

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, January 18, 2012

VLC HQ/Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, November 16, 2011, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2011/12 Financial Reports, p.6 – 15
- E. Strategic Plan Dashboard, p. 16
- F. Meeting Schedule (Administrative Council & Board), p.17
- G. Board Agenda, January 18, 2012, p.18
- H. Board Minutes, November 16, 2011, p.19
- I. 2012 – 13 Proposed Operating Budget, p.20
- J. 2012 – 13 Proposed Fee Structure, p.21 – 22

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting

10:00am

Wednesday, January 18, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the November 16, 2011 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5)
3. Financial Reports (p. 6 – 15)

Old Business:

- 1.

New Business:

1. Review 2012 – 13 Proposed Operating Budget (p. 20)
2. Review 2012 – 13 Proposed Fee Structure (p. 21 – 22)
3. Centralized Cataloguing Recommendation (SP 1.4.3)

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.16)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: February 15, 2012

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

November 16, 2011 10:00 a.m.

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Josh Schu-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Melissa Malcolm-Lapeer; Judy Eastland-MMI; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Trish Burns-PLO; Bryon Sitler-White Pine.

Council Members Attending Remotely: Marcia Dievendorf-Caro; Desta Ureel-Dryden; Kelli Lovaz-North Branch; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles.

Council Members Not Present: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Marsha Boyd-West Branch.

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

Chair J. Wood called the meeting to order at 10:01 a.m.

The Committee discussed the evaluation of the Executive Director.

J. Wood asked if there were any additions to the agenda. J. Eastland added the possible cancelation of the December meeting. L. Martin added an update on LibraryThing.

Consent Agenda

M. Barnard moved to approve the Consent Agenda. R. Rice-Gutierrez seconded. Motion carried.

Old Business

1. Server Project

L. Martin presented a proposal to request new servers. The project has three phases with a total cost of \$76,070:

1. Replace the Horizon server – cost \$42,550
2. Non-ILS servers – cost \$14,400
3. Reporting server – cost \$19,120

L. Martin presented several dates for the installation of the new Horizon server. The members decided on December 21, 2011. During the downtime, members can use PC Reliance for circulation. The software is available from the VLC website, along with screencast on the installing in using the software.

E. Schmandt made a motion to approve phase 1, 2, and 3 for a total cost of \$76,070, with the first phase to be implemented on December 21, 2011. B. Sitler seconded. Motion carried.

New Business

1. Possible cancelation of the December meeting

After discussion, members decided that to cancel the December meeting. L. Martin will send out the proposed budget that would have normally presented at the meeting.

2. Update on LibraryThing

L. Martin has emailed a request for information out to the members who want LibraryThing. That information needs to be returned to VLC by Friday, Nov. 25. The VLC is making screencast on the new features that will be geared to staff and patrons.

Strategic Plan – Measuring Success

1. M. Barnard proposed to move the target dates for 1.2 (Next generation ILS) to have the start date to be closer to the implementation date. T. Burns made the motion to change the target date for 1.2 to 4th quarter 2013. J. Bach seconded. After a discussion about signing a two year SirsiDynix maintenance contract, T. Burns amended the motion to be a target date of 2nd quarter 2014. J. Bach agreed. Motion carried.

The process to select the new system will start in mid 2012.

The vendor should be selected by mid 2013.

The new system should be in place by May or June 2014.

B. Sitler made a motion to supersede the decision to sign a three year maintenance contract with SirsiDynix and to implement a two year contract. J. Eastland seconded. Motion carried.

2. T. Burns announced that members should soon be receiving a survey for 1.3 (Database Standards).

Tech Sharing

Bookmyne for droid is in beta.

M. Barnard asked what people were doing on periodicals that dropping the print. Some libraries said they were just dropping the titles. Other said they were keeping some of the titles, especially if they were technology oriented.

T. Burns mentioned the webinar that Library Journal was doing on mobile apps.

Announcements

M. Barnard announced that Virginia McKane is retiring. She will not be replaced.

Delta is adding two new databases: Artstore and Lois Law.

Pigeon is starting a tutor program using therapy dogs. Northwood is getting a therapy dog to come in for finals week.

This was Kristen Valyi-Hax last meeting before she starts her new job at Romeo District Library. L. Martin thanked her for her work with the VLC.

Next scheduled meeting is January 18, 2012 at 10:00 a.m.

Meeting was adjourned as adjourned at 11:04 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, January 18, 2012

HIP Issues - Update

HIP is still occasionally having stability issues. The membership has been doing an excellent job of reporting issues to us. Please continue to do so. SirsiDynix is looking into getting a new version of HIP to us that will work in our situation and hopefully stop the outages.

LibraryThing for Libraries and LibraryThing Anywhere

Eight of eighteen participating member libraries have implemented the HIP features of LibraryThing for Libraries. I'm still waiting on start dates from the remaining libraries. If you are one of the remaining 10 libraries please let me know when you would like to go live with LT. We are working with LibraryThing support representatives to resolve several and somewhat expected minor issues. One such issue that has been resolved was an issue with SSL security measures. Another issue with IE 7 and 8 not showing the reviews on the summary screen has also been resolved. Kay is still clarifying some issues with our data load, which we hope to have resolved soon.

LT support is still working on the Library Anywhere setup.

Horizon Server Migration

From our perspective the migration to the new server went relatively smoothly. We did have one issue with the pre-overdue notices. Because of the holidays, it took us a few days to catch it, but it was resolved quickly. We have noticed an increase in speed when running reports and some other Horizon processes. The VLC staff has been working with SirsiDynix support to familiarize themselves with the new server. Once again thank you for your support and patience with this migration.

