

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, October 20, 2010 **10am**

3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, September 15, 2010, p.3 - 4
- C. Executive Director's Report, p.5 - 6
- D. FY 2010/11 Financial Reports, p.7 - 15
- E. Meeting Schedule (Administrative Council & Board), p. 16
- F. Board Agenda, September 15, 2010, p. 17
- G. Board Minutes, September 15, 2010, p. 18 - 19
- H. ILS Roadmap - Proposed, p. 20

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
October 20, 2010
10am
3210 Davenport, Saginaw

AGENDA

Additions to the Agenda:

VLC Financial Review – Mike Hanisko

Decisions:

1. Approval of the minutes from the September 15, 2010 meeting (p. 3)
2. New ILS Roadmap

Executive Director's Report

Discussions:

1. Proposal to Extend Functionality of HIP
2. Strategic Plan Update
3. Personnel Manual Modifications
4. Board Member Handbook Modifications
5. Credit Card Payments
6. Bulk Technology Orders

Announcements:

News of Events from Member Libraries

Next Scheduled Meeting: November 17, 2010

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

September 15, 2010 10:00 a.m.

Council Members Present: Kay Hurd-Almont; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Erin Schmandt-Chesaning; Josh Schu-Community District; Jack Wood-Delta; Desta Ureel-Dryden; Bruce Guy-Gladwin; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Cory Goethe-MCC; Melissa Barnard-Midland; Judy Eastland-MMI; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay City; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Trish Burns-PLOS; Marsha Boyd-West Branch.

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

Chair J. Bach called the meeting to order at 10:03 a.m.

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

DECISIONS

M. Barnard moved to approve the minutes from July 12, 2010 meeting. J. Wood seconded. Motion passed.

K. Dunker presented two recommendations from the Database Committee:

The committee recommended displaying the 856 tag subfield z by default, then, if no subfield z is present, the subfield u will display.

The committee recommended removing the following fields from the Request Pull List

Display: comments, bib# and pickup location.

K. Valyi-Hax moved to accept the recommendations of the committee. J. Wood seconded. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Weinlander Fitzhugh has determined that the VLC can no longer file Form 990EZ. The comprehensive 990 form needs to be reviewed by the Board. The Council asked that the form be presented at the next council meeting.

L. Martin asked the council about an October meeting. It is not on the current schedule from the last Administrative Council packet. Members felt there should be a meeting.

L. Martin reported that the Database Committee was doing an ILL pilot project for 3 months where Lapeer will not borrow any items from Northwood and Northwood will be the last library to receive a request for an available item from any other VLC library. After much discussion, J. Wood made the following motion: The VLC would investigate preventing requests on Northwood's fiction items. If that was not possible, Northwood items would be set to be the last to fill requests. Northwood will reevaluate participating in Mel delivery. Members will keep track of costs associated with requests filled by Northwood. R. Rice-Gutierrez seconded. Motion carried.

The counts for the 2011/12 budget will be done on Nov. 1. Members interested in having the VLC delete borrowers or items in a batch should contact L. Martin.

L. Martin reported on the finances of the consortium.

DISCUSSIONS

1. Next Generation Integrated Library System

L. Martin stated that he is willing to move forward with a migration to another ILS, but felt he wanted to clarify several

points.

SirsiDynix has pledged support and development of Horizon for many years to come.

There are indirect costs associated with migrating to a new ILS (staff time, training, etc.)

The hardware on which Horizon is running is rather old, but SirsiDynix has offered support through June 2012. At that SirsiDynix will reevaluate if they will extend that support further.

The VLC can purchase new hardware without migrating to another ILS. L. Martin is currently in the process of getting quotes from various vendors.

If the VLC chooses to migrate to SirsiDynix Symphony, the licenses currently owned will transfer to the new system. It's possible that the VLC could migrate to Symphony for around \$100,000 for the software according to the SirsiDynix sales representative Ray Biscaro. Without an RFP requirement, SirsiDynix is willing to offer some other services for free.

The cost of selecting and ILS seems to be decreasing.

Open Source products may be changing drastically in the next year due to King County's development of it.

Even if the VLC chooses not to ask SirsiDynix for an RFP, the VLC can still request other vendors do an RFP.

L. Martin asked if any members were dissatisfied with Horizon. No members voiced that they were.

L. Martin asked about the Council felt about returning all or a portion of the grant money. Without the money received or pledged, the VLC would have approximately \$512,000 for a new system. After much discussion, it was decided that any organization that have pledged or given money should be brought up to date on the status of the migration project.

