

# VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

Wednesday, September 15, 2010 **10am**

3210 Davenport, Saginaw

## Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, July 12, 2010, p.3
- C. Database Committee Minutes, August 26, 2010, p. 4 - 5
- C. Executive Director's Report, p.6
- D. FY 2009/10 End of Year Financial Review, p.7
- E. FY 2010/11 Financial Reports, p.8 - 15
- F. VLC Home Page Statistics, p.16
- G. Trouble Log Statistics, p. 17
- H. Meeting Schedule (Administrative Council & Board), p. 18
- I. Board Agenda, September 15, 2010, p. 19
- J. Board Minutes, July 12, 2010, p. 20

VALLEY LIBRARY CONSORTIUM  
Administrative Council Meeting  
September 15, 2010  
**10am**  
3210 Davenport, Saginaw

**AGENDA**

Additions to the Agenda:

**Decisions:**

1. Approval of the minutes from the July 12, 2010 meeting (p. 3)
2. Database Recommendations

**Executive Director's Report**

**Discussions:**

1. Next Generation Integrated Library System

**Announcements:**

News of Events from Member Libraries

Next Scheduled Meeting: November 17, 2010

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**

July 12 2010, 10:00 a.m.

Council Members Present: Bryon Sitler-White Pine; Jeanette Bach-Pigeon; Jack Wood-Delta; Melissa Barnard-Midland; Kate Pohjola-Lapeer; Stephanie Mallak Olson-Iosco; Erin Schmandt-Chesaning; Tom Birch-Bay County; Rose Rice-Gutierrez-Bridgeport; Marsha Boyd-West Branch; Kristen Valyi-Hax-Ruth Hughes; Bruce Guy-Gladwin; Marcia Dievendorf-Caro; Desta Ureel-Dryden; Josh Schu-Community District; Judy Eastland-Michigan Molecular; Trish Burns-PLOS; Karen Lambert-North Branch; Colleen Montalbano-Bay City Schools

Council Members Not Attending: Jessica Moore-Marlette; Shawn Troy-MCC; Sheila Bissonnette-Harrison; Alice Parsons-Northwood; Kay Hurd-Almont; Nannette Pretzer-St. Charles;

Others Attending: Karl Steiner-VLC

Chair J. Bach called the meeting to order at 10:35 a.m.

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

## **DECISIONS**

1. M. Barnard moved to approve the minutes from the May 19, 2010 meeting. S. Olson seconded. Motion passed.

2. Board Representative from those libraries not currently on the Board. The nominating committee provided the name of Judy Eastland. J. Bach asked if there were any nominations from the floor. There were none. B. Sitler moved to close the nominations. E. Schmandt seconded the motion. Motion carried. J. Eastland was elected to the Board.

Chair-elect of the Administrative Council. The nominating committee provided the name of J. Wood. J. Bach asked for nominations from the floor. There were none. R. Rice moved to close the nominations. C. Montalbano seconded the motion. Motion carried. J. Wood was elected as Chair-elect of the Administrative Council.

3. Bylaws Revision. T. Birch moved to approve the Bylaws revision as outlined in the July 2010 packet. B. Sitler seconded the motion. Motion carried.

4. R. Rice moved to approve the Administrative Council Handbook as presented in the packet. M. Boyd seconded the motion. Motion carried.

5. Bibliographic Standards and Procedures. C. Montalbano moved to approve the revised Bib Standards and Procedures. B. Sitler seconded the motion. Motion carried.

## **ANNOUNCEMENTS:**

T. Burns announced that PLOS has had several retirements, which will lead to a lot of rearranging of assignments.

M. Barnard announced that Lori Garrison is no longer working for GADML in the ILL dept. Many people will be doing her work.

E. Schmandt announced that Chesaning has lost staff due to funding issues.

Next scheduled meeting is August 18, 2010 at 10:00 a.m.