I've yet to be billed for the hardware and services for this project by SirsiDynix, but I fully expect it to come within the budget that I outlined at our last meeting. Once I have those final numbers I will provide you with an update.

Phase II of Server Migration Project

The VLC is currently working with Netsource One to plan the timeline for the second phase of our server replacement project. We will be consolidating several of our current servers on to two new VMware host servers which are currently being staged at Netsource One's offices in Saginaw. After the servers have been delivered and installed at the VLC, we are scheduled to begin migrating systems January 31 and February 1. While every effort will be made to minimize the impact of downtime by doing as much work as possible off-hours, we expect there to be periods during which some VLC services will be unavailable. As planning develops, we will keep VLC members informed regarding expected windows of downtime.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through December 2011

				Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Expense							
			5105 · Salaries and wages	108,329.16	207,195.00	(98,865.84)	52.28%
			5300 · Benefits	33,055.73	64,992.00	(31,936.27)	50.86%
			5449 · Merit Fees	7,230.04	7,300.00	(69.96)	99.04%
			5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
			5464 · Employee - Training	2,707.45	10,000.00	(7,292.55)	27.08%
			5465 · Employee Travel	501.94	2,500.00	(1,998.06)	20.08%
			5470 · Telephone Service	3,455.60	4,680.00	(1,224.40)	73.84%
			5474 · Postage	93.83	500.00	(406.17)	18.77%
			5499 · Misc. Supplies	2,738.94	4,500.00	(1,761.06)	60.87%
			5615 · Insurance - Other	6,069.70	7,000.00	(930.30)	86.71%
			5661 · Maintenance - System	31,200.81	61,000.00	(29,799.19)	51.15%
			5662 · Maintenance - Other	1,888.00	5,000.00	(3,112.00)	37.76%
			5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
			5666 · Professional Fees	2,125.00	4,000.00	(1,875.00)	53.13%
			5670 · Interest Expense - Mortgage Pmt	15,070.18	30,000.00	(14,929.82)	50.23%
			5679 · Utilities	10,231.12	20,000.00	(9,768.88)	51.16%
			5701 · Equipment	2,324.64	3,000.00	(675.36)	77.49%
			5740 · Building Maint. - VLC	9,369.22	16,000.00	(6,630.78)	58.56%
			9999 · Miscellaneous	1,237.70	3,000.00	(1,762.30)	41.26%
			Total Expense	239,991.59	453,342.00	(213,350.41)	52.94%

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through November 2011

		Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	90,463.64	207,195.00	(116,731.36)	43.66%
	5300 · Benefits	28,251.09	64,992.00	(36,740.91)	43.47%
	5449 · Merit Fees	0.00	7,300.00	(7,300.00)	0.0%
	5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
	5464 · Employee - Training	2,707.45	10,000.00	(7,292.55)	27.08%
	5465 · Employee Travel	376.83	2,500.00	(2,123.17)	15.07%
	5470 · Telephone Service	2,877.39	4,680.00	(1,802.61)	61.48%
	5474 · Postage	93.83	500.00	(406.17)	18.77%
	5499 · Misc. Supplies	2,470.91	4,500.00	(2,029.09)	54.91%
	5615 · Insurance - Other	6,069.70	7,000.00	(930.30)	86.71%
	5661 · Maintenance - System	31,200.81	61,000.00	(29,799.19)	51.15%
	5662 · Maintenance - Other	1,763.00	5,000.00	(3,237.00)	35.26%
	5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
	5666 · Professional Fees	1,800.00	4,000.00	(2,200.00)	45.0%
	5670 · Interest Expense - Mortgage Pmt	12,575.15	30,000.00	(17,424.85)	41.92%
	5679 · Utilities	9,930.42	20,000.00	(10,069.58)	49.65%
	5701 · Equipment	928.78	3,000.00	(2,071.22)	30.96%
	5740 · Building Maint. - VLC	7,583.00	16,000.00	(8,417.00)	47.39%
	9999 · Miscellaneous	726.93	3,000.00	(2,273.07)	24.23%
	Total Expense	202,181.46	453,342.00	(251,160.54)	44.6%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of December 31, 2011

					<u>Dec 31, 11</u>	<u>Nov 30, 11</u>
ASSETS						
	Current Assets					
	Checking/Savings					
		1005 · Operating Funds		152,758.95	110,575.05	
		1105 · Capital Funds		106,142.24	131,156.72	
		1205 · I/R Funds		584,193.97	583,997.70	
		1301 · Building Maint. - Wildfire		31,627.84	31,627.84	
		Total Checking/Savings		<u>874,723.00</u>	<u>857,357.31</u>	
	Accounts Receivable					
		1500 · Accounts Recievable		50,900.80	11,025.80	
		Total Accounts Receivable		<u>50,900.80</u>	<u>11,025.80</u>	
		Total Current Assets		<u>925,623.80</u>	<u>868,383.11</u>	
TOTAL ASSETS				<u>925,623.80</u>	<u>868,383.11</u>	

