

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, October 17, 2012
VLC HQ or Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, August 15, 2012, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2012/13 Financial Reports, p.6 – 13
- E. Strategic Plan Dashboard, p.14
- F. Meeting Schedule (Administrative Council & Board), p.15
- G. Board Agenda, October 17, 2012, p.16
- H. Board Minutes, August 15, 2012, p.17
- I. Software and Enhancement Pricing, p.18
- J. Proposed Executive Director Evaluation Tool, p.19 – 21

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, October 17, 2012
VLC HQ or Via Conference Call

AGENDA

Additions to the Agenda:

Financial Statement Review: Mike Hanisko, Weinlander Fitzhugh

Consent Agenda:

1. Approval of the minutes from the August 15, 2012 meeting (p.3 – 4)
2. Executive Director's Report (p.5)
3. Financial Reports (p.6 – 13)

New Business:

1. SirsiDynix eResource Central Demo – Roslyn Dean, Manager – Sales Support (SP 1.2)
2. BookPsychic.com – Kay Dunker (SP 1.2)
3. VLC Executive Director Review Tool Recommendation (p.19 – 21)
4. Building Maintenance – Lighting Ballasts & Carpeting
5. Item Counts/Deletes – Reminder

Old Business:

1. Horizon 7.5.2 – SirsiDynix Text Messaging Pricing (SP 1.2.1) (p.18)

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.15)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: November 21, 2012

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

August 15, 2012 10:00 a.m.

Council Members Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay County; Jack Wood-Delta; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Melissa Malcolm-Lapeer; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Trish Burns-PLOS; Erin Schmandt-River Rapids; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Marcia Dievendorf-Caro; Desta Ureel-Dryden; Nannette Pretzer-St. Charles; Emily Clark-West Branch.

Council Members Not Present: Rosemary Rice-Gutierrez-Bridgeport; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Kelli Lovasz-North Branch; Tracy Harnish-Ruth Hughes.

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

Chair E. Schmandt called the meeting to order at 10:01 a.m.

E. Schmandt asked if there were any additions to the agenda. L. Martin added a report on the Strategic Plan Review Meeting to Old Business.

Consent Agenda

J. Bach moved to approve the Consent Agenda. T. Birch seconded. Motion carried.

Old Business

1. Strategic Plan Review Meeting

The Strategic Plan Review meeting is planned for Sept. 19 from 10:00 until 12:00. Terry Oliver will be present to facilitate. Members are welcome to bring others from their organization and remote access can be provided.

New Business

1. Horizon 7.5.2 Text Messaging Capabilities

The software to do text messaging is included in the upgrade, but there is a charge for sending the texts. L. Martin has requested a quote from SirsiDynix. Once that quote is received, he will get quotes from other providers. Texting is setup per location and patrons can individually opt in.

Strategic Plan – Measuring Success

There was no discussion.

Tech Sharing

M. Barnard said Grace A. Dow is piloting program in which they are purchasing an iPad for use in the library that will have subscriptions to the Wall Street Journal, USA Today, and the New York Times.

A. Parsons said Northwood may be eliminated their subscriptions to the paper copy of the Wall Street Journal in favor of an electronic subscriptions. Their IT dept. is working on creating a "front page" of the current day's article on Blackboard. This could save them up to \$150,000. They are also looking at including approximately 12,000 bib records for electronic resources in the Horizon catalog.

L. Martin stated that SirsiDynix is developing a new web interface to replace HIP that facilitates the downloading of electronic resources. He has scheduled a demonstration of eResource Central for October.

M. Malcolm announced that thanks to the effort of their employee Yvonne Brown, the Lapeer District Library's website is being used as an exemplar of an excellent Plinket site.

T. Burns said that PLOS is trying a pilot project of one on one IT classes. IT staff will spend four hours a week in one on one instruction with patrons.

L. Martin stated that Apple is rumored to be introducing a new iPhone and a new mini-iPad at their upcoming meeting this fall.

Announcements

Lapeer successfully passed their millage.

Pigeon has two townships pass a local millage.

Chesaning will be hosting the annual wine tasting event "Reading between the Vines" on Sept. 15.

The White Pine Annual Meeting will be on Oct. 10. B. Sitler extended an invitation to attend to all VLC members.

The next meeting will be the Strategic Plan Review Meeting on Sept. 19 from 10:00 to 12:00.