Meeting adjourned at 10:55 a.m. Minutes prepared by Karl Steiner

Valley Library Consortium  
Minutes of the Database Committee  
August 26, 2010

Present: Ruth Ann Reinert, Paul Lutenske and Anne Birkam (PLOS); Mary Schultz and Ron Suszek (Midland); Debbie O'Brien (Caro); Cindy Hix (Bridgeport); Jane Himmel (Pigeon); Kristen Valyi-Hax(RHMDL); Ann Langlois (Lapeer); Lee Martin and Kay Dunker (VLC); Becky Grai (Northwood); Lynn Deming (St. Charles); Anne Wooden (Delta); Paula Pashak (BCLS); Linda Hudecek (CDL); Kelli Lovasz (North Branch).

Chair A. Langlois called the meeting to order at 10:03am.

ADDITIONS TO THE AGENDA: Duplicate ISBN

**DECISIONS:**

R. Reinert moved to approve the minutes from June 24, 2010 meeting. C. Hix seconded the motion. Motion carried.

**DISCUSSIONS:**

1. Database chair elect

We are so pleased that Anne Wooden from Delta volunteered to be our next chair. K Valyi-Hax moved to accept Anne Wooden as our next chair. D. O'Brien seconded the motion. Motion carried.

2. Database minutes

It was decided that the Chair elect would take minutes.

3. Database Projects Calendar

K. Dunker reviewed the September calendar of database projects. This included the following:

**September**

- Libraries work RIS for "In Transit" and "Hold expired" items
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Misspelled word in transcribed fields
- 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*

4. 856 Tag Display in HIP

We approved to option one displaying subfield z by default, then, if no subfield z is present, the subfield u will display.

K. Valyi-Hax moved to accept option one. R. Susek seconded the motion. Motion carried.

5. Pull List Display

We had a discussion on what we want to display on the pull list. It was decided to have comments, bib# and pickup location removed. R. Susek moved to accept the changes. C. Hix seconded the motion. Motion carried.

6. ILL to libraries without delivery

A. Langlois brought up a concern about postage cost incurred when mailing material to Northwood. Several other members expressed the same concern. Lapeer is requesting that their borrowers not get items from Northwood, but they would still be willing to lend to Northwood. We will do a pilot program for 3 months where Lapeer will not borrow any items from Northwood and Northwood will be the last library to receive a request for an available item from any other VLC library.

7. Info on ILL bills

K. Dunker mentioned that it would be very helpful for the VLC members to put the borrower's number on the bills they send to other libraries for lost ILL items. It was also suggested that a copy of the invoice be sent with any payment.

8. ILL items billed to another member's borrower

A. Langlois brought up that we are able to get into other VLC patron's records as well as placing blocks. Please do not go into other VLC patron's records. Searching by barcode from the initial CKO screen is not limited to a location's borrowers. The limit only is applied to searches on the "Find borrower(F4)" function.

9. ISBN Report

A. Birkam reported on some specific examples that were problematic on the duplicate ISBN report. The only way to resolve these issues is for one person to review all the items attached to the bibs that are duplicates. That is beyond the scope of the project. K. Dunker said there have been a significant number of duplicates resolved.

ANNOUNCEMENTS:

R. Reinert mentioned it was Anne Birkam's last meeting as she is retiring. She also mentioned that Paul Lutenske would be her backup at the Database meeting as well as her backup at PLOS.

Next meeting: September 23, 2010

Meeting was adjourned at 11:15am.

Minutes submitted by R. Reinert

## **Executive Director' Report, September 15, 2010**

### **VLC Transition Update**

In my initial update concerning the transition here at the VLC I stated that it had been a very busy and exciting week for me both personally and professionally. Well things haven't changed much; in fact things are busier now than ever. Throw in the fact that my son arrived much earlier than expected and I had to be away from work for three days it only made things more interesting for me. From a business perspective I continue to meet with all the appropriate people and institutions as I gain a foothold on the business processes. I continue to learn about the daily operations as I look for ways to better serve you and the membership. With regards to selecting a new Integrated Library System (ILS) I've started conversations with several ILS vendors to determine our next steps.

