduled Meeting: October 21, 2009

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
 June 17, 2009, 10:00 a.m.

Council Members Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay City; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Erin Schmandt-Chesaning; Ann Wooden-Delta; Desta Ureel-Dryden; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Melissa Barnard-Midland; Judy Eastland-MMI; Karen Lambert-North Branch; Jeanette Bach-Pigeon; Trish Burn-PLOS; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Marsha Boyd-West Branch; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Josh Schu-Community District; Jessica Moore-Marlette; Shawn Troy-MCC; Alice Parsons-Northwood.

Others Attending: Karl Steiner-VLC; Kay Dunker-VLC.

Chair B. Guy called the meeting to order at 10:00 a.m.

B. Guy asked if there were any additions to the agenda. An additional Database recommendation was added.

**DECISIONS**

1. R. Rice-Gutierrez moved to approve the minutes from February 18, 2009 meeting. B. Sitler seconded. Motion passed.
2. R. Rice-Gutierrez moved to elect Jeanette Bach as Administrative Council Chair-elect. K. Valyi-Hax seconded. Motion passed.
3. M. Boyd moved to elect Bryon Sitler to the Board. C. Montalbano seconded. Motion passed.

**EXECUTIVE DIRECTOR'S REPORT**

1. The cost for SirsiDynix PocketCirc, which provides for offline circulation Checkout, Checkin, and Inventory, is \$2870. Anyone interested should contact K. Steiner.
2. K. Steiner reported on the finances of the consortium.

**DISCUSSIONS**

1. Database Recommendations

K. Valyi-Hax moved to accept the Database recommendation of adding the edition statement to the bib summary screen on both the Horizon client and HIP. K. Pohjola seconded. Motion passed.

R. Rice-Gutierrez moved to accept Database recommendation of ensuring that the title (245 MARC tag) always appears on the Copies screen of the Horizon client. M. Dievendorf seconded. Motion passed.

2. Report from the Automated Systems Planning Committee

M. Barnard reported that the Committee is recommending that the migration plans be moved back a year due to the economy. K. Steiner presented the "Valley Library Consortium Capital Fund Project" budget, reflecting revised projected costs of a new system.

S. Olson moved to move back the timeline presented in the grant by one year and to accept the budget as presented. T. Birch seconded. Motion passed.

### 3. Proposed Budget for FY 2009/2010

K. Steiner presented a revision of the Budget for FY 2009/2010. M. Barnard moved to approve the amended budget as presented. J. Bach seconded. Motion passed.

### 4. Horizon Upgrade to 7.5 and HIP 3.20

An upgrade to Horizon 7.5 and HIP 3.20 is tentatively scheduled for Tuesday, August 25. Libraries using Telecirc II should consider upgrading by then.

### 5. Library Thing for Libraries and HIP enhancements

K. Steiner reviewed the options shown on the HIP enhancements page (<http://www.vlc.lib.mi.us/hipenhancements.asp> )

Members agreed to implement the pass through search to Melcat on the failed search page.

Library Thing for Libraries has a cost of approximately \$8300 for the entire consortium. This issue will be discussed at the next meeting.

If members are interested in the profile specific options list on the HIP enhancements page, please contact the VLC.

### **ANNOUNCEMENTS:**

Bridgeport is currently building a new addition.

Harrison Community Library will be a district library as of January 2010.

West Branch Public and Ogemaw District both passed millages this spring.

Ruth Hughes has remodeled their children's area, including adding a mural by a local artist.

Caro Area District remodeled their children's area, using only bequest money.

Next scheduled meeting is August 19, 2009 at 10:00 a.m.

Meeting adjourned at 11:15 a.m.

Minutes prepared by Kay Dunker.

Valley Library Consortium  
Notes from the Database Committee Meeting  
June 25, 2009

Present: Mary Schultz (Midland); Cozette Smith and Anne Wooden (Delta); Cindy Hix (Bridgeport); Ann Langlois (Lapeer); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert (PLOS); Betsy Osborn and Jill Jean (BCLS); Kristen Valyi-Hax (Ruth Hughes); Jane Himmel (Pigeon); Linda Hudecek and Glenn Fischer (Community District)

Jane Himmel called the meeting to order at 10:01am.

ADDITIONS TO THE AGENDA: Itype and Btype Forms

DECISIONS: There was not a quorum, so no motions were presented

DISCUSSIONS:

1. Database Projects Calendar

K. Dunker reviewed the June 2009 calendar of database projects. Which included the following:

- Libraries work RIS for "In Transit" and "Transit Hold" items (report run by VLC)
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Code/Agency mismatch (ITYPE, COLL, PTYPE, PSTAT)
- Misspelled word in transcribed fields
- Report of address correction block (acr) created by HIP users
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- *Misspelled words in authority fields*
- *Deletion of bibs with no holdings*

2. Chair-elect

Ann Baker from Lapeer has volunteered to be the Chair-elect. A vote will be taken at the next meeting.

3. Report from the Administrative Council

K. Steiner reported that the Administrative Council and Board passed the following:

Adding the edition statement to the bib summary screen

Ensuring that the 245 title always appears on the Copies screen in Horizon

On the failed search screen in HIP there will be a link to Melcat that passes through the original search

He also said that the VLC has tentatively scheduled an upgrade to Horizon 7.5 and HIP 3.10 on Tuesday, August 25, 2009. A meeting covering the changes to the software will be scheduled before the upgrade.

4. Series Issues

B. Osborn is concerned that libraries make changes to the 440 tags consistently and that all members participate in a clean-up project. K. Dunker said there is no automatic way to convert the 440 tags to 490 tags. Each bib record will have to be manually changed. The matter was referred to the Cataloging Committee. Any member of the VLC may have a representative on this committee. Please contact B. Osborn if you are interested in serving.

5. Monographic/Serial Issue

There are many materials (i.e. Manga) that should be on a monographic record, but then through HIP patrons cannot place copy specific requests. If, however a copy record was added to the record, then patrons could place copy specific request. The VLC standards prevent putting copy records on monographic records. This dilemma was referred to the Cataloging Committee.

6. Clean-up Projects for Migration

The new system procurement process will begin next year. In light of that the Database Comm. should consider doing some clean-up projects. Two examples of which would be to correct any bad borrower names and

to fix bad GMD's. This issue was referred to the Cataloging Committee.

#### 7. Blu-ray DVD's

Saginaw will shortly begin collecting Blu-rays. The following are options for displaying Blu-rays in HIP

1. Add Blu-rays to the current icon for DVD's
2. Create a separate icon for Blu-ray's
3. Change the index for DVD's to include Blu-ray's
4. Create a new index for Blu-ray's (there could be a cost for this)

In the meantime, members could put a local subject heading (690) on the bib that would index in the General Keyword Index (e.g. Blu-ray DVD)

#### 8. Report from the ILL Committee

A. Baker reported that the ILL Comm. had concerns about the Promed delivery system and materials going missing. The Committee pasted a proposal on how to deal with "Transit Request" items that are missing.

K. Dunker said that the goal of the policy is, if possible, to get another copy of an item to the patron. The procedure involves using the report of "Transit Request" items that the VLC sends out and checking out those items to a patron (e.g. Lost Transit Request). When doing this, the system will ask if you would like to renew the borrowers' requests and you answer "yes". This will move the requests to an available item. If the missing "Transit Request" item is not found, it will go to "lost" using the auto-notice timeline. Twice a year when you receive the VLC report of lost ILL, members will also look at what the Lost Transit Request patron has out and bill for those items that are more than 3months old. Members will need to keep the "Transit Request" reports to refer back to find the borrowing library or make a cki note on the item. Members could put an ACR block on the Lost Transit Request patrons so that no notices would go out.