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of November 30, 2011

			Nov 30, 11	Oct 31, 11
ASSETS				
Current Assets				
Checking/Savings				
		1005 · Operating Funds	110,574.84	64,269.91
		1105 · Capital Funds	131,156.72	132,585.08
		1205 · I/R Funds	583,997.70	583,790.43
		1301 · Building Maint. - Wildfire	31,627.84	31,614.87
Total Checking/Savings			<u>857,357.10</u>	<u>812,260.29</u>
Accounts Receivable				
		1500 · Accounts Recievable	11,025.80	82,174.27
Total Accounts Receivable			<u>11,025.80</u>	<u>82,174.27</u>
Total Current Assets			<u>868,382.90</u>	<u>894,434.56</u>
TOTAL ASSETS			<u>868,382.90</u>	<u>894,434.56</u>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of December 31, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							110,575.05
Total 1001 - Cash - Oper MM - 22152						42,184.05	152,758.74
1000 · Cash - Operating BC -6569							0.36
	Liability Check	12/05/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(1,976.70)	(1,976.34)
	Liability Check	12/05/2011	6988	State Of Michigan - withholding		(628.24)	(2,604.58)
		12/05/2011	DD	1st State Bank	Staff Salaries	(5,988.52)	
	Liability Check	12/09/2011	6989	1st State Bank	Additional J.E. HSA Payment	(200.00)	(8,793.10)
	Check	12/09/2011	6991	TIAA-CREF	Staff Retirement	(822.31)	(9,615.41)
	Check	12/09/2011	6993	Chase Card Services	Chase Credit Card	(1,593.02)	(11,208.43)
	Check	12/09/2011	6994	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,450.19)	(12,658.62)
	Check	12/09/2011	6995	Service Express, Inc.	Annual Maintenance	(500.00)	(13,158.62)
	Check	12/09/2011	6996	Verizon Wireless	Wireless Service	(233.69)	(13,392.31)
	Check	12/09/2011	6997	American Maintenance & Cleaning	Cleaning Service	(555.00)	(13,947.31)
	Check	12/09/2011	6998	Bette Jo Abbenante	Coffee	(8.99)	(13,956.30)
	Check	12/09/2011	6999	Consumers Energy	Gas/Electric Bill	(1,199.53)	(15,155.83)
	Transfer	12/09/2011			Funds Transfer	15,156.19	0.36
	Liability Check	12/19/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,776.30)	(2,775.94)
	Liability Check	12/19/2011	7001	1st State Bank	J.E. & K.D. HSA 2nd Payment	(1,500.00)	(4,275.94)
	Check	12/19/2011	7002	TIAA-CREF	Staff Retirement	(822.31)	(5,098.25)
	Check	12/19/2011	7003	Cavalier Telephone	Local/Long Distance Service	(304.05)	(5,402.30)
	Check	12/19/2011	7004	Weinlander Fitzhugh	Year End Pension Form Filing	(325.00)	(5,727.30)
	Check	12/19/2011	7005	ReadyTalk	Confereance Call Service	(37.59)	(5,764.89)
	Check	12/19/2011	7006	Merit Network, Inc.	Internet Bandwidth	(7,230.04)	(12,994.93)
	Check	12/19/2011	7007	Ace American Alarm Company	Yearly Maintenance	(276.00)	(13,270.93)
	Check	12/19/2011	7008	Verizon Wireless	Wireless Service	(436.56)	(13,707.49)
	Check	12/19/2011	7009	Gadaletto, Ramsby & Associates	Staff Life Insurance	(258.63)	(13,966.12)
	Check	12/19/2011	7010	1st State Bank	Mortgage	(2,495.03)	(16,461.15)
	Check	12/19/2011	7011	Synergy Landmark	Fall Cleanup and Snow Service	(354.00)	(16,815.15)
	Check	12/19/2011	7012	Michigan Business and Professional As	Annual Dues	(125.00)	(16,940.15)
	Check	12/19/2011	7013	Randall L Martin	losco Library Visit	(98.20)	(17,038.35)
	Check	12/19/2011	7014	J.E. Johnson Contracting, Inc.	Server Room A/C Repair	(306.04)	(17,344.39)
	Check	12/19/2011	7015	Treasurer, City of Saginaw	Water/Sewer Bill	(300.70)	(17,645.09)
	Transfer	12/22/2011			Funds Transfer	25,090.33	7,445.24
		12/22/2011	DD	1st State Bank	Staff Salaries	(6,137.04)	
Total 1000 · Cash - Operating BC -6569						(4,680.68)	1,308.20
Total 1005 · Operating Funds						37,503.37	154,066.94

