

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, November 16, 2011

VLC HQ/Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, October 19, 2011, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2011/12 Financial Reports, p.7 – 12
- E. Strategic Plan Dashboard, p. 13
- F. Meeting Schedule (Administrative Council & Board), p.14
- G. Board Agenda, November 16, 2011, p.15
- H. Board Minutes, October 19, 2011, p.16
- I. Replacement Server & New Reporting Server Configuration, p.17 – 21
- J. SirsiDynix Long Term Agreement Chart, p.22

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, November 16, 2011
VLC HQ/Via Conference Call

AGENDA

Discussion of Executive Director Evaluation

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the October 19, 2011 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5 – 6)
3. Financial Reports (p. 7 – 12)

Old Business:

1. Server Projects (p. 17 – 21)

New Business:

1. Review Strategic Plan Item 1.2 Date

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: December 21, 2011

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

October 19, 2011 10:00 a.m.

Council Members Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Josh Schu-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Melissa Malcolm-Lapeer; Judy Eastland-MMI; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Erin Schmandt-River Rapids; Trish Burns-PLO; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Kristen Valyi-Hax-Ruth Hughes; Marsha Boyd-West Branch.

Council Members Not Present: Desta Ureel-Dryden; Sheila Bissonnette-Harrison; Stephanie Mallak Olson-Iosco; Jessica Moore-Marlette; Cory Goethe-MCC; Kelli Lovaz-North Branch.

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

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

J. Wood asked if there were any additions to the agenda. L. Martin wanted to add that he will be at MLA next Tuesday through Friday.

Consent Agenda

M. Barnard moved to approve the Consent Agenda. T. Burns seconded. Motion carried.

Old Business

There were no items.

New Business

1. New Production and Test Server – Ability to Run Reports Locally

L. Martin presented a proposal to request new servers for the Horizon system which he suggests should be funded from the Equipment and Replacement Fund. L. Martin stated that this new configuration would make the Horizon system faster. The new report server would allow for member libraries to run reports. There was much discussion about the report server and the priority of replacing the others servers in the network.

T. Burns made the motion to purchase the backup unit, the disk array, and the new Horizon server with funds coming from the Equipment and Replacement Fund and to direct L. Martin to return with a plan and final costs to purchase others servers for the network. T. Birch seconded. The motion passed with 10 yay votes and 7 nay votes.

Strategic Plan – Measuring Success

There was nothing to report.

Tech Sharing

There were no items.

Announcements

Kristen Valyi-Hax announced that she will be leaving Ruth Hughes. On Dec. 1, she will start as the director at the Romeo District Library.

J. Bach reminded members that the director evaluation was due at the end of the month.

L. Martin reminded members interested in LibraryThing for Libraries to answer the Doodle he sent out about a meeting time.

Next scheduled meeting is November 16, 2011 at 10:00 a.m.

Meeting was adjourned as adjourned at 11:10 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, November 16, 2011

HIP Issues - Update

While the stability of HIP has increased, there are still occasions where HIP does crash. SirsiDynix's solution to the stability of HIP is to have us back port HIP to a version that is stripped of all the new 7.5.1 features and then add the features back in. Other libraries are successfully running on these revisions. That's not an option for the VLC at this time. The current revision does not allow for the charging of renewals, which several of our libraries have been using. SirsiDynix has agreed to add that feature in the next revision. At this time we don't have an ETA for that release.

LibraryThing for Libraries and LibraryThing Anywhere

We are working hard to get LibraryThing for Libraries and LibraryThing Anywhere configured for the participating libraries HIP profiles. We plan on having the training videos done the week of November 13th. As I write this I'm still waiting on several of the participating libraries to respond to my question about how you would like Shelf Browse to be configured. Most likely you are waiting for feedback from your staff and as soon as you do please let me know.

Fence Repair

On October 20th we had some severe wind gusts that brought down 50% of the VLC owned fence that separates our parking lot and the neighborhood behind us. The total damage was \$8,674. We have a \$1000 deductible from our insurance company and they covered the other \$7,674. The new posts are to be inset the week of November 6th and, with all going well weather-wise, the remaining fence will be in place the week of November 13th.

MLA Annual Conference and Leadership Academy Report

MLA began for me with the fourth and final session of the 2010 – 11 Leadership Academy. This session focused on Handling Difficult People and Consensus Building. I found the overall experience to be very rewarding and I would recommend the academy to anyone looking to enhance their management skills. Over the past year I attempted to implement several concepts from the meetings at the VLC with varying success. I have learned a lot about myself and the staff of the VLC during the process.

