

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting PACKET
Wednesday, February 17, 2010 **10am**
3210 Davenport, Saginaw

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, November 18, 2009, p.3
- C. Database Committee Minutes, January 28, 2010, p.5
- D. Executive Director's Report, p.8
- E. FY 2009/10 Financial Reports, p.9
- F. VLC Home Page Statistics, p.19
- G. Trouble Log Statistics, p.20
- H. Meeting Schedule (Administrative Council & Board), p.21
- I. Board Agenda, February 17, 2010, p.22
- J. Board Minutes, November 18, 2009, p.23

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
February 17, 2010
10am
3210 Davenport, Saginaw

AGENDA

Additions to the Agenda:

Decisions:

1. Approval of the minutes from the November 18, 2009 meeting

Executive Director's Report

Discussions:

1. Interest in E-Commerce from EnvisionWare
2. VLC and MeL Delivery
3. Process for Selection of Director

Announcements:

News of Events from Member Libraries

Next Scheduled Meeting: March 17, 2010

VALLEY LIBRARY CONSORTIUM
Minutes of the Administrative Council
 November 18, 2009 10:00 a.m.

Council Members Present: Kay Hurd-Almont; Tom Birch-Bay City; Erin Schmandt-Chesaning; Jack Wood-Delta; Desta Ureel-Dryden; Bruce Guy-Gladwin; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Melissa Barnard-Midland; Judy Eastland-MMI; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Trish Burns-PLOS; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Josh Schu-Community District; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Shawn Troy-MCC; Karen Lambert-North Branch; Marsha Boyd-West Branch.

Others Attending: Karl Steiner-VLC; Kay Dunker-VLC.

Chair E. Schmandt called the meeting to order at 10:06 a.m.

E. Schmandt asked if there were any additions to the agenda. There were none

Members discussed the evaluation of the Executive Director. It was moved by Bryon Sitler and seconded by Kristen Valyi-Hax that the Administrative Council recommend to the Board that Karl Steiner receive a 2% raise based on a very good evaluation. Voted 9 for and 7 against.

DECISIONS

1. K. Pohjola moved to approve the minutes from September 16, 2009 meeting. J. Wood seconded. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

1. SirsiDynix released a position paper on Open Source software written by Steven Abrams. The paper is available at http://wiki.code4lib.org/index.php/SirsiDynix:_Integrated_Library_System_Platforms_on_Open_Source

K. Steiner expressed two concerns about open source software:

- The functionality that we are used to (acquisitions, serials, SIP, etc.) is not available at this time, but may become available in the future.
- The availability of updates to the code and how those updates are incorporated into the base code
It will be important to watch the development of open source.

2. If libraries are interested in self-service holds (holds shelving that is open to the public which the public then retrieves themselves and takes to the circ desk for checkout) and how Horizon may facilitate this, please contact the VLC.
3. M. Barnard asked about Skyriver (<http://theskyriver.com/>), the new bibliographic utility the Michigan Library Consortium has partnered with. K. Steiner will contact MLC about a demonstration and pricing information.
4. K. Steiner reported on the finances of the consortium.

DISCUSSIONS

1. Database Recommendations

The Database Committee has recommended the following:

- a. Duplicate Control Number Title Report Procedures (see Database Minutes, p.7)
- b. Basic 440 Tag Procedures (see Database Minutes, p. 8)
- c. Consortium-wide setting: Keep request history for 90 days

M. Barnard moved to accept the Database recommendations as presented. K. Valyi-Hax seconded. Motion passed.

2. Proposed FY2010/11 Operating Budget

K. Steiner reviewed the proposed budget FY2010/11. This issue will be discussed at a future Administrative Council meeting.

3. Possible HIP enhancements

After having discussed this with staff, members felt that this issue could be tabled until the consortium begins the search for the new system.

ANNOUNCEMENTS:

K. Steiner wished to thank Karen Lambert for her contributions. Karen is retiring after 31 years at the North Branch Township Library.

M. Barnard says that they have implemented Envisionware and they love it.

J. Wood may soon be looking for a permanent part-time reference librarian. Information will be on Delta's website.

K. Pohjola announced that June Mendel, Lapeer's assistant director for public services would be retiring December 4. Her replacement will start in January.

K. Pohjola asked if other libraries were accepting credit card payments. T. Burns indicated that Saginaw was.

Next scheduled meeting is December 16, 2009 at 10:00 a.m.

Meeting adjourned at 11:10 a.m.

Minutes prepared by Kay Dunker.

