

# VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, February 16, 2011 **10am**

3210 Davenport, Saginaw

## Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, January 19, 2011, p.3 – 4
- C. Executive Director's Report, p.5 – 6
- D. FY 2010/11 Financial Reports, p.7 – 12
- E. Meeting Schedule (Administrative Council & Board), p.13
- F. Board Agenda, February 16, 2011, p.14
- G. Board Minutes, January 19, 2011, p.15
- H. Updated Operating Budget, p.16
- I. Updated Fee Structure, p.17
- J. Northwood ILL Statistics, p.18
- K. Strategic Plan - Plan Development & Final Plan Potential Dates, p.19
- L. Database Minutes, January 27, 2011, p.20 – 22
- M. Kay Dunker Library Visit Report, p.23
- N. Jon Enge Library Visit Report, p.24 – 25

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
February 16, 2011  
**10am**  
3210 Davenport, Saginaw

**AGENDA**

**Additions to the Agenda:**

**Old Business:**

1. Approval of the minutes from the February 16, 2011 meeting (p. 3 – 5)
3. Updated -- Operating Budget 2011/2012 (p.16 – 17)

**Executive Director's Report**

**New Business:**

1. Strategic Plan - Plan Development & Final Plan Date Decision (p. 19)

**Announcements:**

News of Events from Member Libraries

Next Scheduled Meeting: March 16, 2011

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**January 19, 2011 10:00 a.m.**

Council Members Present: Tom Birch-Bay County; Erin Schmandt-Chesaning; Josh Schu-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Judy Eastland-MMI; Jeanette Bach-Pigeon; Trish Burns-PLOS; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Desta Ureel-Dryden; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Marsha Boyd-West Branch.

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

Chair J. Bach called the meeting to order at 10:02 a.m.

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

### **OLD BUSINESS**

1. Approval of the minutes

K. Pohjola moved to approve the minutes from November 17, 2010 meeting. B. Sitler seconded. Motion passed

2. ILL Project

T. Burns moved that Northwood be moved to the bottom of the request queue until the end of Northwood's fiscal year at which point Northwood should become a member of RIDES. If they will not, the VLC libraries will not interloan to them. T. Birch seconded. Motion passed.

3. Strategic planning

The first meeting in the strategic planning process will be March 25, 2010 at the VLC offices from 10:00 to 4:00. Members are welcome to bring two people to the meeting.

### **EXECUTIVE DIRECTOR'S REPORT**

1. L. Martin proposes that the discussion about SkyRiver be continued at the Strategic Planning meetings. Members agreed.
2. The testing of LibraryThing and ChiliFresh was postponed due to the Horizon 7.5.1 beta testing.
3. The VLC recommends waiting until two to three months after the general release of Horizon 7.5.1 before upgrading. Members agreed.
4. L. Martin stated that he had hoped to have visited all the member libraries by now, but that has not been possible. He continues to schedule those visits.

5. K. Dunker and J. Enge have started to visit member libraries (Delta, St. Charles, and the Public libraries of Saginaw) to see what it's like to provide customer service at a library today.

## **NEW BUSINESS**

1. Initial Operating Budget 2011/2012 Presentation

L. Martin presented a proposed budget for the 2011/2012 Fiscal Year. The budget will be voted on at the next meeting.

2. Personnel Committee Recommendations

There was discussion about the liability of the Administrative Council in regards to personnel issues. L. Martin will investigate the issue and report back at the next meeting.

## **ANNOUNCEMENTS:**

Grace A. Dow won the "I Love My Library Sweepstakes," from Taped Editions, Inc. The prize is a collection of audiobooks valued at \$500.

Lapeer District Library will no longer have a branch in Goodland.

Chesaning is sending in in a district library contract and should soon be the River Rapids District Library.

The Public Libraries of Saginaw is getting the clipping and negative files of the Saginaw News.

The Public Libraries of Saginaw has 98% of the collection tagged with RFID tags and will begin using Selfcheck at Hoyt, then Butman-Fish, then Zael. They are also purchasing Envisionware.

Pigeon is doing its 3<sup>rd</sup> Annual Winter Reading program.

T. Burns stated that the Saginaw County Health Department is now forcing them to get a license when they server food at an event.

Meeting adjourned at 11:42 a.m.

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

Minutes prepared by Kay Dunker.

# **Executive Director's Report, February 16, 2011**

## **Personnel Committee Recommendation**

At the last Administrative Council meeting we discussed the potential need to make changes to the Personnel Committee. Based on feedback from the Administrative Council I felt it best that I contact Saginaw Bay Underwriters (SBU) to determine if Administrative Council members and thus Personnel Committee members were covered under our liability umbrella.

I met with Scott Bryant from SBU and he informed me that Administrative Council members were not necessarily covered, but since the Personnel Committee makes a recommendation to the Board and that the Board ultimately makes the final decision and as such Personnel Committee members should have no liability concerns.

So based on his recommendation we will not need to make any changes to the Personnel Committee.

## **Kay and Jon – Cross Training Update**

Kay and Jon have finished up their library visits and I think it was definitely worth the time and effort. I think they benefited by spending time with some of our members. This is something I'd like to do on a yearly basis to ensure that we better understand the memberships unique issues and needs.

## **Envisionware PC and Print Management Software**

Public Libraries of Saginaw has recently joined the group of Consortia members that have received a significant discount by leveraging the power of the membership to purchase the Envisionware PC and Print Management Software Suite. By adding Saginaw we have moved into a different pricing tier. Previously, a seat of the PC Management Software was \$35.00. Members can now purchase a seat for \$30.60. For those libraries that received a quote from me you can now subtract \$4.40 for each seat you planned on adding.