When asked for a recommendation of where the project should go, L. Martin responded with saying he believed the consortium should wait 12 months, and then reevaluate at that time if they want to move forward. In the future the VLC should consider a bi-yearly review of available systems.

M. Barnard made a motion to not move ahead with the current plan and instructed the Executive Director to develop a plan that explores future ILS and/or move ahead with a strategic plan. K. Pohjola seconded. Motion carried.

ANNOUNCEMENTS:

Ruth Hughes has a new children's coordinator: Megan Goedge.

K. Hurd suggested that the consortium may wish to consider purchasing reusable bags for delivery amongst its members.

Mid Michigan Community College has a new director: Cory Goethe.

Lapeer's Goodland branch is still closed. K. Pohjola asked if any other libraries had experience with a member trying to withdraw from a District library. No other members had.

B. Sitler mentioned that the Legislative Joint Committee on Appropriations for Education should be determining funding for libraries today.

Meeting adjourned at 12:20 p.m.

Next scheduled meeting is October 20, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker

Executive Director' Report, September 15, 2010

PALnet Meeting

On Wednesday October 6th Jon Enge and I made a trip to visit with Mark Evans and his team at the PALnet Consortium. PALnet is a library automation project that serves the libraries of Baker College (10 state-wide sites), Kettering University, and Mott Community College (Flint and Southern Lakes sites). PALnet recently migrated from SirsiDynix Horizon to their Symphony product.

A couple of things really stood out for me from this meeting. The first was the fact that the total cost for their migration was just under \$60K. The last was that Mark Evans felt that knowing what he knows now about Symphony he probably would have held off on the migration. Basically, he felt the effort required to migrate was not worth the minimal, if any benefit of Symphony.

One of the things that we really wanted to discuss with PALnet was their effort to Virtualize their Horizon/Symphony server. Although we have experience virtualizing other systems at the VLC we have been hesitant to do the same with the Horizon ILS. This is really a new concept for libraries and the virtualization of your ILS. We came away with all our concerns availed and when we replace our hardware in the future we will be migrating the Horizon server to a virtualized environment.

KOHA Demo

Kay Dunker and I received an online demo of the Open Source ILS KOHA on Friday September 17th. Progressive Technology Federal Systems (PTFS) purchased LibLime the dominant firm providing KOHA development and support services. PTFS is an integration and digitization services company with a vast majority of it's customers coming from the library environment. The purchase PTFS faces many challenges in the future. The purchase apparently has upset many in the KOHA library community that has many wondering what future lays ahead for KOHA. Additionally, LibLime/PTFS has lost a great number of employees, which appears to have destabilized the product and it's future.

ILL Pilot Project - Update

As of Monday, September 27, after investigating our ability to prevent requests on Nothwood's fiction collection, Kay was able to do this and as such has changed 411 items with a collection code of 'nofic' at the 'nor' location to have an itype of 'nonuh'. Hopefully, this will help alleviate some if not all of the postage costs that member libraries are incurring.

End of Year Counts

I just wanted let everyone know that your counts for the 2011/12 budget will be done on November 1st. As such I had asked any members interested in having the VLC delete borrowers or items should send me an e-mail no later than October 18th. Since I have not received that many requests I've decided to extend the deadline to Friday October 22nd.

SEI – Service Express

The VLC has been doing business with SEI – Service Express for several years and I thought I would make sure that all our members were familiar with their services and cost saving capabilities. For over twenty years, they have been maintaining and repairing critical servers, locally stocking the right parts, improving skills with comprehensive hands-on training, and continually meeting their customers' needs. I recently meet with our local account manager, Rob Somers, and he talked to me about their guarantee to beat any vendor hardware maintenance costs by 40%. Basically, you're paying 40% less and getting the same service. We've using this service for years and love it. Rob has offered to come in and present to the group if you would like or he can meet with you individually.

Virtualization

On Wednesday, September 29th I attended a session on Virtualization given by Netsource One and Dell. Virtualization allows you to eliminate the old "one server, one application" model and run multiple virtual machines on each physical machine. Therefore, it allows you to free your IT admins from spending so much time managing servers and allowing you to maximize your hardware potential and save considerable amounts of money in doing so. So for those of you not virtualizing your computing hardware and are looking to save money and/or to improve the efficiency and availability of your IT resources and applications virtualization may be just what your looking for.