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of November 30, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							64,269.91
Total 1001 - Cash - Oper MM - 22152						62,048.91	110,574.69
1000 - Cash - Operating BC -6569							15,744.13
	Check	11/09/2011	6965	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	14,293.94
	Check	11/09/2011	6966	Chase Card Services	Chase Credit Card	(90.00)	14,203.94
	Check	11/09/2011	6967	Consumers Energy	Gas/Electric Bill	(936.52)	13,267.42
	Check	11/09/2011	6968	American Maintenance & Cleaning	Cleaning Service	(555.00)	12,712.42
	Check	11/09/2011	6969	White Pine Library Coop.	Annual Meeting - KD/LM	(50.00)	12,662.42
	Check	11/09/2011	6970	ReadyTalk	Remote Meeting Service	(58.74)	12,603.68
	Check	11/09/2011	6971	J.E. Johnson Contracting, Inc.	Server Room AC Repair	(99.62)	12,504.06
	Check	11/09/2011	6972	Treasurer, City of Saginaw	Water/Sewer Bill	(300.70)	12,203.36
	Check	11/09/2011	6973	1st State Bank	Mortgage	(2,495.03)	9,708.33
	Check	11/09/2011	6974	Kay M Dunker	Postage & Sugar	(20.69)	9,687.64
	Check	11/09/2011	6975	Randall L Martin	Library Visit: Gladwin - LM	(66.60)	9,621.04
	Liability Check	11/09/2011	6976	State Of Michigan - withholding	State Payroll Taxes	(628.24)	8,992.80
	Liability Check	11/09/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.33)	6,959.47
	Check	11/09/2011	6977	TIAA-CREF	Staff Retirement	(822.31)	6,137.16
	Check	11/09/2011	DD	1st State Bank	Staff Salaries	(6,137.01)	
	Liability Check	11/21/2011	EFTPS	1st State Bank	Federal payroll Taxes	(2,033.30)	(2,033.15)
	Check	11/21/2011	6978	TIAA-CREF	Staff Retirement	(822.31)	(2,855.46)
	Check	11/21/2011	6979	American Library Association	Smart Libraries/LT Reports Renewal	(410.00)	(3,265.46)
	Check	11/21/2011	6980	White Pine Library Coop.	Associate Membership Fee	(150.00)	(3,415.46)
	Check	11/21/2011	6981	Jonathan M Enge	Miles: MUG	(41.00)	(3,456.46)
	Check	11/21/2011	6982	Randall L Martin	Miles: MUG	(45.51)	(3,501.97)
	Check	11/21/2011	6983	Randall L Martin	Miles: Erate Training - LM	(88.64)	(3,590.61)
	Check	11/21/2011	6984	Vanguard Fire & Supply Co., Inc.	Annual Fire Suppression Inspection	(991.88)	(4,582.49)
	Check	11/21/2011	6985	Gadaletto, Ramsby & Associates	Staff Life insurance	(258.63)	(4,841.12)
	Check	11/21/2011	6986	Cavalier Telephone	Local/Long Distance Service	(304.05)	(5,145.17)
	Check	11/21/2011	6987	Sullivan Fence	Fence Repair - Insurance Money	(3,837.00)	(8,982.17)
	Transfer	11/21/2011			Funds Transfer	15,119.34	6,137.17
	Check	11/21/2011	DD	1st State Bank	Staff Salaries	(6,137.02)	
Total 1000 - Cash - Operating BC -6569						(21,880.99)	0.15
Total 1005 - Operating Funds						40,167.92	110,574.84

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of December 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 - Capital Funds								131,156.72
1100 - Cash-Capital - MM 6577								131,156.62
	Payment	12/08/2011	8944	Ruth Hughes Memorial District Library	2011-12 EnvisionWare Maintenance	1500 - Accounts Receivable	308.00	131,464.62
	Transfer	12/08/2011			Funds Transfer	1001 - Cash - Oper MM - 22152	302.00	131,766.62
	Transfer	12/09/2011			Funds Transfer	1101 - Cash - Capital BC 6585	(714.35)	131,052.27
	Payment	12/19/2011	704161	Delta College Library	Barcodes	1500 - Accounts Receivable	170.24	131,222.51
	Transfer	12/19/2011			Funds Transfer	1101 - Cash - Capital BC 6585	(25,090.33)	106,132.18
	Deposit	12/31/2011			Interest	4400 - Interest Income	9.94	106,142.12
Total 1100 - Cash-Capital - MM 6577							(25,014.50)	106,142.12
1101 - Cash - Capital BC 6585								0.10
	Check	12/09/2011	5323	Paetec	Acct# 9056427	6700 - Capital Expenses	(714.35)	(714.25)
	Transfer	12/09/2011			Funds Transfer	1100 - Cash-Capital - MM 6577	714.35	0.10
	Check	12/19/2011	5324	SirsiDynix	Barcodes	6700 - Capital Expenses	(329.00)	(328.90)
	Check	12/19/2011	5325	Trivalent Group	Member Circuits	6700 - Capital Expenses	(2,215.00)	(2,543.90)
	Transfer	12/19/2011			Funds Transfer	1100 - Cash-Capital - MM 6577	25,090.33	22,546.43
	Transfer	12/22/2011			Funds Transfer	1001 - Cash - Oper MM - 22152	2,543.90	25,090.33
	Transfer	12/22/2011			Funds Transfer	1000 - Cash - Operating BC -6569	(25,090.33)	0.00
	Deposit	12/31/2011			Interest	4400 - Interest Income	0.12	0.12
Total 1101 - Cash - Capital BC 6585							0.02	0.12
Total 1105 - Capital Funds							(25,014.48)	106,142.24

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of December 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 - Building Maint. - Wildfire								31,627.84
Total 1301 - Building Maint. - Wildfire								31,627.84
TOTAL								31,627.84