Members agreed that the step 3 of the "Items flagged to fill a request with the status of "Transit Request" should become step 1.

#### 9. Itype and Btype Changes

K. Dunker distributed to members their itype settings and reviewed what each setting meant. She will be sending out the electronic copy of the itype and btype settings. Members should save the settings file, check that they are correct, and refer to it when questions arise about the operation of Horizon in their library.

#### ANNOUNCEMENTS:

VLC is working on password changes.

Downtime from 5am to 8am on Friday, June 26, 2009

A. Baker announced that Lapeer would be purchasing Telemessaging3, which uses SIP and can thus be used with multiple ILS vendors.

K. Dunker handed out a "cheat-sheet" for MARC editing

Next meeting: **Thursday, August27, 2009**

Meeting adjourned at 11:29am

Minutes prepared by K. Steiner

Valley Library Consortium  
Minutes of the Database Committee  
August 27, 2009

Present: Ron Suszek and Mary Schultz (Midland); Nannette Pretzer (St. Charles); Anne Wooden (Delta); Ann Langlois (Lapeer); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert, Anne Birkam (PLOS); Jill Jean, Betsy Osborn (BCLS); Becky Grai (Northwood); Kristen Valyi-Hax (Ruth Hughes); Jane Himmel (Pigeon); Sheila Good (White Pine); Stephanie Mallak Olsen (Iosco-Arenac); Judy Eastland (MMI); Deb O'Brien (Caro); Linda Hudecek (CDL);

Chair Deb O'Brien called the meeting to order at 10:02am.

ADDITIONS TO THE AGENDA: None.

DECISIONS: J. Himmel moved to approve the minutes from the, May 28, 2009 meeting. N. Pretzer seconded the motion. Motion carried.

DISCUSSIONS:

1. Database Projects Calendar

K. Dunker reviewed the September 2009 calendar of database projects. Which included the following:

- Libraries work RIS for "In Transit" and "Transit Hold" items (report run by VLC)
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Misspelled word in transcribed fields
- Report of address correction block (acr) created by HIP users
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- *Misspelled words in authority fields*
- *Deletion of bibs with no holdings*

2. Report from the Cataloging Committee

A. 440/490 Tag issue – The committee decided that it was not necessary to make a project out of converting the 440 tags to 490 tags. A. Birkam said that it would be a huge project because each bib record would need to be touched. The committee is working on procedures for the membership. A. Birkam said that when new records are brought into the database the 440s should be changed to 490s with the proper indicators.

B. Monographic/Serial Records – Committee recommended that members should follow the existing VLC Standards. Graphic novels can be treated as either a monograph or serial.

C. Reports for Migration – Borrower errors will be looked at after deciding what new system the VLC will select. Libraries should work on fixing 300 and 245h errors.

D. Duplicate Control Report – some titles have repeatedly been on the list. The Cataloging committee will meet and bring titles to look at and ask members not present to fax title page information in order to decide which bib is best.

E. Blu Ray DVD – These will be added to the existing DVD index if it can be done for no cost. It will share an icon with the other DVDs.

R. Reinert moved to accept the recommendations from the Cataloging Committee. K. Valy-Hax seconded the motion. Motion carried.

3. Report from the ILL Committee – S. Olson

The committee met in June and passed a policy for the handling of lost and in transit to fill a request items. N. Pretzer moved to accept the policy. J. Himmel seconded the motion. Motion carried.

Promed delivery issues – S. Olson heard from 4 libraries concerning a number of problems with delivery. S. Olson suggested setting up a sub-committee to create a “best practices” document for dealing with Promed. A. Langlois said that Promed drivers at her libraries regularly just don’t show up. Not paying for the missed deliveries was discussed. Another problem is that libraries are not using the yellow bands properly – circling the location the item is going to and then upon return not x-ing out the marked location and circling the location that the item is returning to.

S. Olson will send out a list of questions to solicit members’ opinions of the delivery service. Also, the ILL comm. will review the VLC ILL Procedures.

4. Lost ILL report and “Item missing” status

Future reports will now include lost items that have been paid for.

5. Closing Request Pull List

Staff should use the “List Pulled” button when closing out of the Pull List. If you don’t, then Location Priority will not be in effect and a patron at another location could get the item. If you don’t want to fill a request, you need to change the status of the item to “trace” or any status other than “i” or “s” to get it off your Pull List.

6. Horizon 7.5

If staff see an error message while logging into Horizon that contain the words, “failure to initialize the middle tier”, contact the VLC. If you have a firewall, you may need to open an additional port so that the Horizon client and connect to the HIP server.

The handout for Horizon 7.5 changes is on the members' webpage.

Views: the item\_detail\_status, cko, cki views contain a new statistics blink that adds some new information and rearranges the information that used to be on those views.

There are three options for what happens to renewal of items on HIP or self-checkout when a borrower’s card has expired: No renewal, truncate the loan period, and allow a full loan period. The consensus was that this system-wide setting should remain at “No Renewal”.

The wording “Total Charges Outstanding” on the billing notice can now be changed. Each library can have its own wording. Contact the VLC to get this changed.

Fastadds can now be set to delete at the owning library only instead of deleting at checkin at any location when the item is returned. Contact the VLC about changing this setting.

Request History - Horizon can now track requests. With this information reports such as: Average Request Age, Average Transit Days, and Average Hold Shelf Age can be created. Since this is a system-wide setting, members will need to decide on the number of days the request history is kept. This will be discussed at the next meeting. People should also consider the Patriot Act when deciding on how long to keep borrower request information. The authorities can subpoena this information.

Instructions for implementing the “Hold Transit Slip” were sent to the Database-I mailing list.

ANNOUNCEMENTS: R. Reinert announced that PLOS would be doing self-check with RFID in the future and then new books would no longer have pockets.

Next meeting: **Thursday, September 24, 2009**

Meeting adjourned at 11:32am

Minutes prepared by K. Steiner



Cataloging Meeting – 7/29/09

Present: Kay (VLC), Sallie (Bay County), Ann (Saginaw), Nanette (St. Charles)

1. 440/490 tags – There is not a quick automatic way to change 440 tags to 490 tags. Each library should make the change to 490 as they come across them and, if time allows, continue to correct the rest in the series. Step by step guidelines are being worked on and will be distributed.
2. Monographic/Serial Records – Decision was made to keep with VLC standards -Monographic is not to have a copy record and Serial is to have a copy record. In such cases as “Manga”, “Graphic Novel types”, each library system can decide what is best for them, Monograph or Serial.
3. Migration – Fixing Borrower Records will be put off until we know what system we will be going with. Libraries are to continue working on the 300 tag and 245 “h” lists that Kay distributes.  
Duplicate Control Report – Some titles have been on the list time & time again, so it was suggested that the actual item be brought to a cataloging meeting to have a decision made as to which bib is the best. It will be talked about at Database.
4. Blu-ray DVDs – Will add to existing index if no cost is involved. Add blu-rays to the current icon for DVDs, at least until more libraries are on board with blu-rays.

## Executive Director' Report, September 9, 2009

### Letter from Harrison Community Library

I have received a letter from Sheila Bissonnette, Director of the Harrison Library, giving the required eighteen-month notice for leaving the Consortium. In her letter she states, "the decision to give notice of termination of our membership is based on our need to be able to look at all budget items for possible for possible cost savings. The Harrison Community Library will be re-organized to a district library effective January 1, 2010. Our new governing board will then be able to begin to re-evaluate our membership at that time."

I would hate to see Harrison leave the Consortium and have asked Sheila to keep me informed of the new board's progress so that I can have a chance to make sure that they are aware of the advantages of membership in the Consortium.