RT: Request Tracker – Help Desk System

We are in the process of implementating a new Help Desk ticketing system here at the VLC. RT or Request Tracker is the leading open-source issue tracking system efficiently manage *tasks, problems, conversations*. RT is a *self-service interface* that will allow you to submit and interact with your tickets. It is available from anywhere you have access to the internet on *any device*—your desktop, laptop, tablet, or phone will all work! As a web application, it doesn't matter whether you're running Windows, Mac OS X, or Linux. Not only can you use RT on the web, but you can *interact with RT via email* too. Implementating RT will allow us to provide client support and task management more effectively, persistently, and transparently. It will be one of our cornerstone tools in keeping your satisfaction high and our business running smooth.

VALLEY LIBRARY CONSORTIUM

FY 2010/11 VLC Operational Budget

(through September 2010)

	FY 2010/11	YTD Expenses	Remainder (Budget-YTD)
Salaries	\$235,000	\$48,384.99	\$186,615.01
Benefits	\$94,500	\$30,504.68	\$63,995.32
Supplies, equipment, etc.	\$4,500	\$2,328.92	\$2,171.08
Promotion	\$3,200		\$3,200.00
Telephone	\$4,200	\$1,022.50	\$3,177.50
Postage	\$500	\$44.00	\$456.00
Travel	\$500	\$8.00	\$492.00
Training, Workshops, etc.	\$5,000	\$550.00	\$4,450.00
Insurance	\$6,500	\$6,759.75	(\$259.75)
System Maintenance	\$61,000	\$29,129.29	\$31,870.71
Other Maintenance	\$5,000		\$5,000.00
Utilities	\$20,000	\$5,291.43	\$14,708.57
Debt Service	\$30,000	\$7,485.09	\$22,514.91
Financial Services	\$3,600	\$2,950.00	\$650.00
Bldg. Maintenance	\$14,000	\$2,438.10	\$11,561.90
Miscellaneous	\$5,000	\$1,220.00	\$3,780.00
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>\$147,860.42</u>	<u>\$354,340</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$132.39
Income	<u>\$266,038.32</u>
TOTAL Available Funds	\$351,136.72
Expenditures	<u>\$147,860.42</u>
Cash BALANCE	<u>\$203,276.30</u>

Valley Library Consortium Capital Account Receipts

FY 2010/11

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Almont												
Bay County	1675.00		1675.00									
Bay Schools												
Bridgeport	237.00	401.85										
Caro												
Chesaning	590.00	246.75	590.00									
Community Dist.												
Delta												
Dryden												
Gladwin												
Harrison												
Iosco-Arenac	375.90	576.45										
Lapeer			988.05									
Marlette												
MMI												
MMCC												
Midland	504.00											
North Branch												
Northwood												
Pigeon		164.85										
Ruth Hughes												
Saginaw		1199.10										
St. Charles	375.00	329.70	375.00									
West Branch		164.85										
White Pine												
White Pine Rent												
Misc.												
USF		8203.89										
Subtotal	\$3,756.90	\$11,287.44	\$3,628.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
TOTAL	<u><u>\$18,672.39</u></u>											

VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY2010/11

September 2010

<u>LIBRARY</u>	<u>#Seats</u>	<u>Seat Fees</u>	<u>Record Fees</u>	<u>Membership Fee</u>	<u>I/R Fund contribut.</u>	<u>Total Operating Revenue</u>	<u>YTD Paid</u>	<u>Balance 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	\$3,331	\$4,998 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							\$6,160	White Pine rent
Misc.							\$75.15	Misc.
USF							\$3,251	USF
TOTAL							<u>\$265,837.74</u>	

VLC Operational Account: Bills -August 2010

Salaries	\$11,946.73
Benefits	<u>\$10,067.65</u>
Subtotal	\$22,014.38
<u>Telephone</u>	
Telephone - Long Distance/monthly charges	\$292.56
<u>Postage</u>	
Credit Card - Stamps	\$35.20
<u>Travel</u>	
Lee Martin - Miles for meeting with M. Barnard	\$8.00
<u>Misc. supplies, equip, etc.</u>	
Kay Dunker - Batteries/Admin Council food	\$12.00
CDW - 4 GB of memory for server	\$193.52
Jo Abbenante - Coffee	\$14.48
Kay Dunker - Database meeting food	\$5.99
Jo Abbenante - Coffee Filters	\$3.79
Credit Card - Kroger - Coffee	\$5.99
<u>Training</u>	
Library of Michigan - E-Rate training	\$25.00
Credit Card - Library of Congress Subscription	\$525.00
<u>Misc.</u>	
Karl Steiner - Consulting	\$240.00
Credit Card - State Annual Reports	\$20.00
<u>Building Maintenance and Supplies</u>	
Ray Moreno - Cleaning	\$650.00
Remer Plumbing & Heating - Inspection	\$210.00
J.E. Johnson - Yearly maintenance	\$278.10
<u>Audit Expenses</u>	
Weinlander Fithugh - Financial Review	\$2,950.00
<u>Utilities</u>	
Consumers - Gas and Electric	\$1,418.64
Water and sewer	\$300.93
<u>Mortgage</u>	\$2,495.03
<u>Merit Fees</u>	
Internet Connection	\$7,506.14
	<hr/>
TOTAL	\$39,204.75