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of November 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 - Capital Funds								132,585.08
1100 - Cash-Capital - MM 6577								130,788.36
	Payment	11/10/2011	11792	St. Charles District Library	2Q Tecomunications Fees	1500 - Accounts Recievable	496.00	131,284.36
	Payment	11/14/2011	68083	Public Libraries of Saginaw	2011-12 EnvisionWare Annual Maintena	1500 - Accounts Recievable	1,116.00	132,400.36
	Payment	11/17/2011	11802	St. Charles District Library	2011-12 EnvisionWare Maintenance	1500 - Accounts Recievable	260.00	132,660.36
	Payment	11/17/2011	3947	Community District Library	2011-12 EnvisionWare Annual Maintena	1500 - Accounts Recievable	920.00	133,580.36
	Payment	11/17/2011	20278	Iosco-Arenac District Library	2011-12 EnvisionWare Annual Maintena	1500 - Accounts Recievable	737.00	134,317.36
	Transfer	11/21/2011			Funds Transfer	1101 - Cash - Capital BC 6585	(7,581.82)	126,735.54
	Payment	11/21/2011	39274	Dryden Township Library	Barcodes	1500 - Accounts Recievable	151.86	126,887.40
	Payment	11/21/2011	296391	Grace A. Dow Memorial Library	2011-12 EvisonWare Annual Maintenan	1500 - Accounts Recievable	373.00	127,260.40
	Payment	11/22/2011	6940	Bridgeport Public Library	2011-12 EvisonWare Annual Maintenan	1500 - Accounts Recievable	373.00	127,633.40
	Payment	11/22/2011	6926	Bridgeport Public Library	Barcodes	1500 - Accounts Recievable	188.61	127,822.01
	Payment	11/28/2011	45133	Bay County Library System	2011-12 EnvisionWare Annual Maintena	1500 - Accounts Recievable	1,301.75	129,123.76
	Payment	11/28/2011	45133	Bay County Library System	2Q Telcommunications Fees	1500 - Accounts Recievable	2,018.00	131,141.76
	Deposit	11/30/2011			Interest	4400 - Interest Income	14.86	131,156.62
Total 1100 - Cash-Capital - MM 6577							368.26	131,156.62
1101 - Cash - Capital BC 6585								1,796.72
	Check	11/09/2011	5318	Paetec	Member Circuits	6700 - Capital Expenses	(1,148.22)	648.50
	Check	11/09/2011	5319	SirsiDynix	Barcodes	6700 - Capital Expenses	(648.50)	0.00
	Check	11/21/2011	5320	EnvisionWare, Inc.	2011-12 Annual Maintenance	6700 - Capital Expenses	(5,037.82)	(5,037.82)
	Check	11/21/2011	5321	Trivalent Group	Member Circuits	6700 - Capital Expenses	(2,215.00)	(7,252.82)
	Check	11/21/2011	5322	SirsiDynix	barcodes	6700 - Capital Expenses	(329.00)	(7,581.82)
	Transfer	11/21/2011			Funds Transfer	1100 - Cash-Capital - MM 6577	7,581.82	0.00
	Deposit	11/30/2011			Interest	4400 - Interest Income	0.10	0.10
Total 1101 - Cash - Capital BC 6585							(1,796.62)	0.10
Total 1105 - Capital Funds							(1,428.36)	131,156.72
TOTAL							(1,428.36)	131,156.72

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of November 30, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 - Building Maint. - Wildfire								31,614.87
	Deposit	11/30/2011			Interest	4400 - Interest Income	12.97	31,627.84
Total 1301 - Building Maint. - Wildfire							12.97	31,627.84

VLC 2011-12 Projected Income

Library Name	# Seats	Quarterly Seat Fees	Quarterly Record Fees	Total Quarterly Fees	Annual Membership Fees	Quarterly Telecom Fees	Total Telecom Fees	Quarterly Record and Telecom Fees	Total Record and Telecom Fees	Total Operating Revenue	Total Operating YTD Paid	Total Operating YTD Due	Library Name
Almont	5	\$262	\$1,213	\$1,475	\$2,000	\$0	\$0	\$1,475	\$5,900	\$7,900	\$4,950	\$2,950	Almont
Bay County	59	\$3,086	\$16,827	\$19,913	\$2,000	\$2,018	\$8,072	\$21,931	\$87,724	\$89,724	\$45,862	\$43,862	Bay County
Bay Schools	8	\$418	\$1,283	\$1,701	\$2,000	\$0	\$0	\$1,701	\$6,804	\$8,804	\$7,103	\$1,701	Bay Schools
Bridgeport	3	\$157	\$1,318	\$1,475	\$2,000	\$305	\$1,220	\$1,780	\$7,120	\$9,120	\$7,340	\$1,780	Bridgeport
Caro	10	\$523	\$2,562	\$3,085	\$2,000	\$0	\$0	\$3,085	\$12,340	\$14,340	\$11,255	\$3,085	Caro
Chesaning	4	\$209	\$897	\$1,106	\$2,000	\$780	\$3,120	\$1,886	\$7,544	\$9,544	\$7,658	\$1,886	Chesaning
Community	13	\$680	\$2,351	\$3,031	\$2,000	\$0	\$0	\$3,031	\$12,124	\$14,124	\$11,093	\$3,031	Community
Delta	13	\$680	\$1,261	\$1,941	\$2,000	\$0	\$0	\$1,941	\$7,764	\$9,764	\$7,823	\$1,941	Delta
Dryden	5	\$262	\$774	\$1,036	\$2,000	\$0	\$0	\$1,036	\$4,144	\$6,144	\$5,108	\$1,036	Dryden
Gladwin	8	\$418	\$3,038	\$3,456	\$2,000	\$0	\$0	\$3,456	\$13,824	\$15,824	\$8,912	\$6,912	Gladwin
Harrison	3	\$157	\$926	\$1,083	\$2,000	\$0	\$0	\$1,083	\$4,332	\$6,332	\$5,249	\$1,083	Harrison
Imlay City	7	\$366	\$2,106	\$2,472	\$2,000	\$0	\$0	\$2,472	\$9,888	\$11,888	\$9,417	\$2,471	Imlay City
Iosco-Arenac	18	\$942	\$3,458	\$4,400	\$2,000	\$0	\$0	\$4,400	\$17,600	\$19,600	\$15,200	\$4,400	Iosco-Arenac
Lapeer	26	\$1,360	\$4,767	\$6,127	\$2,000	\$0	\$0	\$6,127	\$24,508	\$26,508	\$20,381	\$6,127	Lapeer
Marlette	2	\$105	\$683	\$788	\$2,000	\$0	\$0	\$788	\$3,152	\$5,152	\$3,576	\$1,576	Marlette
MMCC	3	\$157	\$459	\$616	\$2,000	\$0	\$0	\$616	\$2,464	\$4,464	\$3,848	\$616	MMCC
MMI	1	\$52	\$63	\$115	\$2,000	\$0	\$0	\$115	\$460	\$2,460	\$2,230	\$230	MMI
Midland	38	\$1,988	\$14,965	\$16,953	\$2,000	\$0	\$0	\$16,953	\$67,812	\$69,812	\$52,859	\$16,953	Midland
North Branch	4	\$209	\$1,656	\$1,865	\$2,000	\$0	\$0	\$1,865	\$7,460	\$9,460	\$7,595	\$1,865	North Branch
Northwood	6	\$314	\$964	\$1,278	\$2,000	\$0	\$0	\$1,278	\$5,112	\$7,112	\$5,838	\$1,274	Northwood
Pigeon	5	\$262	\$1,150	\$1,412	\$2,000	\$0	\$0	\$1,412	\$5,648	\$7,648	\$6,236	\$1,412	Pigeon
St. Charles	4	\$209	\$1,097	\$1,306	\$2,000	\$496	\$1,984	\$1,802	\$7,208	\$9,208	\$7,406	\$1,802	St. Charles
Saginaw	74	\$3,923	\$13,081	\$17,004	\$2,000	\$0	\$0	\$17,004	\$68,016	\$70,016	\$53,012	\$17,004	Saginaw
West Branch	4	\$209	\$1,317	\$1,526	\$2,000	\$0	\$0	\$1,526	\$6,104	\$8,104	\$5,052	\$3,052	West Branch
White Pine	1	\$52	\$0	\$52	\$2,000	\$0	\$0	\$52	\$208	\$2,208	\$2,156	\$52	White Pine
TOTAL										\$445,259		\$128,100	
											\$317,159		