Valley Library Consortium
Minutes of the Database Committee
January 28, 2010

Present: Ron Suszek and Mary Schultz (Midland); Nannette Pretzer (St. Charles); Cozette Smith (Delta); Ann Langlois (Lapeer); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert (PLOS); Betsy Osborn & Paula Pashak (BCLS); Becky Grai (Northwood); Linda Hudecek (CDL); Bruce Guy, Kim Guy (Gladwin); Cindy Hix (Bridgeport); Jane Himmel (Pigeon); Andrew Sutherland (West Branch); Kelli Lovasz, Pat Lange (North Branch); Judy Eastland (MMI); Kristen Valyi-Hax (Ruth Hughes); Jane Piersall (White Pine); Jessica Moore (Marlette).

Chair-elect Ann Langlois called the meeting to order at 10:00am.

ADDITIONS TO THE AGENDA: 15. Borrowers placing requests on items they have out.

DECISIONS: J. Himmel moved to approve the minutes from the October 22, 2009 meeting. R. Suszek seconded the motion. Motion carried.

DISCUSSIONS:

1. Database Projects Calendar

K. Dunker reviewed the January calendar of database projects. Which included the following:

- Libraries work RIS for "In Transit" and "Hold expired" items
- Adding copy records or items to serial bibs
- Code/Agency mismatch (ITYPE, COLL, PTYPE, PSTAT)
- Report of address correction block (acr) created by HIP users
- Requests on unavailable items
- Interlibrary Loan report of Lost Items
- Report of lost blocks for items no longer lost
- Report of Items Flagged for request
- Report of requests on unavailable items
- Weekly duplicate control# report
- *Review of bad indicators*
- *Deletion of bibs with no holdings*

2. Report from the Administrative Council

K. Steiner reported that the Administrative Council passed the following Database recommendations at its last meeting:

Duplicate Control Number Title Report Procedures

Basic 440 Tag Procedures

Consortium-wide setting: Keep request history for 90 days

3. Review of the Database Standards and Procedures

K. Dunker noted that the Standards and Procedures have not been reviewed for a number of years and that it may be a good time to do it since there have been a number of changes that need to be incorporated into the document. The subcommittees already formed (Acq. Cat. and ILL) will meet before the May meeting. In addition a Circ. committee was formed with Mary Schultz as the Chair and B. Grai, P. Pashak and R. Reinert agreeing to serve. The committees were tasked with bringing recommendations for changes to the S & P at the May 2010 Database Comm. meeting.

4. Staff only items

K. Dunker said that when Horizon first began being used that the members agreed not to use the item "staff-only" function because the bib record remains in the public catalog with potentially no holdings showing, the bib will activate the ownership icon, and search limits will be applied to it. Even though this agreement was made the VLC has thousands of staff only records on the system. Occasionally, a report is sent to members to fix these. She posed the question of continuing to use the item "staff-only" function. Several libraries use this function now and would like to continue. The consensus was that the item "staff-only" function would continue to be used.

5. Training Videos

K. Dunker has created some training videos that will be made available on the VLC website. If members have ideas for more training videos, please contact K. Dunker.

6. Cataloging Electronic Books and Audio Books

A number of VLC member libraries have purchased Overdrive audio books and loaded MARC records for these in the VLC catalog. These MARC records contain 856 tags that are unique to the owning libraries. If other VLC members want to load records for these make sure that you do not overlay the existing MARC record, but add an 856 tag for your library manually. The Standards require that if such records are loaded and item record must be attached that clearly indicates that it is NOT a physical item and it has an itype that does not allow requests.

Contact the VLC BEFORE loading records for these types of materials, so that you follow the proper procedures.

7. Duplicate ISBN Report

The VLC currently has thousands of duplicate ISBNs. Some of them are legitimate, however some are true duplicates and should be consolidated. Members agreed that this should be worked on. K. Dunker will send a report to the Database-I mailing list of the ones that should be worked on every week. The same procedures for correcting these should be used as those for correcting duplicate control numbers.

8. Item Records for Book Club Items

Some libraries are using one barcode for a group of books to be loaned to reading clubs. Mel does not want these in Melcat. Please let K. Dunker know the collection codes for this type of material so that she can stop them from being sent to Melcat

9. Borrower Deletions in Melcat

Borrower barcodes that are lost on Horizon can now be periodically deleted from Melcat thorough an automated process. If this is not done, borrowers end up with 2 cards in Melcat (one for the lost barcode and one for the good barcode). Please fill out the form concerning lost barcodes which is on the VLC website.