Meeting was adjourned as adjourned at 10:32 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, October 17, 2012

LibraryThing for Libraries and LibraryAnywhere - Update

Jon Enge will be contacting each member's designated LibraryThing for Libraries contact the week of October 8 to invite them to a ReadyTalk training session covering the basics of:

- Customizing LibraryThing for Libraries catalog enhancements and the Library Anywhere app
- Moderating reviews submitted by patrons
- Marketing and promoting these new Web 2.0 features

If you are a library using LibraryThing for Libraries and you want to be involved in this training please let Jon know.

Social Library (Facebook App) - Update

Beta testing of Horizon 7.5.2 has been completed. The version was released as scheduled. Horizon 7.5.2 allows for text messaging of notices and has updates in the MARC for RDA. At this point we're not sure it makes sense to update to this version unless we decide to implement SMS Text messaging. We will be discussing the cost of this new functionality in more detail during the meeting.

Web Reporter Server - Update

Kay provided an Advanced Web Reporter training session in September. Those who attended learned techniques on manipulating reports. The class had low attendance. If need be, Kay will be offering this class remotely. If you or someone from your staff is interested in attending a remote training session on this topic please let me or Kay know.

Strategic Plan Review Meeting

For those that attended the strategic plan review meeting last month I wanted to thank you for your enthusiastic contribution. You continue to impress me with your dedication to the well-being of the consortium. This meeting was an important milestone in implementing our strategic vision and without your participation it would be meaningless. That being said, we had less than 50% participation from the member libraries. As I've always stated, this is your consortium not mine. I'm simply the caretaker. Those that participated came up with what I consider two very important breakthrough objectives for the 2012–15 plan: increase active participation by member libraries by 2Q14 and implement a cost effective bibliographic utility by 2Q14. Additionally, this year we will begin the process of implementing our next generation ILS. It is going to be a busy 1 ½ years and we're going to need everyone's participation to make the Strategic Plan a success.

VLC Mortgage

I have received a few questions concerning the mortgage on the VLC building and I thought I would share those details with the group. The principal remaining on the loan as of 10/09/2012 was \$35,434.22. The interest rate on the loan is 5.5%. The loan matures in 16 months on 02/18/2014. Karl Steiner had been paying \$43 extra toward the principal of the loan and I have continued that practice. I estimate that I will actually pay this loan off on 12/18/2013. Commercial mortgages and interest rates are very different than home mortgages. Rates are around 5% right now and with our loan maturing in 14 months it doesn't make much sense to refinance the loan. The transaction costs for the refinance would equalize any potential savings in interest savings we would save by the refinance.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through September 2012

		Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
	Expense				
	5105 · Salaries and wages	61,480.28	212,339.00	(150,858.72)	28.95%
	5300 · Benefits	18,290.45	66,292.00	(48,001.55)	27.59%
	5449 · Merit Fees	0.00	7,300.00	(7,300.00)	0.0%
	5450 · MLC charges	373.36	2,400.00	(2,026.64)	15.56%
	5464 · Employee - Training	3,082.50	10,000.00	(6,917.50)	30.83%
	5465 · Employee Travel	0.00	2,500.00	(2,500.00)	0.0%
	5470 · Telephone Service	1,717.50	4,680.00	(2,962.50)	36.7%
	5474 · Postage	189.00	500.00	(311.00)	37.8%
	5499 · Misc. Supplies	639.14	4,700.00	(4,060.86)	13.6%
	5615 · Insurance - Other	5,998.33	7,300.00	(1,301.67)	82.17%
	5661 · Maintenance - System	0.00	61,000.00	(61,000.00)	0.0%
	5662 · Maintenance - Other	1,120.50	5,250.00	(4,129.50)	21.34%
	5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
	5666 · Professional Fees	2,175.00	4,000.00	(1,825.00)	54.38%
	5670 · Interest Expense - Mortgage Pmt	9,980.12	30,000.00	(20,019.88)	33.27%
	5679 · Utilities	7,949.41	20,000.00	(12,050.59)	39.75%
	5701 · Equipment	39.99	3,000.00	(2,960.01)	1.33%
	5740 · Building Maint. - VLC	7,430.05	14,000.00	(6,569.95)	53.07%
	9999 · Miscellaneous	219.70	5,000.00	(4,780.30)	4.39%
	Total Expense	120,810.33	460,536.00	(339,725.67)	26.23%
	Net Income	(120,810.33)	(460,536.00)	339,725.67	26.23%

