

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, November 17, 2010 **10am**

3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, October 20, 2010, p.3 - 5
- C. Executive Director's Report, p.6 - 8
- D. FY 2010/11 Financial Reports, p.9 - 17
- E. Meeting Schedule (Administrative Council & Board), p. 18
- F. Board Agenda, November 17, 2010, p. 19
- G. Board Minutes, October 20, 2010, p. 20

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
November 17, 2010
10am
3210 Davenport, Saginaw

AGENDA

Additions to the Agenda:

Decisions:

1. Approval of the minutes from the October 20, 2010 meeting (p. 3 - 5)

Executive Director's Report

Discussions:

1. Proposal to Extend Functionality of HIP Update
2. Strategic Plan Recommendation
3. Proposed Personnel Manual Modifications
4. Proposed Board Member Handbook Modifications
5. Credit Card Payments Update
6. Foundation and Friends of Libraries Fund Withdrawals
7. Server Consolidation and Upgrade Proposal
8. Holiday Schedule
9. Additional Member Libraries
10. New Support Model Update
11. Skyriver Bibliographic Utility

Announcements:

News of Events from Member Libraries

Next Scheduled Meeting: December 15, 2010

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council

October 20, 2010 10:00 a.m.

Council Members Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Erin Schmandt-Chesaning; Jack Wood-Delta; Bruce Guy-Gladwin; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Alice Parsons-Northwood; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Josh Schu-Community District; Desta Ureel-Dryden; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Melissa Barnard-Midland; Judy Eastland-MMI; Kelli Lovaz-North Branch; Jeanette Bach-Pigeon; Trish Burns-PLOS; Marsha Boyd-West Branch.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC.

Chair Elect J. Wood called the meeting to order at 10:05 a.m.

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

VLC FINANCIAL REVIEW

Mike Hanisko from Weinlander Fitzhugh was present to discuss the 2009/10 Reviewed Financial Statement. The VLC had no significant expenditure. He reviewed the totals in all accounts as of June 30, 2010. He recommends leaving the \$30,000 of undesignated funds in the Capital account. The mortgage is approximately \$94,000 and should be paid off in about three years. He reviewed the purpose of the Form 990, the tax return for non-profit organizations. Anyone interested in receiving a copy of the Reviewed Financial Statement may contact L. Martin.

DECISIONS

1. R. Rice-Gutierrez moved to approve the minutes from September 15, 2010 meeting. K. Valyi-Hax seconded. Motion passed.
2. L. Martin presented the proposed ILS Roadmap (page 20 of the packet.) K. Valyi-Hax asked about contacting the organizations that had given money. L. Martin stated that once the ILS Roadmap is approved, the organizations would be contacted. T. Birch moved to approve the ILS Roadmap as presented. K. Pohjola seconded. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

1. L. Martin and J. Enge met with Mark Evans of PALnet, a consortium down in Flint using SirsiDynix Symphony. They discussed the virtualization of hardware for both ILS and non-ILS applications and also the migration to Symphony.
2. L. Martin and K. Dunker saw a web demonstration of Koha.
3. L. Martin reported that as per the ILL pilot project, the Northwood fiction collection has been changed to an itype that is not requestable. He requested that libraries report back next month on their dealing with ILL from Northwood.
4. 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 by Oct. 22.
5. SEI (Service Express, Inc.) will support hardware beyond the manufacturers regular maintenance period. They will also support hardware eligible for manufacturers regular maintenance, but they will do it for 40% less. If people are interested, the representative, Rob Somers, is will to do a presentation to the group.
6. L. Martin attended a workshop on hardware virtualization sponsored by Netsouce One and Dell.
7. L. Martin would like to implement an open source helpdesk software called RT (Request Tracker). It will allow members to submit and track issues. Any staff member can submit an issue, but each organization could have a person

who was notified of all issues. L. Martin will prepare a support model and present it at the next meeting.

8. L. Martin attended training for USF. The forms are changing. Also new is that fact that those libraries submitting applications for just phone service, must now comply with CIPA. There is a spreadsheet available on the USF website that shows money not claimed. The deadline for claiming money is Oct. 28, 2010.
9. L. Martin met with Merit representatives.

