

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

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, February 17, 2010, p.3
- C. Database Committee Minutes, February 25, 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, March 17, 2010, p.22
- J. Board Minutes, February 17, 2009, p.23
- K. Revised Operating Budget, FY2009/10

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

**AGENDA**

Additions to the Agenda:

**Decisions:**

1. Approval of the minutes from the February 17, 2009 meeting

**Executive Director's Report**

**Discussions:**

1. Database Recommendations  
Add the Collection and Itype to the Checkin Screen
2. Suggestions for training topics via VLC video clips
3. VLC Main Router Replacement
4. Report from Search Committee
5. Revised Operating Budget, FY2009/10

**Announcements:**

News of Events from Member Libraries

Next Scheduled Meeting: April 21, 2010

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
 February 17, 2010, 10:00 a.m.

Council Members Present: Kay Hurd-Almont; Tom Birch-Bay City; Rosemary Rice-Gutierrez-Bridgeport; Erin Schmandt-Chesaning; Josh Schu-Community District; Jack Wood-Delta; Desta Ureel-Dryden; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Melissa Barnard-Midland; Kelli Lovaz-North Branch; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Trish Burns-PLOS; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Marsha Boyd-West Branch; Bryon Sitler-White Pine.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Judy Eastland-MMI; Shawn Troy-MCC.

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

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

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

### **DECISIONS**

1. J. Bach moved to approve the minutes from November 18, 2009 meeting. J. Wood seconded. Motion passed.

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

1. K. Steiner was contacted by a salesperson from BookBrowse, a service that complements Novelist. Handouts are available. There will be a consortium discount, but basic pricing information is available at [http://www.bookbrowse.com/lib/info/BookBrowse\\_Price\\_List.pdf](http://www.bookbrowse.com/lib/info/BookBrowse_Price_List.pdf)
2. The CEO of SirsiDynix has written a letter stating that the Horizon software does not have an end-of-life. The company plans to continue to develop the product.
3. Libraries with telecom through the VLC will need new routers. Members will be contacted soon to arrange installation.
4. K. Steiner has submitted four new grants: two in Midland County and two in Shiawassee County. He has plans for submitting more.
5. There will be a demonstration webinar of software that can print hold slips on Wednesday, March 24 at 2 p.m. The software can print hold slips in varying fonts and sizes. There are a limited numbers of seats. K. Steiner will be contacting the members about signing up for the webinar.
6. K. Steiner reported on the finances of the consortium. K. Steiner has signed a three-year contract with Merit for Internet access. The bandwidth has been decreased from 10.5 Mb to 7.5 Mb, resulting in a savings of approximately \$4000 a year. M. Boyd asked about the status of the mortgage. K. Steiner reported that the amount due was about \$105,000, which should be paid off in 2014. M. Barnard asked about a revised budget. K. Steiner will present a revised budget at the next meeting.

### **DISCUSSIONS**

1. Interest in E-Commerce from Envisionware

E-Commerce is software that allows patrons to pay fines and fees via credit card, deposit account and cash. The payments are then immediately reflected in Horizon. This software can also work with Envisionware's PC management software and with the Print management software. K. Steiner will set up a demonstration of the software.

## 2. VLC and MeL delivery

Currently White Pine is generously allowing the VLC to use its delivery stops, but White Pine may drop the delivery service. If this happens, the VLC will begin sending items through the US Postal service, charging the delivery costs back to the member receiving the item. When possible, items, such as ILL bands, will be distributed at meetings.

## 3. Process for selection of Director

A selection committee was formed to write a job description and determine a selection process. Members of the committee include the following: Erin Schmandt-Chesaning, Stephanie Mallak Olson-Iosco, Kate Pohjola-Lapeer, Melissa Barnard-Midland, and Judy Eastland-MMI.

Qualities for the director were discussed:

- An MLS is preferred, but may not be required
- The ability to relate to different types of directors
- Grant writing experience
- USF experience
- Budget and finance experience
- Personal management experience
- 5 to 10 years of experience

The general consensus is that the position should be filled by June 15. K. Steiner said he could be flexible in his final date in the office (June 25).

## **ANNOUNCEMENTS:**

Grace A. Dow has used money from the Friends group to purchase four Netbooks for use in the youth services department. The Netbooks are for use only by youth in a designated area for a two-hour period.

Bridgeport purchased eight Netbooks for a mobile training last fall. In January they started circulating them to adult patrons for use in the library.