10. Borrower Invoices

K. Dunker has been working with SirsiDynix to find out more about this functionality. Because of the bugs that she has found, SD is not currently recommending that invoices be used. K. Dunker will continue to work with SD to see if the invoices can be made to work properly. In the meantime, she demonstrated a method of exporting a borrower's blocks to a text document or excel so that staff could provide an invoice to borrowers.

11. Publisher Keyword Index

This is a new search that is available in staff PAC and HIP. If you would like it on your HIP profile, please contact K. Dunker with the following: What the search should be named and where it should appear in HIP.

12. OCLC Worldcat and HIP

Some services such as First Search and Novelist can link to HIP to find local holdings status. The VLC has found that some searches performed by these services are not succeeding. If you are interested in having this functionality, contact the appropriate vendor to find out what is necessary to configure on HIP and then contact the VLC so that it can be implemented.

13. Self-service Holds

If members are interested in providing self-service holds to their patrons, the VLC can work with a third party vendor to provide custom printing of hold slips that make it much easier for patrons to retrieve their own holds.

These hold slips may be useful to any library creating slips to put on items on the hold shelf.

14. CKI View

Betsy Osborn would like to add the collection, itype and owning location to the CKI screen to help her staff with proofing materials that have just been cataloged. Members suggested that having the owning location appear might be confusing for staff so B. Osborn dropped the request for the location, but would still like the collection and itype. This issue was tabled until the next meeting so that members can consult their staffs about the change.

15. Borrowers Placing Requests on Items they have out

Some borrowers who checkout materials from other VLC libraries would like to keep material longer than the checkout period. Currently the ALA ILL standards (which the VLC adopted) say that, "The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan."

Members suggested that instead of the above policy, that a request be placed on the item, then when it is checked in, if there are no requests on the item, the current borrower could have the material again. This would avoid having to contact the owning library. The ILL comm. should look at this issue when revising the standards.

ANNOUNCEMENTS:

Lapeer is having trouble with Melcat delivery again because their driver quit.

Next meeting: February 25, 2010

Meeting adjourned at 11:50am

Minutes submitted by K. Steiner

Executive Director' Report, February 10, 2010

Letter from SirsiDynix's CEO

Gary Rautenstrauch has sent a letter out that clarifies the company's position concerning the Horizon software: "Stated simply: **there is no end-of-life plans for Horizon.**" He goes on to say, "We continue to invest in Horizon's development. In three years, we have announced four major Horizon product releases with significant feature improvements and upgrades." He goes on to tout SirsiDynix's flagship product, "Symphony" as the way forward for current Horizon users. The VLC's experience is that indeed Horizon does continue to be improved and upgrades are planned for the future, however we find that our trouble logs are taking longer to answered by the company as more and more resources appear to be given to the Symphony product line.

Ecommerce from EnvisionWare

We have at least one library that is interested in providing a mechanism for patrons to pay fines and fees via credit card and have that immediately reflected in Horizon. EnvisionWare provides software that can accomplish this and much more. For more information go to: http://www.envisionware.com/en/e_commerce. Are there other members who would be interested in seeing a demonstration of this kind of functionality?

Technology Trends in 2010

It's that time of year again when journalists, bloggers et al. feel compelled to prognosticate the future of technology. One of the best efforts related to libraries that I have seen comes from Marshall Breeding who writes for "Smart Libraries". The following is a summary of some of his thoughts from the February 2010 issue:

1. Mobile Delivery – smart mobile devices with Internet access such as the Blackberry and iPhone are becoming more and more prevalent. Libraries need to offer services that are accessible though these mobile devices. "... we're at the leading edge of a major transition with major implications for the ways that libraries deliver content and services to remote users."
2. eBook Lending – ebooks are gaining popularity in the marketplace. As more people begin to use these devices libraries need to find ways to incorporate them into their lending collections. Even though there are technical, legal and business hurdles libraries need to address these issues before the time when the majority of reading occurs on these devices.
3. Open Technologies – while open source software in libraries has proliferated over the last few years, perhaps the more important development is that both open source and proprietary software create openness by the creation of application programming interfaces which can function as powerful tools to give libraries access to their data and extend the software's functionality.
4. Resource Discovery – Widespread adoption of new discovery interfaces that provide relevancy ranked results, faceted navigation and improved visual design. The major development of the last year is the development of products that use pre-built indexes that lead the way to accessing all library content through a single search. Previously, federated searching products had to build custom interfaces to each database or group of databases and then consolidate the information obtained which often was a slow process.
5. Digital Preservation – "One of the trends that I expect for the next few years involves the creation of new trusted digital repositories – mostly shared among many institutions – that will guarantee that today's digital content will survive into the future."

