

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, March 21, 2012

VLC HQ/Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, January 18, 2012, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2011/12 Financial Reports, p.6 – 14
- E. Strategic Plan Dashboard, p. 15
- F. Meeting Schedule (Administrative Council & Board), p.16
- G. Board Agenda, March 21, 2012, p.17
- H. Board Minutes, January 18, 2012, p.18
- I. Social Library Pricing – Consortia and Individual, p.19

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, March 21, 2012
VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the January 18, 2012 meeting (p. 3 – 4)
2. Executive Director's Report (p. 5)
3. Financial Reports (p. 6 – 14)

Old Business:

- 1.

New Business:

1. Social Library (Facebook) Demo (SP 1.5)
2. LibraryThing for Libraries, LibraryThing Anywhere, and BookMyne 3.0 Discussion (SP 1.5.3)
3. Book Bands – Should -vs- Must

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.16)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: April 18, 2012

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
January 18, 2012 10:00 a.m.

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

Council Members Attending Remotely: Marcia Dievendorf-Caro; Kelli Lovaz-North Branch; Wendy Gottschalk-Ruth Hughes; Marsha Boyd-West Branch.

Council Members Not Present: Kay Hurd-Almont; Desta Ureel-Dryden; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Stephanie Mallak Olson-Iosco; Jessica Moore-Marlette; Cory Goethe-MCC; Jeanette Bach-Pigeon; Trish Burns-PLOS.

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

Chair J. Wood called the meeting to order at 10:03 a.m.

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

Consent Agenda

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

Old Business

There were no items.

New Business

1. Review 2012-13 Proposed operating budget

L. Martin reviewed how the budget was created. He included a handout with explained the spreadsheets used to calculate the fee structure and the operating budget.

B. Sitler moved to approve the 2012-13 budget as presented. J. Schu seconded. Motion carried.

2. Centralized Cataloging Recommendation

It is not financially feasible for VLC to become a processing center. White Pine plans to continue to provide the cataloging service that they have in the past, but if VLC would need to do so, it would be a pay for service like Envisionware.

B. Sitler moved to accept the recommendation from the Centralized Cataloging committee to not proceed with centralized cataloging (strategic Plan Objective 1.4.3). C. Montalbano seconded. Motion carried.

Strategic Plan – Measuring Success

1. T. Birch reported that the Committee for 2.3 (Membership capacity) has and it developing criteria for membership.

Tech Sharing

There was none.

Announcements

River Rapids District Library is hosting author Todd Burpo.

Grace A. Dow Memorial Library is participating in the Michigan Reads program.

Marsha Boyd is retiring on Feb. 1. Emily Clark will replace her. L. Martin thanked her for her years of service to the VLC.

Jack Wood reminded libraries participating in LibraryThing to contact L. Martin if they have not activated it in their HIP profiles. He also had copies of a book about Delta College available.

Next scheduled meeting is February 15, 2012 at 10:00 a.m.

Meeting was adjourned as adjourned at 10:50 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, March 21, 2012

HIP Issues - Update

After moving HIP to the new VMWare server as part of the Phase II Server Migration Project and making some tweaks on it, HIP seems to be stable at this point. We have gone almost three weeks without HIP failing.

Phase II of Server Migration Project - Update

Phase two of the server replacement project has been progressing well. The two new VMware host servers arrived at the VLC on January 25. On January 31, Marc Lehto from Netsource One came on-site to assist with completing the initial configuration of the host servers, provide training on administration of the new system environment, and demonstrate the procedures for migrating our current systems and configuring new ones.

After successfully moving several internal VLC systems to the new virtual environment, we migrated the terminal server on February 23 and the mail server on February 6. We have experienced significantly improved performance and stability with both systems.

Our new virtualized environment also allowed us to quickly deploy a new Valcat catalog server. Following several months of troubleshooting occasional service interruptions on our previous Valcat system, we worked with SirsiDynix to install, configure, and test a new Valcat system in about a week, going live on February 15.

During this initial shakedown period, we have been learning how to use the administration tools to manage and troubleshoot the virtual environment, monitoring system performance closely, and adapting our processes and procedures as necessary. We will be continuing to migrate existing systems to the new environment over the next several weeks, making every effort to minimize downtime of services to our member libraries.