VLC Equipment I/R FUND

Library Name	I/R Contribution	I/R YTD Paid	I/R YTD Due	Library Name
Almont	\$0	\$0	\$0	Almont
Bay County	\$0	\$0	\$0	Bay County
Bay Schools	\$0	\$0	\$0	Bay Schools
Bridgeport	\$0	\$0	\$0	Bridgeport
Caro	\$0	\$0	\$0	Caro
Chesaning	\$0	\$0	\$0	Chesaning
Community Dist.	\$0	\$0	\$0	Community Dist.
Delta	\$0	\$0	\$0	Delta
Dryden	\$0	\$0	\$0	Dryden
Gladwin Co.	\$0	\$0	\$0	Gladwin Co.
Harrison	\$0	\$0	\$0	Harrison
Imlay City	\$0	\$0	\$0	Imlay City
Iosco-Arenac	\$0	\$0	\$0	Iosco-Arenac
Lapeer	\$0	\$0	\$0	Lapeer
Marlette	\$0	\$0	\$0	Marlette
MMCC	\$0	\$0	\$0	MMCC
MMI	\$0	\$0	\$0	MMI
Midland	\$0	\$0	\$0	Midland
North Branch	\$0	\$0	\$0	North Branch
Northwood	\$0	\$0	\$0	Northwood
	\$0	\$0	\$0	
Pigeon	\$0	\$0	\$0	Pigeon
St. Charles	\$0	\$0	\$0	St. Charles
Saginaw	\$0	\$0	\$0	Saginaw
West Branch	\$0	\$0	\$0	West Branch
White Pine	\$0	\$0	\$0	White Pine

\$0.00

VALLEY LIBRARY CONSORTIUM Strategic Plan Dashboard (2011 -2015)

ILS		Operating	
1.1 Create a process for individualized training programs that meet the needs of the membership by 2Q13. Stephanie		2.1 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee	
1.1.1 Have annual survey in place for members on individualized ILS training needs by 3Q11.		2.1.1 A representative of VLC staff will visit 21 library locations by 4Q12.	
1.1.2 Work with 2.1 operations team to identify additional training needs of support staff by 2Q12.			
1.1.3 Determine whether to reallocate current staff responsibilities or hire/contract a trainer by 3Q12.		2.2 A revision of the VLC governing and committee structure, including roles and responsibilities, will be implemented by 1Q13. Bryon	
1.1.4 Present a curriculum or plan for individualized training for one library by 3Q12.		2.2.1 Review board structure by 1Q12.	
1.1.5 Evaluate results of first individualized training by 4Q12.		2.2.2 Review administrative council structure by 1Q12.	
		2.2.3 Recommend changes to Lee by 2Q12.	
1.2. VLC will have a next generation ILS system for members by 2Q14. Melissa			
1.2.1 Conduct membership survey on current ILS system and collate survey results by 4Q12.		2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom	
1.2.2 VLC staff will organize survey results to identify desired features by 1Q13.		2.3.1 Develop weighted criteria for new VLC membership by 1Q12.	
1.2.3 Identify existing ILS systems that address our needs by 1Q13.		2.3.2 Administrative council approves weighted criteria by 2Q12.	
1.3 Determine whether we need database standards and if so, the purpose of the standards by 1Q13. Saginaw (Breakthrough Objective)			
1.3.1 Evaluate other library systems and consortiums to determine how they are addressing their database standards by 4Q11.		Legend	
1.3.2 Survey membership by 4Q11 to determine level of satisfaction with VLC database standards.		Not started, but should be completed by the planned end date.	
1.3.3 Survey membership by 4Q11 to determine level of search results satisfaction with database.		Milestone should be completed by the planned end date.	
1.3.4 Review standards and make prioritized changes based on member comments by 1Q13.		Some risk of the milestone not completing by the planned end date.	
		Serious risk of the milestone not completing by the planned end date.	
1.4 Membership will determine feasibility of centralized cataloguing by 4Q13. Erin			
1.4.1 Marcia & Erin will survey membership on interest in centralized cataloguing by 3Q11.			
1.4.2 They will report results of survey to Lee by October 2011.			Updated: 01.09.2012
1.4.3 Lee will look at the financial implications of centralized cataloguing and provide recommendation to the administrative council by December 2011.			
1.5 Be on cutting edge of evolving interactive technology for ILS for 4Q14. Josh			
1.5.1 VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q12.			
1.5.2 Social media - VLC integration that is user rated by 2Q12.			
1.5.3 Research/produce and/or support mobile apps to increase patron and/or staff functionality by 4Q12.			
1.5.4 VLC staff and/or members continually review at each meeting new library ideas for technology (ongoing) by 6/1/11.			