## **Library Visits**

By the time you read this I will most likely have visited two more of our members. I plan on visiting Chesaning and Bridgeport the week of February 6<sup>th</sup>. I will continue to schedule these visits and I look forward to visiting your libraries.

## **Hardware Refresh**

I recently purchased three desktop computers and one printer. Jon, Kay, and I were happy recipients of the three new desktops. The plan is to replace Jo's desktop during the 2011-2012 fiscal year. I received the new printer. I was very happy to no longer be required to stuff a napkin into the paper feed tray so that it would not fall off. Our hardware was very outdated and desperately needed to be upgraded.

## **BookMyne Beta Testing**

I recently sent an e-mail out to the membership asking for participation in beta testing the new SirsiDynix module BookMyne. We have received commitment from the Public Libraries of Saginaw and Grace A. Dow Memorial Library to participate in testing iPad devices. I will be testing my iPhone.

## **COSUGI**

Kay and I will be attending the COSUGI conference the week of April 18<sup>th</sup> in Phoenix. I'm looking forward to seeing what SirsiDynix has planned for future product development with regards to Horizon. I'm also looking forward to meeting many of the key product developers and managers. I think it is very key for me to make these connections as well as network with other Horizon/Symphony libraries from across the country. As such I will have to cancel the April Administrative council and Board meeting.

### **Northwood ILL Update**

As I recently stated in my recent e-mail we moved Northwood to the bottom of the list that will now make the last library. I've updated the slide with the January ILLs from Northwood. As you will see it appears that we are trending in the direction that we would like to see. I will continue to update the graph each month so that we can make an educated decision this summer.

### **Vacation**

I will be on vacation from February 19<sup>th</sup> to February 27<sup>th</sup>. I will be in sunny Florida for the week and please pray for sun and warm weather for me and my family. If you need to speak with me please do not hesitate in calling my cell phone. That number is 248-376-7123.

# VALLEY LIBRARY CONSORTIUM

## FY 2010/11 VLC Operational Budget

(through January 2011)

	<b>FY 2010/11</b>	<b>YTD Expenses</b>	<b>Remainder (Budget-YTD)</b>
Salaries	\$235,000	\$102,614.70	\$132,385.30
Benefits	\$94,500	\$66,065.55	\$28,434.45
Supplies, equipment, etc.	\$4,500	\$3,687.23	\$812.77
Promotion	\$3,200	\$0.00	\$3,200.00
Telephone	\$4,200	\$2,308.58	\$1,891.42
Postage	\$500	\$97.50	\$402.50
Travel	\$500	\$334.85	\$165.15
Training, Workshops, etc.	\$5,000	\$5,932.11	(\$932.11)
Insurance	\$6,500	\$7,197.75	(\$697.75)
System Maintenance	\$61,000	\$59,510.03	\$1,489.97
Other Maintenance	\$5,000	\$0.00	\$5,000.00
Utilities	\$20,000	\$11,450.49	\$8,549.51
Debt Service	\$30,000	\$14,970.18	\$15,029.82
Financial Services	\$3,600	\$3,365.00	\$235.00
Bldg. Maintenance	\$14,000	\$10,479.50	\$3,520.50
Miscellaneous	\$5,000	\$6,723.01	(\$1,723.01)
On-going Authority Cntrl (including OCLC)	\$2,400	\$2,237.53	\$162.47
Merit Membership	\$7,300	<u>\$7,506.14</u>	<u>(\$206.14)</u>
<b>TOTAL</b>		<u>\$304,480.15</u>	<u>\$197,720</u>

## SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$218.62
Income	<u>\$379,401.20</u>
TOTAL Available Funds	\$464,585.83
Expenditures	<u>\$304,480.15</u>
Cash BALANCE	<u><b>\$160,105.68</b></u>

# VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

LIBRARY	January 2011								
	<u>#Seats</u>	<u>Seat Fees</u>	<u>Record Fees</u>	<u>Membership Fee</u>	<u>I/R Fund contribut.</u>	<u>Total Operating Revenue</u>	<u>YTD Paid</u>	<u>Balance Due</u>	
Almont	5	\$1,279	\$5,325	\$2,000	(\$772)	\$7,832	\$6,374	\$1,458	Almont
Bay County	59	\$15,096	\$84,445	\$2,000	(\$12,232)	\$89,309	\$67,487	\$21,822	Bay County
Bay Schools	8	\$2,047	\$6,500	\$2,000	(\$940)	\$9,607	\$7,706	\$1,901	Bay Schools
Bridgeport	3	\$768	\$6,506	\$2,000	(\$944)	\$8,330	\$6,746	\$1,584	Bridgeport
Caro	10	\$2,559	\$12,853	\$2,000	(\$1,860)	\$15,552	\$12,164	\$3,388	Caro
Chesaning	4	\$1,023	\$5,633	\$2,000	(\$816)	\$7,840	\$6,380	\$1,460	Chesaning
Community Dist.	13	\$3,326	\$10,922	\$2,000	(\$1,584)	\$14,664	\$8,332	\$6,332	Community Dist.
Delta	13	\$3,326	\$6,066	\$2,000	(\$880)	\$10,512	\$8,387	\$2,125	Delta
Dryden	5	\$1,279	\$3,835	\$2,000	(\$556)	\$6,558	\$5,420	\$1,138	Dryden
Gladwin	8	\$2,047	\$15,086	\$2,000	(\$2,184)	\$16,949	\$13,211	\$3,738	Gladwin Co.
Harrison	3	\$768	\$4,696	\$2,000	(\$680)	\$6,784	\$5,588	\$1,196	Harrison
Imlay City (Ruth Hughes	7	\$1,791	\$11,058	\$2,000	(\$1,600)	\$13,249	\$10,439	\$2,810	Imlay City
Iosco-Arenac	17	\$4,350	\$16,781	\$2,000	(\$2,432)	\$20,699	\$16,153	\$4,546	Iosco-Arenac
Lapeer	26	\$6,653	\$22,516	\$2,000	(\$3,260)	\$27,909	\$21,434	\$6,475	Lapeer
Marlette	2	\$512	\$3,408	\$2,000	(\$492)	\$5,428	\$3,714	\$1,714	Marlette
MMCC	3	\$768	\$2,072	\$2,000	(\$300)	\$4,540	\$638,270	-\$633,730	MMCC
MMI	1	\$256	\$303	\$2,000	(\$44)	\$2,515	\$3,258	-\$743	MMI
Midland	38	\$9,723	\$76,146	\$2,000	(\$11,032)	\$76,837	\$58,130	\$18,707	Midland
North Branch	4	\$1,023	\$8,562	\$2,000	(\$1,240)	\$10,345	\$8,258	\$2,087	North Branch
Northwood	6	\$2,535	\$4,438	\$2,000	(\$644)	\$8,329	\$5,993	\$2,336	Northwood
Pigeon	5	\$1,279	\$5,949	\$2,000	(\$860)	\$8,368	\$6,776	\$1,592	Pigeon
St. Charles	4	\$1,023	\$5,216	\$2,000	(\$756)	\$7,483	\$6,113	\$1,370	St. Charles
Saginaw	74	\$18,934	\$68,808	\$2,000	(\$9,968)	\$79,774	\$60,530	\$19,244	Saginaw
West Branch	4	\$1,023	\$6,376	\$2,000	(\$924)	\$8,475	\$6,857	\$1,618	West Branch
White Pine	1	\$256	\$0	\$2,000	\$0	\$2,256	\$2,192	\$64	White Pine
White Pine Rent							\$10,780		White Pine rent
Misc.							\$75.15		Misc.
USF							\$12,071		USF
TOTAL							<u>\$1,018,837.74</u>		