VLC
Receipts-- Operational Account FY 2009/10

	July	August	September	Oct.	Nov.	December	January
Almont	3125		1125				1125
Bay County	22461			20461		20461	
Bay Schools	3914		1914			1914	
Bridgeport	3538		1538			1538	
Caro	5279		3279			3279	
Chesaning Community Dist.	3423		1423				1423
Delta	4785		2785			2785	
Dryden	4063		2063			2063	
Dryden	3078		1078			1078	
Gladwin		5453	3575				
Harrison	3148			1148		1148	
Imlay City		4657	2657			2657	
Iosco-Arenac	6347		4347			4347	
Lapeer	7892		5892				5892
Marlette	2835			835			835
MMCC	2683		683			683	
MMI	2123		123				123
Midland	19991		17991			17991	
North Branch	3951		1951			1951	
Northwood	3545		1240			1240	
Pigeon	3532		1532			1532	
Saginaw	20613		18613			18613	
St. Charles	3359		1323			1395	
West Branch	3529		1529			1529	
White Pine	2061			61			61
White Pine Rent	3080	1540		3080		1540	1540
Misc.	401.84	11.00		98.00			
USF			3234.65				
Subtotal:	142756.84	11661.00	79895.65	25683.00	0.00	87744.00	10999.00

TOTAL \$358,739.49

VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY 2009/10	January 2010	Seat	Record	Membership	I/R Fund	Total Operating		Balance
LIBRARY	#Seats	Fees	Fees	Fee	contribut.	Revenue	YTD Paid	Due
Almont	5	\$1,212	\$3,973	\$2,000	(\$692)	\$6,493	\$5,375	\$1,118 Almont
Bay County	59	\$14,298	\$81,661	\$2,000	(\$14,212)	\$83,747	\$63,383	\$20,364 Bay County
Bay Schools	8	\$1,939	\$6,908	\$2,000	(\$1,204)	\$9,643	\$7,742	\$1,901 Bay Schools
Bridgeport	3	\$727	\$6,560	\$2,000	(\$1,140)	\$8,147	\$6,614	\$1,533 Bridgeport
Caro	10	\$2,423	\$12,924	\$2,000	(\$2,248)	\$15,099	\$11,837	\$3,262 Caro
Chesaning	4	\$969	\$5,709	\$2,000	(\$992)	\$7,686	\$6,269	\$1,417 Chesaning
Community Dist.	13	\$3,150	\$9,647	\$2,000	(\$1,680)	\$13,117	\$10,355	\$2,762 Community Dist.
Delta	13	\$3,150	\$6,147	\$2,000	(\$1,068)	\$10,229	\$8,189	\$2,040 Delta
Dryden	5	\$1,212	\$3,745	\$2,000	(\$652)	\$6,305	\$5,234	\$1,071 Dryden
Gladwin	6	\$1,454	\$14,949	\$2,000	(\$2,600)	\$15,803	\$9,028	\$6,775 Gladwin Co.
Harrison	3	\$727	\$4,673	\$2,000	(\$812)	\$6,588	\$5,444	\$1,144 Harrison
Imlay City (Ruth Hughes)	7	\$1,696	\$10,801	\$2,000	(\$1,880)	\$12,617	\$9,971	\$2,646 Imlay City
Iosco-Arenac	17	\$4,120	\$16,033	\$2,000	(\$2,792)	\$19,361	\$15,041	\$4,320 Iosco-Arenac
Lapeer	26	\$6,301	\$20,852	\$2,000	(\$3,628)	\$25,525	\$19,676	\$5,849 Lapeer
Marlette	2	\$485	\$3,450	\$2,000	(\$600)	\$5,335	\$4,505	\$830 Marlette
MMCC	3	\$727	\$2,419	\$2,000	(\$420)	\$4,726	\$4,049	\$677 MMCC
MMI	1	\$242	\$301	\$2,000	(\$52)	\$2,491	\$2,369	\$122 MMI
Midland	38	\$9,209	\$75,901	\$2,000	(\$13,208)	\$73,902	\$55,973	\$17,929 Midland
North Branch	4	\$969	\$8,268	\$2,000	(\$1,440)	\$9,797	\$7,853	\$1,944 North Branch
Northwood	11	\$2,666	\$4,234	\$2,000	(\$736)	\$8,164	\$6,025	\$2,139 Northwood
Pigeon	5	\$1,212	\$5,941	\$2,000	(\$1,032)	\$8,121	\$6,596	\$1,525 Pigeon
St. Charles	4	\$969	\$5,402	\$2,000	(\$940)	\$7,431	\$6,077	\$1,354 St. Charles
Saginaw	74	\$17,933	\$68,276	\$2,000	(\$11,880)	\$76,329	\$57,839	\$18,490 Saginaw
West Branch	4	\$969	\$6,225	\$2,000	(\$1,084)	\$8,110	\$6,587	\$1,523 West Branch
White Pine	1	\$242	\$0	\$2,000	\$0	\$2,242	\$2,183	\$59 White Pine
White Pine Rent							\$10,780	White Pine rent
Misc.							\$511	Misc.
USF							\$3,235	USF
TOTAL							<u>\$358,739.49</u>	