I still plan on visiting each of you at your location over the next couple of months to get to know you and your organizations better. It's just going to take a bit longer than I expected.

### **Year End Financial Statements for 2009 Fiscal Year**

I met with Michael L. Hanisko from the Weinlander Fitzhugh CPA firm on Wednesday 09/08/2010 and I went over the year-end financial statements for 06/30/2010. We thoroughly discussed the type of report opinion that he issued which is a "Reviewed" opinion. We reviewed the financial statements in detail by discussing the Statement of Financial Position and the Statement of Activities. We discussed the issue of the Net Assets and how the unrestricted / undesignated net asset value was determined. Mike explained to me that the federal government has lowered its threshold for filing the 990 EZ form and as such we are now required to file the more comprehensive 990 form. We fully discussed the newly expanded IRS form 990 and he explained that the Form 990 needs to be reviewed and approved by the VLC Board before it can be filed with the IRS.

Mike will attend the next board meeting to present an overview of the financial statements to the VLC Board and answer any questions. He will also review the newly expanded Form 990 and again answer any questions. This should take about 15 minutes.

### **ILL Pilot Project**

Several member libraries have expressed concern about receiving items from Northwood University and the cost of postage incurred from mailing these ILL materials. Lapeer has requested that their borrowers not get items from Northwood, but they are still willing to lend to Northwood borrowers. Other libraries would also like to reduce the number of items that they must pay postage on. This could increase the number of requests going to other libraries.

The committee decided to do a pilot program for 3 months where Lapeer will not borrow any items from Northwood and Northwood will be the last library to receive a request for an available item from any other VLC library.

# VALLEY LIBRARY CONSORTIUM

## FY 2009/10 VLC Operational Budget

(through June 2010)

	<b>FY 2009/10 Budget (rev. 3/10)</b>	<b>YTD Expenses (Budget-YTD)</b>	<b>Remainder</b>
Salaries	\$211,500	\$210,885.25	\$614.75
Benefits	\$83,500	\$73,187.34	\$10,312.66
Supplies, equipment, etc.	\$4,500	\$4,384.58	\$115.42
Promotion	\$3,600	\$13.98	\$3,586.02
Telephone	\$4,200	\$4,535.88	(\$335.88)
Postage	\$300	\$110.79	\$189.21
Travel	\$300	\$110.15	\$189.85
Training, Workshops, etc.	\$5,000	\$5,371.49	(\$371.49)
Insurance	\$6,500	\$6,339.13	\$160.87
System Maintenance	\$61,000	\$59,690.80	\$1,309.20
Other Maintenance	\$8,500	\$1,622.38	\$6,877.62
Utilities	\$20,000	\$17,654.52	\$2,345.48
Debt Service	\$29,950	\$29,940.36	\$9.64
Financial Services	\$2,500	\$2,395.00	\$105.00
Bldg. Maintenance	\$14,000	\$14,002.06	(\$2.06)
Miscellaneous	\$2,000	\$140.00	\$1,860.00
On-going Authority Cntrl (including OCLC)	\$2,400	\$2,362.55	\$37.45
Merit Membership	<u>\$11,800</u>	<u>\$11,754.90</u>	<u>\$45.10</u>
<b>TOTAL</b>	<u>\$471,550</u>	<u>\$444,501.16</u>	<u>\$27,049</u>

## SUMMARY OF AVAILABLE FUNDS

Beginning Fund Balance	\$60,765.43
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$452.05
Income	<u>\$468,211.31</u>
TOTAL Available Funds	\$529,428.79
Expenditures	<u>\$444,501.16</u>
Cash BALANCE	<u><b>\$84,927.63</b></u>