### Library Thing for Libraries

At the last Administrative Council meeting we discussed the possibility of adding Library Thing for Libraries enhancements to HIP. No decision was made at the time and the item is on the agenda for the September meeting. You can view examples of these enhancements by going to: <http://www.vlc.lib.mi.us/HipEnhancements.asp>. In the examples, the LTFL enhancements are labeled: See reviews/add a review, Similar Books, Tags and Other Editions. A 12-month subscription to the LTFL service would cost \$8,300/year.

### Syndetics Enhanced content

By upgrading to Horizon 7.5 and HIP 3.20, the VLC can now have access, at a cost, to additional enhanced content from Syndetics (the vendor for our current enhanced content). These additions would include:

**Series** – Each fiction title within a series is linked to the complete series record. The record displays each title in reading order, and also displays the publication order if different. Alternate series titles are also displayed. Syndetics provides information for more than 5,000 new and existing series.

**Video & Music Content** – 1.3 million video and music titles. The paragraph-length annotations for videos identify cast members and directors. Music annotations include track listings, song running time, and composer/performer.

**Fiction Profiles** – 215,000 profiles (12,000 added each year). The profiles include: Genre and Sub-Genre, Major and Ancillary Topics, Main Characters and their Distinguishing Attributes, Geographic and Non-geographic Settings, Time Periods, Awards, Series/Sequel Information, Author Notes, Plot Summaries, Special Notes.

**Find Similar Titles** – This function allows the user to click on any combination of headings or descriptors within a profile and retrieve a list of titles with those same attributes (e.g. locate Academic Mysteries containing an African-American Archeologist and involving Stole Artifacts with a setting of the Egyptian Pyramids). The user can then look at the profile of any title on the results list and also view the shelf status within the library.

**Awards** – list of awards that a title has either won or been nominated for are listed. By clicking on the award, information about the award is displayed along with the list of other titles that have won that award. Clicking on any title in the list will connect the user to that title's local holdings information. Syndetics tracks 441 of the leading industry awards that currently link to over 120,000 ISBNs.

Examples of how each of the above features work can be seen at [www.syndetics.com](http://www.syndetics.com). In the box on the right labeled "Enrichment Options" click on the option you want to view (make sure either your pop-up blocker is turned off or hold down the "Control" key when you click on the link).

### IP Address Changes

For security reasons the VLC restricts the number of IP addresses that can connect to the Horizon server to member library addresses. If a member needs to change an IP address to one that is not currently in the range that we have entered for that library, then the VLC needs to make a change to the VLC firewall. Because of this, I am asking members to give the VLC two weeks advance notice of any IP address changes so that we can schedule making a change to the firewall.

**VLC**  
**Receipts-- Operational Account FY 2008/09**

	July	August	September	Oct.	Nov.	December	January	February	March	April	May
Almont	2000								2451		
Bay County	21276		19991			19666			19666		
Bay Schools	4035		2035			2035			2035		
Bridgeport	3663		1663			1663			1663		
Caro	3366		3366	2000		3366			3366		
Chesaning	3430		1430				1430			1560	
Community Dist.	4497		2497					4994			
Delta	4251		2251			3151			2251		
Dryden	3116		1116			1116			1116		
Gladwin	5546			3546				3546		3546	
Harrison	3251		1251			1251			1251		
Imlay City		4583	2583			2583			2583		
Iosco-Arenac	6328		4328			4328				4393	
Lapeer	7941			6006			6006		6006		
Marlette	2904				904	904			904		
MMCC	2683		683			683			683		
MMI	2149		137				137			137	
Midland	21070		19070			19070			19070		
North Branch	3926		1926					1926	1926		
Northwood	3584			1685			1685		1685		
Pigeon	3567		1567				1567		1567		
Saginaw	21769		19769			19769			19769		
St. Charles	3447		1447			1447			1447		
West Branch	3566		1566			1566			1566		
White Pine	2065		65			65			65		
White Pine Rent	4200	1400		1540	1540	3080	1540	1540	1540		1540
Misc.	434.97										
USF				3083.14	67.82						
Subtotal:	148064.97	5983.00	88741.00	17860.14	2511.82	85743.00	12365.00	12006.00	92610.00	9636.00	1540.00

TOTAL \$478,600.93

## VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY 2008/09	June 2009	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	\$1,212	\$3,973	\$2,000	(\$692)	\$6,493	4,451	0
Bay County	59	\$14,298	\$81,661	\$2,000	(\$14,212)	\$83,747	80,599	0 Bay County
Bay Schools	8	\$1,939	\$6,908	\$2,000	(\$1,204)	\$9,643	10,140	0 Bay Schools
Bridgeport	3	\$727	\$6,560	\$2,000	(\$1,140)	\$8,147	8,652	0 Bridgeport
Caro	10	\$2,423	\$12,924	\$2,000	(\$2,248)	\$15,099	15,464	0 Caro
Chesaning	4	\$969	\$5,709	\$2,000	(\$992)	\$7,686	7,850	0 Chesaning
Community Dist.	13	\$3,150	\$9,647	\$2,000	(\$1,680)	\$13,117	11,988	0 Community Dist.
Delta	13	\$3,150	\$6,147	\$2,000	(\$1,068)	\$10,229	11,904	0 Delta
Dryden	5	\$1,212	\$3,745	\$2,000	(\$652)	\$6,305	6,464	0 Dryden
Gladwin	6	\$1,454	\$14,949	\$2,000	(\$2,600)	\$15,803	16,184	0 Gladwin Co.
Harrison	3	\$727	\$4,673	\$2,000	(\$812)	\$6,588	7,004	0 Harrison
Imlay City (Ruth Hughes	7	\$1,696	\$10,801	\$2,000	(\$1,880)	\$12,617	12,332	0 Imlay City
Iosco-Arenac	17	\$4,120	\$16,033	\$2,000	(\$2,792)	\$19,361	19,377	0 Iosco-Arenac
Lapeer	26	\$6,301	\$20,852	\$2,000	(\$3,628)	\$25,525	25,959	0 Lapeer
Marlette	2	\$485	\$3,450	\$2,000	(\$600)	\$5,335	5,616	0 Marlette
MMCC	3	\$727	\$2,419	\$2,000	(\$420)	\$4,726	4,732	0 MMCC
MMI	1	\$242	\$301	\$2,000	(\$52)	\$2,491	2,560	0 MMI
Midland	38	\$9,209	\$75,901	\$2,000	(\$13,208)	\$73,902	78,280	0 Midland
North Branch	4	\$969	\$8,268	\$2,000	(\$1,440)	\$9,797	9,704	0 North Branch
Northwood	11	\$2,666	\$4,234	\$2,000	(\$736)	\$8,164	8,639	0 Northwood
Pigeon	5	\$1,212	\$5,941	\$2,000	(\$1,032)	\$8,121	8,268	0 Pigeon
St. Charles	4	\$969	\$5,402	\$2,000	(\$940)	\$7,431	81,076	0 St. Charles
Saginaw	74	\$17,933	\$68,276	\$2,000	(\$11,880)	\$76,329	7,788	0 Saginaw
West Branch	4	\$969	\$6,225	\$2,000	(\$1,084)	\$8,110	8,264	0 West Branch
White Pine	1	\$242	\$0	\$2,000	\$0	\$2,242	2,260	0 White Pine
White Pine Rent							19,460	White Pine rent
Misc.							434.97	Misc.
USF							3,150.96	USF
<b>TOTAL</b>	<b>326</b>	<b>\$79,001</b>	<b>\$384,999</b>	<b>\$50,000</b>	<b>(\$66,992)</b>	<b>\$447,008</b>		