Horizon Maintenance Issues

In January and February, the VLC responded to multiple incidents of data corruption in the Horizon database that required downtime to correct. In most cases, we have been able to perform these tasks off hours. Working with SirsiDynix, Dell, and Sybase we have loaded several updates and patches to system firmware and software, which have helped to stabilize the Horizon system. We have not detected incidents of corrupted data since February 20.

We also required two service calls from Dell in February and March in response to system-generated alarms. The risk of loss of data or availability of service was minimal, so these service calls were scheduled for early morning and work was completed before 8am.

We appreciate the patience and understanding of our member libraries as we have taken the steps necessary to resolve these issues. We continue to closely monitor system performance, logs, and alerts in order to provide the best service possible.

New Reporting (Web Reporter) Server Project

We received the new sever and it has been installed into its new home. Jon Enge will be prepping (backups, etc.) the server the week of March 21st. We expect to start the process planning phase of the project in the next couple of weeks. Kay Dunker is working with SirsiDynix to help develop classroom and screencast-based training for the Web Reporter interface, which you will be using to run your own reports.

Once the prep and planning phases of the project are addressed, we will determine a timeline for training members.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses
Through February 2012

		Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Expense					
	5105 · Salaries and wages	140,060.21	207,195.00	(67,134.79)	67.6%
	5300 · Benefits	42,102.51	64,992.00	(22,889.49)	64.78%
	5449 · Merit Fees	7,230.04	7,300.00	(69.96)	99.04%
	5450 · MLC charges	2,237.53	2,400.00	(162.47)	93.23%
	5464 · Employee - Training	3,577.45	10,000.00	(6,422.55)	35.78%
	5465 · Employee Travel	501.94	2,500.00	(1,998.06)	20.08%
	5470 · Telephone Service	4,587.21	4,680.00	(92.79)	98.02%
	5474 · Postage	148.28	500.00	(351.72)	29.66%
	5499 · Misc. Supplies	3,764.76	4,500.00	(735.24)	83.66%
	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	3,636.69	5,000.00	(1,363.31)	72.73%
	5664 · Membership Dues	275.00	275.00	0.00	100.0%
	5666 · Professional Fees	2,405.00	4,000.00	(1,595.00)	60.13%
	5670 · Interest Expense - Mortgage Pmt	20,060.24	30,000.00	(9,939.76)	66.87%
	5679 · Utilities	13,692.68	20,000.00	(6,307.32)	68.46%
	5701 · Equipment	2,989.75	3,000.00	(10.25)	99.66%
	5740 · Building Maint. - VLC	11,240.38	16,000.00	(4,759.62)	70.25%
	9999 · Miscellaneous	2,508.98	3,000.00	(491.02)	83.63%
	Total Expense	298,289.16	453,342.00	(155,052.84)	65.8%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of February 29, 2012

			Feb 29, 12	Jan 31, 12
ASSETS				
Current Assets				
Checking/Savings				
		1005 · Operating Funds	142,401.85	167,312.79
		1105 · Capital Funds	106,265.06	109,674.46
		1205 · I/R Funds	531,413.36	540,173.11
		1301 · Building Maint. - Wildfire	31,659.41	31,650.63
		Total Checking/Savings	<u>811,739.68</u>	<u>848,810.99</u>
Accounts Receivable				
		1500 · Accounts Recievable	3,801.25	3,455.80
		Total Accounts Receivable	<u>3,801.25</u>	<u>3,455.80</u>
		Total Current Assets	<u>815,540.93</u>	<u>852,266.79</u>
TOTAL ASSETS			<u>815,540.93</u>	<u>852,266.79</u>