**VLC**  
**Receipts-- Operational Account FY 2010/11**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Oct.</u>	<u>Nov.</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	
Almont	3458												Almont
Bay County	23829												Bay County
Bay Schools	3902												Bay Schools
Bridgeport	3582												Bridgeport
Caro	5388												Caro
Chesaning	3460												Chesaning
Community Dist.	5166												Community Dist.
Delta	4129												Delta
Dryden	3140												Dryden
Gladwin	5737												Gladwin
Harrison	3196												Harrison
Imlay City	4813												Imlay City
Iosco-Arenac	6739												Iosco-Arenac
Lapeer	8478												Lapeer
Marlette	2857												Marlette
MMCC	2635												MMCC
MMI	2129												MMI
Midland	20710												Midland
North Branch	4086												North Branch
Northwood	3331												Northwood
Pigeon	3592												Pigeon
Saginaw	21446												Saginaw
St. Charles	3371												St. Charles
West Branch	3619												West Branch
White Pine	2064												White Pine
White Pine Rent	3080												White Pine Rent
Misc.	75.15												Misc.
USF													USF
<b>Subtotal:</b>	<b>158012.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	





**VLC Operational Account  
Bills -July 2010**

Salaries	\$16,710.26
Benefits	<u>\$3,678.63</u>
Subtotal	\$20,388.89
Telephone	
Telephone - Long Distance	\$65.84
Monthly	\$310.34
Misc. supplies, equip, etc.	
NetSourceOne - cisco switch	\$104.76
Kay D - Database meeting food	\$3.90
Intermission Deli - candidate luncheon	\$55.01
BasicISP dialup	\$6.95
Compucheck - checks	\$49.94
Menards - weed killer	\$8.35
Receipt paper and compressed air	\$29.44
Insurance	
Workers Comp.	\$682.00
Employment practices	\$669.00
Business owners	\$1,584.00
Computer equipment	\$338.00
Building Maintenance and Supplies	
Ray Moreno - cleaning	\$650.00
Utilities	
Consumers - gas and elect.	\$1,478.99
Water and sewer	\$289.53
Mortgage	\$2,495.03
OCLC annual	\$2,237.53
<b>TOTAL</b>	<b><u>\$31,447.50</u></b>

**VALLEY LIBRARY CONSORTIUM**  
**FY 2010/11 VLC Operational Budget**  
(through July 2010)

	<b>FY 2010/11</b>	<b>YTD</b>	<b>Remainder</b>
		<b>Expenses</b>	<b>(Budget-YTD)</b>
Salaries	\$235,000	\$16,710.26	\$218,289.74
Benefits	\$94,500	\$3,678.63	\$90,821.37
Supplies, equipment, etc.	\$4,500	\$258.35	\$4,241.65
Promotion	\$3,200		\$3,200.00
Telephone	\$4,200	\$376.18	\$3,823.82
Postage	\$500		\$500.00
Travel	\$500		\$500.00
Training, Workshops, etc.	\$5,000		\$5,000.00
Insurance	\$6,500	\$6,759.75	(\$259.75)
System Maintenance	\$61,000		\$61,000.00
Other Maintenance	\$5,000		\$5,000.00
Utilities	\$20,000	\$1,768.52	\$18,231.48
Debt Service	\$30,000	\$2,495.03	\$27,504.97
Financial Services	\$3,600		\$3,600.00
Bldg. Maintenance	\$14,000	\$650.00	\$13,350.00
Miscellaneous	\$5,000		\$5,000.00
On-going Authority Cntrl (including OCLC)	\$2,400	\$2,237.53	\$162.47
Merit Membership	\$7,300		<u>\$7,300.00</u>
<b>TOTAL</b>		<u>\$34,934.25</u>	<u>\$467,266</u>

**SUMMARY OF AVAILABLE FUNDS**

Beginning Fund Balance	\$84,966.01
Transfer to I/R Fund	
Transfer to Capital Account	
Bank Service Fee	
Interest	\$54.82
Income	<u>\$158,012.15</u>
TOTAL Available Funds	\$243,032.98
Expenditures	<u>\$34,934.25</u>
Cash BALANCE	<b><u>\$208,098.73</u></b>