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of September 30, 2012

	Type	Date	Num	Name	Memo	Amount
1005 - Operating Funds						
Total 1001 - Cash - Oper MM - 22152						(6,831.37)
1000 - Cash - Operating BC -6569						
	Liability Check	09/13/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,071.27)
	Liability Check	09/13/2012	7211	State Of Michigan - withholding	State Payroll Taxes	(898.65)
	Check	09/13/2012	7212	TIAA-CREF	Staff Retirement	(838.76)
	Check	09/13/2012	7213	Randall L Martin	Office Supplies	(63.35)
	Check	09/13/2012	7214	Strzynski Lawn Care	Lawn Service	(160.00)
	Check	09/13/2012	7215	Chase Card Services	VLC Credit Card	(274.92)
	Check	09/13/2012	7216	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)
	Check	09/13/2012	7217	Cavalier Telephone	Local/Long Distance Service	(312.78)
	Check	09/13/2012	7218	OCLC, Inc.	Bibliographic Services	(181.98)
	Check	09/13/2012	7219	Weinlander Fitzhugh	Financial Statements	(2,175.00)
	Check	09/13/2012	7220	Treasurer, City of Saginaw	Water/Sewer Bill	(307.28)
	Check	09/13/2012	7221	Verizon Wireless	Wireless Services	(236.87)
	Check	09/13/2012	7222	J.E. Johnson Contracting, Inc.	Air Conditioning Maintenance	(295.04)
	Check	09/13/2012	7223	Consumers Energy	Gas/Electric Bill	(1,377.61)
	Check	09/13/2012	7224	1st State Bank	Mortgage Payment	(2,495.03)
	Check	09/13/2012	7225	American Maintenance & Cleaning	Cleaning Service	(555.00)
	Transfer	09/13/2012			Funds Transfer	19,918.32
	Direct Deposit	09/14/2012	DD	1st State Bank	Staff Salaries	(6,268.36)
	Liability Check	09/26/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,071.28)
	Check	09/26/2012	7226	TIAA-CREF	Staff Retirement	(838.76)
	Check	09/26/2012	7227	GRA Benefits Group	Staff Life Insurance	(296.24)
	Check	09/26/2012	7228	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)
	Check	09/26/2012	7229	ReadyTalk	Remote Meeting Service	(57.63)
	Transfer	09/26/2012			Funds Transfer	10,938.49
	Direct Deposit	09/28/2012	DD	1st State Bank	Staff Salaries	(6,268.37)
Total 1000 - Cash - Operating BC -6569						(6,268.57)
Total 1005 - Operating Funds						(13,099.94)

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of September 30, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								117,130.26
1100 · Cash-Capital - MM 6577								117,130.22
	Transfer	09/13/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(871.68)	116,258.54
	Transfer	09/26/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(3,099.72)	113,158.82
	Deposit	09/30/2012			Interest	4400 · Interest Income	6.25	113,165.07
Total 1100 · Cash-Capital - MM 6577							(3,965.15)	113,165.07
1101 · Cash - Capital BC 6585								0.04
	Check	09/13/2012	5347	Paetec	Member Circuits	6700 · Capital Expenses	(871.68)	(871.64)
	Transfer	09/13/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	871.68	0.04
	Check	09/26/2012	5348	Trivalent Group	Member Circuits	6700 · Capital Expenses	(2,215.00)	(2,214.96)
	Check	09/26/2012	5349	Paetec	Member Circuits	6700 · Capital Expenses	(884.76)	(3,099.72)
	Transfer	09/26/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	3,099.72	0.00
	Deposit	09/30/2012			Interest	4400 · Interest Income	0.03	0.03
Total 1101 · Cash - Capital BC 6585							(0.01)	0.03
Total 1105 · Capital Funds							(3,965.16)	113,165.10

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of September 30, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,715.17
	Deposit	09/30/2012			Interest	4400 · Interest Income	9.10	31,724.27
Total 1301 · Building Maint. - Wildfire							9.10	31,724.27