VLC Operational Account
Bills -November 2009

Salaries	\$16,474.43
Benefits	<u>\$5,491.81</u>
Subtotal	\$21,966.24
Telephone	
Telephone - Long Distance	\$74.70
Telephone - Monthly	\$289.86
Misc. supplies, equip, etc.	
COSUGI, Inc. - membership in SirsiDynix customer organization	\$100.00
One Source Office Prod. - planner refills for 2010, desk calend.	\$91.99
Promotion	
Reimburse KD - Database food 10-22-09	\$4.50
Training, subscriptions, etc.	
JE and KD to Palnet	\$47.30
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Vanguard - Inergen, fire alarm, fire extinguisher inspections	\$668.35
Utilities	
Saginaw - water	\$295.78
Consumers Energy - gas and electric	\$950.57
Mortgage	\$2,495.03
TOTAL	<u><u>\$27,634.32</u></u>

VLC Operational Account
Bills -December 2009

Salaries	\$16,078.76
Benefits	<u>\$7,618.09</u>
Subtotal	\$23,696.85
Telephone	
Telephone - Long Distance	\$66.62
Telephone - Monthly (two months)	\$578.60
Misc. supplies, equip, etc.	
Reimburse JA - coffee x 2	\$10.37
SVSU - ill bands - 24k cd	\$117.00
Chase Credit Card - vbelt for Liebert	\$13.82
Training	
Chase CC - Field trip to Palnet (vmware) -- meals	\$33.54
Other maintenance	
RHUB annual maint.	\$199.00
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
JE Johnson - Liebert preventative maint.	\$270.00
Ace American Alarm - annual monitoring	\$276.00
Hamilton Electric - Generator preventative maint.	\$500.00
Utilities	
Saginaw - water	\$289.53
Consumers Energy - gas and electric	\$1,014.62
Mortgage	\$2,495.03
Internet Access - annual	
Merit Inc.	\$11,754.90
Financial Services	
Weinlander Fitzhugh	\$1,800.00
TOTAL	<u><u>\$43,765.88</u></u>

VLC Operational Account
Bills -January 2010

Salaries	\$16,706.45
Benefits	<u>\$5,639.21</u>
Subtotal	\$22,345.66
Telephone	
Telephone - Long Distance	\$67.32
Misc. supplies, equip, etc.	
Meijer - exit sign bulbs	\$2.79
SVSU - ill bands - 60k long bands	\$746.40
Menards - humidifer wick	\$15.31
ISP - dial-up	\$6.95
Chase Credit card fee	\$16.50
Postage - stamps	\$52.80
Training, subscriptions, memberships, etc.	
White Pine Assoc. Member fee	\$150.00
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Nagel - hard roll towel, tp, kitchen towel, foam cup	\$189.60
Buxman Landscaping - snow plowing x 2	\$90.00
Remer - Backflow test - city required	\$111.00
Utilities	
Saginaw - water	\$289.53
Consumers Energy - gas and electric	\$1,428.82
Mortgage	\$2,495.03
Financial Services	
Weinlander Fitzhugh - IRS Form 5500 (pension plan)	\$150.00
TOTAL	<u><u>\$28,807.71</u></u>

VALLEY LIBRARY CONSORTIUM
FY 2009/10 VLC Operational
Budget

(through January 2010)