**VLC Operational Account: Bills - January 2011**

Salaries	\$12,366.16
Benefits	<u>\$9,635.68</u>
Subtotal	\$22,001.84

Telephone

Cavalier Telephone - Local & Long Distance Phone Service	\$293.78
Wireless Bill - Emergency Cell Phone	\$53.69

Misc. supplies, equip, etc.

Chase Credit Card

Techsoup - Software Licenses	\$522.00
SkyRiver Visit - Meal expenses for Kay & Lee	\$36.96
SkyRiver Visit - Parking for Kay & Lee	\$4.00
QuickBooks 2010 Book for Lee	\$72.74
Project Management Book for Lee	\$65.76
Home Depot - Flood Lights (Bulbs)	\$7.94
Staples - Phone Line Splitter	\$5.61
USPS Letter - USF for PIN #	\$18.30

Postage

Miscellaneous

Signalcom - Update Phone System	\$2,329.00
CDW-G - HP Three-in-One Printer	\$256.75
Dell Computer Corp. - Three New Desktop Computers	\$2,869.02

Maintenance - System

SirsiDyinx - Annual Software & Hardware Maintenance	\$29,858.74
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Employee - Training

Lee Martin - MARC class from MCLS	\$90.00
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Building Maintenance and Supplies

Ray Moreno - Cleaning	\$650.00
A.C. Klopff - Service Call (heat not working)	\$85.00
Remer Plumbing - Boiler Maintenance	\$173.00
J.E. Johnson Contracting - Preventative Maintenance	\$278.10
Hamilton Electric - Generator Maintenance	\$500.00
Buxman Landscaping - Snow Plowing	\$45.00

Utilities

Consumers - Gas and Electric	\$1,621.04
Water and sewer	

Mortgage

\$2,495.03

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**TOTAL** **\$64,333.30**

# VLC CAPITAL ACCOUNT

FY 2010/11      January

Beginning Fund Balance	\$122,870.75	
Income	\$2,892.15	
Interest	<u>\$15.15</u>	
 TOTAL FUNDS AVAILABLE		\$125,778.05

Expenditures

Paetec - Circuits	(1140.58)	
EnvsionWare	(4718.79)	
SirsiDynix - Barcodes	(329.00)	
SirsiDynix - Barcodes	(329.00)	
		<u>(\$6,517.37)</u>