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of August 31, 2012

	Type	Date	Num	Name	Memo	Amount
1005 - Operating Funds						
1001 - Cash - Oper MM - 22152						
	Transfer	08/02/2012			Funds Transfer	(14,217.38)
Total 1001 - Cash - Oper MM - 22152						(33,106.13)
1000 - Cash - Operating BC -6569						
	Liability Check	08/02/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(1,879.74)
	Liability Check	08/02/2012	7176	1st State Bank	Kay Dunker - HSA Payment	(500.00)
	Check	08/02/2012	7177	Bette Jo Abbenante	Coffee	(4.31)
	Check	08/02/2012	7178	TIAA-CREF	Staff Retirement	(838.76)
	Check	08/02/2012	7179	GRA Benefits Group	Staff Insurance	(291.24)
	Check	08/02/2012	7180	Quill Corporation	Misc. Office Supplies	(165.03)
	Check	08/02/2012	7181	Hamilton Electric Company	Air Conditioning Trouble Shooting	(500.00)
	Check	08/02/2012	7182	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)
	Check	08/02/2012	7183	Strzynski Lawn Care	Lawn Service	(40.00)
	Check	08/02/2012	7184	1st State Bank	Mortgage Payment	(2,495.03)
	Check	08/02/2012	7185	Chase Card Services	VLC Credit Card	(189.69)
	Transfer	08/02/2012			Funds Transfer	14,217.38
	Direct Deposit	08/03/2012	DD	1st State Bank	Staff Salaries	(5,947.15)
	Liability Check	08/16/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(1,879.76)
	Liability Check	08/16/2012	7186	State Of Michigan - withholding	State Payroll Taxes	(838.36)
	Liability Check	08/16/2012	7187	1st State Bank	Kay Dunker - HSA Payment	(500.00)
	Check	08/16/2012	7188	TIAA-CREF	Staff Retirement	(838.76)
	Check	08/16/2012	7189	Consumers Energy	Gas/Electric Bill	(1,818.79)
	Check	08/16/2012	7190	American Maintenance & Cleaning	Cleaning Service	(555.00)
	Check	08/16/2012	7191	SVSU	Yellow Bands	(122.30)
	Check	08/16/2012	7192	ReadyTalk	Remote Conferencing Service	(79.29)
	Check	08/16/2012	7193	Cavalier Telephone	Local/Long Distance Service	(312.78)
	Check	08/16/2012	7194	J.E. Johnson Contracting, Inc.	Air Conditioning Maintenance	(576.04)
	Check	08/16/2012	7195	Verizon Wireless	Wireless Service	(238.62)
	Check	08/16/2012	7196	GRA Benefits Group	Staff Health Insurance	(296.24)
	Check	08/16/2012	7197	OCLC, Inc.	Bibliographic Services	(191.38)
	Check	08/16/2012	7198	Unemployment Insurance Agency	Fee	(35.00)
	Check	08/16/2012	7199	Treasurer, City of Saginaw	Water/Sewer Bill	(308.13)
	Transfer	08/16/2012			Funds Transfer	14,537.32
	Direct Deposit	08/17/2012	DD	1st State Bank	Staff Salaries	(5,947.13)
	Liability Check	08/27/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(1,879.77)
	Liability Check	08/27/2012	7202	1st State Bank	Kay Dunker - HSA Payment	(500.00)
	Check	08/27/2012	7203	TIAA-CREF	Staff Retirement	(838.76)
	Check	08/27/2012	7204	New Horizons	Staff Training Classes	(2,997.50)
	Check	08/27/2012	7205	RHUB Communication	Turbomeeting Annual Maintenance	(199.00)
	Check	08/27/2012	7206	Van Herweg Electric, Inc.	Service Call - AC	(152.00)
	Check	08/27/2012	7207	J.E. Johnson Contracting, Inc.	Replaced Generator	(3,126.97)
	Check	08/27/2012	7208	Unemployment Insurance Agency	Fee	(35.00)
	Check	08/27/2012	7209	Kay M Dunker	Database Meeting Snacks	(11.78)
	Check	08/27/2012	7210	Bette Jo Abbenante	Meeting Snacks & Coffee	(18.43)
	Transfer	08/27/2012			Funds Transfer	15,706.35
	Direct Deposit	08/31/2012	DD	1st State Bank	Staff Salaries	(5,947.14)
	Deposit	08/31/2012			Interest	0.19
Total 1000 - Cash - Operating BC -6569						(17,881.48)
Total 1005 - Operating Funds						(50,987.61)