\$478,600.93

**VLC Operational Account  
Bills -May 2009**

Salaries	\$21,398.45
Benefits	<u>\$5,221.20</u>
Subtotal	\$26,619.65
Telephone	
Telephone - Long Distance	\$64.67
Telephone - Monthly Charge	\$273.10
Postage	\$1.73
Training, subscriptions, etc.	
JE - Merit Network Security workshop (reg. and travel)	\$940.33
KS & JE - MUG spring meeting registration	\$20.00
KS - White Pine Wkshp - Art of Giving Great Service	\$50.00
KD - COSUGI conf. expenses (hotel, meals, shuttle)	\$412.95
Misc. supplies, equip, etc.	
SVSU - ill book bands	\$388.60
Reimburse JA - coffee & sugar	\$7.94
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Authority Control - MLC membership for 2009/2010	\$125.00
Utilities	
Saginaw - water	\$237.66
Consumers Energy - gas and electric	\$1,047.53
Mortgage	\$2,495.03
<b>TOTAL</b>	<b><u><u>\$33,334.19</u></u></b>

**VLC Operational Account  
Bills -June 2009**

Salaries	\$17,419.25
Benefits	<u>\$7,799.45</u>
Subtotal	\$25,218.70
Telephone	
Telephone - Long Distance	\$62.94
Telephone - Monthly Charge	\$280.51
Postage	\$87.81
Training, subscriptions, etc.	
JE - travel to MUG meeting in Flint	\$45.10
Amazon - book on RFID & Libs.	\$14.77
Travel to members	
KS - Grants comm. meeting in Midland	\$28.60
Misc. supplies, equip, etc.	
Database Meeting food	\$3.60
Home Depot - bulbs & weed killer	\$45.39
Kmart - sprayer and broadleaf killer	\$16.48
Staples - UPSs for staff PCs	\$144.07
Meijer - coffee, clock for meeting rm.	\$10.98
Other maintenance	
CDWG - Backup Exec. maint.	\$335.98
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Nagel - hard roll towel, tp	\$137.00
Smilie - toilet valve & drinking fountain	\$312.43
Utilities	
Saginaw - water	\$237.58
Consumers Energy - gas and electric	\$752.60
Mortgage	\$2,495.03
Miscellaneous	
CDWG - LTO3 tape drive	\$1,141.40
<b>TOTAL</b>	<b><u><u>\$32,020.97</u></u></b>

## VALLEY LIBRARY CONSORTIUM

### FY 2008/09 VLC Operational Budget

(through June 2009)

	<b>FY 2008/09 Budget</b>	<b>YTD Expenses</b>	<b>Remainder (Budget-YTD)</b>
Salaries	\$212,000	\$208,050.53	\$3,949.47
Benefits	\$71,000	\$67,452.86	\$3,547.14
Supplies, equipment, etc.	\$5,000	\$2,434.85	\$2,565.15
Promotion	\$200	\$70.06	\$129.94
Telephone	\$4,200	\$4,192.04	\$7.96
Postage	\$1,000	\$213.42	\$786.58
Computer & Notice Paper	\$200	\$108.92	\$91.08
Travel	\$500	\$116.60	\$383.40
Training, Workshops, etc.	\$5,000	\$4,265.82	\$734.18
Insurance	\$9,100	\$7,203.95	\$1,896.05
System Maintenance	\$63,800	\$58,711.62	\$5,088.38
Other Maintenance	\$9,000	\$8,999.23	\$0.77
Utilities	\$21,000	\$18,967.69	\$2,032.31
Debt Service	\$29,900	\$29,940.36	(\$40.36)
Financial Services	\$5,000	\$3,589.00	\$1,411.00
Bldg. Maintenance	\$14,000	\$16,564.17	(\$2,564.17)
Miscellaneous	\$5,000	\$3,963.16	\$1,036.84
On-going Authority Cntrl (including OCLC)	\$3,300	\$3,314.16	(\$14.16)
Merit Membership	\$13,000	\$11,814.72	\$1,185.28
<b>TOTAL</b>	<u>\$472,200</u>	<u>\$449,973.16</u>	<u>\$22,227</u>

### SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$106,581.98
Transfer to I/R Fund	(\$75,012.00)
Transfer to Capital Account	(\$900.00)
Bank Service Fee	(\$25.00)
Interest	\$1,492.68
Income	<u>\$478,600.93</u>
TOTAL Available Funds	\$510,738.59
Expenditures	<u>\$449,973.16</u>
Cash BALANCE	<u><b>\$60,765.43</b></u>



## Valley Library Consortium Capital Account Receipts

FY 2008/09

	July	August	September	October	November	December	January	February	March	April	May	June
Almont									5778.29			
Bay County	2007.00	397.57	2007.00	37.50	755.48	11517.38	755.48		2097.00	1650.00		
Bay Schools					37.62							
Bridgeport	367.00		307.00			2654.00			367.00			
Caro			226.15									
Chesaning	698.00		698.00	7.50			2943.00			698.00		345.45
Community Dist.							8550.00					
Delta				113.07								
Dryden				75.38					203.48	15.00		
Gladwin	327.00											
Harrison							75.50	45.00		75.00		
Iosco-Arenac			52.50			6588.00	302.00	375.90		225.00		
Lapeer	4872.00	440.90										
Marlette				188.45						15.00		
MMI												
MMCC							264.25					
Midland	1080.00		323.50						135.00			
North Branch			382.73			1927.00					15.00	
Northwood				397.57	188.45				45.00			
Pigeon				37.70			151.00		90.00			
Ruth Hughes				75.38		1962.00			189.15			
Saginaw	1984.00		752.00			7824.00			7924.00			
St. Charles	524.00		524.00		300.95	1224.00			614.00			
West Branch				37.50						75.00		
White Pine			150.26						120.00			
White Pine Rent												
Misc.					164.04	200.00	125.63	130		65.00		
USF				6269.48		19426.46		3142.88	9076.82	3382.80		
Subtotal	\$11,859.00	\$838.47	\$5,423.14	\$7,239.53	\$1,446.54	\$53,322.84	\$13,166.86	\$3,693.78	\$26,639.74	\$6,200.80	15.00	345.45

**TOTAL****\$130,191.15**

## VLC CAPITAL ACCOUNT

**FY 2008/09**     **June**

Beginning Fund Balance	\$124,445.41	
Transfer from Operating	\$900.00	
Income	\$130,191.15	
Interest	<u>\$1,344.28</u>	
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$256,880.84</b>
<b>Expenditures</b>		
AT&T Circuits	(3,990.79)	
McLeod Circuits	(1,783.80)	
Trivalent Circuits	(900.00)	
CDW - USB to PS2 cable, 4 TS licenses	(102.71)	
SirsiDynix - SIP for SAM	(4640.00)	
NetsourceOne - Liebert for SIP server	(884.00)	
CDWG - Terminal services licenses	(20.64)	
ATT - circuits	(\$4,323.35)	
Paetec	(\$196.84)	
ATT - circuits	(\$4,786.84)	
Paetec - circuits	(\$1,593.43)	
SirsiDynix - barcodes	(\$364.50)	
Trivalent - circuits	(\$2,450.00)	
Trivalent - circuits	(\$1,225.00)	
ATT - circuits	(\$1,905.95)	
SirsiDynix - Barcodes	(\$1,581.00)	
Remer - new boiler	(\$23,111.14)	
ATT-circuits	(\$2,288.00)	
Paetec - circuits	(\$898.14)	
Trivalent - circuits	(\$1,225.00)	
SirsiDynix - barcodes	(\$1,039.00)	
Trivalent - circuits	(\$1,225.00)	
Paetec - circuits	(\$898.14)	
AT&T - circuits	(\$2,285.75)	
AT&T - circuits	(\$2,285.75)	
SirsiDynix - barcodes	(\$1,474.00)	
Trivalent - circuits	(\$1,225.00)	
Paetec - circuits	(\$898.14)	
SirsiDynix - training	(\$7,200.00)	
ATT - circuits	(\$2,295.28)	
Trivalent - circuits	(\$1,225.00)	
SirsiDynix - barcodes	(\$648.50)	
Paetec - circuits	(\$1,796.28)	
Barracuda - spam, anti-virus	(\$2,321.52)	
SirsiDynix - Envisionware	(\$29,041.50)	
ATT - circuits	(\$2,288.00)	
Trivalent - circuits	(\$1,225.00)	
Trivalent - circuits	(\$1,225.00)	
Paetec - circuits	(\$898.14)	
Rockliffe - email	(\$950.00)	
ATT circuits -	(\$2,288.00)	
The Library Network - MARC training	(\$471.55)	
ATT circuits -	(\$1,010.54)	
Trivalent - circuits	(\$1,225.00)	