As for the MLA Annual conference, the opening session was the highlight for me. The second speaker was Sarah Houghton and it was the first time I had the opportunity to hear her speak in person. I have followed her on Twitter and read her blog for several years. I find her realistic view of the library world that we live in today to be refreshing. Typically, when you attend a session like this the speaker is talking in "what ifs" and "what could bes", but I think she did and does a very good job of focusing on things that are tangible, realistic and in most cases cost effective. Here is a link to her blog if you are interested in learning more about her: librarianinblack.net. I highly recommend you follow her stuff.

As for sessions, I focused on management and technology topics. A couple of them that stood out for me was a session on VuFind from WMU and another on forecast budgeting. We've been looking at VuFind internally as a potential replacement for HIP. VuFind is an open source OPAC overlay or Discovery Interface developed by Villanova University and now many more libraries. It was good to hear an actual user's perspective on using VuFind and their challenges in implementing an open source option. I'm still interested in looking at it and potentially offering it to the consortium as an alternative to

HIP, but I think I will be a bit more cautious as I now realize that we may not have the staff to properly support the software. As for the budgeting session, I came away with the perspective that I should be working to better help you anticipate your ILS and automation needs that you incur from the VLC and I plan on looking at performing a 5-year forecast budget for the VLC for the 2013 – 14 budget year.

Thanksgiving Holiday Schedule

As last year the staff of the VLC will all be taking vacation days the day after Thanksgiving, Friday, November 6 and as such the office will be closed. Someone will be available via the VLC Emergency cell phone if need be to answer any questions. I will send an email to the Administrative Council, Database, and Contacts listserv two weeks in advance and the week of Thanksgiving to let people know that we will be closed and the procedure to contact us in case of an emergency. Thank you for your understanding in this matter.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through October 2011

		Jul '11 - Oct' 11	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	74,598.12	207,195.00	(132,596.88)	36.0%
	5300 · Benefits	23,699.25	64,992.00	(41,292.75)	36.47%
	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	1,172.50	10,000.00	(8,827.50)	11.73%
	5465 · Employee Travel	376.83	2,500.00	(2,123.17)	15.07%
	5470 · Telephone Service	2,339.65	4,680.00	(2,340.35)	49.99%
	5474 · Postage	93.83	500.00	(406.17)	18.77%
	5499 · Misc. Supplies	2,193.70	4,500.00	(2,306.30)	48.75%
	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	738.00	5,000.00	(4,262.00)	14.76%
	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%
	5667 · Bank Service Fee	25.00			
	5670 · Interest Expense - Mortgage Pmt	12,575.15	30,000.00	(17,424.85)	41.92%
	5679 · Utilities	8,730.89	20,000.00	(11,269.11)	43.65%
	5701 · Equipment	0.00	3,000.00	(3,000.00)	0.0%
	5740 · Building Maint. - VLC	10,373.12	16,000.00	(5,626.88)	64.83%
	9999 · Miscellaneous	1,655.71	3,000.00	(1,344.29)	55.19%
Total Expense		180,004.79	453,342.00	(273,337.21)	39.71%
Net Income		(180,004.79)	(453,342.00)	273,337.21	39.71%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of October 31, 2011

				<u>Oct 31, 11</u>	<u>Sep 30, 11</u>
ASSETS					
Current Assets					
Checking/Savings					
		1005 · Operating Funds	58,813.76	70,881.31	
		1105 · Capital Funds	138,041.08	140,928.23	
		1205 · I/R Funds	583,790.43	583,542.97	
		1301 · Building Maint. - Wildfire	31,614.87	31,601.47	
		Total Checking/Savings	812,260.14	826,953.98	
Accounts Receivable					
		1500 · Accounts Recievable	82,362.88	97,025.67	
		Total Accounts Receivable	82,362.88	97,025.67	
		Total Current Assets	894,623.02	923,979.65	
TOTAL ASSETS				894,623.02	923,979.65