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of August 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								105,983.49
1100 · Cash-Capital - MM 6577								105,983.46
	Transfer	08/02/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(3,336.67)	102,646.79
	Deposit	08/22/2012			Deposit	4838 · Universal Service	16,692.00	119,338.79
	Transfer	08/27/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(2,214.98)	117,123.81
	Deposit	08/31/2012			Interest	4400 · Interest Income	6.41	117,130.22
Total 1100 · Cash-Capital - MM 6577							11,146.76	117,130.22
1101 · Cash - Capital BC 6585								0.03
	Check	08/02/2012	5342	Paetec	Member Circuits	6700 · Capital Expenses	(871.68)	(871.65)
	Check	08/02/2012	5343	Trivalent Group	Member Circuits	6700 · Capital Expenses	(2,215.00)	(3,086.65)
	Check	08/02/2012	5344	SirsiDynix	VOID: Invoice #: 20854	6700 · Capital Expenses	0.00	(3,086.65)
	Check	08/02/2012	5345	SirsiDynix	Social Library Eval	6700 · Capital Expenses	(250.00)	(3,336.65)
	Transfer	08/02/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	3,336.67	0.02
	Check	08/27/2012	5346	Trivalent Group	Member Circuits	6700 · Capital Expenses	(2,215.00)	(2,214.98)
	Transfer	08/27/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	2,214.98	0.00
	Deposit	08/31/2012			Interest	4400 · Interest Income	0.04	0.04
Total 1101 · Cash - Capital BC 6585							0.01	0.04
Total 1105 · Capital Funds							11,146.77	117,130.26

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of August 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,705.77
	Deposit	08/31/2012			Interest	4400 · Interest Income	9.40	31,715.17
Total 1301 · Building Maint. - Wildfire							9.40	31,715.17

VLC 2012 - 13 Projected Income

Updated: 8/7/12

Library Name	Quaterly Telecom Fees	Quartely Seat Fees	Quartely Record Fees	Total Quarterly Payment	Annual Membership Fee	Total Projected Revenue	Total Operating YTD Paid	Total Operating Due	Library Name
Almont	\$0	\$266	\$1,281	\$1,547	\$2,000	\$8,187	\$0	\$8,187	Almont
Bay County LS	\$2,018	\$3,135	\$17,497	\$22,650	\$2,000	\$92,602	\$24,650	\$67,952	Bay County LS
Bay City Schools	\$0	\$425	\$1,472	\$1,897	\$2,000	\$9,589	\$3,897	\$5,692	Bay City Schools
Bridgeport	\$305	\$159	\$1,380	\$1,845	\$2,000	\$9,378	\$3,845	\$5,533	Bridgeport
Caro	\$0	\$531	\$2,510	\$3,042	\$2,000	\$14,166	\$5,042	\$9,124	Caro
Chesaning	\$780	\$213	\$870	\$1,862	\$2,000	\$9,448	\$3,862	\$5,586	Chesaning
Community	\$0	\$691	\$2,601	\$3,292	\$2,000	\$15,167	\$5,292	\$9,875	Community Dist.
Delta	\$0	\$691	\$1,296	\$1,987	\$2,000	\$9,947	\$3,987	\$5,960	Delta
Dryden	\$0	\$266	\$812	\$1,077	\$2,000	\$6,310	\$3,077	\$3,233	Dryden
Gladwin County	\$0	\$425	\$3,062	\$3,487	\$2,000	\$15,949	\$0	\$15,949	Gladwin County
Harrison	\$0	\$159	\$958	\$1,117	\$2,000	\$6,470	\$3,117	\$3,353	Harrison
Imlay City	\$0	\$372	\$2,205	\$2,577	\$2,000	\$12,307	\$4,577	\$7,730	Imlay City
Iosco	\$0	\$956	\$3,549	\$4,505	\$2,000	\$20,022	\$6,505	\$13,517	Iosco
Lapeer	\$0	\$1,382	\$4,633	\$6,014	\$2,000	\$26,057	\$8,015	\$18,042	Lapeer
Marlette	\$0	\$106	\$648	\$755	\$2,000	\$5,019	\$2,755	\$2,264	Marlette
MMCC	\$0	\$159	\$378	\$537	\$2,000	\$4,149	\$4,150	-\$1	MMCC
MMI	\$0	\$53	\$63	\$116	\$2,000	\$2,465	\$0	\$2,465	MMI
Midland	\$0	\$2,019	\$15,212	\$17,231	\$2,000	\$70,925	\$19,231	\$51,694	Midland
North Branch	\$0	\$213	\$1,671	\$1,884	\$2,000	\$9,535	\$3,884	\$5,651	North Branch
Northwood	\$0	\$319	\$837	\$1,156	\$2,000	\$6,624	\$3,156	\$3,468	Northwood
Pigeon	\$0	\$266	\$1,172	\$1,437	\$2,000	\$7,749	\$3,438	\$4,311	Pigeon
St. Charles	\$496	\$213	\$1,137	\$1,846	\$2,000	\$9,384	\$3,846	\$5,538	St. Charles
Saginaw Public	\$0	\$3,985	\$13,237	\$17,222	\$2,000	\$70,890	\$19,222	\$51,668	Saginaw Public
West Branch	\$0	\$213	\$1,262	\$1,475	\$2,000	\$7,900	\$3,475	\$4,425	West Branch
White Pine	\$0	\$53	\$0	\$53	\$2,000	\$2,213	\$0	\$2,213	White Pine
						\$452,451		\$313,428	
							\$139,023		