# Valley Library Consortium Capital Account

## Receipts

FY 2010/11

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Almont												
Bay County	1675.00											
Bay Schools												
Bridgeport	237.00											
Caro												
Chesaning	590.00											
Community Dist.												
Delta												
Dryden												
Gladwin												
Harrison												
Iosco-Arenac	375.90											
Lapeer												
Marlette												
MMI												
MMCC												
Midland	504.00											
North Branch												
Northwood												
Pigeon												
Ruth Hughes												
Saginaw												
St. Charles	375.00											
West Branch												
White Pine												
White Pine Rent												
Misc.												
USF												
Subtotal	\$3,756.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
<b>TOTAL</b>	<b><u>\$3,756.90</u></b>											

# VLC CAPITAL ACCOUNT

FY 2010/11    July

Beginning Fund Balance	\$117,664.46	
Income	\$3,756.90	
Interest	<u>\$33.84</u>	
TOTAL FUNDS AVAILABLE		\$121,455.20
<u>Expenditures</u>		
Trivalent - circuits	(1,225.00)	
Paetec - circuits	(1,053.54)	

(\$2,278.54)

AVAILABLE BALANCE

\$119,176.66

# VLC EQUIP. I/R FUND

## SUMMARY OF AVAILABLE FUNDS

	<u>Expected</u>	<u>YTD Paid</u>	<u>Balance</u>	FY 2009/10	July 2010			
Almont	\$772	\$193	\$579	Almont		<b>TOTAL Income</b>		881,096.48
Bay County	\$12,232	\$3,058	\$9,174	Bay County		Adjustment (7/99)		533.74
Bay Schools	\$940	\$235	\$705	Bay Schools		Bank Service Fees		(27.63)
Bridgeport	\$944	\$236	\$708	Bridgeport		Transfer from Oper.	7/08	35,000.00
Caro	\$1,860	\$465	\$1,395	Caro		Transfer from Oper.	12/08	40,000.00
Chesaning	\$816	\$204	\$612	Chesaning				
Comm Dist.	\$1,584	\$396	\$1,188	Comm. Dist		<b>Expenditures</b>		
Delta	\$880	\$220	\$660	Delta		ISCI - Dick Boss		(1,752.25)
Dryden	\$556	\$139	\$417	Dryden		Contract - signing		(29,090.00)
Gladwin Co.	\$2,184	\$546	\$1,638	Gladwin Co.		Comp. Sys Corp - UPSs		(2,886.75)
Harrison	\$680	\$170	\$510	Harrison		GL Bender Elec. - wiring		(173.00)
Imlay City	\$1,600	\$400	\$1,200	Imlay City		Comp. Sys Corp - Cable for UPS		(89.00)