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of October 31, 2011

	Type	Date	Num	Name	Memo	Amount	Balance
1005 - Operating Funds							70,881.31
Total 1001 - Cash - Oper MM - 22152						(27,836.15)	43,069.78
1000 - Cash - Operating BC -6569							(24.62)
	Transfer	10/06/2011			Funds Transfer	25.00	0.38
	Liability Check	10/11/2011	6940	Saginaw City Treasurer	City Payroll Taxes	(385.20)	(384.82)
	Liability Check	10/11/2011	6941	1st State Bank	VOID: 38-2410513	0.00	(384.82)
	Liability Check	10/11/2011	6942	State Of Michigan - withholding	State Payroll Taxes	(942.36)	(1,327.18)
	Liability Check	10/11/2011	EFTPS	1st State Bank	Federal Payroll Taxes	(2,033.32)	(3,360.50)
	Check	10/11/2011	6943	TIAA-CREF	Staff Retirement	(822.31)	(4,182.81)
	Check	10/11/2011	6944	Treasurer, City of Saginaw	Water/Sewer Bill	(308.13)	(4,490.94)
	Check	10/11/2011	6945	Bette Jo Abbenante	Misc.	(61.98)	(4,552.92)
	Check	10/11/2011	6946	American Maintenance & Cleaning	Cleaning Service	(555.00)	(5,107.92)
	Check	10/11/2011	6947	Consumers Energy	Gas/Electric Bill	(1,563.82)	(6,671.74)
	Check	10/11/2011	6948	Blue Cross Blue Shield of Michigan	Health Insurance	(1,450.19)	(8,121.93)
	Check	10/11/2011	6949	Cavalier Telephone	Local/Long Distance Phone	(298.75)	(8,420.68)
	Check	10/11/2011	6950	1st State Bank	Mortgage	(2,495.03)	(10,915.71)
	Check	10/11/2011	6951	Chase Card Services	Credit Card Expenses	(432.32)	(11,348.03)
	Check	10/11/2011	6952	Randall L Martin	Employee Travel	(41.63)	(11,389.66)
	Transfer	10/11/2011			Funds Transfer	17,526.86	6,137.20
				1st State Bank	Staff Salaries	(6,137.02)	
	Liability Check	10/21/2011	EFTPS	1st State Bank	38-2410513	(2,033.29)	(2,033.11)
	Check	10/21/2011	6953	TIAA-CREF	Staff Retirement	(822.31)	(2,855.42)
	Check	10/21/2011	6954	SVSU	CD Bands	(191.55)	(3,046.97)
	Check	10/21/2011	6955	Verizon Wireless	Wireless Bill	(236.57)	(3,283.54)
	Check	10/21/2011	6956	Kay M Dunker	Meeting Food	(5.76)	(3,289.30)
	Check	10/21/2011	6957	Jonathan M Enge	Employee Travel	(74.00)	(3,363.30)
	Check	10/21/2011	6958	NetSource One	New PC - JA	(928.78)	(4,292.08)
	Check	10/21/2011	6959	COSUGI, Inc.	Annual Dues	(100.00)	(4,392.08)
	Check	10/21/2011	6960	Quill Corporation	Paper Products	(32.77)	(4,424.85)
	Check	10/21/2011	6961	Information Today, Inc.	CI.L Subscription	(288.00)	(4,712.85)
	Check	10/21/2011	6962	Gadaletto, Ramsby & Associates	Staff Life Insurance	(258.63)	(4,971.48)
	Check	10/21/2011	6963	Randall L Martin	Employee Travel	(10.60)	(4,982.08)
	Transfer	10/21/2011			Funds Transfer	11,119.29	6,137.21
	Check	10/24/2011	6964	Sullivan Fence	Fence Repair	(4,337.00)	1,800.21
	Transfer	10/24/2011			Funds Transfer	4,337.00	6,137.21
				1st State Bank	Staff Salaries	(6,137.03)	
	Transfer	10/31/2011			Funds Transfer	15,743.80	15,743.98
Total 1000 - Cash - Operating BC -6569						3,494.55	15,743.98
Total 1005 - Operating Funds						(24,341.60)	58,813.76

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of October 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								140,928.23
1100 · Cash-Capital - MM 6577								140,928.21
	Transfer	10/11/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(1,146.90)	139,781.31
	Deposit	10/13/2011			Deposit	4838 · Universal Service	2,592.00	142,373.31
	Transfer	10/21/2011			Funds Transfer	1001 · Cash - Oper MM - 22152	(2,592.00)	139,781.31
	Transfer	10/21/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(2,215.00)	137,566.31
	Payment	10/24/2011	15693	Caro Area District Library	Barcodes	1500 · Accounts Recievable	151.86	137,718.17
	Payment	10/24/2011	6917	Bridgeport Public Library	2Q Telecommunications	1500 · Accounts Recievable	305.00	138,023.17
	Deposit	10/31/2011			Interest	4400 · Interest Income	17.89	138,041.06
	Transfer	10/31/2011			Funds Transfer	1101 · Cash - Capital BC 6585	(1,796.70)	136,244.36
Total 1100 · Cash-Capital - MM 6577							(4,683.85)	136,244.36
1101 · Cash - Capital BC 6585								0.02
	Check	10/11/2011	5316	Paetec	Acct# 9056427	6700 · Capital Expenses	(1,146.92)	(1,146.90)
	Transfer	10/11/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	1,146.90	0.00
	Check	10/21/2011	5317	Trivalent Group	Invoice # CS07619	6700 · Capital Expenses	(2,215.00)	(2,215.00)
	Transfer	10/21/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	2,215.00	0.00
	Deposit	10/31/2011			Interest	4400 · Interest Income	0.02	0.02
	Transfer	10/31/2011			Funds Transfer	1100 · Cash-Capital - MM 6577	1,796.70	1,796.72
Total 1101 · Cash - Capital BC 6585							1,796.70	1,796.72
Total 1105 · Capital Funds							(2,887.15)	138,041.08

