

**SCLC Administrative Council Meeting  
March 18, 2010  
Glendale Public Library**

**HIGHLIGHTS**

**Consent Calendar.** The consent calendar was approved, consisting of minutes from the November 18, 2009 Administrative Council meeting, and revision of the Personnel Policies and Employee Handbook.

**Financial Update 2009/10.** The FY10 Forecast was reviewed, noting that reference questions being submitted from PLP and interest rates are both lower than anticipated. The projected deficit at the end of the year is \$6,685.

**LSTA Grant Updates.** The AskNow project will no longer be funded through LSTA after June 30, 2010; separate arrangements may be made on a regional basis for libraries interested in continuing with the service. Proposals are being prepared to continue the following projects next year: LSTA Grants Process and Procedures, Out-of-School Time Online Homework Help, The Family Place, and Día de los Niños/Día de los Libros which may be expanded to include other languages.

**FILL (From Interns to Library Leaders).** Tanya Novak, Development Officer, reported that response has been received from 16 libraries out of 36 for the 2010/11 school year, and 21 internship opportunities are available. For the 2008/09 year there were a total of 34 interns compared to 15 for this past year. She will be promoting the program by attending the UCLA Career and Internship Fair in April. SCLC was informed that the interns need to be covered by SCLC's worker's compensation insurance. Directors responded that the FILL interns are covered under their libraries' workers compensation insurance; this issue will be reviewed further.

**Training.** Tanya Novak reported that a partnership with Infopeople is providing WebEx to SCLC at no charge and it is now being used for webliography training and interest group meetings. Infopeople has sent out a survey to assess library staff training/continuing education needs and will share the SCLC library responses with SCLC to help in planning training/continuing education activities that meet staffs' needs.

Possible upcoming training activities include Infopeople's Petting Zoo, screencasting, mobile applications for libraries, possibly holding a one day conference. Ms. Novak is also looking into doing screencasts to show how to use reference center resources and webliographies.

A Staff Self Development Committee will be formed to plan workshops and training that address staff development and continuing education across all departments. Director recommendations of staff to serve on this committee are welcome.

**SCLC Reference.** Rosario Garza reported that the number of reference questions being submitted to the Reference Center from SCLC and PLP libraries continues to decline and is an issue that needs to be addressed.

**Legislative Update.** Council members were encouraged to participate in CLA Legislative Day in the District on April 16, and Library Advocacy Day in Washington, D.C. scheduled for June 29, 11 a.m. at the Capitol steps, in conjunction with the ALA Conference. CLA is working on an advocacy calendar for an entire year and is planning grassroots advocacy training for staff and citizen supporters.

**Strategic Planning.** Jan Sanders reported that the Executive Committee felt the Council would most benefit from discussions on better clarity or definition of what the organization is, what is working and not working, are we responding or how can we better respond to the needs of the members and users, and what directors anticipate for the future of the system, rather than having a session resulting in a long-range plan document. These discussions could take place over a two-day meeting, possibly to be held during the summer.

**2010/11 Proposed Budget.** The Preliminary Budget: FY11 was reviewed which includes Ventura County membership, a reduction in contract revenue to reflect the decrease in reference questions, revenue from consulting work for the Inland Library System, and continued low interest rates. The Executive Committee has directed staff to work on bringing a balanced budget back to the May meeting.

**CLSA Plan of Service 2010/11.** Rosario Garza noted that the Reference section of the 2010/11 CLSA Plan of Service will be revised. She welcomed directors to email or contact her with any comments or suggestions.

**Contracts with Other Systems.** Rosario Garza reported that the contracts to provide the 49-99 system with administrative and fiscal agent services and Pacific Library Partnership with reference service will continue in 2010/11.

**Nominating Committee Report.** Valerie Maginnis (Mission Viejo), Nominating Committee Chair, reported that Carol Stone (Anaheim) has been selected as the candidate for 2010/11 Council Vice-Chair/Chair-Elect. Robin Weed-Brown (Glendora) is the current Vice-Chair/Chair-Elect. There were no nominations from the floor. The election will take place electronically no sooner than 30 days following this meeting.

**State Library Report.** Cindy Mediavilla, State Library Consultant, reported the following:

- The State Librarian and Library Development Services Bureau are interested in stronger partnerships and closer collaboration with the regional library systems.
- The State Library is beginning a strategic planning process that will involve the regional library system directors.
- Upcoming LSTA application deadlines:
  - Out-of-School Time Online Homework Help – April 1 for libraries that have never had the service funded through LSTA

- Public Library Staff Education Program – March 25
- Local History Digital Resources Project – April 22
- LSTA competitive grants – April 5

All grant opportunities and deadlines are available on the State Library website.

- California, Washington, Oregon, and Idaho received an IMLS grant to replicate the Transforming Life After 50 project in the Pacific Northwest and Northwest area. The deadline for applications is April 2; space is still available.
- California Library News E-Clips gathers news articles available online about libraries in California. Subscribers may receive updates via email. Rosario Garza will send the link to directors.

**Chairperson’s Report.** Jan Sanders encouraged directors to participate in the upcoming legislative activities to support each other and help bring a unified voice to the legislators.

**Executive Director’s Report.** Rosario Garza reported the following:

- A CalPERS audit was held resulting in some minor findings that have been remedied, and determination of SCLC liability for a contract employee who exceeded 1,000 hours of work during one year.
- The State did not receive the Broadband Technology Opportunities Program grant in the first round of funding. Only two agencies in the state were successful, one being the City of Los Angeles with a request of \$200-300 million. Califa has prepared a second grant for \$2.5 million that includes some SCLC libraries. A match of \$667,000 is included and \$250,000 of the match has been donated by GENIC, which became aware of libraries’ needs during the Broadband Summit meeting.
- After submitting Conflict of Interest documents to the Fair Political Practices Commission to change the system name, SCLC was informed that a substantive revision is needed which requires the notice to be distributed to all individuals affected by the code with a 45-day comment period.
- The Reference Interest Group is holding an Advocacy workshop on May 4 in Santa Monica with Camila Alire, ALA President whose presidential initiative is frontline advocacy, and Patty Wong, Yolo County Librarian who is working with Ms. Alire on the frontline advocacy initiative. This workshop is open and applicable to staff in all departments.
- Results of the SCLC website survey were distributed in the Council packet. Tanya Novak is working on redesign of the website.
- Ms. Novak is also handling staff development activities, working with Infopeople and other entities to bring staff development opportunities to SCLC libraries’ staffs using system funds.
- Systems have been invited to apply for LSTA funds available in this fiscal year to be spent by September 30. One idea is for a reference service to replace AskNow. Tanya Novak is setting up a Reference advisory group to assist with a proposal; names of those who can think “outside of the box“ to serve on the advisory group are welcome. Ms. Garza is also working on a proposal for job development databases, services, and training for SCLC libraries. She will be looking at Learning Express and other services at PLA; libraries with specific needs should notify her.