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of February 29, 2012

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							167,312.79
Total 1001 - Cash - Oper MM - 22152						(25,210.37)	142,401.69
1000 · Cash - Operating BC -6569							(299.27)
	Check	02/02/2012	7038	Van Herweg Electric, Inc.	Repair Rear Flood Light	(195.16)	(494.43)
	Check	02/02/2012	7039	Blue Cross Blue Shield of Michigan	Staff Health Insurance	(1,406.42)	(1,900.85)
	Check	02/02/2012	7040	Gadaletto, Ramsby & Associates	Staff Life Insurance	(258.63)	(2,159.48)
	Check	02/02/2012	7041	Quill Corporation	Office Clock	(37.99)	(2,197.47)
	Check	02/02/2012	7042	CDW, Government, Inc.	Software License	(186.13)	(2,383.60)
	Check	02/02/2012	7043	Bette Jo Abbenante	Coffee	(12.88)	(2,396.48)
	Check	02/02/2012	7044	Chase Card Services	Chase Credit Card Expenses	(126.54)	(2,523.02)
	Transfer	02/02/2012			Funds Transfer	11,216.37	8,693.35
	Direct Depoist	02/03/2012	DD	1st State Bank	Staff Salaries	(6,149.04)	
	Check	02/07/2012	7053	1st State Bank	Mortgage	(2,617.63)	(73.32)
	Transfer	02/07/2012			Funds Transfer	2,617.63	2,544.31
	Liability Check	02/16/2012	7055	State Of Michigan - withholding	State Payroll Taxes	(628.24)	1,916.07
	Liability Check	02/16/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,021.32)	(105.25)
	Check	02/16/2012	7056	TIAA-CREF	Staff Retirement	(822.31)	(927.56)
	Check	02/16/2012	7057	American Maintenance & Cleaning	Cleaning Service	(555.00)	(1,482.56)
	Check	02/16/2012	7058	ReadyTalk	Confereance Call Service	(47.96)	(1,530.52)
	Check	02/16/2012	7059	Consumers Energy	Gas/Electric Bill	(1,401.20)	(2,931.72)
	Check	02/16/2012	7060	Synergy Landmark	Snow Removal/Salt	(436.00)	(3,367.72)
	Check	02/16/2012	7061	CDW, Government, Inc.	Software Maintenance	(288.03)	(3,655.75)
	Check	02/16/2012	7062	Weinlander Fitzhugh	Payroll Tax Returns & W-2's	(280.00)	(3,935.75)
	Check	02/16/2012	7063	1st State Bank	Mortgage	(2,495.03)	(6,430.78)
	Check	02/16/2012	7064	Treasurer, City of Saginaw	City Payroll Taxes	(308.32)	(6,739.10)
	Check	02/16/2012	7065	Verizon Wireless	Wireless Service	(237.17)	(6,976.27)
	Transfer	02/16/2012			Funds Transfer	13,125.46	6,149.19
	Direct Depoist	02/17/2012	DD	1st State Bank	Staff Salaries	(6,149.03)	
Total 1000 · Cash - Operating BC -6569						(5,849.61)	0.16
Total 1005 · Operating Funds						(31,059.98)	142,401.85