Iosco-Arenac	\$2,432	\$608	\$1,824	Iosco-Arenac		ALS contract milestones		(164,840.00)
Lapeer	\$3,260	\$815	\$2,445	Lapeer		HP Compiler		(1,942.50)
Marlette	\$492	\$123	\$369	Marlette		Comp Sys corp - UPS cart		(160.00)
MMCC	\$300	\$75	\$225	MMCC		HP Processor		(10,500.00)
MMI	\$44	\$11	\$33	MMI		HP Memory		(3,275.25)
Midland	\$11,032	\$2,758	\$8,274	Midland		Citizens Bank Account		(75.00)
North Branch	\$1,240	\$310	\$930	North Branch		Computer Sys Corp - UPS UPS		(532.00)
Northwood	\$644	\$161	\$483	Northwood		Gateway - 2 servers		(8841.00)
Pigeon	\$860	\$215	\$645	Pigeon		Comp Sys corp - UPS cart bkup softw NT		(895.00)
St. Charles	\$756	\$189	\$0	St. Charles		McBee Checks		(63.50)
Saginaw	\$9,968	\$2,492	\$7,476	Saginaw		ALS - 2 disk drives + install (2/99)		(1,660.00)
West Branch	\$924	\$231	\$693	West Branch		Computer Sys. Corp. - SQL software (3/99)		(1,205.00)
White Pine	\$0	\$0	\$0	White Pine		Computer Sys Corp	SQL doc. (4/99)	(124.00)
<b>TOTAL</b>	<b>\$57,000</b>	<b>\$14,250</b>	<b>\$0</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)
1999/00	\$25,000		\$25,004.00	\$8,830.96	\$33,834.96	Dynix - contract	9/3/04	(\$103,122.00)
2000/01	\$25,000		\$25,000.00	\$10,219.30	\$35,219.30	Dynix - Webreporter	5/1/05	(\$3,720.00)
2001/02	\$15,001		\$15,004.00	\$11,770.23	\$26,774.23	Dynix-Contract	6/2005	(45,610.00)
2002/03	\$23,000		\$23,004	\$3,995.18	\$26,999.18	ISCI- D. Boss	6/2009	(250.00)
2003/04	\$57,000		\$25,000	\$2,663.22	\$27,663.22	4 County Comm Foun	8/2009	(1,000.00)
Fed Grant 04			\$14,837.48		\$14,837.48			
2004/05	\$57,000		\$25,016.00	\$1,318.20	\$26,334.20	Available BALANCE		<u>\$475,837.92</u>
2005/06	\$57,000		\$25,018	2954.28	\$27,972.28			
2006/07	\$15,000		\$15,000	\$6,697.45	\$21,697.45			
2007/08	\$57,000		\$57,004	\$4,174.57	\$61,178.57			
2008/09	\$52,000	\$4,325	\$52,182	\$13,358.05	\$69,865.05			
2009/10	\$67,000	\$20,000.00	\$66,956	\$7,631.57	\$94,587.57			
2010/11	\$57,000	\$14,250		267.9	\$14,518			
<b>TOTAL</b>	<b>\$583,931</b>		<b>\$516,464.03</b>	<b>\$102,785.91</b>	<b>\$881,096.48</b>			