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of October 31, 2011

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,601.47
	Deposit	10/31/2011			Interest	4400 · Interest Income	13.40	31,614.87
Total 1301 · Building Maint. - Wildfire							13.40	31,614.87

VLC 2011-12 Projected Income

Library Name	# Seats	Seat Fees	Record Fees	Membership Fees	Telecom Fees	Total Operating Revenue	Total Operating YTD Paid	Total Operating YTD Due	Library Name
Almont	5	\$262	\$1,213	\$2,000	\$0	\$7,899	\$3,475	\$4,424	Almont
Bay County	59	\$3,086	\$16,827	\$2,000	\$2,018	\$89,727	\$23,931	\$65,796	Bay County
Bay Schools	8	\$418	\$1,283	\$2,000	\$0	\$8,805	\$3,701	\$5,104	Bay Schools
Bridgeport	3	\$157	\$1,318	\$2,000	\$305	\$9,120	\$3,780	\$5,340	Bridgeport
Caro	10	\$523	\$2,562	\$2,000	\$0	\$14,339	\$5,085	\$9,254	Caro
Chesaning	4	\$209	\$897	\$2,000	\$780	\$9,542	\$3,106	\$6,436	Chesaning
Community	13	\$680	\$2,351	\$2,000	\$0	\$14,125	\$5,031	\$9,094	Community
Delta	13	\$680	\$1,261	\$2,000	\$0	\$9,765	\$3,941	\$5,824	Delta
Dryden	5	\$262	\$774	\$2,000	\$0	\$6,142	\$3,036	\$3,106	Dryden
Gladwin	8	\$418	\$3,038	\$2,000	\$0	\$15,825	\$5,456	\$10,369	Gladwin
Harrison	3	\$157	\$926	\$2,000	\$0	\$6,333	\$3,083	\$3,250	Harrison
Imlay City	7	\$366	\$2,106	\$2,000	\$0	\$11,891	\$4,472	\$7,419	Imlay City
Iosco-Arenac	18	\$942	\$3,458	\$2,000	\$0	\$19,599	\$6,400	\$13,199	Iosco-Arenac
Lapeer	26	\$1,360	\$4,767	\$2,000	\$0	\$26,507	\$8,127	\$18,380	Lapeer
Marlette	2	\$105	\$683	\$2,000	\$0	\$5,149	\$2,788	\$2,361	Marlette
MMCC	3	\$157	\$459	\$2,000	\$0	\$4,462	\$2,616	\$1,846	MMCC
MMI	1	\$52	\$63	\$2,000	\$0	\$2,461	\$2,115	\$346	MMI
Midland	38	\$1,988	\$14,965	\$2,000	\$0	\$69,812	\$18,953	\$50,859	Midland
North Branch	4	\$209	\$1,656	\$2,000	\$0	\$9,459	\$3,865	\$5,594	North Branch
Northwood	6	\$314	\$964	\$2,000	\$0	\$7,110	\$3,282	\$3,828	Northwood
Pigeon	5	\$262	\$1,150	\$2,000	\$0	\$7,646	\$3,412	\$4,234	Pigeon
St. Charles	4	\$209	\$1,097	\$2,000	\$496	\$9,212	\$3,802	\$5,410	St. Charles
Saginaw	74	\$3,923	\$13,081	\$2,000	\$0	\$70,015	\$19,004	\$51,011	Saginaw
West Branch	4	\$209	\$1,317	\$2,000	\$0	\$8,105	\$3,526	\$4,579	West Branch
White Pine	1	\$52	\$0	\$2,000	\$0	\$2,209	\$2,052	\$157	White Pine
TOTAL						\$445,259		\$297,220	
							<u>\$148,039</u>		

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 4Q15. Melissa			
1.2.1 Conduct membership survey on current ILS system and collate survey results by 2Q12.		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 3Q12.		2.3.1 Develop weighted criteria for new VLC membership by 1Q12.	
1.2.3 Identify existing ILS systems that address our needs by 4Q12.		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.			
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	
11:00am (Board)	August 17	10:00am (regular)
September 21 11:00am (Board)	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)
February 15	10:00am (regular) 11:00am (Board)	
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)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, November 16, 2011

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

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

New Business:

1. Recommendations from Administrative Council

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
October 19, 2011

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

Members not present: Stephanie Mallak Olson (Iosco-Arenac District Library).

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

Chair M. Barnard called the meeting to order at 11:14 a.m.