Paetec - circuits	(\$1,044.15)	
Trivalent - circuits	(\$1,225.00)	
Paetec - circuits	(\$1,030.89)	
		<u>(\$129,011.26)</u>
AVAILABLE BALANCE		<u><u>\$127,869.58</u></u>

**VLC EQUIPMENT IMPROVEMENT/REPLACEMENT FUND**

**SUMMARY OF AVAILABLE FUNDS**

	Expected	YTD Paid	Balance	FY 2008/09	June 2009		
Almont	\$692		\$692	Almont		<b>TOTAL Income</b>	771,991.01
Bay County	\$14,212		\$14,212	Bay County		Adjustment (7/99)	533.74
Bay Schools	\$1,204		\$1,204	Bay Schools		Bank Service Fees	(27.63)
Bridgeport	\$1,140		\$1,140	Bridgeport		Transfer from Oper. 7/08	35,000.00
Caro	\$2,248		\$2,248	Caro		Transfer from Oper. 12/08	40,000.00
Chesaning	\$992		\$992	Chesaning		<b>Expenditures</b>	
Comm Dist.	\$1,680		\$1,680	Comm. Dist		ISCI - Dick Boss	(1,752.25)
Delta	\$1,068		\$1,068	Delta		Contract - signing	(29,090.00)
Dryden	\$652		\$652	Dryden		Comp. Sys Corp - UPSs	(2,886.75)
Gladwin Co.	\$2,600		\$2,600	Gladwin Co.		GL Bender Elec. - wiring	(173.00)
Harrison	\$812		\$812	Harrison		Comp. Sys Corp - Cable for UPS	(89.00)
Imlay City	\$1,880		\$1,880	Imlay City		ALS contract milestones	(164,840.00)
Iosco-Arenac	\$2,792		\$2,792	Iosco-Arenac		HP Compiler	(1,942.50)
Lapeer	\$3,628		\$3,628	Lapeer		Comp Sys corp - UPS cart	(160.00)
Marlette	\$600		\$600	Marlette		HP Processor	(10,500.00)
MMCC	\$420		\$420	MMCC		HP Memory	(3,275.25)
MMI	\$52		\$52	MMI		Citizens Bank Account	(75.00)
Midland	\$13,208		\$13,208	Midland		Computer Sys Corp - UPS UPS	(532.00)
North Branch	\$1,440		\$1,440	North Branch		Gateway - 2 servers	(8841.00)
Northwood	\$736		\$736	Northwood		Comp Sys corp - UPS cart bkup softw NT	(895.00)
Pigeon	\$1,032		\$1,032	Pigeon		McBee Checks	(63.50)
St. Charles	\$940		\$940	St. Charles		ALS - 2 disk drives + install (2/99)	(1,660.00)
Saginaw	\$11,880		\$11,880	Saginaw		Computer Sys. Corp. - SQL software (3/99)	(1,205.00)
West Branch	\$1,084		\$1,084	West Branch		Computer Sys Corp SQL doc. (4/99)	(124.00)
White Pine	\$0		\$0	White Pine		ISCI - Dick Boss 8/03	(4,047.80)
TOTAL	\$66,992	\$0	\$66,992			Currie, Kendall,.. 10/03	(490.88)
<b>TOTAL I/R Rev</b>	<b>Projected</b>	<b>Contributions</b>	<b>Actual</b>	<b>Interest</b>	<b>Grand Total</b>	Dynix (contract signing) 11/03	(34,207.00)
1994/95	\$49,140		\$48,425.00	\$1,274.42	\$49,699.42	Kinko's (manual copies) 12/03	(1,073.94)
1995/96	\$68,800		\$73,300.53	\$7,008.78	\$80,309.31	ISCI - Dick Boss 12/03	(2,298.80)
1996/97	\$97,760		\$96,480.00	\$24,184.58	\$120,664.58	Dynix - Training 07/04	(8,000.00)
VLC Share 200k	\$24,230		\$24,575.24		\$24,575.24	Netsource One 8/2004	(3,230.00)
1997/98	\$50,000		\$60,709.78	\$22,233.22	\$82,943.00	Dynix - contract 8/2004	(45,610.00)
1998/99	\$35,000		\$35,090.00	\$6,333.54	\$41,423.54	Dynix - contract 9/3/04	(\$103,122.00)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - Webreporter 5/1/05	(\$3,720.00)
2000/01	\$25,000		\$25,000.00	\$10,219.30	\$35,219.30	Dynix-Contract 6/2005	(45,610.00)
2001/02	\$15,001		\$15,004.00	\$11,770.23	\$26,774.23		
2002/03	\$23,000		\$23,004	\$3,995.18	\$26,999.18	Available BALANCE	<u>\$367,982.45</u>
2003/04	\$66,992		\$25,000	\$2,663.22	\$27,663.22		
Fed Grant 04			\$14,837.48		\$14,837.48		
2004/05	\$66,992		\$25,016.00	\$1,318.20	\$26,334.20		
2005/06	\$66,992		\$25,018	2954.28	\$27,972.28		
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	<u>\$52,000</u>	4325	<u>\$52,182</u>	<u>\$13,358.05</u>	<u>\$69,865.05</u>		
TOTAL	\$613,907		\$516,464.03	\$102,785.91	\$771,991.01		

**VLC Building Maintenance Fund Summary**  
FY 2008/09 through June 2009

Beginning Fund Balance	\$30,887.36	
Transfer from MUG	\$1.00	
Transfer to MUG	(\$1.00)	
Interest	<u>\$160.19</u>	
TOTAL FUNDS AVAILABLE		\$31,047.55
 <u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,047.55</u></u>

**VLC**  
**Receipts-- Operational Account FY 2009/10**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Oct.</u>
Almont	3125			
Bay County	22461			
Bay Schools	3914			
Bridgeport	3538			
Caro	5279			
Chesaning	3423			
Community Dist.	4785			
Delta	4063			
Dryden	3078			
Gladwin		5453		
Harrison	3148			
Imlay City		4657		
Iosco-Arenac	6347			
Lapeer	7892			
Marlette	2835			
MMCC	2683			
MMI	2123			
Midland	19991			
North Branch	3951			
Northwood	3545			
Pigeon	3532			
Saginaw	20613			
St. Charles	3359			
West Branch	3529			
White Pine	2463			
White Pine Rent	3080	1540		
Misc.		11.00		
USF				
Subtotal:	142756.84	11661.00	0.00	0.00