AVAILABLE  
BALANCE

\$119,260.68

<b>VLC EQUIP. I/R FUND</b>					<b>SUMMARY OF AVAILABLE FUNDS</b>		
	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2009/10	January 2011		
Almont	\$772	\$579	\$193	Almont		<b>TOTAL Income</b>	1,521,252.09
Bay County	\$12,232	\$9,174	\$3,058	Bay County		Adjustment (7/99)	533.74
Bay Schools	\$940	\$705	\$235	Bay Schools		Bank Service Fees	(27.63)
Bridgeport	\$944	\$708	\$236	Bridgeport		Transfer from Oper. 7/08	35,000.00
Caro	\$1,860	\$1,395	\$465	Caro		Transfer from Oper. 12/08	40,000.00
Chesaning	\$816	\$612	\$204	Chesaning			
Comm Dist.	\$1,584	\$792	\$792	Comm. Dist		<b>Expenditures</b>	
Delta	\$880	\$660	\$220	Delta		ISCI - Dick Boss	(1,752.25)
Dryden	\$556	\$417	\$139	Dryden		Contract - signing	(29,090.00)
Gladwin Co.	\$2,184	\$1,638	\$546	Gladwin Co.		Comp. Sys Corp - UPSs	(2,886.75)
Harrison	\$680	\$510	\$170	Harrison		GL Bender Elec. - wiring	(173.00)
Inlay City	\$1,600	\$1,200	\$400	Inlay City		Comp. Sys Corp - Cable for UPS	(89.00)
Iosco-Arenac	\$2,432	\$609,216	(\$606,784)	Iosco-Arenac		ALS contract milestones	(164,840.00)
Lapeer	\$3,260	\$2,445	\$815	Lapeer		HP Compiler	(1,942.50)
Marlette	\$492	\$246	\$246	Marlette		Comp Sys corp - UPS cart	(160.00)
MMCC	\$300	\$225	\$75	MMCC		HP Processor	(10,500.00)
MMI	\$44	\$22	\$22	MMI		HP Memory	(3,275.25)
Midland	\$11,032	\$8,274	\$2,758	Midland		Citizens Bank Account	(75.00)
North Branch	\$1,240	\$930	\$310	North Branch		Computer Sys Corp - UF UPS	(532.00)
Northwood	\$644	\$483	\$161	Northwood		Gateway - 2 servers	(8841.00)
Pigeon	\$860	\$645	\$215	Pigeon		Comp Sys corp - UPS backup softw NT	(895.00)
St. Charles	\$756	\$567	\$0	St. Charles		McBee Checks	(63.50)
Saginaw	\$9,968	\$7,476	\$2,492	Saginaw		ALS - 2 disk drives + install (2/99)	(1,660.00)
West Branch	\$924	\$693	\$231	West Branch		Computer Sys. Corp. - SQL software (3/99)	(1,205.00)
White Pine	\$0	\$0	\$0	White Pine		Computer Sys Corp SQL doc. (4/99)	(124.00)
<b>TOTAL</b>	<b>\$57,000</b>	<b>\$649,612</b>	<b>\$0</b>			ISCI - Dick Boss 8/03	(4,047.80)
<b>TOTAL I/R Rev</b>	<b>Projected</b>	<b>Contributions</b>	<b>Actual</b>	<b>Interest</b>	<b>Grand Total</b>	Currie, Kendall,.. 10/03	(490.88)
1994/95	\$49,140		\$48,425.00	\$1,274.42	\$49,699.42	Dynix (contract signing) 11/03	(34,207.00)
1995/96	\$68,800		\$73,300.53	\$7,008.78	\$80,309.31	Kinko's (manual copies) 12/03	(1,073.94)
1996/97	\$97,760		\$96,480.00	\$24,184.58	\$120,664.58	ISCI - Dick Boss 12/03	(2,298.80)
VLC Share 200	\$24,230		\$24,575.24		\$24,575.24	Dynix - Training 07/04	(8,000.00)
1997/98	\$50,000		\$60,709.78	\$22,233.22	\$82,943.00	Netsource One 8/2004	(3,230.00)
1998/99	\$35,000		\$35,090.00	\$6,333.54	\$41,423.54	Dynix - contract 8/2004	(45,610.00)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - contract 9/3/04	(\$103,122.00)
2000/01	\$25,000		\$25,000.00	\$10,219.30	\$35,219.30	Dynix - Webreporter 5/1/05	(\$3,720.00)
2001/02	\$15,001		\$15,004.00	\$11,770.23	\$26,774.23	Dynix-Contract 6/2005	(45,610.00)
2002/03	\$23,000		\$23,004	\$3,995.18	\$26,999.18	ISCI- D. Boss 6/2009	(250.00)
2003/04	\$57,000		\$25,000	\$2,663.22	\$27,663.22	4 County Comm Foun 8/2009	(1,000.00)
Fed Grant 04			\$14,837.48		\$14,837.48	Clare County Community 10/2010	(2,500.00)
2004/05	\$57,000		\$25,016.00	\$1,318.20	\$26,334.20	Available BALANCE	<u>\$1,113,493.53</u>
2005/06	\$57,000		\$25,018	2954.28	\$27,972.28		
2006/07	\$15,000		\$15,000	\$6,697.45	\$21,697.45		
2007/08	\$57,000		\$57,004	\$4,174.57	\$61,178.57		
2008/09	\$52,000	\$4,325	\$52,182	\$13,358.05	\$69,865.05		
2009/10	\$67,000	\$20,000.00	\$66,956	\$7,631.57	\$94,587.57		
2010/11	\$57,000	\$649,612		5061.51	\$654,674		
<b>TOTAL</b>	<b>\$583,931</b>		<b>\$516,464.03</b>	<b>\$102,785.91</b>	<b>\$1,521,252.09</b>		

# VLC Building Maintenance Fund Summary

FY 20010/11 through January 2011

Beginning Fund Balance	\$31,223.24	
Interest	<u>\$183.49</u>	
TOTAL FUNDS AVAILABLE		\$31,406.73
<u>Expenditures</u>		
	TOTAL EXPENDITURES	<u>0.00</u>
	AVAILABLE BALANCE	<u><u>\$31,406.73</u></u>

VALLEY LIBRARY CONSORTIUM  
Administrative Council and Board Meetings

## Meeting Schedule

2010/11

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

# VALLEY LIBRARY CONSORTIUM

BOARD Meeting

February 16, 2011

11:00 am

VLC HQ

## **AGENDA**

### **Additions to the Agenda**

#### **Old Business:**

1. Approval of the Minutes from January 19, 2011(p.15)

#### **New Business:**

1. Updated -- Operating Budget 2011/2012 (p.16 – 17)

#### **Announcements:**

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

**Members Present:** Tom Birch (Bay County Library System); Stephanie Mallak Olson (Iosco-Arenac District Library); Kate Pohjola (Lapeer District Library); Melissa Barnard (Grace A. Dow Memorial Library); Judy Eastland (Michigan Molecular Institute); Trish Burns (Public Libraries of Saginaw); Bryon Sitler (White Pine Library Cooperative)

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

Chair T. Birch called the meeting to order at 11:45

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 November 17, 2010 meeting. K. Pohjola seconded. Motion passed.