	FY 2009/10	YTD	Remainder
	Budget	Expenses	(Budget- YTD)
Salaries	\$213,000	\$121,995.18	\$91,004.82
Benefits	\$73,000	\$40,750.77	\$32,249.23
Supplies, equipment, etc.	\$4,500	\$2,762.88	\$1,737.12
Promotion	\$1,000	\$13.98	\$986.02
Telephone	\$4,200	\$2,485.43	\$1,714.57
Postage	\$500	\$96.61	\$403.39
Travel	\$500	\$12.65	\$487.35
Training, Workshops, etc.	\$5,000	\$1,454.79	\$3,545.21
Insurance	\$7,500	\$6,339.13	\$1,160.87
System Maintenance	\$64,000	\$31,277.90	\$32,722.10
Other Maintenance	\$9,500	\$199.00	\$9,301.00
Utilities	\$21,000	\$10,361.69	\$10,638.31
Debt Service	\$29,950	\$17,465.21	\$12,484.79
Financial Services	\$2,500	\$1,950.00	\$550.00
Bldg. Maintenance	\$14,000	\$9,385.38	\$4,614.62
Miscellaneous	\$5,000		\$5,000.00
On-going Authority Cntrl (including OCLC)	\$3,400	\$2,237.55	\$1,162.45
Merit Membership	<u>\$13,000</u>	<u>\$11,754.90</u>	<u>\$1,245.10</u>
TOTAL	<u>\$471,550</u>	<u>\$260,543.05</u>	<u>\$211,007</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$60,765.43
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$301.82
Income	<u>\$358,739.49</u>
TOTAL Available Funds	\$419,806.74
Expenditures	<u>\$260,543.05</u>
Cash BALANCE	<u>\$159,263.69</u>

Valley Library Consortium Capital Account Receipts

FY 2009/10

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
Almont							
Bay County	1803.00			2661.24	1886.00	3223.60	
Bay Schools		45.00					378.00
Bridgeport	268.00		295.00			1215.45	
Caro							
Chesaning	673.00		643.00		230.00		643.00
Community Dist.		45.00			782.00		
Delta							
Dryden						113.40	
Gladwin	105.00			751.80			
Harrison			45.00	135.39			
Iosco-Arenac			240.60		460.00	113.40	865.00
Lapeer							
Marlette							
MMI							
MMCC		90.00					
Midland		4025.00					
North Branch					299.00		
Northwood					345.45		
Pigeon							
Ruth Hughes					322.00		
Saginaw	3698.54		1544.00			417.60	
St. Charles	386.00		437.00			437.00	
West Branch						113.40	
White Pine							
White Pine Rent							
Misc.			260				
USF		7737.61		278.4			
Subtotal	\$6,933.54	\$11,942.61	\$3,464.60	\$3,826.83	\$4,324.45	\$5,633.85	\$1,886.00

TOTAL \$38,011.88

VLC CAPITAL ACCOUNT**FY 2009/10** **January**

Beginning Fund Balance	\$127,869.58	
Income	\$38,011.88	
Interest	<u>\$279.81</u>	
TOTAL FUNDS AVAILABLE		\$166,161.27
<u>Expenditures</u>		
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,030.89)	
ATT - circuits	(662.48)	
SirsiDynix - barcodes	(329.00)	
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,030.89)	
ATT - circuits	(686.21)	
ATT-circuits	(696.00)	
Trivalent - circuits	(1225.00)	
SirsiDynix - barcodes and MID envisionware	(4964.50)	
Paetec - circuits	(2061.78)	
The Library Network - MARC workshop	(471.55)	
Chase Card - workshop food	(\$32.84)	
Trivalent Group - circuits	(\$1,225.00)	
EnvisionWare - maint.	(\$4,254.25)	
SirsiDynix - barcodes (nor)	(\$329.00)	
Paetec - circuits	(\$1,030.89)	
SirsiDynix - barcodes (bcs, ios, wbr, dry)	(\$684.00)	
Trivalent Group - circuits	(\$1,225.00)	
SirsiDynix - barcodes	(\$1,252.00)	
Trivalent Group - circuits	(\$1,225.00)	
Trivalent Group - circuits	(\$1,225.00)	
SirsiDynix - barcodes (bri)	(\$329.00)	
Paetec - circuits	(\$1,030.89)	
		<u>(\$29,451.17)</u>
AVAILABLE BALANCE		<u><u>\$136,710.10</u></u>