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2011/12

July	No Meeting	No Meeting
August 17	10:00am (regular)	11:00am (Board)
September 21	10:00am (regular)	11:00am (Board)
October 19	10:00am (regular)	11:00am (Board)
November 16	10:00am (regular)	11:00am (Board)
December 21	10:00am (regular)	11:00am (Board)
January 18	10:00am (regular)	11:00am (Board)
February 15	10:00am (regular)	11:00am (Board)
March 21	10:00am (regular)	11:00am (Board)
April 18	10:00am (regular)	11:00am (Board)
May 16	10:00am (regular)	11:00am (Board)
June 20	10:00am (regular)	11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, January 18, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from November 16, 2011(p.19)

New Business:

1. Recommendations from Administrative Council

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
November 16, 2011

Members Present: Tom Birch (Bay County Library System); Josh Schu (Community District Library); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Malcolm (Lapeer District Library); Judy Eastland (Michigan Molecular Institute); Trish Burns (Public Libraries of Saginaw).

Members not present:

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

Chair M. Barnard called the meeting to order at 11:12 a.m.

The Board discussed the evaluation of the Executive Director.

M. Barnard asked if there were any additions to the agenda. There were none.

Old Business:

1. T. Burns moved to approve the minutes from October 19, 2011 meeting. J. Schu seconded. Motion passed.

New Business:

1. Recommendations from the Administration Council

T. Burns moved to accept the recommendation from the Administrative Council to approve phase 1, 2, and 3 for a total cost of \$76,070, with the first phase to be implemented on December 21, 2011. J. Eastland seconded. Motion carried.

S. Olson moved to accept the recommendation from the Administrative Council to change Goal 1.2 in the Strategic Plan have a target date of 2nd quarter 2014. M. Barnard seconded. Motion carried.

J. Eastland moved to accept the recommendation from the Administrative Council to supersede the decision to sign a three year maintenance contract with SirsiDynix and to implement a two year contract. T. Burn seconded. Motion carried.

Announcements

Meeting adjourned at 11:40 a.m.

Next scheduled meeting is January 18, 2011.

Valley Library Consortium Operating Budget Request
Budget Summary: Last Updated 12/07/2011

Operating Income	2010 Budget	2011 Budget	2012 Budget Request	Increase/(Decrease)	Percent
Seat Fees	\$82,646	\$68,001	\$69,080	\$1,079	1.59%
Record Fees	\$393,500	\$312,861	\$318,976	\$6,115	1.95%
Membership Fees	\$50,000	\$50,000	\$50,000	\$0	0.00%
Rent	\$18,480	\$18,480	\$18,480	\$0	0.00%
Telecom Management	\$1,400	\$1,400	\$1,400	\$0	0.00%
USF	\$2,600	\$2,600	\$2,600	\$0	0.00%
Operating Income Total	\$548,626	\$453,342	\$460,536	\$7,194	1.59%
Operating Expenditures	2010 Budget	2011 Budget	2012 Budget Request	Increase/(Decrease)	Percent
Salaries and Wages	\$235,000	\$207,195	\$212,339	\$5,144	2.48%
Employee Benefits	\$94,500	\$64,992	\$66,292	\$1,300	2.00%
Postage	\$500	\$500	\$500	\$0	0.00%
Travel (Member Libraries)	\$500	\$2,500	\$2,500	\$0	0.00%
Insurance	\$6,500	\$7,000	\$7,300	\$300	4.29%
System Maintenance	\$61,000	\$61,000	\$61,000	\$0	0.00%
Other Technology Related Maintenance	\$5,000	\$5,000	\$5,250	\$250	5.00%
Contracted Services	\$3,600	\$4,000	\$4,000	\$0	0.00%
Staff and Board Continuing Education	\$5,000	\$10,000	\$10,000	\$0	0.00%
Marketing	\$3,200	\$500	\$500	\$0	0.00%
Telecommunications	\$4,200	\$4,680	\$4,680	\$0	0.00%
Membership Dues - White Pine & MLC	\$0	\$275	\$275	\$0	0.00%
Utilities	\$20,000	\$20,000	\$20,000	\$0	0.00%
Equipment, Software, etc.	\$0	\$3,000	\$3,000	\$0	0.00%
Supplies - Misc.	\$4,500	\$4,500	\$4,700	\$200	4.44%
On-going Authority Control (including OCLC)	\$2,400	\$2,400	\$2,400	\$0	0.00%
Internet Access	\$7,300	\$7,300	\$7,300	\$0	0.00%
Building Maintenance	\$14,000	\$16,000	\$16,000	\$0	0.00%
Debt Service	\$30,000	\$30,000	\$30,000	\$0	0.00%
Miscellaneous	\$5,000	\$2,500	\$2,500	\$0	0.00%
Operating Expenditures Total	\$502,200	\$453,342	\$460,536	\$7,194	1.59%
Capitol Income	2010 Budget	2011 Budget	2012 Budget Request		
I/R Contribution	\$57,000	\$0	\$0		
Capitol Income Total	\$57,000	\$0	\$0	\$0	
Total of All Income	\$559,200	\$453,342	\$460,536	\$7,194	1.59%