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 September 21 meeting. S. Olson seconded. Motion passed.

New Business:

1. Recommendations from the Administration Council

T. Burns moved to accept the Recommendation from the Administrative Council to purchase the backup unit, the disk array, and the new Horizon server with funds coming from the Equipment and Replacement Fund and to direct L. Martin to return with a plan and final costs to purchase others servers for the network. J. Schu seconded. Motion carried with one nay vote from M. Barnard.

T. Birch moved to authorize up to \$32,000 for the purchase of the new server. T. Burns seconded. Motion carried with one nay vote from M. Barnard.

Announcements

Some members think that they may not be available for the Dec. 21 meeting and suggested cancelling the meeting. After discussion, members decided to wait on cancelling the meeting.

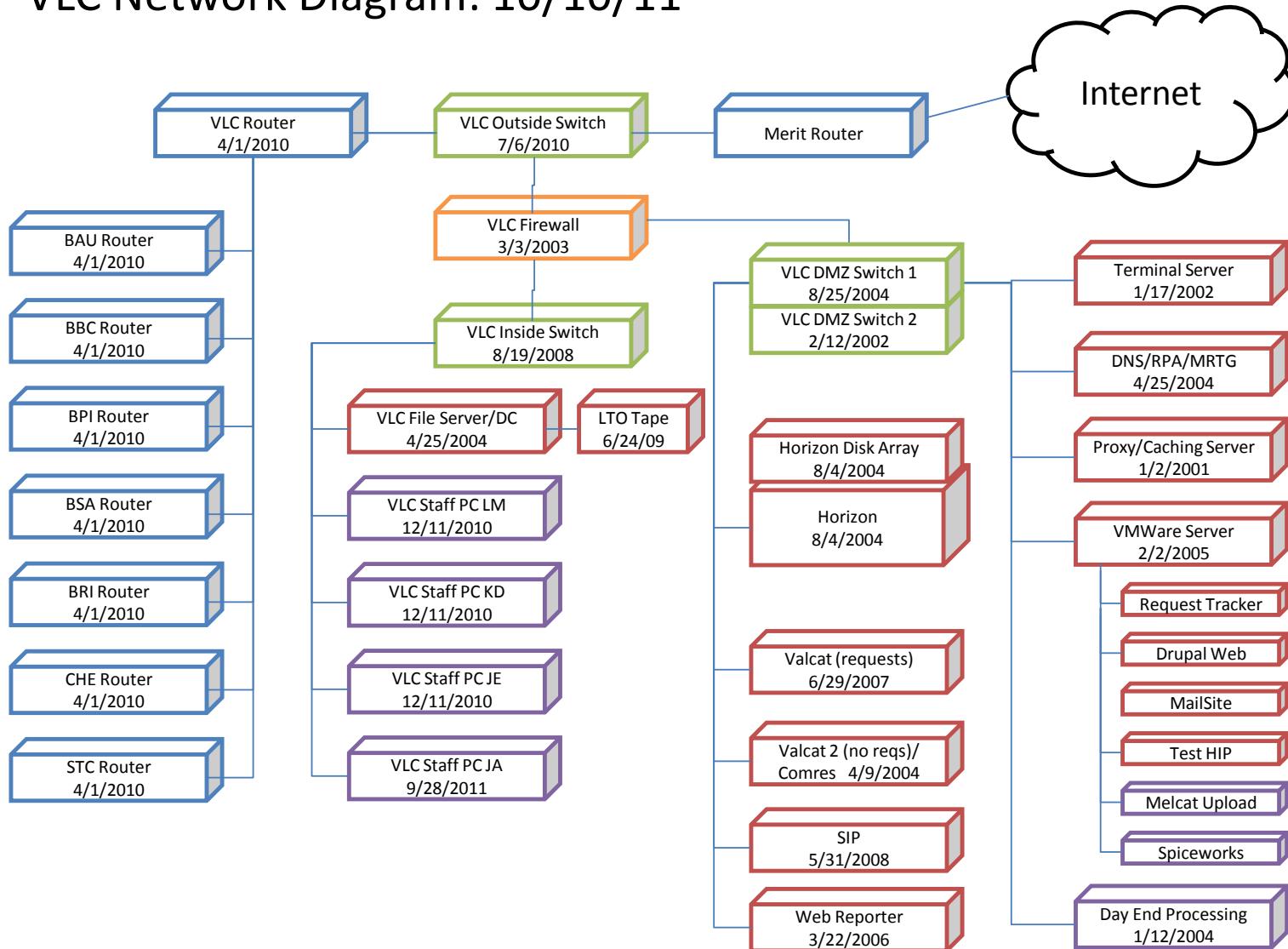
L. Martin asked M. Barnard as Board Chair to contact members prompting them to answer the RSVP emails.