Meeting adjourned at 10:49 a.m.

Next scheduled meeting is March 17, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker.

Valley Library Consortium  
Minutes of the Database Committee  
February 25, 2010, 2010

Present: 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); Bruce Guy (Gladwin); Cindy Hix (Bridgeport); Jane Himmel (Pigeon); Kelli Lovasz (North Branch); Jessica Moore (Marlette); Debbie O'Brien (Caro).

Chair D. O'Brien called the meeting to order at 10:09am.

ADDITIONS TO THE AGENDA: None.

**DECISIONS:**

1. J. Himmel moved to approve the minutes from the January 28, 2010 meeting. R. Reinert seconded the motion. Motion carried.
2. R. Reinert moved to add the collection code and ltype to the CKI view. N. Pretzer seconded the motion. Motion carried.

**DISCUSSIONS:**

1. Database Projects Calendar

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

***March***

- Libraries work RIS for "In Transit" and "Hold expired" items
  - Change incorrect heading of "Talking books"
  - Misspelled word in transcribed fields
  - Requests on unavailable items
  - Report of address correction block (acr) created by HIP users
  - Report of lost blocks for items no longer lost
  - Report of items flagged for request
  - Weekly duplicate control# report
  - Weekly duplicate ISBN report
  - *Misspelled words in authority fields*
  - *Deletion of bibs with no holdings*
2. Duplicate ISBN Report  
Four reports have been sent out so far. The first three contained 60 duplicate ISBNs. In the first 3 weeks 15 bib records have been eliminated. People need to work the report by moving their holding to the correct bib. DO NOT merge any records. Use the "re-link" command instead of deleting and re-creating the item record. This will maintain the statistical information associated with the item.
  3. Video Training  
K. Dunker asked if people had had a chance to view the videos. Most had not. Members should look at the videos and give feedback to K. Dunker concerning their usefulness and other topics that could be covered.
  4. Deleting Holdings from OCLC  
For members who are not White Pine members and who are getting records directly from OCLC, the VLC can, create a file of deletes which the member can then send to OCLC to have records deleted in a batch. For full OCLC members (for free) the VLC can also create a file of adds that can then be sent to OCLC. This catches things that members have attached to directly on Horizon without first downloading from OCLC.
  5. Borrower Record Problems  
K. Dunker will send out a report that contains over 600 borrowers whose name and address are not in all upper case as required by VLC standards.

6. Timeline for Deleting Melcat Borrowers

Members agreed that VLC should send a file of lost borrower barcodes once a month to Melcat. The barcodes sent will have been lost for 30 days. The delay in sending the lost barcodes will hopefully avoid patrons trying to check items out on an invalidated Melcat barcode.

7. Maintaining the Horizon Calendar

K. Dunker suggested that members keep only 6 months back and 6 months forward of exception days in the Horizon calendar. She also reviewed how to delete exception days and when to create an exception day for a day the library is closed because of snow. Snow days on the calendar should be made before other staff logon the morning after the snow day otherwise the snow day won't be effective for those staff (or if staff have already logged on have them logoff and back on to have the snow day take effect).

8. Database Standards & Procedures Committees

The subcommittees covering acquisitions, cataloging, circulation and interlibrary loan need to meet soon so that their findings can be presented at the May Database Comm. meeting.

**ANNOUNCEMENTS:**

A. Langlois will be meeting with a Promed VP and some other Mel Delivery users to resolve delivery concerns.

D. O'Brien asked that other libraries borrowing Caro material not set them to "claims returned".

M. Schultz asked if anyone was using Windows 7. GADML cannot get Melcat to work with Windows 7. It is not supported for use with Horizon. R. Reinert asked the VLC to report when Windows 7 will be certified to work with Horizon.

EnvisionWare eCommerce Demonstration (payment with credit cards immediately reflected on the Horizon patron record) – March 18<sup>th</sup>, 10am at the VLC

Hold Slip Printing demo – online on March 24, 2pm

Please register with an email to [k.Steiner@vlc.lib.mi.us](mailto:k.Steiner@vlc.lib.mi.us) by March 12 for both of the demonstrations.

Next meeting: March 25, 2010

Meeting adjourned at 11:05 am

Minutes submitted by K. Steiner

## Executive Director' Report, March 9, 2010

### Horizon and Microsoft Windows 7

Currently the VLC is using Release 7.5 of Horizon. SirsiDynix does NOT support Windows 7 being used with Horizon 7.5. If a member uses Windows 7 with Horizon, the VLC will try to help with any problems that arise, but cannot guarantee a solution because SirsiDynix does not currently support it.