**New Business:**

1. The issue of the Personnel Committee Recommendation was tabled.
2. The Administrative Council recommended that Northwood be moved to the bottom of the request queue until the end of Northwood's fiscal year at which point Northwood should become a member of RIDES. If they will not, the VLC libraries will not interloan to them.

T. Burns moved to accept the Council's recommendation. S. Mallak Olson seconded. Motion passed.

3. The first meeting in the strategic planning process will be March 25, 2010 at the VLC offices from 10:00 to 4:00. Members are welcome to bring two people to the meeting.

Meeting adjourned at 11:48.

Next scheduled meeting is February 16, 2011 at 10:00 AM.

Submitted by Bryon Sitler, Secretary/Treasurer

**Valley Library Consortium Operating Budget Request**  
**Budget Summary: Last Updated 02/02/2011**

<b>Operating Income</b>	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2011 Budget Request</b>	<b>Increase/(Decrease)</b>	<b>Percent</b>
Seat Fees	\$79,000	\$82,646	\$68,226	(\$14,420)	-17.45%
Record Fees	\$385,000	\$393,500	\$314,136	(\$79,364)	-20.17%
Membership Fees	\$50,000	\$50,000	\$50,000	\$0	0.00%
Rent	\$18,480	\$18,480	\$18,480	\$0	0.00%
Telecom Management	\$2,870	\$1,400	\$1,400	\$0	0.00%
USF		\$2,600	\$2,600	\$0	0.00%
<b>Operating Income Total</b>	<b>\$535,350</b>	<b>\$548,626</b>	<b>\$454,842</b>	<b>(\$93,784)</b>	<b>-17.09%</b>
<b>Operating Expenditures</b>	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2011 Budget Request</b>	<b>Increase/(Decrease)</b>	<b>Percent</b>
Salaries and Wages	\$210,885	\$235,000	\$207,195	(\$27,805)	-11.83%
Employee Benefits	\$73,187	\$94,500	\$64,992	(\$29,508)	-31.23%
Postage	\$111	\$500	\$500	\$0	0.00%
Travel (Member Libraries)	\$110	\$500	\$2,500	\$2,000	400.00%
Insurance	\$6,339	\$6,500	\$7,000	\$500	7.69%
System Maintenance	\$59,691	\$61,000	\$61,000	\$0	0.00%
Other Technology Related Maintenance	\$1,622	\$5,000	\$5,000	\$0	0.00%
Contracted Services	\$2,395	\$3,600	\$4,000	\$400	11.11%
Staff and Board Continuing Education	\$5,371	\$5,000	\$10,000	\$5,000	100.00%
Marketing	\$14	\$3,200	\$500	(\$2,700)	-84.38%
Telecommunications	\$4,536	\$4,200	\$4,680	\$480	11.43%
Membership Dues - White Pine & MLC	\$0	\$0	\$275	\$275	0.00%
Utilities	\$17,655	\$20,000	\$20,000	\$0	0.00%
Equipment, Software, etc.	\$0	\$0	\$3,000	\$3,000	0.00%
Supplies - Misc.	\$4,385	\$4,500	\$4,500	\$0	0.00%
On-going Authority Control (including OCLC)	\$2,363	\$2,400	\$2,400	\$0	0.00%
Internet Access	\$11,755	\$7,300	\$7,300	\$0	0.00%
Building Maintenance	\$14,002	\$14,000	\$17,500	\$3,500	25.00%
Debt Service	\$29,940	\$30,000	\$30,000	\$0	0.00%
Miscellaneous	\$140	\$5,000	\$2,500	(\$2,500)	-50.00%
<b>Operating Expenditures Total</b>	<b>\$444,501</b>	<b>\$502,200</b>	<b>\$454,842</b>	<b>(\$47,358)</b>	<b>-9.43%</b>
<b>Capitol Income</b>	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2011 Budget Request</b>		
I/R Contribution	\$67,000	\$57,000	\$0		
<b>Capitol Income Total</b>	<b>\$67,000</b>	<b>\$57,000</b>	<b>\$0</b>	<b>(\$57,000)</b>	
<b>Total of All Income</b>	<b>\$511,501</b>	<b>\$559,200</b>	<b>\$454,842</b>	<b>(\$104,358)</b>	<b>-18.66%</b>