Meeting adjourned at 11:21 a.m.

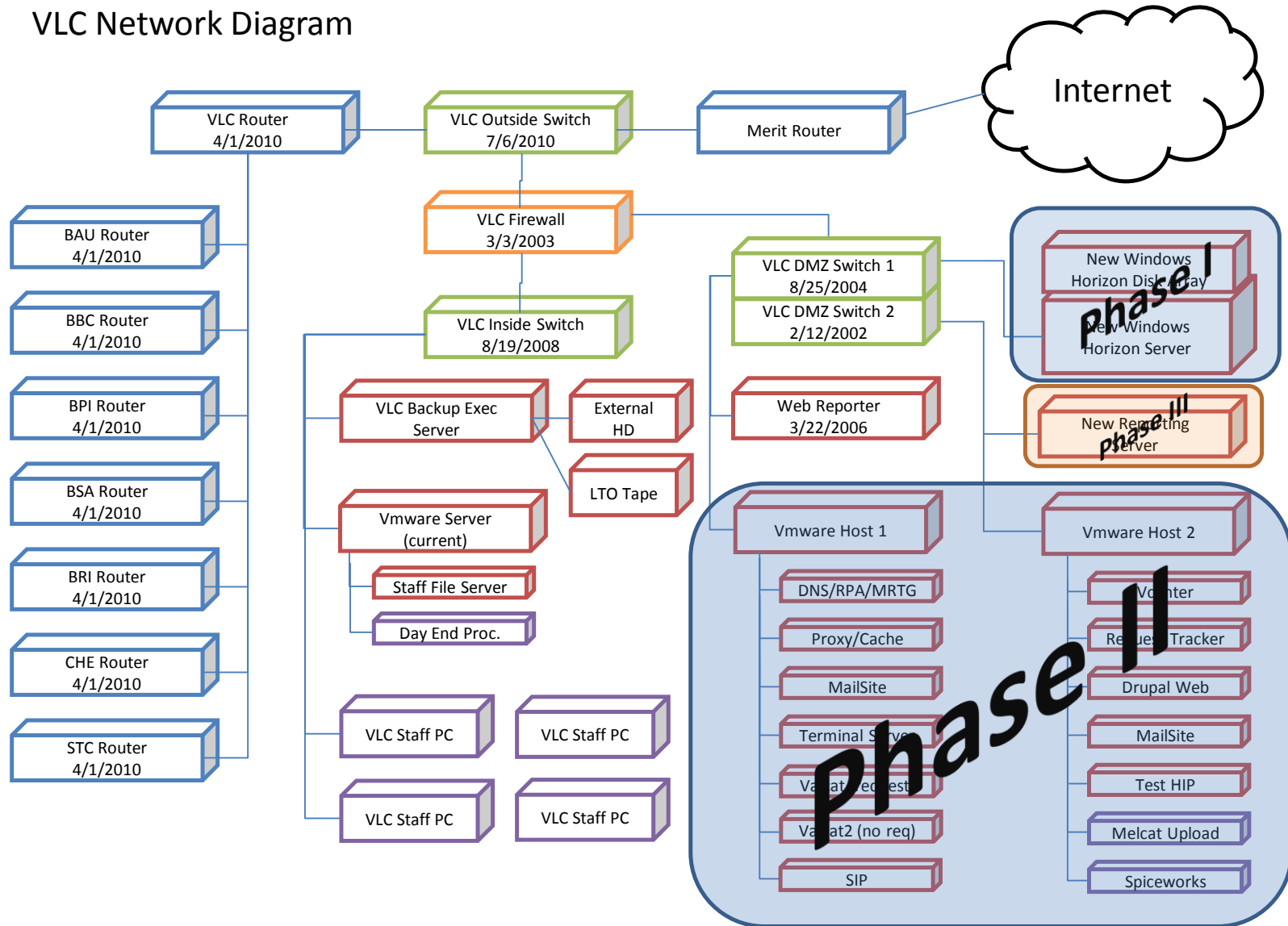
Next scheduled meeting is November 16, 2011.