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	
1.1.1	Committee designs and conducts membership survey on current system and future needs/wants/features post vendor demos by 1Q13.	2.1	Increase active participation by member libraries by 2Q14. Alice & Stephanie (Breakthrough objective)
1.1.2	Organize results of survey by 2Q13.	2.1.1	Explore and implement new meeting structure (including frequency) for administrative council, board, and committees by 2Q13.
1.1.3	Identify existing ILS system and discovery layer by 4Q13.	2.1.2	Set minimum standards for attendance and participation by end of 1Q13.
1.2	Be on cutting edge of evolving interactive technology for ILS for 4Q14. Lee	2.1.3	Get approval for incentive ideas for participation by 1Q13.
1.2.1	VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q13.	2.1.4	Develop new member/new director orientation to define member roles by 1Q13.
1.2.2	In our search for next ILS system, re-examine mobile apps for patrons and staff use by 2Q14.	2.1	Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee
1.2.3	Work with vendors who will be soon offering direct catalog integration for eBooks to do what we can on our end to make that happen by 4Q14.	2.1.1	A representative of VLC staff will visit 21 library locations by 4Q12.
1.3	Have cost effective bibliographic utility by 2Q14. Erin (breakthrough objective)		
1.3.1	Determine models and potential vendors by 2Q13.		
1.3.2	Implement new model/vendor(s) by 2Q14.		
Legend			
	Not started, but should be completed by the planned end date.		
	Milestone should be completed by the planned end date.		
	Some risk of the milestone not completing by the planned end date.		
	Serious risk of the milestone not completing by the planned end date.		
	Task Completed		
Updated: 09.24.2012			

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2012/13

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

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, October 17, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from August 15, 2012(p.20)

New Business:

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
August 15, 2012

Members Present: Tom Birch (Bay County Library System); Jack Wood (Delta College Library); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Malcolm (Lapeer District Library); Trish Burns (Public Libraries of Saginaw)

Members Not Present: Nanette Pretzer (St. Charles District Library)

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

President T. Birch called the meeting to order at 10:37 a.m.

T. Birch asked if there were any additions to the agenda. There were none.

Old Business:

1. M. Barnard moved to approve the minutes from June 20, 2012 meeting S. Olson seconded. Motion passed.

New Business:

There was no new business.

Announcements

Meeting adjourned at 10:39 a.m.

Next scheduled meeting is October 17, 2012.

SirsiDynix SMS Text Messaging Pricing

SMS text messaging is a subscription, and the pricing is based on the number of messages we would anticipate sending per year. There is a one-time installation/training fee of \$750, and then the subscription pricing would be as follows:

- 10,000 Messages per year - \$1,000/yr
- 25,000 Messages per year - \$1,500/yr
- 50,000 Messages per year - \$2,000/yr
- 100,000 Messages per year - \$3,000/yr
- 250,000 Messages per year - \$5,000/yr
- 500,000 Messages per year - \$8,000/yr

So, for example, if you wanted to do the 10,000 message package, the initial price would be \$1750 (\$1000 subscription + \$750 set-up), then \$1000/yr thereafter. We can also upgrade to a higher package later if needed.