Horizon Release 7.5.1, which is scheduled for release in the 4<sup>th</sup> quarter of 2010, will be supported by SirsiDynix for use with Windows7.

### Perceptions 2009: An International Survey of Library Automation

Below is a portion of the results of the survey. If you would like to read the entire survey follow this link: <http://www.librarytechnology.org/perceptions2009.pl>

#### Comments on Selected Companies and products

**Biblionix** provides [Apollo](#) exclusively to small public libraries and only as a hosted solution. As noted above, this company has found a winning formula to win high praise from their customer libraries. In all areas the libraries that use Apollo gave superlative ratings and the comments offered reflected the ease of installation and use of the product.

**Polaris Library Systems**, offering the [Polaris](#) ILS, continues to receive extremely positive rankings from its client libraries. The three-year comparison reflects slightly higher satisfaction scores for the ILS itself this year than the previous two. The company's customer support satisfaction score was equal to last year's, but down just a bit from the stellar 8.11 mean ranking it received in 2007. In recent years Polaris has attracted some large municipal libraries as customers, which may not only put a bit more of a strain on the company's support personnel, but it also fits into the context we've observed where more complex organizations tend not to give superlative scores.

**Auto-Graphics**, offering the [AGent VERSO](#) ILS, primarily to small public libraries and through Software-as-a-service earned extremely positive scores in all categories. Libraries using AGent VERSO like the product, Auto-Graphics as a company, and are satisfied with the support they receive. Auto-Graphics has seen a steady improvement in satisfaction across each of the three years of this survey. Its customer support score(8.34) improved almost a full point above the 2007 value (7.46). Comments provided on the survey were overwhelmingly positive.

[Library.Solution](#) from The Library Corporation, used primarily by small to medium-sized public libraries, received very good responses in all categories. Its scores trended toward the top of the middle tier of responses for satisfaction for ILS, company, and support. 8.70 percent of libraries using Library.Solution indicate interest in moving to a new automation system. Comments reflected mostly praise for the system and for its support.

**Innovative Interfaces:** More libraries using [Millennium](#) from Innovative Interfaces responded than any other ILS. While not at the top of the charts, libraries gave this ILS favorable rating, though there were some dissenting voices. Libraries using Millennium seem to appreciate the quality of the ILS (7.13) a bit more than the company itself (6.58) or the support they receive (6.53). Scores for Millennium across the three years of the survey have been remarkably consistent. Despite these generally strong satisfaction scores, 11.68 percent of responding libraries indicate they are considering changing to a new ILS. The comments offered vary from high praise, to complaints about the cost of the system, or its perceived closed architecture. Comments regarding support ran from hot to cold.

**Ex Libris** Ex Libris, supporting both [ALEPH 500](#) and [Voyager](#) deals with some of the world's largest and most complex libraries. Its ALEPH 500 customers gave responses generally in the middle tier of satisfaction in all of the categories. 11.11 percent of libraries using ALEPH 500 indicated consideration of moving to a new ILS. 45.19 percent of ALEPH 500 libraries registered interest in a new interface, good news for their ambitions for Primo. Scores for ALEPH 500 improved in each category for across all three editions of the survey. Voyager did not fare quite as well on the survey. Its ILS satisfaction score was lower (5.91) as was customer support ratings (5.72) relative to ALEPH 500. Even though Ex Libris offers continuing support, 18.90 percent of these libraries express interest in moving to a new ILS.

**SirsiDynix** provides both [Symphony](#) and [Horizon](#). Symphony stands as the company's strategic ILS going forward, but the company continues to develop and support Horizon. It also supports Dynix, but this system is no longer being developed and only a remnant of the once massive customer base of libraries using this product remains.

The ILS satisfaction for both Symphony and Horizon fell in the lower tier of customer satisfaction. Though the scores were infinitesimally close, it's remarkable that Horizon was rated as more satisfactory than Symphony. Given the status of Symphony as the company's flagship product, this result is startling. Both products received enough responses (Symphony = 305, Horizon = 191) to reinforce the validity of the results. Symphony sites did rate SirsiDynix as a company slightly higher than those with Horizon, with gave the company second-worst ratings. Only those using the abandoned Winnebago Spectrum product disliked their ILS company more. Relative to the other products satisfaction ratings for Symphony were near the middle in 2007, but fall toward the lower bounds in this year's edition.