VLC Fee  
Structure

FY  
2011/12

**OPERATING REVENUE**

**SUMMARY of VLC FEES**

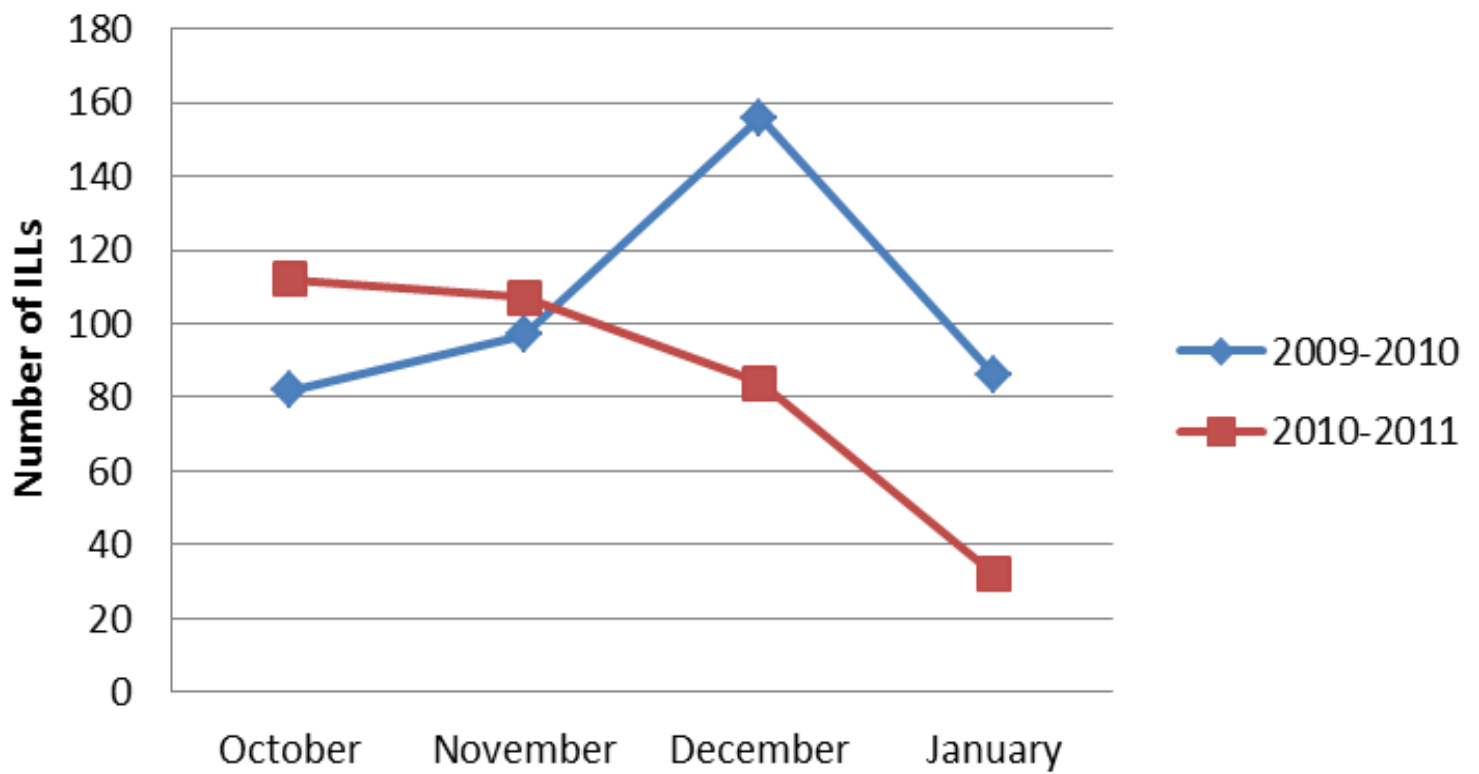
Estimated

	FEE FROM RECORDS	FEE FROM SEATS	MEMBERSHIP FEE	TOTAL FEES	TELECOM (Net after USF Discount)	GRAND TOTAL FEES
Almont	\$4,872	\$1,050	\$2,000	\$7,922	\$0	\$7,922
Bay County LS	\$67,584	\$12,386	\$2,000	\$81,970	\$7,004	\$88,974
Bay City Schools	\$5,152	\$1,679	\$2,000	\$8,831	\$0	\$8,831
Bridgeport	\$5,295	\$630	\$2,000	\$7,924	\$1,509	\$9,433
Caro	\$10,288	\$2,099	\$2,000	\$14,387	\$0	\$14,387
Chesaning	\$3,601	\$840	\$2,000	\$6,441	\$3,085	\$9,526
Community Dist.	\$9,443	\$2,729	\$2,000	\$14,172	\$0	\$14,172
Delta	\$5,065	\$2,729	\$2,000	\$9,794	\$0	\$9,794
Dryden	\$3,108	\$1,050	\$2,000	\$6,158	\$0	\$6,158
Gladwin County	\$12,201	\$1,679	\$2,000	\$15,881	\$0	\$15,881
Harrison	\$3,721	\$630	\$2,000	\$6,350	\$0	\$6,350
Imlay City	\$8,460	\$1,469	\$2,000	\$11,930	\$0	\$11,930
Iosco-Arenac	\$13,889	\$3,779	\$2,000	\$19,668	\$0	\$19,668
Lapeer District	\$19,145	\$5,458	\$2,000	\$26,603	\$0	\$26,603
Marlette	\$2,741	\$420	\$2,000	\$5,161	\$0	\$5,161
MMCC	\$1,842	\$630	\$2,000	\$4,472	\$0	\$4,472
MMI	\$253	\$210	\$2,000	\$2,463	\$0	\$2,463
Midland	\$60,105	\$7,977	\$2,000	\$70,082	\$0	\$70,082
North Branch	\$6,649	\$840	\$2,000	\$9,489	\$0	\$9,489
Northwood	\$3,870	\$1,260	\$2,000	\$7,130	\$0	\$7,130
Pigeon	\$4,618	\$1,050	\$2,000	\$7,668	\$0	\$7,668
St. Charles	\$4,408	\$840	\$2,000	\$7,247	\$1,718	\$8,965
Saginaw Public	\$52,536	\$15,745	\$2,000	\$70,281	\$0	\$70,281
West Branch	\$5,289	\$840	\$2,000	\$8,129	\$0	\$8,129
White Pine	\$0	\$210	\$2,000	\$2,210	\$0	\$2,210

\$13,316

<b>\$314,136</b>	<b>\$68,226</b>	<b>\$50,000</b>	<b>\$432,362</b>
Revenue from Leasing Space			<b>\$18,480</b>
Estimated Telecom Management			<b>\$1,400</b>
Estimated USF			<b>\$2,600</b>
<b>TOTAL REVENUE</b>			<b>\$454,842</b>

## ILLs from Northwood



## **Strategic Plan – Plan Development & Final Plan Meeting Potential Dates**

Please come compared to discuss potential dates for the two remaining Strategic Planning Meetings. These meetings will start at 10:00 am and last until 4:00 pm. Lunch and snacks will be provided.