DISCUSSIONS

- i. Proposal to Extend Functionality of HIP

L. Martin proposes looking at products that could enhance the look of the public access catalog. Products like ChiliFresh and LibraryThing for Libraries would add ratings and reviews. There are also various open source and commercial discovery layers that could be explored. J. Wood pointed out that ChiliFresh and LibraryThing for Libraries has already been discussed and rejected. Members agreed that this was something of interest. L. Martin will present a more formal proposal at the next meeting.
- ii. Strategic Plan Update

L. Martin stated that the last strategic plan he could find mention of for the VLC was 12 years old, but he cannot find a copy of it. If anyone has a copy, please let him know. He presented reasons why he felt strategic planning was necessary.

 - a. Ensure that decisions are not based on one persons or personal opinions and values, or past experiences, the squeaky wheel or theory of the day.
 - b. Outline clear priorities
 - c. No agreed upon measures of success
 - d. It engages “you” in the discussion so that we can meet your needs.
 - e. Understand full range of services that we might provide you with.
 - f. Collaborative process to identify service priorities.
 - g. Could lead to a realignment of VLC services in response to your needs.
 - h. Includes all staff and member libraries in identifying core values – I think there are a lot of new representatives since the last plan was developed.
 - i. It would assess organization capacity and identifies areas of needed improvement.
 - j. Defines clear targets and establishes procedures to track the progress made toward reaching these goals and targets.
 - k. It provides a framework for creating an organization that can quickly and effectively to change.
 - l. This process focuses on services, not resources.
 - m. At the end, we should all have a shared sense of purpose and a clear understanding of why we are providing the services that we do.

B. Sitler stated that he thought that member libraries tech staff should either be included in the meeting or have a separate meeting. Members agreed. L. Martin will present a recommendation and possible facilitator(s) at the next meeting.
- iii. Personnel Manual Modifications

L. Martin will present proposed changes to the Personnel Manual at the next meeting.
- iv. Board Member Handbook Modifications

L. Martin will present proposed changes to the Administrative Count Handbook at the next meeting.
- v. Credit Card Payments

Some libraries have expressed interest in the possibilities of patrons being able to pays fines and fees with credit cards. L. Martin proposed exploring using consortium funds to implement this for all members. He will bring a report of cost to the December meeting. C. Montalbano stated that she felt her organization would not use this feature and

should not be paying it.

vi. Bulk Technology Orders

L. Martin suggested that the VLC start negotiating contracts for the bulk purchase of technology. B. Sitler reminded members that they have access to the bulk purchases done by TLN. L. Martin stated that he felt he could get better deals.

vii. Review of the financials of the consortium

L. Martin reviewed the finances of the consortium.

ANNOUNCEMENTS:

Lapeer's Goodland branch is still closed.

The library at Northwood is currently hosting a display of automotive art.

K. Pohjola is looking for volunteers for the MLA conference. Please contact her if you would like to volunteer.

Meeting adjourned at 11:55 a.m.

Next scheduled meeting is November 17, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker

Executive Director' Report, November 17, 2010

MLA Leadership Academy

Before accepting the position of Executive Director here at the VLC I was accepted into the MLA Leadership Academy. I wasn't sure what I should do and thus I had wavered if I would still attend after accepting my position here at the VLC, but after flipping flopping back and forth many times I felt the value of me attending far out weighed not attending.

The Michigan Library Association Leadership Academy was redesigned based on MLA member input. We have a new format with targeted content and it's less expensive.

The Academy is composed of five separate sessions beginning Tuesday, Nov. 9, 2010, and ending Tuesday, Oct. 25, 2011. The first and last meetings are held in conjunction with the 2010 and 2011 MLA Annual Conferences, and the remaining three sessions are scheduled in Lansing and Farmington Hills. Graduate recognition will formally take place at Leadership Academy breakfast during conference. Additional recognition will be given during MLA Annual Conference Opening General Sessions.

Sessions based on member input include: Leadership Essentials, Team Building, Communications and Listening, Change Management, Conflict Resolution, Customer Service, Handling Difficult People, Consensus Building.