The 10 Dynix libraries that responded rated their satisfaction with the ILS about the same as those running Symphony (6.00); but rated the company itself higher than libraries using either Horizon or Symphony (6.00); and customer support significantly higher (7.10). While the number of results submitted from Dynix libraries falls below the 20 required to show on the main summary tables, they are worth mentioning since they reflect similar perceptions to that of the company's ongoing products.

Comments submitted from Symphony sites were generally negative, but peppered with ones reflecting more satisfaction. Libraries using Horizon generally state or imply that they are considering options other than Symphony for their next system. These comments imply that Horizon libraries with strong intentions to move to Symphony have done so by now.

When comparing results across the three years of this survey, Symphony libraries perceptions improved by a very small degree over those reflected in 2008. Satisfaction for Symphony, though in the lower tier, was higher in 2007 than in subsequent years. Support ratings are higher for 2009 (5.44) than for 2008 (4.91, but lower than 2007 (5.48). Symphony sites on average express quite low interest in open source alternatives, with a striking mean score of 0.



**VLC**  
**Receipts-- Operational Account FY 2009/10**

	July	August	September	Oct.	Nov.	December	January	February
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					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	1540
Misc.	401.84	11.00		98.00				477.62
USF			3234.65					
Subtotal:	142756.84	11661.00	79895.65	25683.00	0.00	87744.00	10999.00	5592.62

TOTAL \$364,332.11

# VALLEY LIBRARY CONSORTIUM PROJECTED INCOME

FY 2009/10	February 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	\$12,603	\$3,200 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							\$12,320	White Pine rent
Misc.							\$988	Misc.
USF							\$3,235	USF
TOTAL							<u>\$364,332.11</u>	

**VLC Operational Account**  
**Bills -February 2010**

Salaries	\$16,158.10
Benefits	<u>\$4,812.76</u>
Subtotal	\$20,970.86
Telephone	
Telephone - Long Distance	\$61.34
Monthly	\$238.37
Postage	\$5.02
Misc. supplies, equip, etc.	
Reimburse JA - coffee	\$5.99
Menards - salt	\$15.84
Best Buy - harddrive for PC	\$69.99
ISP - dial-up	\$6.95
Intuit - Quickbooks 2010	\$159.96
Chase - charge	\$1.50
Other maint. - Symmantec endpoint protection - PCs	\$99.00
Training, subscriptions, memberships, etc.	
Cosugi - membership	\$175.00
New Horizons - Updating your network infrastructure training	\$2,250.00
Building Maintenance and Supplies	
Ray Moreno Janitorial	\$650.00
Van Herweg - repair exit lighting	\$76.00
Buxman Landscaping - snow plowing x 3	\$135.00
Utilities	
Saginaw - water	\$302.03
Consumers Energy - gas and electric	\$1,498.40
Mortgage	\$2,495.03
Financial Services	
Weinlander Fitzhugh - payroll tax returns, w-2	\$445.00

**TOTAL** \$29,661.28

**VALLEY LIBRARY CONSORTIUM**  
**FY 2009/10 VLC Operational**  
**Budget**

(through February 2010)

	<b>FY 2009/10</b>	<b>YTD</b>	<b>Remainder</b>
	<b>Budget</b>	<b>Expenses</b>	<b>(Budget- YTD)</b>
Salaries	\$213,000	\$138,153.28	\$74,846.72
Benefits	\$73,000	\$45,563.53	\$27,436.47
Supplies, equipment, etc.	\$4,500	\$3,023.11	\$1,476.89
Promotion	\$1,000	\$13.98	\$986.02
Telephone	\$4,200	\$2,785.14	\$1,414.86
Postage	\$500	\$101.63	\$398.37
Travel	\$500	\$12.65	\$487.35
Training, Workshops, etc.	\$5,000	\$3,879.79	\$1,120.21
Insurance	\$7,500	\$6,339.13	\$1,160.87
System Maintenance	\$64,000	\$31,277.90	\$32,722.10
Other Maintenance	\$9,500	\$298.00	\$9,202.00
Utilities	\$21,000	\$12,162.12	\$8,837.88
Debt Service	\$29,950	\$19,960.24	\$9,989.76
Financial Services	\$2,500	\$2,395.00	\$105.00
Bldg. Maintenance	\$14,000	\$10,246.38	\$3,753.62
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>
<b>TOTAL</b>	<u>\$471,550</u>	<u>\$290,204.33</u>	<u>\$181,346</u>

SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$60,765.43
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$340.91
Income	<u>\$364,332.11</u>
TOTAL Available Funds	\$425,438.45
Expenditures	<u>\$290,204.33</u>
Cash BALANCE	<u><b>\$135,234.12</b></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>	<u>February</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	\$0.00

**TOTAL** \$38,011.88

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

Beginning Fund Balance	\$127,869.58	
Income	\$38,011.88	
Interest	<u>\$315.96</u>	
TOTAL FUNDS AVAILABLE		\$166,197.42
<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)	
Paetec - circuits	(\$1,030.89)	
Trivalent - circuits	(\$1,225.00)	
SirsiDynix - barcodes	(\$1,194.00)	
CDWG - Barracuda maint.	(\$524.65)	
		<u>(\$33,425.71)</u>
AVAILABLE BALANCE		<u><u>\$132,771.71</u></u>

**VLC EQUIP. I/R FUND**

**SUMMARY OF AVAILABLE FUNDS**

	Expected	YTD Paid	Balance	FY 2009/10	February 2010			
Almont	\$692	\$519	\$173	Almont		<b>TOTAL Income</b>		825,048.76
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		<b>Expenditures</b>		
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	\$1,950	\$650	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)
<b>TOTAL</b>	<b>\$66,992</b>	<b>\$50,244</b>	<b>\$16,748</b>			ISCI - Dick Boss 8/03		(4,047.80)
<b>TOTAL I/R Rev</b>	<b>Projected 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 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>\$419,790.20</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		\$50,244	\$2,813.75	\$53,057.75			
<b>TOTAL</b>	<b>\$613,907</b>		<b>\$516,464.03</b>	<b>\$102,785.91</b>	<b>\$825,048.76</b>			

## VLC Building Maintenance Fund Summary

FY 2009/10 through February 2010

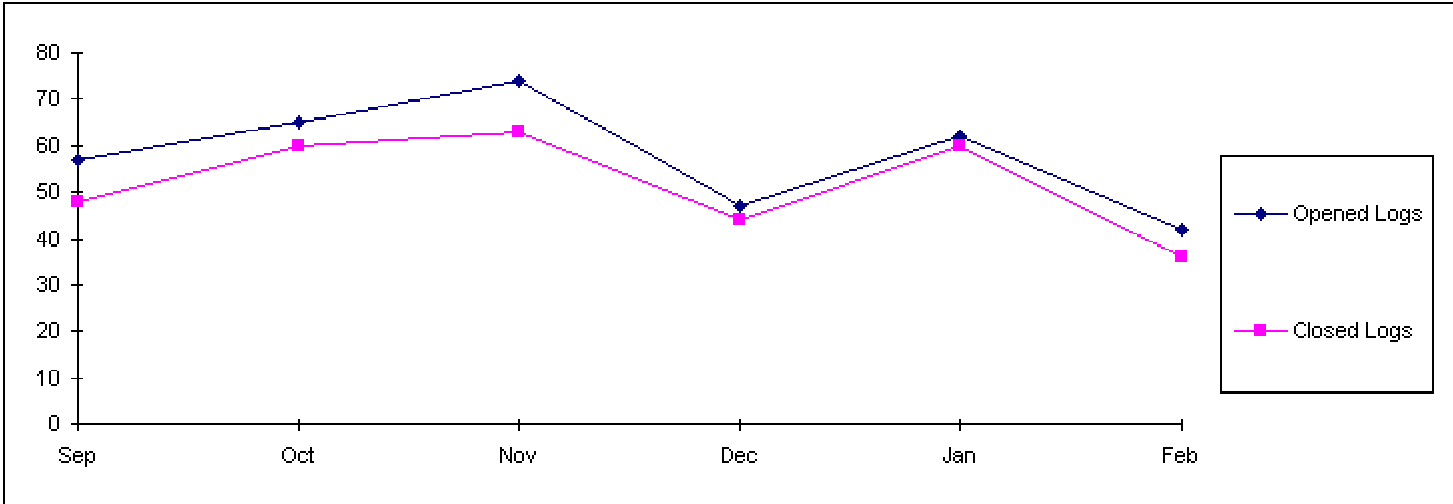
Beginning Fund Balance	\$31,047.55	
Interest	<u>\$39.76</u>	
TOTAL FUNDS AVAILABLE		\$31,087.31
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,087.31</u></u>