TOTAL \$154,417.84

## VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY 2009/10	August 2009	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	\$1,212	\$3,973	\$2,000	(\$692)	\$6,493	\$3,125	\$3,368 Almont
Bay County	59	\$14,298	\$81,661	\$2,000	(\$14,212)	\$83,747	\$22,461	\$61,286 Bay County
Bay Schools	8	\$1,939	\$6,908	\$2,000	(\$1,204)	\$9,643	\$3,914	\$5,729 Bay Schools
Bridgeport	3	\$727	\$6,560	\$2,000	(\$1,140)	\$8,147	\$3,538	\$4,609 Bridgeport
Caro	10	\$2,423	\$12,924	\$2,000	(\$2,248)	\$15,099	\$5,279	\$9,820 Caro
Chesaning	4	\$969	\$5,709	\$2,000	(\$992)	\$7,686	\$3,423	\$4,263 Chesaning
Community Dist.	13	\$3,150	\$9,647	\$2,000	(\$1,680)	\$13,117	\$4,785	\$8,332 Community Dist.
Delta	13	\$3,150	\$6,147	\$2,000	(\$1,068)	\$10,229	\$4,063	\$6,166 Delta
Dryden	5	\$1,212	\$3,745	\$2,000	(\$652)	\$6,305	\$3,078	\$3,227 Dryden
Gladwin	6	\$1,454	\$14,949	\$2,000	(\$2,600)	\$15,803	\$5,453	\$10,350 Gladwin Co.
Harrison	3	\$727	\$4,673	\$2,000	(\$812)	\$6,588	\$3,148	\$3,440 Harrison
Imlay City (Ruth Hughes	7	\$1,696	\$10,801	\$2,000	(\$1,880)	\$12,617	\$4,657	\$7,960 Imlay City
Iosco-Arenac	17	\$4,120	\$16,033	\$2,000	(\$2,792)	\$19,361	\$6,347	\$13,014 Iosco-Arenac
Lapeer	26	\$6,301	\$20,852	\$2,000	(\$3,628)	\$25,525	\$7,892	\$17,633 Lapeer
Marlette	2	\$485	\$3,450	\$2,000	(\$600)	\$5,335	\$2,835	\$2,500 Marlette
MMCC	3	\$727	\$2,419	\$2,000	(\$420)	\$4,726	\$2,683	\$2,043 MMCC
MMI	1	\$242	\$301	\$2,000	(\$52)	\$2,491	\$2,123	\$368 MMI
Midland	38	\$9,209	\$75,901	\$2,000	(\$13,208)	\$73,902	\$19,991	\$53,911 Midland
North Branch	4	\$969	\$8,268	\$2,000	(\$1,440)	\$9,797	\$3,951	\$5,846 North Branch
Northwood	11	\$2,666	\$4,234	\$2,000	(\$736)	\$8,164	\$3,545	\$4,619 Northwood
Pigeon	5	\$1,212	\$5,941	\$2,000	(\$1,032)	\$8,121	\$3,532	\$4,589 Pigeon
St. Charles	4	\$969	\$5,402	\$2,000	(\$940)	\$7,431	\$3,359	\$4,072 St. Charles
Saginaw	74	\$17,933	\$68,276	\$2,000	(\$11,880)	\$76,329	\$20,613	\$55,716 Saginaw
West Branch	4	\$969	\$6,225	\$2,000	(\$1,084)	\$8,110	\$3,529	\$4,581 West Branch
White Pine	1	\$242	\$0	\$2,000	\$0	\$2,242	\$2,463	-\$221 White Pine
White Pine Rent							\$4,620	White Pine rent
Misc.							\$11	Misc.
USF								USF
TOTAL							<u>\$154,417.84</u>	

**VLC Operational Account  
Bills -July 2009**

Salaries	\$16,257.68
Benefits	<u>\$6,537.50</u>
Subtotal	\$22,795.18
Telephone	
Telephone - Long Distance	\$66.84
Telephone - Monthly Charge (2 months)	\$553.02
Travel	
KS to FedEx to pickup CPU/Mem Board	\$12.65
Misc. supplies, equip, etc.	
SVSU - printing of ILL bands	\$746.40
One Source Office Products - folders, toner, tape, pencils, ribbon	\$232.37
Reimburse JA - coffee x 2 and filters	\$15.77
Insurance	
Saginaw Bay Underwriters - D & O, Employment Prac, Workman's comp, Prof. Liab, Bus owners, Comp. Equip.	\$6,339.13
System Maintenance	
SirsiDynix - 6 months sys. maint.	\$28,412.90
SirsiDynix - CPU/Memory Board for Sun V480	\$2,865.00
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Utilities	
Saginaw - water	\$285.26
Consumers Energy - gas and electric	\$1,180.19
Mortgage	\$2,495.03
On-going Authority Control	
MLC pre-paid OCLC charges	\$2,237.55
<b>TOTAL</b>	<b><u><u>\$68,887.29</u></u></b>



**VLC Operational Account  
Bills -August 2009**

Salaries	\$16,119.26
Benefits	<u>\$4,452.20</u>
Subtotal	\$20,571.46
Telephone	
Telephone - Long Distance	\$73.92
Postage	\$35.88
Promotion	
Food for Upgrade meeting	\$5.49
Food - Database meeting	\$3.99
Misc. supplies, equip, etc.	
One Source Office Supply - disk mailers	\$24.94
Tape4backup -- LTO3 tapes	\$255.00
Saginaw Treas. - business license	\$100.00
Training, subscriptions, etc.	
Merit Annual Conf. - Registration JE	\$189.00
Computers in Libraries	\$99.95
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
JE Johnson - Liebert pm	\$270.00
Utilities	
Saginaw - water	\$285.26
Consumers Energy - gas and electric	\$1,161.31
Mortgage	\$2,495.03

**TOTAL**

**\$26,221.23**

## VALLEY LIBRARY CONSORTIUM

### FY 2009/10 VLC Operational Budget

(through August 2009)

	<b>FY 2009/10 Budget</b>	<b>YTD Expenses</b>	<b>Remainder (Budget-YTD)</b>
Salaries	\$213,000	\$32,376.94	\$180,623.06
Benefits	\$73,000	\$10,989.70	\$62,010.30
Supplies, equipment, etc.	\$4,500	\$1,374.48	\$3,125.52
Promotion	\$1,000	\$9.48	\$990.52
Telephone	\$4,200	\$693.78	\$3,506.22
Postage	\$500	\$35.88	\$464.12
Travel	\$500	\$12.65	\$487.35
Training, Workshops, etc.	\$5,000	\$288.95	\$4,711.05
Insurance	\$7,500	\$6,339.13	\$1,160.87
System Maintenance	\$64,000	\$31,277.90	\$32,722.10
Other Maintenance	\$9,500		\$9,500.00
Utilities	\$21,000	\$2,912.02	\$18,087.98
Debt Service	\$29,950	\$4,990.06	\$24,959.94
Financial Services	\$2,500		\$2,500.00
Bldg. Maintenance	\$14,000	\$1,570.00	\$12,430.00
Miscellaneous	\$5,000		\$5,000.00
On-going Authority Cntrl (including OCLC)	\$3,400	\$2,237.55	\$1,162.45
Merit Membership	<u>\$13,000</u>	<u>\$0.00</u>	<u>\$13,000.00</u>

### SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$60,765.43
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$76.57
Income	<u>\$154,417.84</u>
TOTAL Available Funds	\$215,259.84
Expenditures	<u>\$95,108.52</u>
Cash BALANCE	<u><b>\$120,151.32</b></u>

## Valley Library Consortium Capital Account Receipts

FY 2009/10

	July	August	September
Almont			
Bay County	1803.00		
Bay Schools		45.00	
Bridgeport	268.00		
Caro			
Chesaning	673.00		
Community Dist.		45.00	
Delta			
Dryden			
Gladwin	105.00		
Harrison			
Iosco-Arenac			
Lapeer			
Marlette			
MMI			
MMCC		90.00	
Midland		4025.00	
North Branch			
Northwood			
Pigeon			
Ruth Hughes			
Saginaw	3698.54		
St. Charles	386.00		
West Branch			
White Pine			
White Pine Rent			
Misc.			
USF		7737.61	
Subtotal	\$6,933.54	\$11,942.61	\$0.00
<b>TOTAL</b>	<b><u>\$18,876.15</u></b>		