### **April**

- Tuesday, 5<sup>th</sup>
- Wednesday, 6<sup>th</sup>
- Thursday, 7<sup>th</sup>
- Friday, 8<sup>th</sup>
- Tuesday, 12<sup>th</sup>
- Monday, 25<sup>th</sup>
- Tuesday, 26<sup>th</sup>

### **May**

- Tuesday, 3<sup>rd</sup>
- Wednesday, 4<sup>th</sup>
- Thursday, 5<sup>th</sup>
- Monday, 9<sup>th</sup>
- Wednesday, 11<sup>th</sup>
- Thursday, 12<sup>th</sup>

**Valley Library Consortium**  
**Minutes of the Database Committee**  
January 27, 2011

**Present:** Ann Langlois (Lapeer); Anne Wooden (Delta); Linda Hudecek (Comm. District); Cindy Hix (Bridgeport); Paul Lutenske and Ruth Ann Reinert (PLOS); Kay Dunker and Lee Martin (VLC); Andrew Sutherland (WBDL); Mary Schultz and Ron Suszek (Midland); Betsy Osborn and Paula Pashak (BCLS); Jane Himmel (Pigeon); Becky Grai (Northwood); Kelli Lovasz and Pat Lange (North Branch); Debbie O'Brien (Caro); Judy Eastland from Michigan Molecular.

Chair A. Langlois called the meeting to order at 10:00 am.

**ADDITIONS TO THE AGENDA:** None.

**DECISIONS:**

1. R. Reinert moved to approve the minutes from the August 26, 2010 meeting. B. Osborn seconded the motion. Motion carried.

**DISCUSSIONS:**

1. Database Projects Calendar

K. Dunker reviewed the February calendar of database projects, which included the following:

February

- Libraries work RIS for "In Transit" and "Hold expired" items
- Serial/Mono clean up and maintenance
- Requests on unavailable items
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- Weekly duplicate ISBN report

K. Dunker mentioned the title "Bounty Hunter" has been on duplicate control# report for about 3 months. She also provided a reminder that using batch item delete will delete the bib record and the item record. Otherwise, it takes multiple steps to delete the bib record.

2. SkyRiver as a possible source for records

L. Martin discussed SkyRiver as a possible source for records, either to replace OCLC or possibly integrated with OCLC. He and K. Dunker visited two libraries that use SkyRiver, Michigan State University and the Capital Area District Library. Academic libraries use/need OCLC for ILL but public libraries don't need it as much. Libraries using SkyRiver have saved between twenty and fifty percent by switching to SkyRiver. The SkyRiver libraries feel confident using this system and are able to get the records they need, or ask SkyRiver to find the records for them. There are approximately 80 libraries using SkyRiver at this time. Regarding ILL, it is thought that the libraries are contacted directly by phone/email, as all of their holdings are not current in OCLC. There is no web search interface currently for SkyRiver. There is talk of SkyRiver doing ILL. There is a lawsuit between OCLC and SkyRiver, but the outcome is unknown. MSU and CADL said regardless of the outcome, they are not going back to OCLC. L. Martin discussed the need to develop a long term strategic plan to look at the direction of cataloging services. He mentioned his door is open if there are any ideas a library is interested in proposing or any ideas about processes that need changing.

### 3. Update on the ILL pilot project

L. Martin discussed the ILL pilot project. All Northwood's fiction was changed to not available for request by other libraries. At the end of the three month period of October through December, there was a fifty percent drop in ILL from the previous year. The Administrative Council moved Northwood to the bottom of the list. The numbers will be looked at until September. Depending on the outcome of this project, the Administrative Council could request for Northwood to become a MeL delivery library.

### 4. Item specific requests on HIP

There can be an issue with graphic novels and requesting them in the PAC. Graphic novels are being placed on multipart monograph records. Borrowers can only make requests at the bib level (1st copy available) so they cannot request a specific volume. If they want a specific volume they have to ask staff to request it for them. Making requests at the bib level is a system-wide setting. We have several options, if we want to make changes so that these items can be specifically requested by patrons without help from staff. We need to think about being "patron-centric" – staff can adapt to changes in procedures and should think about doing things that will help our patrons get and find what they need. One option is to allow borrowers to make copy specific requests by adding another button to the PAC for this type of request. But then only that specific item requested can fill that request. This could make filling the request more difficult as you have to have the exact copy to be able to fill the request. Another option is to allow copy records on serial records so that borrowers can place a request on the volumes they want. Yet another option is we can do nothing. We are taking this discussion back to our libraries and we will discuss this again at our next meeting.

### 5. Cataloging and circulating groups of items

M. Schultz discussed babysitter bags, a new item they have circulating to their patrons that contain books and DVDs on a certain theme. They are currently on a generic record, and generic records do not show up in the PAC and are not searchable. M. Schultz said they would like to have a searchable record in the PAC for these items so patrons can see what is available and place holds. Current VLC standards require a control number from OCLC for items, so if items are not already in OCLC, a new record must be created by an original cataloger. The discussion was whether we want to allow some other kind of record other than OCLC record, or do we want to allow different types of generic records. One record for Babysitter Bags as a title and 40 different items listed would require allowing copy specific requests that need to be done by staff and can't be done by patrons, like the graphic novel issue. Discussion continued on looking at the policy on who can put original cataloging into the system or possibility of coming up with a process, such as an approver to get records in the system. Creating a new generic record will need to allow copy specific requests. The Cataloging Subcommittee will meet and discuss these issues. R. Suszek made a motion that a generic record with the title babysitter bags, that is searchable in the PAC be created. J. Himmel seconded the motion. Motion carried.