Valley Library Consortium			
Home Page Access Stats			

	Month of <u>Jan</u>	Month of <u>Feb</u>
A) Total Number of times accessed:		
1) Main Page (www.vlc.lib.mi.us)	3697	<b>2376</b>
2) Spring Board (www.vlc.lib.mi.us/JumpGate.html)	0	<b>0</b>
3) Search Page (www.vlc.lib.mi.us/search.html)	50	<b>38</b>
4) Page with Links to Other Libraries	99	<b>99</b>
5) Online Resources Page	79	<b>65</b>
6) Contact Information Page	41	<b>43</b>
 B) Average Hits a day:		
1) Main Page	119.26	<b>84.86</b>
2) Spring Board	0.00	<b>0.00</b>
3) Search Page	1.61	<b>1.36</b>
4) Page with Links to Other Libraries	3.19	<b>3.54</b>
5) Online Resources Page	2.55	<b>2.32</b>
6) Contact Information Page	1.32	<b>1.54</b>

VLC MEMBER LOGS



	Sep	Oct	Nov	Dec	Jan	Feb	Fiscal YTD
Opened Logs	57	65	74	47	62	42	447
Closed Logs	48	60	63	44	60	36	398

VALLEY LIBRARY CONSORTIUM  
Administrative Council and Board Meetings

## Meeting Schedule

2009/2010

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

March 17, 2010

11:00 am

VLC HQ

## AGENDA

### Additions to the Agenda

### Decisions:

1. Approval of the Minutes from February 17, 2010

### Discussions:

Recommendations from the Administrative Council

### Announcements:

**VALLEY LIBRARY CONSORTIUM**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**February 17, 2010**

**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 10:59am

**Decisions:**

1. Minutes

Kristen Valyi-Hax moved to approve the minutes of the November 18, 2009 meeting. S. Olson seconded the motion. Motion carried.

**Discussions:**

1. T. Birch moved to accept Karl Steiner's retirement from the Valley Library Consortium effective June 25, 2010. Kristen Valyi-Hax seconded the motion. Motion carried.
2. S. Olson moved to accept the recommendation from the Administrative Council to form a Selection Committee to work on finding a replacement for the Executive Director. T. Burns seconded the motion. Motion carried.

K. Pohjola volunteered to chair the Selection Committee. The members were in consensus.

The meeting adjourned at 11:04am

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Submitted by Kristen Valyi-Hax, Secretary/Treasurer

## VALLEY LIBRARY CONSORTIUM OPERATING EXPENSES

3/9/2010

	<b>Current</b>	<b>Revised</b>	
	<u>FY 2009/10</u>	<u>FY 2009/10</u>	<u>Increase/(Decrease)</u>
Salaries	\$213,000	\$211,500	(\$1,500)
Benefits	\$73,000	\$83,500	\$10,500
Supplies, equipment, etc.	\$4,500	\$4,500	\$0
Promotion	\$1,000	\$3,600	\$2,600
Telephone	\$4,200	\$4,200	\$0
Postage	\$500	\$300	(\$200)
Travel (to members)	\$500	\$300	(\$200)
Training, Workshops, etc.	\$5,000	\$5,000	\$0
Insurance	\$7,500	\$6,500	(\$1,000)
System Maintenance	\$64,000	\$61,000	(\$3,000)
Other Maintenance	\$9,500	\$8,500	(\$1,000)
Utilities:gas,elec,H2O	\$21,000	\$20,000	(\$1,000)
Debt Service	\$29,950	\$29,950	\$0
Financial Services	\$2,500	\$2,500	\$0
Bldg. Maint & Supplies	\$14,000	\$14,000	\$0
Miscellaneous	\$5,000	\$2,000	(\$3,000)
On-going Authority Cntrl (including OCLC)	\$3,400	\$2,400	(\$1,000)
Internet Access	<u>\$13,000</u>	<u>\$11,800</u>	(\$1,200)
Subtotal	<b>\$471,550</b>	\$471,550	\$0
Contribution to I&R Fund	<u>\$67,000</u>	<u>\$67,000</u>	<u>\$0</u>
<b>TOTAL</b>	<b><u>\$538,550</u></b>	\$538,550	<b><u>\$0</u></b>