**VLC CAPITAL ACCOUNT****FY 2009/10 August**

Beginning Fund Balance	\$127,869.58	
Income	\$18,876.15	
Interest	<u>\$79.95</u>	
TOTAL FUNDS AVAILABLE		\$146,825.68
<b><u>Expenditures</u></b>		
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,030.89)	
ATT - circuits	(662.48)	
SirsiDynix - barcodes	(329.00)	
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,030.89)	
ATT - circuits	<u>(686.21)</u>	
		<u>(\$6,189.47)</u>
AVAILABLE BALANCE		<u><u>\$140,636.21</u></u>

## VLC EQUIP. I/R FUND

## SUMMARY OF AVAILABLE FUNDS

	Expected	YTD Paid	Balance	FY 2009/10	August 2009		
Almont	\$692	\$173	\$519	Almont		<b>TOTAL Income</b>	788,760.17
Bay County	\$14,212	\$3,553	\$10,659	Bay County		Adjustment (7/99)	533.74
Bay Schools	\$1,204	\$301	\$903	Bay Schools		Bank Service Fees	(27.63)
Bridgeport	\$1,140	\$285	\$855	Bridgeport		Transfer from Oper. 7/08	35,000.00
Caro	\$2,248	\$562	\$1,686	Caro		Transfer from Oper. 12/08	40,000.00
Chesaning	\$992	\$248	\$744	Chesaning		<b>Expenditures</b>	
Comm Dist.	\$1,680	\$420	\$1,260	Comm. Dist		ISCI - Dick Boss	(1,752.25)
Delta	\$1,068	\$267	\$801	Delta		Contract - signing	(29,090.00)
Dryden	\$652	\$163	\$489	Dryden		Comp. Sys Corp - UPSs	(2,886.75)
Gladwin Co.	\$2,600	\$650	\$1,950	Gladwin Co.		GL Bender Elec. - wiring	(173.00)
Harrison	\$812	\$203	\$609	Harrison		Comp. Sys Corp - Cable for UPS	(89.00)
Imlay City	\$1,880	\$470	\$1,410	Imlay City		ALS contract milestones	(164,840.00)
Iosco-Arenac	\$2,792	\$698	\$2,094	Iosco-Arenac		HP Compiler	(1,942.50)
Lapeer	\$3,628	\$907	\$2,721	Lapeer		Comp Sys corp - UPS cart	(160.00)
Marlette	\$600	\$150	\$450	Marlette		HP Processor	(10,500.00)
MMCC	\$420	\$105	\$315	MMCC		HP Memory	(3,275.25)
MMI	\$52	\$13	\$39	MMI		Citizens Bank Account	(75.00)
Midland	\$13,208	\$3,302	\$9,906	Midland		Computer Sys Corp - UPS UPS	(532.00)
North Branch	\$1,440	\$360	\$1,080	North Branch		Gateway - 2 servers	(8841.00)
Northwood	\$736	\$184	\$552	Northwood		Comp Sys corp - UPS cart bkup softw NT	(895.00)
Pigeon	\$1,032	\$258	\$774	Pigeon		McBee Checks	(63.50)
St. Charles	\$940	\$235	\$705	St. Charles		ALS - 2 disk drives + install (2/99)	(1,660.00)
Saginaw	\$11,880	\$2,970	\$8,910	Saginaw		Computer Sys. Corp. - SQL software (3/99)	(1,205.00)
West Branch	\$1,084	\$271	\$813	West Branch		Computer Sys Corp SQL doc. (4/99)	(124.00)
White Pine	\$0	\$0	\$0	White Pine		ISCI - Dick Boss 8/03	(4,047.80)
TOTAL	\$66,992	\$16,748	\$50,244			Currie, Kendall,.. 10/03	(490.88)
<b>TOTAL I/R Rev</b>	<b>Projected Contributions</b>		<b>Actual</b>	<b>Interest</b>	<b>Grand Total</b>	Dynix (contract signing) 11/03	(34,207.00)
1994/95	\$49,140		\$48,425.00	\$1,274.42	\$49,699.42	Kinko's (manual copies) 12/03	(1,073.94)
1995/96	\$68,800		\$73,300.53	\$7,008.78	\$80,309.31	ISCI - Dick Boss 12/03	(2,298.80)
1996/97	\$97,760		\$96,480.00	\$24,184.58	\$120,664.58	Dynix - Training 07/04	(8,000.00)
VLC Share 200k	\$24,230		\$24,575.24		\$24,575.24	Netsource One 8/2004	(3,230.00)
1997/98	\$50,000		\$60,709.78	\$22,233.22	\$82,943.00	Dynix - contract 8/2004	(45,610.00)
1998/99	\$35,000		\$35,090.00	\$6,333.54	\$41,423.54	Dynix - contract 9/3/04	(\$103,122.00)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - Webreporter 5/1/05	(\$3,720.00)
2000/01	\$25,000		\$25,000.00	\$10,219.30	\$35,219.30	Dynix-Contract 6/2005	(45,610.00)
2001/02	\$15,001		\$15,004.00	\$11,770.23	\$26,774.23	ISCI- D. Boss 6/2009	(250.00)
2002/03	\$23,000		\$23,004	\$3,995.18	\$26,999.18	4 County Comm Foun 8/2009	(1,000.00)
2003/04	\$66,992		\$25,000	\$2,663.22	\$27,663.22		
Fed Grant 04			\$14,837.48		\$14,837.48	Available BALANCE	<u>\$383,501.61</u>
2004/05	\$66,992		\$25,016.00	\$1,318.20	\$26,334.20		
2005/06	\$66,992		\$25,018	2954.28	\$27,972.28		
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	4325	\$52,182	\$13,358.05	\$69,865.05		
2009/10	<u>\$67,000</u>		<u>\$16,748</u>	<u>\$21.16</u>	<u>\$16,769.16</u>		
TOTAL	\$613,907		\$516,464.03	\$102,785.91	\$788,760.17		

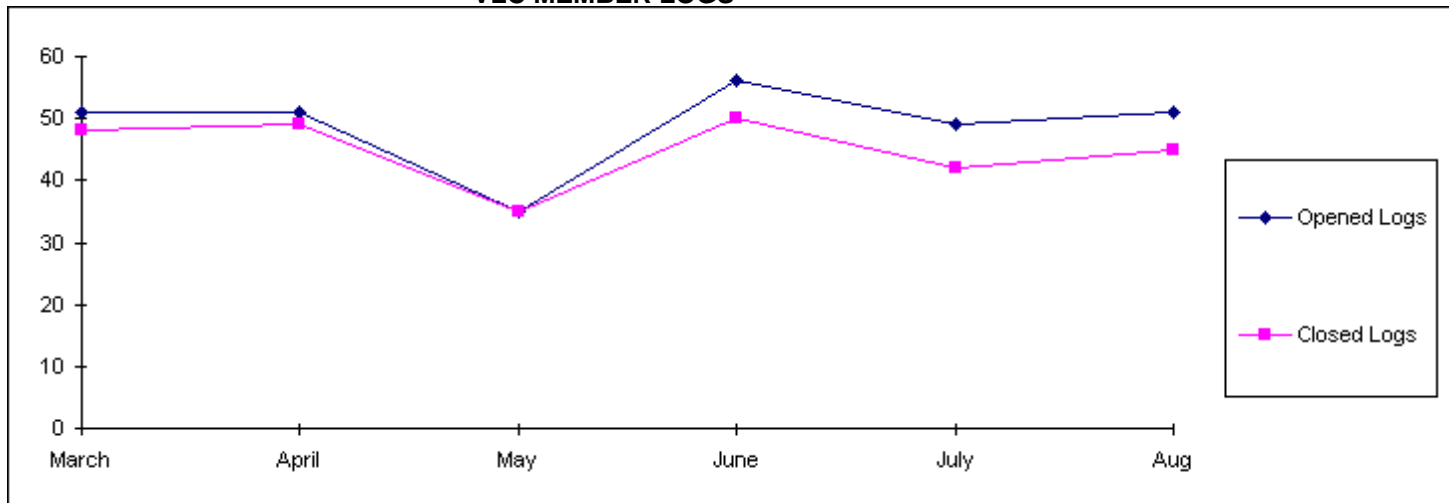
**VLC Building  
Maintenance  
Fund Summary**  
FY 2009/10 through August 2009