Michigan Library Association Annual Meeting

After attending the opening session for the 2010-11 MLA Leadership Academy I attended two days of the annual conference. It was an excellent opportunity for me to network and meet as many library leaders and vendors as possible and get the word out that the Valley Library Consortium had new leadership. This gave me the opportunity to talk to them about my vision and philosophies for the consortium and generate some renewed excitement for the future of the VLC.

A couple of things stood out for me from the conference. But the thing that was most compelling and interesting to me was the opening session speaker. His name was Mike Busley and he is the founder and current owner of the Grand Traverse Pie Company. What made his story interesting was the fact that at age 40, Mike decided to give up a thriving career and life in San Diego, CA and move his family to Traverse City to open a pie shop. The problem was he had never made a pie in his life. Mike got the idea after visiting a little resort town in Southern California where they had visited a little pie shop that was bustling with business and energy. Mike and his wife were enthralled at what they had observed and wondered if they could do the same thing. So Mike did his best to develop a business model similar to what he thought this little shop was doing. Once he had his model he uprooted his entire family and moved them to Northern Michigan, where he had to convince a bank to believe in his vision. After some arm twisting Mike was able to have one local bank take a leap of faith in him and his plan. Today Mike and his wife have a thriving business in a down economy and he states it was the best decision they ever made! Mike and his wife have one core component that they believe has allowed them to thrive and that key element is the fact that they strive to be a "connecting point" in their communities. Doesn't that sound like what libraries should and are doing? I think the message that stands out to me most in this story was the fact that Mike was willing to risk everything to make a better life for his family. Risk isn't easy for anyone but think about what Mike gave up with no idea what the future laid ahead. With the unknown of the times we live in I think as library leaders we need to be willing

and take risks if we are to come out of this recession and still retain or gain back relevance with our communities.

ILL Pilot Project - Update

Background: Several member libraries have expressed concern about receiving items from Northwood University and the cost of postage incurred from mailing these ILL materials. Lapeer has requested that their borrowers not get items from Northwood, but they are still willing to lend to Northwood borrowers. Other libraries would also like to reduce the number of items that they must pay postage on. This could increase the number of requests going to other libraries.

The committee decided to do a pilot program 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.

Update: I will give a verbal update on this project at the meeting.

King County Evergreen Update

In the most recent release of the ALA TechSource newsletter Smart Libraries, there is an article by Marshall Breeding that reviews the recent Open Source ILS implementation at King County Library System. Here are some of the highlights:

- KCLS includes 46 branches and circulates over 21 million items annually
- KCLS received a National Leadership Grant (NLG) of \$998,556
- As part of the NLG, KCLS was required to match this grant
- Evergreen was phased into production between October 1st and 4th
- Transition went smoothly as could be expected
- The Evergreen client software was extremely sluggish and is yet to meet target specifications
- Initial customer feedback has been mixed, with a slant towards critical
- Customers are questioning why they have lost functionality
- Lot of complaints about slowness
- KCLS has characterized the implementation as successful
- This implementation stands an important milestone in potential further momentum in Evergreen

Health Care Costs for the VLC

We often hear about how healthcare costs continue to rise exponentially each year. As opposed to last year the VLC will not be seeing a percentage increase in our health care costs. Additionally, since I do not require health care via the VLC we will see a significant reduction in the overall health care costs for the VLC for the fiscal year 2011-12.

Horizon 7.5.1 Beta Testing

We will begin the process of beta testing (pre software release) evaluation/testing November 8th.

How do we do it:

We will upgrade the training database here at the VLC to 7.5.1. This does not affect the production database at all. We also upgrade the HIP associated with the training database. As testing allows, we may also upgrade/test other products: RPA, Web Reporter/Narrowcast, and SIP.

In the past we have done all the testing here by VLC staff. For this release we would like to have representatives from the member libraries have the option to participate in the evaluation process with us. We will discuss the details of your participation and the logistics at the time of the Administrative Council meeting.

This process normally takes 6-8 weeks. This cycle may be longer because of the holidays.