VALLEY LIBRARY CONSORTIUM
FY 2010/11 VLC Operational Budget
(through July 2010)

	FY 2010/11	YTD	Remainder
		Expenses	(Budget-YTD)
Salaries	\$235,000	\$16,710.26	\$218,289.74
Benefits	\$94,500	\$3,678.63	\$90,821.37
Supplies, equipment, etc.	\$4,500	\$258.35	\$4,241.65
Promotion	\$3,200		\$3,200.00
Telephone	\$4,200	\$376.18	\$3,823.82
Postage	\$500		\$500.00
Travel	\$500		\$500.00
Training, Workshops, etc.	\$5,000		\$5,000.00
Insurance	\$6,500	\$6,759.75	(\$259.75)
System Maintenance	\$61,000		\$61,000.00
Other Maintenance	\$5,000		\$5,000.00
Utilities	\$20,000	\$1,768.52	\$18,231.48
Debt Service	\$30,000	\$2,495.03	\$27,504.97
Financial Services	\$3,600		\$3,600.00
Bldg. Maintenance	\$14,000	\$650.00	\$13,350.00
Miscellaneous	\$5,000		\$5,000.00
On-going Authority Cntrl (including OCLC)	\$2,400	\$2,237.53	\$162.47
Merit Membership	\$7,300		<u>\$7,300.00</u>
TOTAL		<u>\$34,934.25</u>	<u>\$467,266</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$54.82
Income	<u>\$158,012.15</u>
TOTAL Available Funds	\$243,032.98
Expenditures	<u>\$34,934.25</u>
Cash BALANCE	<u>\$208,098.73</u>

Valley Library Consortium Capital Account

Receipts

FY 2010/11

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Almont												
Bay County	1675.00		1675.00									
Bay Schools												
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Caro												
Chesaning	590.00	246.75	590.00									
Community Dist.												
Delta												
Dryden												
Gladwin												
Harrison												
Iosco-Arenac	375.90	576.45										
Lapeer			988.05									
Marlette												
MMI												
MMCC												
Midland	504.00											
North Branch												
Northwood												
Pigeon		164.85										
Ruth Hughes												
Saginaw		1199.10										
St. Charles	375.00	329.70	375.00									
West Branch		164.85										
White Pine												
White Pine Rent												
Misc.												
USF		8203.89										
Subtotal	\$3,756.90	\$11,287.44	\$3,628.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
TOTAL	<u><u>\$18,672.39</u></u>											

VLC CAPITAL ACCOUNT

FY 2010/11

September

Beginning Fund Balance	\$117,664.46	
Income	\$18,672.39	
Interest	<u>\$85.29</u>	
TOTAL FUNDS AVAILABLE		\$136,422.14
<u>Expenditures</u>		
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,053.54)	
SirsiDynix - Seats	(5798.00)	
Trivalent - Circuits	(1,225.00)	
Paetec - Circuits	(1,136.72)	
	(80.00)	
		<u>(\$10,518.26)</u>
AVAILABLE BALANCE		<u><u>\$125,903.88</u></u>

VLC EQUIP. I/R FUND

SUMMARY OF AVAILABLE FUNDS

	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2009/10	September 2010			
Almont	\$772	\$386	\$386	Almont		TOTAL Income		899,733.09
Bay County	\$12,232	\$6,116	\$6,116	Bay County		Adjustment (7/99)		533.74
Bay Schools	\$940	\$235	\$705	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	\$11	\$33	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	\$161	\$483	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	\$0	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	\$28,093	\$0			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			
2004/05	\$57,000		\$25,016.00	\$1,318.20	\$26,334.20	Available BALANCE		\$494,474.53
2005/06	\$57,000		\$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	\$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	\$28,093		5061.51	\$33,155			
TOTAL	\$583,931		\$516,464.03	\$102,785.91	\$899,733.09			

VLC Building Maintenance Fund Summary

FY 20010/11 through September 2010

Beginning Fund Balance	\$31,223.24	
Interest	<u>\$78.38</u>	
TOTAL FUNDS AVAILABLE		\$31,301.62
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,301.62</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	10:00am (regular) 11:00am (Board)
January 19	10:00am (regular) 11:00am (Board)
February	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