Beginning Fund Balance	\$31,047.55	
Interest	<u>\$2.64</u>	
TOTAL FUNDS AVAILABLE		\$31,050.19
<u>Expenditures</u>		
	TOTAL EXPENDITURES	<u>0.00</u>
	AVAILABLE BALANCE	<u><u>\$31,050.19</u></u>

Valley Library Consortium		
Home Page Access Stats		

	Month of <u>July</u>	Month of <b>Aug</b>
A) Total Number of times accessed:		
1) Main Page (www.vlc.lib.mi.us)	3034	<b>2491</b>
2) Spring Board (www.vlc.lib.mi.us/JumpGate.html)	0	<b>0</b>
3) Search Page (www.vlc.lib.mi.us/search.html)	41	<b>17</b>
4) Page with Links to Other Libraries	83	<b>98</b>
5) Online Resources Page	70	<b>60</b>
6) Contact Information Page	46	<b>40</b>
B) Average Hits a day:		
1) Main Page	97.87	<b>80.35</b>
2) Spring Board	0.00	<b>0.00</b>
3) Search Page	1.32	<b>0.55</b>
4) Page with Links to Other Libraries	2.68	<b>3.16</b>
5) Online Resources Page	2.26	<b>1.94</b>
6) Contact Information Page	1.48	<b>1.29</b>

**VLC MEMBER LOGS**



	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Fiscal YTD</b>
Opened Logs	51	51	35	56	49	51	100
Closed Logs	48	49	35	50	42	45	87



VALLEY LIBRARY CONSORTIUM  
Administrative Council and Board Meetings

## Meeting Schedule

2009/2010

September 16	10:00am (regular) 11:00am (Board)
October 21	10:00am (regular) 11:00am (Board)
November 18	10:00am (regular) 11:00am (Board)
December 16	10:00am (regular) 11:00am (Board)
January 20	10:00am (regular) 11:00am (Board)
February 17	10:00am (regular) 11:00am (Board)
March 17	10:00am (regular) 11:00am (Board)
April 21	10:00am (regular) 11:00am (Board)
May 19	10:00am (regular) 11:00am (Board)

# VALLEY LIBRARY CONSORTIUM

BOARD Meeting  
September 16, 2009  
11:00 am  
VLC HQ

## AGENDA

### **Additions to the Agenda**

### **Decisions:**

1. Approval of the Minutes from June 17, 2009

### **Discussions:**

Recommendations from the Administrative Council

### **Announcements:**

**VALLEY LIBRARY CONSORTIUM**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**

June 17, 2009

**Members Present:** Melissa Barnard, President (Grace Dow Memorial Library), Rose Rice Gutierrez, Vice-President (Bridgeport); Stephanie Mallak Olson, Sec./Treasurer (Iosco-Arenac); Kate Pohjola (Lapeer); Kristen Valyi-Hax (Ruth Hughes Memorial Library); Tom Birch (Bay County Library System); Trish Burns (PLOS)

**Others Attending:** Karl Steiner (VLC)

M. Barnard called the meeting of the Board of Trustees of the Valley Library Consortium to order at 11:17am

**Decisions:**

1. Minutes

R. Rice-Gutierrez moved to approve the minutes of the February 18, 2009 meeting. K. Pohjola seconded the motion. Motion carried.

2. Database Recommendations

K. Pohjola moved to approve the two Database Committee recommendations presented at the Administrative Council meeting on 6-17-09 (adding the edition statement to the bib summary screen and always displaying the title 245 on the holdings screen). T. Birch seconded the motion. Motion carried.

3. Automated Systems Planning Committee Recommendation

T. Birch moved to accept the Administrative Council Recommendation to delay the start of the new system procurement process by one year (to start in August 2010 instead of August 2009) and accept the revised budget included in the grant applications. R. Rice seconded the motion. Motion carried.

4. Revised Operating Budget

K. Valyi-Hax moved to accept the revised Operating Budget for FY2009/10 as contained in the Administrative Council packet, which mainly reallocates funds from the Salaries and Benefits lines to the Equipment I/R.

K. Pohjola seconded the motion. Motion carried.

5. HIP Enhancement

T. Birch moved to add a link on the HIP failed search screen to Melcat. K. Valyi-Hax seconded the motion. Motion carried.

**Announcements:**

T. Burns said that PLOS would be implementing RFID in the next year.

K. Pohjola said that she had 48 applicants for a fiction librarian position.

R. Rice-Gutierrez said that Bridgeport has purchased eight netbook computers to circulate.

The meeting adjourned at 11:27am

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Submitted by Stephanie Mallak Olson, Secretary/Treasurer

## **Procedures for dealing with Items filling requests that have not arrived at the pickup location** *(draft rev. 6/6/09)*

The VLC runs a monthly report of items that have been flagged to fill a request, but that have not made it to the pickup location. Some of these items have a status of "Transit Request." Some of them have statuses other than that and need to be dealt with in a different way. Regardless of the status, as long as the system thinks there is an item captured to fill the request, the request will keep the status of transit and will not be filled by another available item or expire. To make some of the procedures work, you should create a borrower used strictly for this purpose.

### **Items flagged to fill a request with the status of "Transit Request"**

Items that are in transit to fill a request have a status of "Transit Request." For however long the item has that status, the system will think the item is filling the request. If the item has been searched for and cannot be found, libraries should change the status of the item so that another item (when available) will fill the request. If your library has a "Transit Request" item that has been searched for and **cannot** be found, please do the following to renew the request:

1. Check the item out to the designated lost borrower.
2. When prompted, confirm you want to proceed and then indicate you want to renew the first borrower's request. (This will put them back into the request queue with a proper request status without the item# so another copy can potentially fill the request.)
3. Check to see if your item is the only item available. If it is, cancel the borrower's request. (The system will create a cancelled request notice.)
4. Leave the item checked out to the designated lost borrower. The item will either get checked in or will eventually be set to lost.
5. Keep the report you just worked.

In order to bill the borrowing library:

1. When the VLC sends out the "Report of Lost ILL", review the designated lost borrower for lost items.
2. If the item has been lost for more than three months, review the reports to see which library was the "pickup location". Bill that library for the item.

### **Items flagged to fill a request with a status other than "Transit Request"**

When an item has a status of something other than "Transit Request"(th), but the system still thinks the item is filling the request.

1. Check the item in (in the normal mode).

2. Check the item out to the designated lost borrower.
3. When prompted, confirm you want to proceed and then indicate you want to renew the first borrower's request. (This will put them back into the request queue with a proper request status without the item# so another copy can potentially fill the request.)
4. Check to see if your item is the only item available. If it is, cancel the borrower's request. (The system will create a cancelled request notice.)
5. Leave the item checked out to the designated lost borrower. The item will either get checked in or will eventually be set to lost.
6. Keep the report you just worked.