New Features in 7.5.1:

- Fees for checkouts and renewals (rentals)
- Fees for request (placement and fulfillment)
- The ability to allow or disallow patrons from placing requests on items, which they currently have on loan.
- Itype Grouping allows the library to group certain itypes together for the purpose of restricting the number of items that can be borrowed across the itypes within the group. For example, the library
- May set up an item loan type code for 5-day video loans, 5-day DVD loans and 5-day Blu-ray loans.
- Stock Rotation is a new Horizon add-on module which gives librarians a tool to automatically rotate single items or groups of materials to various locations, thereby widening the audience of a collection

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

	FY 2010/11	YTD Expenses	Remainder (Budget-YTD)
Salaries	\$235,000	\$60,476.24	\$174,523.76
Benefits	\$94,500	\$39,090.65	\$55,409.35
Supplies, equipment, etc.	\$4,500	\$2,393.40	\$2,106.60
Promotion	\$3,200		\$3,200.00
Telephone	\$4,200	\$1,316.15	\$2,883.85
Postage	\$500	\$44.00	\$456.00
Travel	\$500	\$8.00	\$492.00
Training, Workshops, etc.	\$5,000	\$3,651.70	\$1,348.30
Insurance	\$6,500	\$7,197.75	(\$697.75)
System Maintenance	\$61,000	\$29,129.29	\$31,870.71
Other Maintenance	\$5,000		\$5,000.00
Utilities	\$20,000	\$7,295.56	\$12,704.44
Debt Service	\$30,000	\$9,980.12	\$20,019.88
Financial Services	\$3,600	\$2,950.00	\$650.00
Bldg. Maintenance	\$14,000	\$3,388.10	\$10,611.90
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>\$177,884.63</u>	<u>\$324,315</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$162.34
Income	<u>\$277,729.32</u>
TOTAL Available Funds	<u>\$362,857.67</u>
Expenditures	<u>\$177,884.63</u>
Cash BALANCE	<u>\$184,973.04</u>

VLC
Receipts-- Operational Account FY 2010/11

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Oct.</u>	<u>Nov.</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	
Almont	3458	1458											Almont
Bay County	23829		21829										Bay County
Bay Schools	3902												Bay Schools
Bridgeport	3582	1582											Bridgeport
Caro	5388		3388										Caro
Chesaning	3460		1460										Chesaning
Community Dist.	5166	3166											Community Dist.
Delta	4129	2129											Delta
Dryden	3140		1140										Dryden
Gladwin	5737	3737											Gladwin
Harrison	3196		1196										Harrison
Imlay City	4813		2813										Imlay City
Iosco-Arenac	6739		4675										Iosco-Arenac
Lapeer	8478		6478										Lapeer
Marlette	2857		857										Marlette
MMCC	2635		635										MMCC
MMI	2129												MMI
Midland	20710	18710											Midland
North Branch	4086		2086										North Branch
Northwood	3331			1331									Northwood
Pigeon	3592		1592										Pigeon
Saginaw	21446	19510											Saginaw
St. Charles	3371		1371										St. Charles
West Branch	3619		1619										West Branch
White Pine	2064		264.58										White Pine
White Pine Rent	3080	1540	1540	1540									White Pine Rent
Misc.	75.15												Misc.
USF			3250.59	8820.00									USF
Subtotal:	158012.15	51832.00	56194.17	2871.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

TOTAL \$268,909.32

VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY2010/11	October 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							\$7,700	White Pine rent
Misc.							\$75.15	Misc.
USF							\$12,071	USF
TOTAL							<u>\$277,528.74</u>	

VLC Operational Account: Bills -October 2010

Salaries	\$12,091.25
Benefits	<u>\$8,585.97</u>
Subtotal	\$20,677.22

Telephone

Telephone - Long Distance/monthly charges	\$293.65
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Misc. supplies, equip, etc.