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of January 31, 2012

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							152,759.20
Total 1001 - Cash - Oper MM - 22152						17,397.22	167,612.06
1000 · Cash - Operating BC -6569							2,544.36
	Liability Check	01/03/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,021.28)	523.08
	Liability Check	01/03/2012	7017	Saginaw City Treasurer	City Payroll Taxes	(344.52)	178.56
	Liability Check	01/03/2012	7016	State Of Michigan - withholding	State Payroll Taxes	(706.54)	(527.98)
	Check	01/03/2012	7018	TIAA-CREF	Staff Retirement	(822.31)	(1,350.29)
	Check	01/03/2012	7019	Randall L Martin	Meeting Expenses	(26.91)	(1,377.20)
	Check	01/03/2012	7020	Chase Card Services	Chase Credit Card	(2,035.17)	(3,412.37)
	Check	01/03/2012	7021	Van Herweg Electric, Inc.	Repair Rear Flood Light	(195.16)	(3,607.53)
	Check	01/03/2012	7022	CDW, Government, Inc.	Software	(64.50)	(3,672.03)
	Check	01/03/2012	7023	J.E. Johnson Contracting, Inc.	Repair A/C	(286.50)	(3,958.53)
	Check	01/03/2012	7024	J.E. Johnson Contracting, Inc.	Repair Inergen System	(368.52)	(4,327.05)
	Check	01/03/2012	7025	Blue Cross Blue Shield of Michigan	Staff Health Care	(1,409.69)	(5,736.74)
	Transfer	01/03/2012			Funds Transfer	14,430.13	8,693.39
	Direct Deposit	01/06/2012	DD	1st State Bank	Staff Salaries	(6,149.03)	
	Liability Check	01/19/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,021.36)	523.00
	Check	01/19/2012	7027	TIAA-CREF	Staff Retirement	(822.31)	(299.31)
	Check	01/19/2012	7028	Treasurer, City of Saginaw	Water/Sewer Bill	(316.13)	(615.44)
	Check	01/19/2012	7029	NetSource One	Rack - Misc. Parts	(396.45)	(1,011.89)
	Check	01/19/2012	7030	Cavalier Telephone	Phone Service	(304.42)	(1,316.31)
	Check	01/19/2012	7031	Consumers Energy	Gas/Electric Bill	(1,435.91)	(2,752.22)
	Check	01/19/2012	7032	Verizon Wireless	Wireless Bill	(237.64)	(2,989.86)
	Check	01/19/2012	7033	American Maintenance & Cleaning	Cleaning Service	(555.00)	(3,544.86)
	Check	01/19/2012	7034	Michigan Library Association	LA 2010-11 Registration/Hotel	(170.00)	(3,714.86)
	Check	01/19/2012	7035	Kay M Dunker	AC Food	(7.97)	(3,722.83)
	Check	01/19/2012	7036	Bette Jo Abbenante	Postage, Soap, Sugar, & Coffee	(63.36)	(3,786.19)
	Transfer	01/19/2012			Funds Transfer	12,479.33	8,693.14
	Direct Deposit	01/20/2012	DD	1st State Bank	Staff Salaries	(6,148.99)	
	Liability Check	01/30/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(27.93)	2,516.22
	Transfer	01/30/2012			Funds Transfer	27.93	2,544.15
	Liability Check	01/31/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,021.27)	522.88
	Check	01/31/2012	7037	TIAA-CREF	Staff Retirement	(822.31)	(299.43)
	Deposit	01/31/2012			Interest	0.16	(299.27)
Total 1000 · Cash - Operating BC -6569						(15,141.65)	(299.27)
Total 1005 · Operating Funds						2,255.57	167,312.79

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of February 29, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								109,674.46
1100 · Cash-Capital - MM 6577								109,674.32
	Transfer	02/02/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(3,088.77)	106,585.55
	Transfer	02/16/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(328.98)	106,256.57
	Deposit	02/29/2012			Interest	4400 · Interest Income	8.46	106,265.03
Total 1100 · Cash-Capital - MM 6577							(3,409.29)	106,265.03
1101 · Cash - Capital BC 6585								0.14
	Check	02/02/2012	5328	Trivalent Group	Invoice # CS08189	6700 · Capital Expenses	(2,215.00)	(2,214.86)
	Check	02/02/2012	5329	Paetec	Acct# 9056427	6700 · Capital Expenses	(873.89)	(3,088.75)
	Transfer	02/02/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	3,088.77	0.02
	Check	02/16/2012	5331	SirsiDynix	Invoice #: 20380	6700 · Capital Expenses	(329.00)	(328.98)
	Transfer	02/16/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	328.98	0.00
	Deposit	02/29/2012			Interest	4400 · Interest Income	0.03	0.03
Total 1101 · Cash - Capital BC 6585							(0.11)	0.03
Total 1105 · Capital Funds							(3,409.40)	106,265.06

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of February 29, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,650.63
	Deposit	02/29/2012			Interest	4400 · Interest Income	8.78	31,659.41
Total 1301 · Building Maint. - Wildfire							8.78	31,659.41