**VLC Building  
Maintenance Fund  
Summary**  
FY 20010/11 through July 2010

Beginning Fund Balance	\$31,223.24	
Interest	<u>\$26.39</u>	
TOTAL FUNDS AVAILABLE		\$31,249.63
<u>Expenditures</u>		
TOTAL EXPENDITURES		<u>0.00</u>
AVAILABLE BALANCE		<u><u>\$31,249.63</u></u>

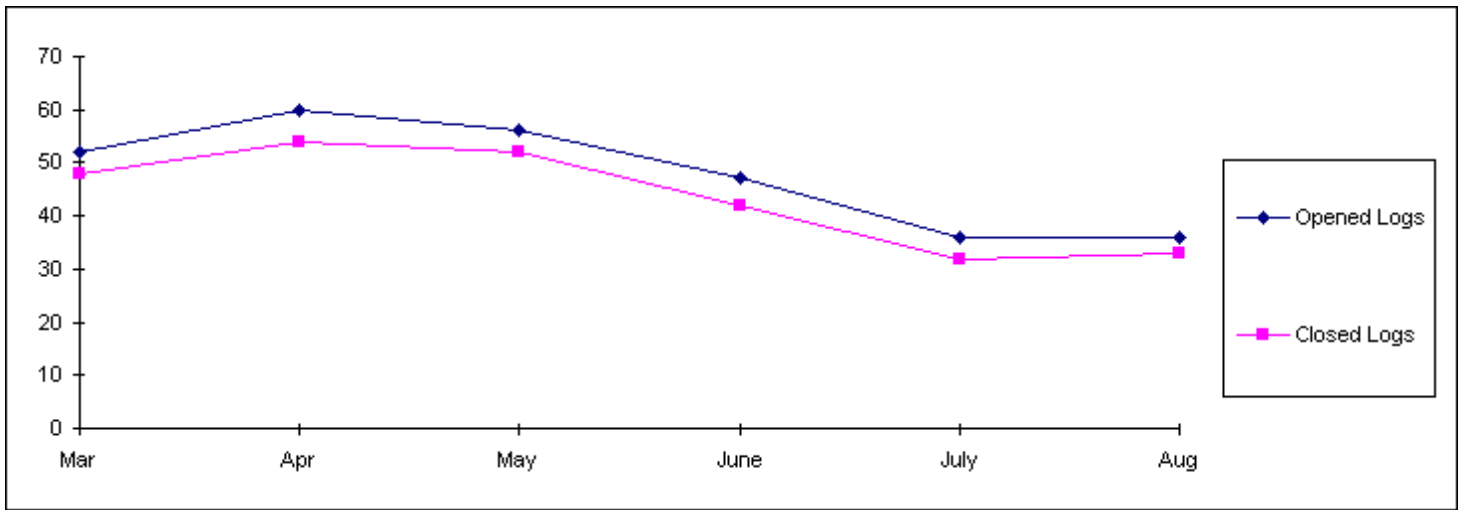
# Valley Library Consortium

## Home Page Access Stats

	Month of <u>July</u>	Month of <u>August</u>
A) Total Number of times accessed:		
1) Main Page (www.vlc.lib.mi.us)	1966	<b>1860</b>
2) Search Page (www.vlc.lib.mi.us/search.html)	30	<b>32</b>
3) Page with Links to Other Libraries	112	<b>129</b>
4) Online Resources Page	70	<b>78</b>
5) Contact Information Page	64	<b>77</b>
B) Average Hits a day:		
1) Main Page	63.42	<b>60.00</b>
2) Search Page	0.97	<b>1.03</b>
3) Page with Links to Other Libraries	3.61	<b>4.16</b>
4) Online Resources Page	2.26	<b>2.52</b>
5) Contact Information Page	2.06	<b>2.48</b>



### VLC MEMBER LOGS



	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Fiscal YTD</b>
Opened Logs	52	60	56	47	36	36	72
Closed Logs	48	54	52	42	32	33	65

VALLEY LIBRARY CONSORTIUM  
Administrative Council and Board Meetings

## Meeting Schedule

2010/11

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

# VALLEY LIBRARY CONSORTIUM

BOARD Meeting  
September 15, 2010  
11:00 am  
VLC HQ

## AGENDA

### **Additions to the Agenda**

#### **Decisions:**

1. Approval of the Minutes from July 12, 2010

#### **Discussions:**

Finance Committee formation to address the 2011/2012 budget

Executive Directors evaluation date

Review the structure of the agenda

#### **Announcements:**

**VALLEY LIBRARY CONSORTIUM**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
July 12, 2010

**Members Present:** Kate Pohjola (Lapeer) - President, Melissa Barnard (Grace A. Dow Memorial Library); Trish Burns (Public Libraries of Saginaw); Bryon Sitler (White Pine Library Cooperative); Tom Birch (Bay County Library System); Kristen Valyi-Hax (Ruth Hughes Memorial District Library); Stephanie Mallak-Olson (Iosco Arenac District Library); Karl Steiner (Valley Library Consortium)

Meeting called to order at 11:58am

**Additions to the agenda:** None

**Decisions:**

1. S. Olson moved approval of the minutes from May 19, 2010. Supported by M. Barnard. Motion carried.
2. T. Burns moved to approve the Election of Officers. K. Valyi-Hax supported. Motion carried.

**Discussions:**

1. B. Sitler moved to accept the recommendations from the Administrative Council. Supported by K. Valyi-Hax. Motion carried.
2. T. Burns moved to accept the recommendation from the Executive Director Search Committee. K. Valyi-Hax supported. Motion carried unanimously.
3. K. Valyi-Hax moved to allow the Executive Director Search committee to offer the candidate a starting salary between \$65,000 and \$70,000. B. Sitler supported. Motion carried unanimously.

**Announcements:** None.

Meeting adjourned at 12:16pm.

Submitted by Kate Pohjola, President