VLC EQUIP. I/R FUND

SUMMARY OF AVAILABLE FUNDS

	Expected	YTD Paid	Balance	FY 2009/10	January 2010			
Almont	\$692	\$519	\$173	Almont		TOTAL Income		824,211.68
Bay County	\$14,212	\$10,659	\$3,553	Bay County		Adjustment (7/99)		533.74
Bay Schools	\$1,204	\$903	\$301	Bay Schools		Bank Service Fees		(27.63)
Bridgeport	\$1,140	\$855	\$285	Bridgeport		Transfer from Oper. 7/08		35,000.00
Caro	\$2,248	\$1,686	\$562	Caro		Transfer from Oper. 12/08		40,000.00
Chesaning	\$992	\$744	\$248	Chesaning				
Comm Dist.	\$1,680	\$1,260	\$420	Comm. Dist		Expenditures		
Delta	\$1,068	\$801	\$267	Delta		ISCI - Dick Boss		(1,752.25)
Dryden	\$652	\$489	\$163	Dryden		Contract - signing		(29,090.00)
Gladwin Co.	\$2,600	\$1,300	\$1,300	Gladwin Co.		Comp. Sys Corp - UPSs		(2,886.75)
Harrison	\$812	\$609	\$203	Harrison		GL Bender Elec. - wiring		(173.00)
Imlay City	\$1,880	\$1,410	\$470	Imlay City		Comp. Sys Corp - Cable for UPS		(89.00)
Iosco-Arenac	\$2,792	\$2,094	\$698	Iosco-Arenac		ALS contract milestones		(164,840.00)
Lapeer	\$3,628	\$2,721	\$907	Lapeer		HP Compiler		(1,942.50)
Marlette	\$600	\$450	\$150	Marlette		Comp Sys corp - UPS cart		(160.00)
MMCC	\$420	\$315	\$105	MMCC		HP Processor		(10,500.00)
MMI	\$52	\$39	\$13	MMI		HP Memory		(3,275.25)
Midland	\$13,208	\$9,906	\$3,302	Midland		Citizens Bank Account		(75.00)
North Branch	\$1,440	\$1,080	\$360	North Branch		Computer Sys Corp - UPS UPS		(532.00)
Northwood	\$736	\$552	\$184	Northwood		Gateway - 2 servers		(8841.00)
Pigeon	\$1,032	\$774	\$258	Pigeon		Comp Sys corp - UPS cart bkup softw NT		(895.00)
St. Charles	\$940	\$705	\$235	St. Charles		McBee Checks		(63.50)
Saginaw	\$11,880	\$8,910	\$2,970	Saginaw		ALS - 2 disk drives + install (2/99)		(1,660.00)
West Branch	\$1,084	\$813	\$271	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)
TOTAL	\$66,992	\$49,594	\$17,398			ISCI - Dick Boss 8/03		(4,047.80)
TOTAL I/R Rev	Projected Contributions		Actual	Interest	Grand Total	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 200k	\$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)
								(\$103,122.00)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - contract 9/3/04)
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	\$66,992		\$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			
2004/05	\$66,992		\$25,016.00	\$1,318.20	\$26,334.20	Available BALANCE		<u>\$418,953.12</u>
2005/06	\$66,992		\$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	4325	\$52,182	\$13,358.05	\$69,865.05			
2009/10	\$67,000		\$49,594	\$2,626.67	\$52,220.67			
TOTAL	\$613,907		\$516,464.03	\$102,785.91	\$824,211.68			