Submitted by Kay Dunker

VLC Network Diagram: 10/10/11

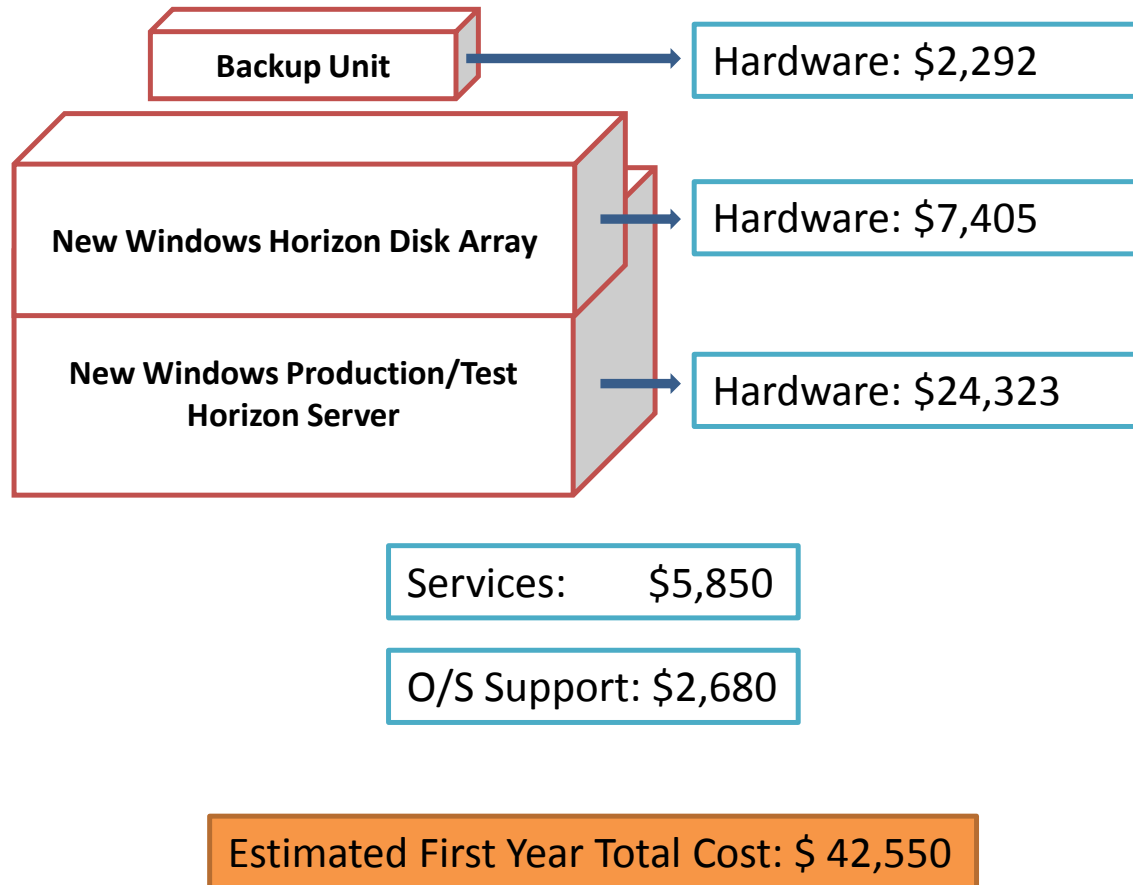


VLC Network Diagram



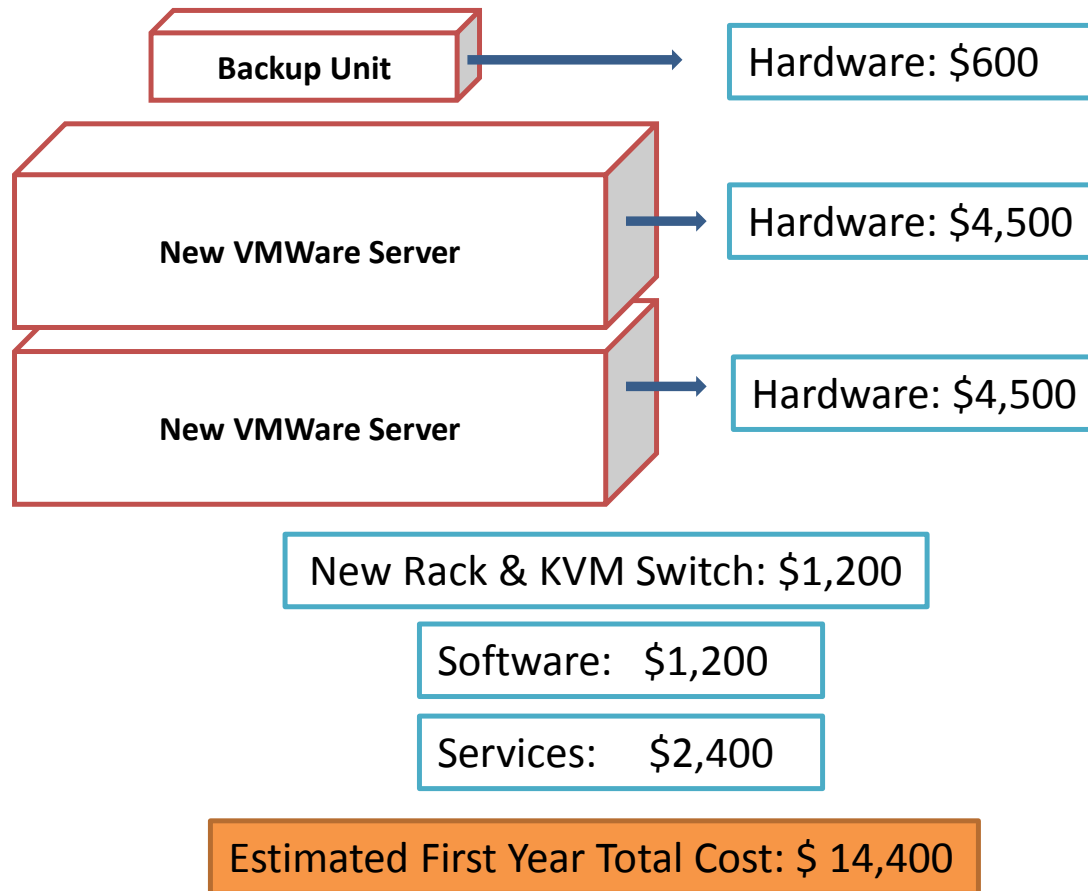
New Production Server

Proposed Server Projects Phase I – December or Early February 2012



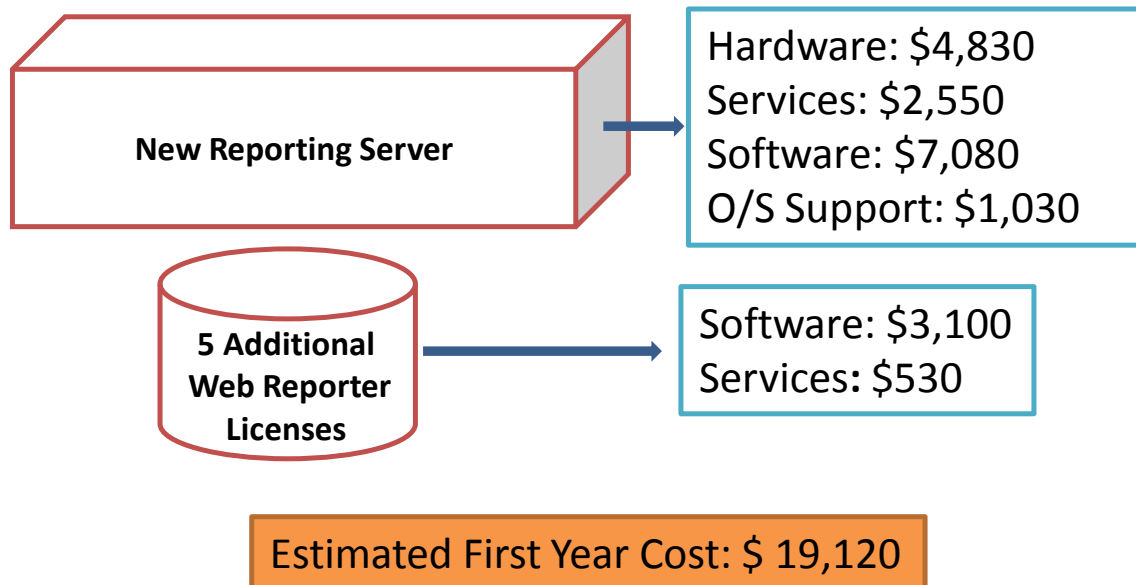
New Non ILS Servers

Proposed Server Projects Phase II – February/March 2012



New Reporting Server

Proposed Server Projects Phase III – 4Q 2012



<u>Estimated New Maintenance Costs Per Year</u>	
Software:	\$1,080
O/S Support:	\$1,100
Web Reporter:	\$600

H/W Support no longer required: - \$6,340 a year

Estimated Annual Maintenance Costs Second Year: **\$2,780**

SirsiDynix LTA Examples

	7.0%	6.0%	5.0%	3.0%	
	Yearly	2 Yr Bundle	3 Yr Bundle	4 Yr Bundle	
Year 0	36,272.95	36,272.95	36,272.95	36,272.95	Last Year
Year 1	38,812.06	38,449.33	38,086.59	37,362.13	This Year
Year 2	41,528.90	40,756.29	39,990.92	38,482.96	
Year 3	44,435.92	43,201.66	41,990.47	39,637.45	
Year 4	47,546.44	46,225.78	44,089.99	40,826.57	
4-Yr Total	172,323.32	168,633.06	164,157.96	156,309.11	
Savings	-	3,690.26	8,165.35	16,014.21	
	0%	2%	5%	10%	
Value Year					
Non-guaranteed					