### 6. Cataloging ebooks and audio ebooks

Several members are purchasing downloadable ebooks and audio ebooks. Libraries that purchase these items have an 856 tag on the record, which will go away if you use the regular load. Libraries that purchase downloadable ebooks and audiobooks should contact VLC and they will send you documentation on how to make sure your 856 is preserved, as an 856 tag is needed for each library that is providing this type of access. Also, there are several different providers of downloadable ebooks and audiobooks, such as netlibrary and overdrive. K. Dunker mentioned that the trend in cataloging at the moment is to use provider neutral records,

not reflecting provider but that is not set in stone. If we only want one record for these items, regardless of provider, we need to start following the provider neutral guidelines. The question is do we want one record for each title or do we not care? The Cataloging Subcommittee will meet and discuss this issue.

7. Creating a new fee type block

A. Sutherland discussed the issue of adding a new block for a non-resident fee for those not within the library's district. The new block would be called "nonresident fee." R. Reinert made a motion to establish a new block called nonresident fee. J. Himmel seconded the motion. Motion carried.

8. Delivery problems– pack/no pack

A. Langlois reported that some libraries have been receiving bins from ProMed with mud, snow, and water at the bottom of the bins. Some no pack library books have been damaged beyond repair by this. No pack libraries cannot make damage claims from ProMed. So the issue is whether the borrowing library should be responsible for this damage. K. Dunker mentioned that we recently adopted ALA's ILL policy that includes the statement that the borrowing library is responsible for the item from the time it leaves the lender library to the time it returns. The discussion was for items delivered between VLC libraries, the no pack libraries should assume the cost when they are the lender library. R. Reinert made a motion that the no pack libraries assume the cost when items are damaged in transit between VLC libraries. D. O'Brien seconded the motion. Motion carried.

**Announcements:**

K. Dunker indicated that staff need ensure they are entering patron email addresses correctly. Do not use a blank space for the @ sign, and do not use a period at the end of an email address. Overdue and preoverdue messages generated for accounts with incorrectly entered email addresses do not go anywhere, they are lost completely.

R. Reinert mentioned that the ILL contact at PLOS is Carmelina Bell, and her phone number is 755-9834, replacing Michael Sullivan.

Also, self-checkout will begin February 1st at PLOS-Hoyt Library. Butman-Fish and Zauel will add self-checkout at a later date.

**Next meeting:** Thursday, February 24, 2011

Meeting adjourned at 11:50 am  
Minutes submitted by A. Wooden

## **Kay Dunker Library Visit Report**

The fact that it is tax season was very apparent at the reference desks of the public libraries that I visited (St. Charles, Hoyt, and Zauel.) The reference desk at Delta College was spared those types of questions, at least while I was there. Many of the questions fielded by the staff had little to do with physical items owned by the library that could be checked out. Many questions were for tax forms, phone numbers, or other information that the staff looked up in online resources.

It was interesting to discuss the different uses of the Horizon client and Horizon Information Portal (HIP). Some of the reference staff had a preference for using HIP, rather than accessing the client, because the patrons use HIP. The staff would use the Horizon client (where available) if they needed to access patron information. In most cases the circulation staff did not use HIP. When searching for items, they were most likely searching for it to place a request, which is easier for them to do from the client.

I also spent some time with the technical services staff at Hoyt and St. Charles – two very different libraries with very different needs. Horizon seemed to work for them in both cases.

During my time at all of the libraries, the staff all commented on I had come at slow periods for them. The staff used the time to do other tasks like Inter Library Loan, children's programming, or ordering; indicating to me that "time on the desk" does not just mean checking things in and out or answering questions.

## Jon Enge Library Visit Report

Valley Library Consortium Member Site Visits Jonathan Enge, Systems Analyst

As the systems analyst for the Valley Library Consortium, I have been supporting and maintaining library technology for nearly 12 years. While my position initially included a great deal of travel to our member libraries' sites to install, configure, and troubleshoot systems on-site, that role has diminished significantly in recent years. In January, I had the opportunity to visit four member library sites, observe their staff in action, and gain a better understanding of how the VLC's systems fit in to their overall operations.

Delta College Library, Thurs 1/20, 9-12

In my first hour at Delta, director Jack Wood led me on a complete tour of Library Learning Information Center explaining many of the changes to student use of the library in recent years and how the functions of student assessment and testing have been integrated with the library.

Next, I had the opportunity to spend time with student workers at the circulation desk discussing their training process, typical routine, and various aspects of the Horizon system.

I concluded my time at Delta observing patron interactions at the reference desk and in the training room.

St. Charles District Library, Mon 1/24, 1-5pm

In this smaller library, nearly all patron interactions center around the circulation desk. In addition to typical check in and check out, I had the opportunity to observe the circulation staff handling reference questions, computer use sign-in, and ILL processing for VLC, MeL, and WorldCat systems.

I also spent time observing their cataloging procedures and received an introductory lesson in book repair.

Hoyt Library, Tue 1/25 9-12pm

I spent over an hour in the Technical Services department at Hoyt learning the process of creating and processing purchase orders through the Horizon Acquisitions module and receiving and cataloging items.



I then moved to the reference desk for the remainder of my time, interrupted briefly to admire their new self-checkout station.

Zael Memorial Library, Thurs 1/27 1-5pm

I spent the first half of my Zael visit at the reference desk with branch head Amy Churchill observing patron interactions and discussing several operational procedures and challenges.

I then shifted to the circulation desk. Laura demonstrated the recently installed RFID pads and explained some of the adjustments to their processes and equipment layout at the desk in order to best utilize the new system.

While brief, these four site visits provided a new perspective on the operations of different types of libraries and the role the VLC fills. I look forward to similar opportunities in the future.