VLC Building Maintenance Fund Summary

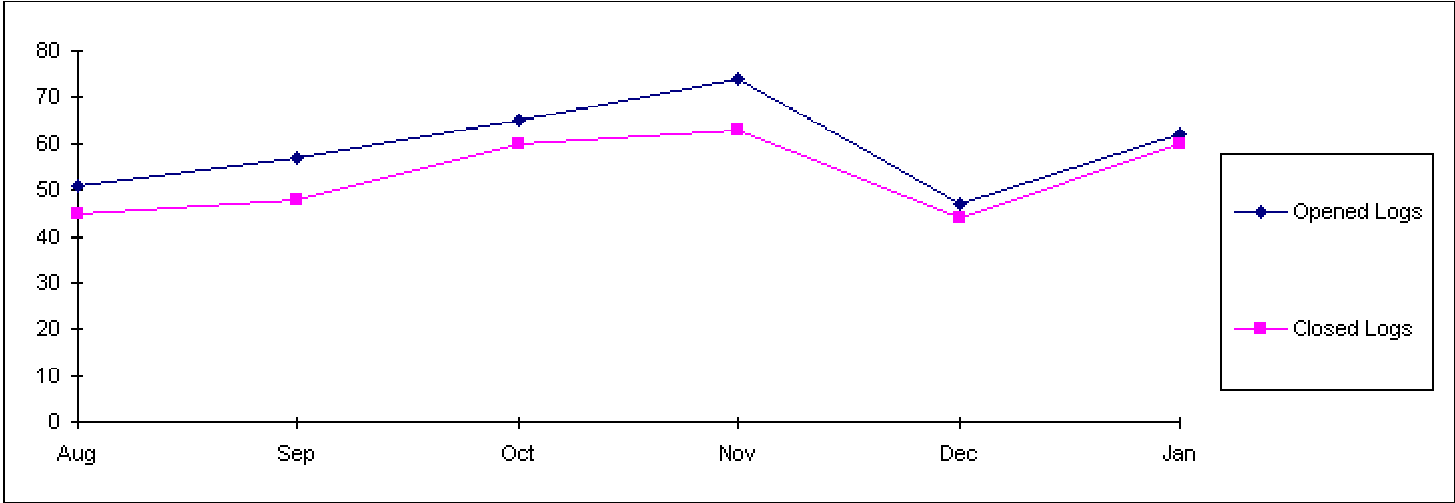
FY 2009/10 through January 2010

Beginning Fund Balance	\$31,047.55	
Interest	<u>\$9.07</u>	
TOTAL FUNDS AVAILABLE		\$31,056.62
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,056.62</u></u>

Valley Library Consortium Home Page Access Stats				
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	Month of <u>Dec</u>	Month of Jan
A) Total Number of times accessed:		
1) Main Page (www.vlc.lib.mi.us)	3329	3697
2) Spring Board (www.vlc.lib.mi.us/JumpGate.html)	0	0
3) Search Page (www.vlc.lib.mi.us/search.html)	80	50
4) Page with Links to Other Libraries	83	99
5) Online Resources Page	58	79
6) Contact Information Page	34	41
 B) Average Hits a day:		
1) Main Page	107.39	119.26
2) Spring Board	0.00	0.00
3) Search Page	2.58	1.61
4) Page with Links to Other Libraries	2.68	3.19
5) Online Resources Page	1.87	2.55
6) Contact Information Page	1.10	1.32

VLC MEMBER LOGS



	Aug	Sep	Oct	Nov	Dec	Jan	Fiscal YTD
Opened Logs	51	57	65	74	47	62	405
Closed Logs	45	48	60	63	44	60	362

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2009/2010

February 17	10:00am (regular) 11:00am (Board)
March 17	10:00am (regular) 11:00am (Board)
April 21	10:00am (regular) 11:00am (Board)
May 19	10:00am (regular) 11:00am (Board)
June 16	10:00am (regular) 11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting
February 17, 2010
11:00 am
VLC HQ

AGENDA

Additions to the Agenda

Decisions:

1. Approval of the Minutes from November 18, 2009

Discussions:

Recommendations from the Administrative Council

Announcements:

VALLEY LIBRARY CONSORTIUM
MINUTES OF THE BOARD OF TRUSTEES MEETING
November 18, 2009

Members Present: Kate Pohjola, President (Lapeer), Tom Birch, Vice-President (Bay County Library System); Kristen Valyi-Hax, Sec./Treasurer (Ruth Hughes Memorial Library); Trish Burns (PLOS); Stephanie Mallak Olson (Iosco-Arenac); Melissa Barnard (Grace Dow Memorial Library); Bryon Sitler (White Pine)

Others Attending: Karl Steiner (VLC)

K. Pohjola called the meeting of the Board of Trustees of the Valley Library Consortium to order at 11:17am

Decisions:

1. Minutes

T. Burns moved to approve the minutes of the September 16, 2009 meeting. K. Valyi-Hax seconded the motion. Motion carried.

2. Administrative Council Recommendations:

A. B. Sitler moved to approve to change the personnel policy section 12,2, a.2 to read: "Part-time employees will accrue vacation at a rate of .04 hour per hour worked after having worked for the Consortium for 12 months". S. Olson seconded the motion. Motion carried.

B. B. Sitler moved to approve a salary increase of 2% for the Executive Director effective at the beginning of the FY2010/11 Fiscal Year. S. Olson seconded the motion. Motion carried.

C. M. Barnard moved to approve the following resolutions relating to the Database and approved by the Administrative Council:

1. Procedures for the Duplicate Control Number Title Report
2. Procedures for converting the obsolete 440 tags
3. To keep "Request" History for 90 days.

T. Birch seconded the motion. Motion carried.

The meeting adjourned at 11:22am

Submitted by Kristen Valyi-Hax, Secretary/Treasurer