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of January 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								106,142.24
1100 · Cash-Capital - MM 6577								106,142.12
	Transfer	01/03/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(1,137.28)	105,004.84
	Payment	01/03/2012	11861	St. Charles District Library	3Q Telecomm Fees	1500 · Accounts Recievable	496.00	105,500.84
	Payment	01/03/2012	1086	North Branch Township Library	2011-12 EvisionWare Maintenance	1500 · Accounts Recievable	302.00	105,802.84
	Payment	01/03/2012	11301	River Rapids District Library	3Q Telecomm Fees	1500 · Accounts Recievable	780.00	106,582.84
	Payment	01/03/2012	11301	River Rapids District Library	3Q Telecomm Fees	1500 · Accounts Recievable	780.00	107,362.84
	Payment	01/09/2012	11305	River Rapids District Library	2011-12 EnvisionWare Annual Maintene	1500 · Accounts Recievable	284.00	107,646.84
	Payment	01/19/2012	45350	Bay County Library System	3Q Telecom Fees	1500 · Accounts Recievable	2,018.00	109,664.84
	Deposit	01/31/2012			Interest	4400 · Interest Income	9.48	109,674.32
Total 1100 · Cash-Capital - MM 6577							3,532.20	109,674.32
1101 · Cash - Capital BC 6585								0.12
	Check	01/03/2012	5326	Paetec	Acct# 9056427	6700 · Capital Expenses	(871.28)	(871.16)
	Check	01/03/2012	5327	SirsiDynix	Invoice #: 20380	6700 · Capital Expenses	(266.00)	(1,137.16)
	Transfer	01/03/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	1,137.28	0.12
	Deposit	01/31/2012			Interest	4400 · Interest Income	0.02	0.14
Total 1101 · Cash - Capital BC 6585							0.02	0.14
Total 1105 · Capital Funds							3,532.22	109,674.46

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of January 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,641.25
	Deposit	01/31/2012			Interest	4400 · Interest Income	9.38	31,650.63
Total 1301 · Building Maint. - Wildfire							9.38	31,650.63