BookPyschic.com Pricing

Pricing is based on population served. For estimate purposes I used the total population served of the member libraries using LibraryThing for Libraries and the Library Anywhere App to calculate our pricing.

For the first 75,000 pop served:

$$75,000 \times .015 = \$1,125$$

$$550,000 - 75,000 = 475,000 \times 0.005 = \$2,375$$

$$\$1,125 + \$2,375 = \$3,500$$

$$\$3,500 - 20\% \text{ Discount} = \$2,800$$

**EVALUATION OF EXECUTIVE DIRECTOR
Valley Library Consortium
2011-2012**

Name of Evaluator: _____ Date: _____
All information provided will be kept confidential.

Performance Levels: Rate the employee by using the numerical values 1 to 5, in any increment, and enter comments to support the rating directly below.

PERFORMANCE LEVEL DEFINITIONS

- Performance Rating 1: Unacceptable performance**
- Performance Rating 2: Minimum level of acceptability, improvement plan required**
- Performance Rating 3: Meets expectations, performance is steady, reliable and competent**
- Performance Rating 4: Exceeds expectations, performs complex tasks, takes on extra challenges**
- Performance Rating 5: Excels in performance, accomplishments far exceed job requirements**

A. Relationship with Administrative Council and Board of Directors – please consider such things as:

- Keeps the Administrative Council and Board informed on issues, needs and operations of the Consortium.
- Offers professional advice to the Administrative Council and Board on items requiring action, with appropriate recommendations based on thorough study and analysis.
- Fosters and encourages member participation in Consortium.
- Establishes and maintains good relationships with and among member libraries.
- Supports and executes policies.
- Seeks and accepts constructive criticism of work.

Performance Rating: _____
Comments

B. Strategic Plan – please consider such things as:

- Provides leadership in strategic planning to accomplish the mission/vision of the Consortium.
- Coordinates activities towards the outcomes of the strategic plan.
- Delegates authority to staff members appropriate to the positions each holds.
- Keeps the Administrative Council and Board updated on implementation of the strategic plan.

Performance Rating: _____
Comments

C. Quality of Work – please consider such things as:

- Meets deadlines.
- Provides adequate documentation where expected.
- Performs an acceptable volume of work.
- Written communications are clear, concise, and accurate.
- Expresses ideas effectively and quickly when speaking.
- Effective in recognizing, analyzing, evaluating and solving problems.

Performance Rating: _____

Comments

D. Professional Relationships/Development – please consider such things as:

- Promotes awareness, understanding or advocacy about the Consortium's resources and services.
- Keeps abreast of local, state and national issues that affect the Consortium.
- Represents the Consortium at relevant organizations and meetings.
- Works with vendors related to Consortium services and equipment.
- Engages in professional development activities that benefit the Consortium.
- Keeps current on developments and trends.

Performance Rating: _____

Comments

E. Personnel Relationships – please consider such things as:

- Develops and executes sound personnel procedures and practices.
- Recruits, hires and assigns the best available personnel in terms of their competencies.
- Develops good staff morale and loyalty to the organization.
- Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.
- Encourages staff professional development.
- Resolves grievances and conflicts.

Performance Rating: _____

Comments

F. Business and Finance – please consider such things as:

- Prepares and presents annual budgets.
- Controls costs reducing or eliminating unnecessary expenditures.
- Arranges for annual audits.
- Recommends investment strategies.
- Determines that funds are wisely spent and within budget limitations.
- Identifies sources of outside funding and preparing grant applications as appropriate.

Performance Rating: _____

Comments

G. Facilities Management – please consider such things as:

- Promptly addresses building issues.
- Negotiates contracts with renters.
- Maintains a safe environment for staff, renters, members and visitors.
- Schedules general maintenance of building to ensure cleanliness and a good appearance.
- Maintains equipment.

Performance Rating: _____

Comments

H. Personal Qualities – please consider such things as:

- Maintains high standards of ethics, honesty and integrity in all professional matters.
- Demonstrates initiative through quest for new ideas, proposals for new projects, etc.
- Responsive to changing responsibilities and priorities.
- Exhibits good judgment in decision-making.
- Presents a professional appearance.

Performance Rating: _____

Comments