Kay Dunker - Sugar for Coffee	\$2.39
Lee Martin - replacement Key for Jon E.	\$3.00
Lee Martin - Replacement Doorbell	\$30.68
Lee Martin - Calculator, Letter Opener, Batteries, Paper	\$28.41

Training

Merit Meeting - Jon E.	\$83.00
ALA - Smart Libraries Newsletter Renewal	\$85.00
ALA - Library Technology Reports Renewal	\$325.00
ALA - Computers in Libraries Renewal	\$99.95
PALNet Meetin - Lee M.	\$43.50

Building Maintenance and Supplies

Ray Moreno - Cleaning	\$650.00
Bell Carpet Cleaning	\$300.00

Insurance

Saginaw Bay Underwriters - Unemployment Compensation Bond	\$438.00
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Utilities

Consumers - Gas and Electric	\$1,696.42
Water and sewer	\$307.71

Mortgage

\$2,495.03

TOTAL **\$27,558.96**

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												
Bridgeport	237.00	401.85										
Caro												
Chesaning	590.00	246.75	590.00									
Community Dist.												
Delta												
Dryden				146.30								
Gladwin												
Harrison												
Iosco-Arenac	375.90	576.45										
Lapeer			988.05									
Marlette												
MMI												
MMCC												
Midland	504.00											
North Branch												
Northwood												
Pigeon		164.85		182.70								
Ruth Hughes				246.75								
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	\$575.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
TOTAL	\$19,248.14											

VLC CAPITAL ACCOUNT

FY 2010/11 August

Beginning Fund Balance	\$117,664.46	
Income	\$19,248.14	
Interest	<u>\$104.53</u>	
TOTAL FUNDS AVAILABLE		\$137,017.13
<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)	
SirsiDynix - Barcodes	(329.00)	
Trivalent - Circuits	(1,225.00)	
Patec - Circuits	(1,136.72)	
Trivalent - Circuits	(1,225.00)	
Patec - Circuits	(1140.58)	
		<u>(\$15,494.56)</u>
AVAILABLE BALANCE		<u><u>\$121,522.57</u></u>

VLC EQUIP. I/R FUND

SUMMARY OF AVAILABLE FUNDS

	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2009/10	October 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		<u><u>\$494,474.53</u></u>
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 October 2010

Beginning Fund Balance	\$31,223.24	
Interest	<u>\$104.84</u>	
TOTAL FUNDS AVAILABLE		\$31,328.08
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,328.08</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
Novmeber 17, 2010
11:00 am
VLC HQ

AGENDA

Additions to the Agenda

Decisions:

1. Approval of the Minutes from October 20, 2010

Discussions:

Announcements:

VALLEY LIBRARY CONSORTIUM
MINUTES OF THE BOARD OF TRUSTEES MEETING
October 20, 2010

Members Present: Kate Pohjola (Lapeer); Bryon Sitler (White Pine Library Cooperative); Tom Birch (Bay County Library System); Stephanie Mallak-Olson (Iosco Arenac District Library); Lee Martin (Valley Library Consortium)

Members Not Present: Melissa Barnard (Grace A. Dow Memorial Library); Judy Eastland (MMI); Trish Burns (Libraries of Saginaw)

Meeting called to order at 11:59am

Additions to the agenda:

Director Evaluation Date and compensation plan

Discuss the possibility of having someone other than the Executive Director take meeting minutes

Decisions:

1. T. Birch moved to approve the minutes from September 15, 2010. Supported by K. Pohjola. Motion carried unanimously.

Discussions:

1. K. Pohjola moved to accept the recommendation from the Administrative Council for the new ILS Roadmap. S. Mallak-Olson supported. Motion carried unanimously.
2. T. Birch moved to approve that due to the 2011/2012 budget timing the Executive Directors evaluation will take place April 2011 and then resume normal timing therefore after. In addition, the personnel committee will build into the budget a compensation plan for the Executive Director that will assume that the Executive Director could receive an excellent review and then based on the actual review process the personnel committee will then recommend a pay raise based on the performance of the Executive Director. S. Mallak-Olson supported. Motion carried unanimously.
3. S. Mallak-Olson moved to allow the Executive Director to delegate to Kay Dunker secretarial duties for Board meetings. L. Martin will check with Mike Hanisko from the Weinlander Fitzhugh CPA firm to ensure legality. K. Pohjola supported. Motion carried unanimously.

Announcements: None.

Meeting adjourned at 12:27 pm.

Submitted by Lee Martin