October 20, 2010

11:00 am

VLC HQ

AGENDA

Additions to the Agenda

Decisions:

1. Approval of the Minutes from September 15, 2010
2. New ILS Roadmap

Discussions:

VLC Servers and Desktops

Announcements:

VALLEY LIBRARY CONSORTIUM
MINUTES OF THE BOARD OF TRUSTEES MEETING
September 15, 2010

Members Present: Kevin Ayala (Bay County), Kate Pohjola (Lapeer), Melissa Barnard (Grace A. Dow Memorial Library; Judy Eastland (MMI); Bryon Sitler (White Pine Library Cooperative); Kristen Valyi-Hax (Ruth Hughes Memorial District Library); Stephanie Mallak-Olson (Iosco Arenac District Library); Lee Martin (Valley Library Consortium)

Meeting called to order at 12:27am

Additions to the agenda:

1. B. Sitler moved to add that we discuss the need to add primary and secondary signers for all the Valley Library Consortium bank accounts. Supported by M. Barnard. Motion carried.

Decisions:

1. B. Sitler moved to approve the minutes from July 21, 2010. Supported by M. Barnard. Motion carried unanimously.
2. K. Pohjola moved to approve the recommendation of the Administrative Council with regards to ILLs and Northwood University. M. Barnard supported. Motion carried unanimously.
3. B. Sitler moved that the new Executive Director (Randall Lee Martin) be add as the primary signer on all Valley Library Consortium (VLC) bank accounts. Additionally, it was agreed upon that the board treasurer be added as a secondary signer. M. Barnard supported. Motion carried unanimously.
4. B. Sitler moved that the Executive Director move forward and draft a new Integrated Library System (ILS) Roadmap, which will be presented at the next board meeting. M. Barnard supported. Motion carried unanimously.
5. B. Sitler moved that the Executive Director begin the process of evaluating the need to update the VLC Strategic Plan and that he bring a recommendation to the next board meeting. Supported by K. Pohjola. Motion carried unanimously.

Discussions:

1. B. Sitler moved that the Executive Director work with the Administrative Council Chair and call together the Finance Committee to discuss the 2011/2012 budget. Supported by K. Pohjola. Motion carried unanimously.
2. B. Sitler moved that the Executive Director work with the Administrative Council Chair and call together the Personnel Committee to discuss the Executive Directors review process due to timeframe constraints. Supported by M. Barnard. Motion carried unanimously.
3. B. Sitler moved to allow the Executive Director to come up with a revised agenda process that will allow for the dissemination of information in a more efficient manner. That this process can evolve over time and is at the discretion of the Executive Director. M. Barnard

supported. Motion carried unanimously.

Announcements: None.

Meeting adjourned at 12:54pm.

Submitted by Lee Martin

ILS Roadmap - Proposed

With no apparent reason to migrate from our current Integrated Library System, SirsiDynix Horizon, consideration of a new system will be postponed until the major vendors have settled their product strategies, and open source alternatives such as Evergreen and Koha have become more robust and widely distributed. VLC staff will begin to survey the market and conduct preliminary research in the 3rd quarter of 2011. The VLC will be looking at two factors to determine if the consortium should begin the process of replacing our current system. The first will be superior or enhanced functionality from one of the ILS providers. The second will be something in our current software or hardware environment that dictates that we begin the process ahead of schedule. The VLC will bring its findings and recommendation before the board in late 2011 for your vote. If the board decides that we should investigate the ILS market space in more detail the VLC will setup product demos and site visits for the major ILS players. If then it is determined that we would like to move forward and replace the current ILS with the expectation of writing a request for proposal (RFP) in early 2012, selecting a system by Spring of 2013, and migrating in late 2013 or early 2014. If it is determined that nothing has happened in the ILS space or our local environment to replace our existing system we will move to a two year review cycle. After our environmental scan of the ILS market space 3rd quarter of 2011, we would perform another scan during the 3rd quarter of 2013 and then during the 3rd quarter of 2015.

We will continue to maintain the current SirsiDynix Horizon product while monitoring software and hardware developments from SirsiDynix and investigating alternative integrated and non-integrated library systems to take advantage of new features, for example to implement a discovery layer, federated search, or other desirable features.

Proposed Roadmap/Timeline:

Fall 2011 Environmental scan of ILS market space

Winter 2013 ILS Recommendation – I would assume that this would be the year that something has happened in the ILS market space that will dictate that we move forward with the process of selecting a new ILS.

Winter 2015 ILS Recommendation

When it is determined that we will begin the process of selecting a new ILS I will provide timeline details at that time.