VLC 2011-12 Projected Income

Library Name	# Seats	Quarterly Seat Fees	Quarterly Record Fees	Total Quarterly Fees	Annual Membership Fees	Quarterly Telecom Fees	Total Telecom Fees	Quarterly Record and Telecom Fees	Total Record and Telecom Fees	Total Operating Revenue	Total Operating YTD Paid	Total Operating YTD Due	Library Name
Almont	5	\$262	\$1,213	\$1,475	\$2,000	\$0	\$0	\$1,475	\$5,900	\$7,900	\$6,425	\$1,475	Almont
Bay County	59	\$3,086	\$16,827	\$19,913	\$2,000	\$2,018	\$8,072	\$21,931	\$87,724	\$89,724	\$67,793	\$21,931	Bay County
Bay Schools	8	\$418	\$1,283	\$1,701	\$2,000	\$0	\$0	\$1,701	\$6,804	\$8,804	\$7,103	\$1,701	Bay Schools
Bridgeport	3	\$157	\$1,318	\$1,475	\$2,000	\$305	\$1,220	\$1,780	\$7,120	\$9,120	\$7,340	\$1,780	Bridgeport
Caro	10	\$523	\$2,562	\$3,085	\$2,000	\$0	\$0	\$3,085	\$12,340	\$14,340	\$11,255	\$3,085	Caro
Chesaning	4	\$209	\$897	\$1,106	\$2,000	\$780	\$3,120	\$1,886	\$7,544	\$9,544	\$7,658	\$1,886	Chesaning
Community	13	\$680	\$2,351	\$3,031	\$2,000	\$0	\$0	\$3,031	\$12,124	\$14,124	\$11,093	\$3,031	Community
Delta	13	\$680	\$1,261	\$1,941	\$2,000	\$0	\$0	\$1,941	\$7,764	\$9,764	\$7,823	\$1,941	Delta
Dryden	5	\$262	\$774	\$1,036	\$2,000	\$0	\$0	\$1,036	\$4,144	\$6,144	\$5,108	\$1,036	Dryden
Gladwin	8	\$418	\$3,038	\$3,456	\$2,000	\$0	\$0	\$3,456	\$13,824	\$15,824	\$8,912	\$6,912	Gladwin
Harrison	3	\$157	\$926	\$1,083	\$2,000	\$0	\$0	\$1,083	\$4,332	\$6,332	\$5,249	\$1,083	Harrison
Imlay City	7	\$366	\$2,106	\$2,472	\$2,000	\$0	\$0	\$2,472	\$9,888	\$11,888	\$9,417	\$2,471	Imlay City
Iosco-Arenac	18	\$942	\$3,458	\$4,400	\$2,000	\$0	\$0	\$4,400	\$17,600	\$19,600	\$15,200	\$4,400	Iosco-Arenac
Lapeer	26	\$1,360	\$4,767	\$6,127	\$2,000	\$0	\$0	\$6,127	\$24,508	\$26,508	\$20,381	\$6,127	Lapeer
Marlette	2	\$105	\$683	\$788	\$2,000	\$0	\$0	\$788	\$3,152	\$5,152	\$4,364	\$788	Marlette
MMCC	3	\$157	\$459	\$616	\$2,000	\$0	\$0	\$616	\$2,464	\$4,464	\$3,848	\$616	MMCC
MMI	1	\$52	\$63	\$115	\$2,000	\$0	\$0	\$115	\$460	\$2,460	\$2,345	\$115	MMI
Midland	38	\$1,988	\$14,965	\$16,953	\$2,000	\$0	\$0	\$16,953	\$67,812	\$69,812	\$52,859	\$16,953	Midland
North Branch	4	\$209	\$1,656	\$1,865	\$2,000	\$0	\$0	\$1,865	\$7,460	\$9,460	\$7,595	\$1,865	North Branch
Northwood	6	\$314	\$964	\$1,278	\$2,000	\$0	\$0	\$1,278	\$5,112	\$7,112	\$5,838	\$1,274	Northwood
Pigeon	5	\$262	\$1,150	\$1,412	\$2,000	\$0	\$0	\$1,412	\$5,648	\$7,648	\$6,236	\$1,412	Pigeon
St. Charles	4	\$209	\$1,097	\$1,306	\$2,000	\$496	\$1,984	\$1,802	\$7,208	\$9,208	\$7,406	\$1,802	St. Charles
Saginaw	74	\$3,923	\$13,081	\$17,004	\$2,000	\$0	\$0	\$17,004	\$68,016	\$70,016	\$53,012	\$17,004	Saginaw
West Branch	4	\$209	\$1,317	\$1,526	\$2,000	\$0	\$0	\$1,526	\$6,104	\$8,104	\$6,578	\$1,526	West Branch
White Pine	1	\$52	\$0	\$52	\$2,000	\$0	\$0	\$52	\$208	\$2,208	\$2,156	\$52	White Pine
TOTAL										\$445,259		\$102,265	
											\$342,994		

VLC Equipment I/R FUND

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

\$0.00

VALLEY LIBRARY CONSORTIUM Strategic Plan Dashboard (2011 -2015)