SUMMARY of VLC FEES					Estimated	
	FEE FROM RECORDS	FEE FROM SEATS	MEMBERSHIP FEE	TOTAL FEES	TELECOM (Net after USF Discount)	GRAND TOTAL FEES
Almont	\$5,124	\$1,063	\$2,000	\$8,187	\$0	\$8,187
Bay County LS	\$69,989	\$12,541	\$2,000	\$84,530	\$8,072	\$92,602
Bay City Schools	\$5,888	\$1,700	\$2,000	\$9,589	\$0	\$9,589
Bridgeport	\$5,521	\$638	\$2,000	\$8,159	\$1,219	\$9,378
Caro	\$10,041	\$2,126	\$2,000	\$14,166	\$0	\$14,166
Chesaning	\$3,479	\$850	\$2,000	\$6,329	\$3,119	\$9,448
Community Dist.	\$10,404	\$2,763	\$2,000	\$15,167	\$0	\$15,167
Delta	\$5,184	\$2,763	\$2,000	\$9,947	\$0	\$9,947
Dryden	\$3,247	\$1,063	\$2,000	\$6,310	\$0	\$6,310
Gladwin County	\$12,249	\$1,700	\$2,000	\$15,949	\$0	\$15,949
Harrison	\$3,832	\$638	\$2,000	\$6,470	\$0	\$6,470
Imlay City	\$8,819	\$1,488	\$2,000	\$12,307	\$0	\$12,307
Iosco-Arenac	\$14,196	\$3,826	\$2,000	\$20,022	\$0	\$20,022
Lapeer District	\$18,531	\$5,526	\$2,000	\$26,057	\$0	\$26,057
Marlette	\$2,594	\$425	\$2,000	\$5,019	\$0	\$5,019
MMCC	\$1,512	\$638	\$2,000	\$4,149	\$0	\$4,149
MMI	\$252	\$213	\$2,000	\$2,465	\$0	\$2,465
Midland	\$60,848	\$8,077	\$2,000	\$70,925	\$0	\$70,925
North Branch	\$6,685	\$850	\$2,000	\$9,535	\$0	\$9,535
Northwood	\$3,349	\$1,275	\$2,000	\$6,624	\$0	\$6,624
Pigeon	\$4,686	\$1,063	\$2,000	\$7,749	\$0	\$7,749
St. Charles	\$4,549	\$850	\$2,000	\$7,399	\$1,985	\$9,384
Saginaw Public	\$52,948	\$15,942	\$2,000	\$70,890	\$0	\$70,890
West Branch	\$5,049	\$850	\$2,000	\$7,900	\$0	\$7,900
White Pine	\$0	\$213	\$2,000	\$2,213	\$0	\$2,213
	\$318,976	\$69,080	\$50,000	\$438,056		
				Revenue from Leasing Space	\$18,480	
				Estimated Telecom Management	\$1,400	
				Estimated USF	\$2,600	
				TOTAL REVENUE	\$460,536	

COMPARISON of VLC FEES -- 2011/12 and 2012/13			
LIBRARY	Grand Total Fees less Telecom 2011/2012	Difference 2011/2012 2012/2013	Percent Increase/ Decrease
Almont	\$7,899	\$288	3.64%
Bay County LS	\$81,655	\$2,875	3.52%
Bay City Schools	\$8,805	\$784	8.90%
Bridgeport	\$7,901	\$258	3.27%
Caro	\$14,339	(\$173)	-1.20%
Chesaning	\$6,423	(\$94)	-1.46%
Community Dist.	\$14,125	\$1,042	7.38%
Delta	\$9,765	\$182	1.87%
Dryden	\$6,142	\$168	2.73%
Gladwin County	\$15,825	\$124	0.79%
Harrison	\$6,333	\$137	2.16%
Imlay City	\$11,891	\$416	3.50%
Iosco-Arenac	\$19,599	\$423	2.16%
Lapeer	\$26,507	(\$450)	-1.70%
Marlette	\$5,149	(\$130)	-2.53%
MMCC	\$4,462	(\$313)	-7.00%
MMI	\$2,461	\$4	0.14%
Midland	\$69,812	\$1,113	1.59%
North Branch	\$9,459	\$76	0.81%
Northwood	\$7,110	(\$486)	-6.84%
Pigeon	\$7,646	\$103	1.35%
St. Charles	\$7,227	\$172	2.38%
Saginaw Public	\$70,015	\$875	1.25%
West Branch	\$8,105	(\$205)	-2.53%
White Pine	\$2,209	\$4	0.16%