ILS		Operating	
1.1 Create a process for individualized training programs that meet the needs of the membership by 2Q13. Stephanie		2.1 Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee	
1.1.1 Have annual survey in place for members on individualized ILS training needs by 3Q11.		2.1.1 A representative of VLC staff will visit 21 library locations by 4Q12.	
1.1.2 Work with 2.1 operations team to identify additional training needs of support staff by 2Q12.			
1.1.3 Determine whether to reallocate current staff responsibilities or hire/contract a trainer by 3Q12.		2.2 A revision of the VLC governing and committee structure, including roles and responsibilities, will be implemented by 1Q13. Bryon	
1.1.4 Present a curriculum or plan for individualized training for one library by 3Q12.		2.2.1 Review board structure by 1Q12.	
1.1.5 Evaluate results of first individualized training by 4Q12.		2.2.2 Review administrative council structure by 1Q12.	
		2.2.3 Recommend changes to Lee by 2Q12.	
1.2. VLC will have a next generation ILS system for members by 2Q14. Melissa			
1.2.1 Conduct membership survey on current ILS system and collate survey results by 4Q12.		2.3 VLC will complete a feasibility study of membership capacity for a viable consortium by 1Q13. Tom	
1.2.2 VLC staff will organize survey results to identify desired features by 1Q13.		2.3.1 Develop weighted criteria for new VLC membership by 1Q12.	
1.2.3 Identify existing ILS systems that address our needs by 1Q13.		2.3.2 Administrative council approves weighted criteria by 2Q12.	
1.3 Determine whether we need database standards and if so, the purpose of the standards by 1Q13. Saginaw (Breakthrough Objective)			
1.3.1 Evaluate other library systems and consortiums to determine how they are addressing their database standards by 4Q11.		Legend	
1.3.2 Survey membership by 4Q11 to determine level of satisfaction with VLC database standards.		Not started, but should be completed by the planned end date.	
1.3.3 Survey membership by 4Q11 to determine level of search results satisfaction with database.		Milestone should be completed by the planned end date.	
1.3.4 Review standards and make prioritized changes based on member comments by 1Q13.		Some risk of the milestone not completing by the planned end date.	
		Serious risk of the milestone not completing by the planned end date.	
1.4 Membership will determine feasibility of centralized cataloguing by 4Q13. Erin			
1.4.1 Marcia & Erin will survey membership on interest in centralized cataloguing by 3Q11.			
1.4.2 They will report results of survey to Lee by October 2011.			Updated: 03.12.2012
1.4.3 Lee will look at the financial implications of centralized cataloguing and provide recommendation to the administrative council by December 2011.			
1.5 Be on cutting edge of evolving interactive technology for ILS for 4Q14. Josh			
1.5.1 VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q12.			
1.5.2 Social media - VLC integration that is user rated by 2Q12.			
1.5.3 Research/produce and/or support mobile apps to increase patron and/or staff functionality by 4Q12.			
1.5.4 VLC staff and/or members continually review at each meeting new library ideas for technology (ongoing) by 6/1/11.			

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2011/12

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

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, March 21, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from January 18, 2012(p.18)

New Business:

- 1.

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
January 18, 2012

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).

Members not present: Stephanie Mallak Olson (Iosco-Arenac District Library); Trish Burns (Public Libraries of Saginaw).

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

Chair M. Barnard called the meeting to order at 10:54 a.m.

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

Old Business:

1. T. Birch moved to approve the minutes from November 16, 2011 meeting. J. Schu seconded. Motion passed.

New Business:

1. Recommendations from the Administration Council

T. Birch moved to accept the recommendation from the Administrative Council to approve the 2012-13 budget as presented. J. Eastland seconded. Motion carried.

J. Eastland moved to accept the recommendation from the Administrative Council to not proceed with centralized cataloging (strategic Plan Objective 1.4.3). M. Malcolm seconded. Motion carried.

Announcements

Melissa Malcolm was named the Director of Lapeer District Library.

Meeting adjourned at 11:00 a.m.

Next scheduled meeting is February 15, 2012.

Submitted by Trish Burns, Secretary/Treasurer

<i>Social Library Pricing</i>		
	Price	2nd Year
		Amount
Consortia Pricing	\$ 5,900	\$ 6,420
Almont	\$ 1,930	\$ 1,210
Bay City Schools	\$ 1,650	\$ 910
BCLS	\$ 4,180	\$ 3,620
Bridgeport	\$ 1,840	\$ 1,110
Caro	\$ 2,180	\$ 1,480
River Rapids	\$ 1,690	\$ 950
Community District	\$ 2,310	\$ 1,620
Delta	\$ 1,550	\$ 800
Dryden	\$ 1,670	\$ 930
Gladwin	\$ 2,370	\$ 1,680
Harrison	\$ 1,730	\$ 1,000
Imlay City	\$ 2,270	\$ 1,570
Iosco	\$ 1,580	\$ 1,690
Lapeer	\$ 2,630	\$ 1,960
Marlete	\$ 1,670	\$ 930
MMCC	\$ 1,010	\$ 220
MMI	\$ 1,100	\$ 320
Midland	\$ 4,060	\$ 3,490
North Branch	\$ 2,060	\$ 1,350
Northwood	\$ 1,100	\$ 320
Pigeon	\$ 1,780	\$ 1,050
St. Charles	\$ 1,860	\$ 1,130
PLOS	\$ 3,340	\$ 2,720
West Branch	\$ 1,850	\$ 1,120
Total	\$49,410	\$33,180