



(Approved May 28, 2009)

MCLS Administrative Council Meeting
March 19, 2009
Glendale Public Library

Minutes

Present:

Carmen Hernandez, AHM	Cynthia Miller, LBPL
Barbara Pearson, ALT	Dan Golden, MPK
Carolyn Garner-Reagan, ARC	Barbara Murray, OXN
Albert Tovar, AZU	Katherine Gould, PVP
Sharon Cohen, BUR	Greg Shapton, POM
Don Buckley, CER	Greg Mullen, SAM, Chair
Evelyn Fullmore, CMM	Toni Buckner, SMD
Mark Herbert, ELS	Carole Molloy, SIG
Cindy Cleary, GDL	Steve Brogden, THO
Robin Weed-Brown, DORA	Paula Weiner, TOR

Absent:

Nancy Hunt-Coffey, BEV	Barbara Wolfe, MOOR
Barbara Lockwood, CAB	Jean Scully, RED
Roger Possner, COV	Ann Dallavalle, SMAR
Nancy Messineo, DOW	Hilary Keith, SFE
Patricia Sullivan, IRW	Steve Fjeldsted, SOPAS
Pat Kiefer, LAPL	Paymaneh Maghsoudi, WHI
Monica Greening, MON	

Staff Present:

Rosario Garza, Exec. Dir.
Pam Alger, Train./Dev. Off.
Pamela Collins, Bus. Mgr.
Jerilynn Takeda, Admin. Off.

Guests:

Kay Ikuta, Inglewood
Kris Anderson, Brodart

100. Opening

110. Chairperson's Welcome

Greg Mullen, Chair, called the meeting to order at 10:03 a.m. and introduced the guests in attendance.

120. Roll Call

Roll was taken by a sign-in sheet; a quorum was present.

200. Public Forum

Kris Anderson, Brodart, distributed her business card and announced a new online product.

300. Consent Calendar

ACTION: It was MSP (Weed-Brown, Cohen) to approve the consent calendar which consisted of the minutes of the January 22, 2009 Administrative Council meeting.

400. Adoption of the Agenda

ACTION: It was MSP (Brogden, Buckner) to adopt the agenda for the meeting, revised to include #540b. Reserve Policy, as distributed at the meeting.

500. New Business

510. 2009/10 Proposed Budget

Rosario Garza reviewed the proposed 2009/10 budget, noting that the CLSA apportionment has been increased to reflect the funding that will be in effect with the proposed consolidation of the MCLS/SLS/SSCLS systems. LSTA administrative fee revenue is based on administering the following statewide grants: Out-of-School Time Online Homework Help, Día de los Niños/Día de los Libros, CA Center for the Book, Statewide Reference, The Family Place, and AskNow. Ms. Garza pointed out a decrease in the Salaries line to reflect the pending retirement of Pam Alger, Training and Development Officer, in October 2009. The Executive Committee recommended reducing the number of National Library Legislative Day attendees from ten to six to reduce the Travel line. The Audit line includes costs for audits of the four systems administered by MCLS; Ms. Garza will ask the Santiago and South State systems to cover their audits with their funds from the current year which will

reduce the Audit fees line by \$10,000. In the past, training was handled by the Training and Development Officer or the Reference staff and there was not a separate line item for Training. With changing situations in libraries and the evolution of technology, other potential models for training will be considered, such as contracting with Infopeople which is evolving new models for training. Options for delivery service with the consolidated system will be considered. A final budget will be brought to the next meeting. Comments or suggestions for the 2009/10 budget should be forwarded to Rosario Garza.

520. CLSA Plan of Service 09/10

Rosario Garza reviewed the components of the Plan of Service and solicited suggestions or projects to include for next year. It was suggested that the usage statistics of the online webliographies be reviewed. The Plan of Service for 09/10 will be brought to the May meeting for approval in order to postmark it to the State Library by June 1.

530. Contracts with Other Systems 09/10

- a. *49-99 Cooperative Library System.* Rosario Garza reported that the contract with the 49-99 system to provide administrative and fiscal services will continue with a 3.7% increase.
- b. *Pacific Library Partnership.* Reference services for the Pacific Library Partnership will be continued in 09/10 with no price increase.

540. Revision of MCLS Investment Policy

ACTION: It was MSP (Gould, Garner-Reagan) to approve the proposed revision of the MCLS Investment Policy, updating the Audit Committee references to Audit and Finance Committee and changing the authorized signatures in Schedule B from Members of the Audit Committee to the Chair of the Audit and Finance Committee, Business Manager, and Executive Director.

550. Other

There was no other New Business.

600. Unfinished Business

610. Financial Update 2008/09

Rosario Garza reported that the reduction in interest rates resulted in a \$12,000 decrease in revenue, contract drivers was underbudgeted, and a driver was out on extended leave for illness, resulting in a projected deficit of approximately \$100,000 at the end of the year.

620. Rescission of the California Employers' Retiree Benefit Trust

ACTION: It was MSP (Weed-Brown, Gould) to approve rescinding the California Employers' Retiree Benefit Trust Fund Agreement and Resolution of Delegation of Authority to Request Disbursements that had been approved at the July 24, 2008 Administrative Council meeting, in accordance with Council agreement at the January 22, 2009 meeting to not prefund retiree health care because of the inflexibility of an irrevocable trust.

630. Consolidation Update

Greg Mullen reported that the Consolidation Steering Committee was scheduled to meet the following week to review proposed bylaws and standing rules for the new consolidated system. These will be distributed to Council members for review and approval at the next Council meeting. In July, the first meeting of the consolidated system will be held; approval of the bylaws and standing rules, and election of officers will be among the first items of business. A name for the new system is still needed. The northern California system has selected NorthNet Library System as their new name. It has been suggested that a professional be hired to assist with a new name and logo for the new consolidated system.

640. LSTA Grants Update

Rosario Garza reported that applications were being accepted until March 25 for reimbursement for library programming to celebrate El día de los niños/El día de los libros. Those receiving reimbursement would also receive 100 copies of a bilingual book to be given away to children during the celebration. A website for the program is available at: www.diaCalifornia.org.

For the Statewide Reference grant, a meeting of the Builders group was held, resulting in recommendations based on feedback from the presentation at CLA and the webinar held in January. Top priorities were: being able to share information as a community; more innovation and experimentation; more personalization and customization available to users; being able to embed applets/widgets easily into library websites to access librarians more easily; having applets or more mobile information available to users without going to the library's website, making it easier to contact a librarian. People still have trust in the library community, and feel librarians are truthful. They are interested in having more concrete information; bringing out dark data or collections that exist but are not widely known outside the immediate area and connecting them; continuing the Think Tank on an ongoing basis, being challenged to look at the future and how it will affect libraries; having a virtual warehouse for mobile applications; developing an ongoing information literacy game/test, question of the day/week that is interactive with different levels; putting in skype or video services that users could take advantage of. The

grant for next year will be to pilot 1-3 of the projects. The State Library plans to have a meeting with all system directors regarding second level reference.

The purpose of the first year of the Family Place grant is to set up a Family Place training facility at the Carson Branch of CoLAPL. CoLAPL staff is being trained to serve as trainers. Next year, most of the grant award will be funding for libraries to set up Family Place locations.

650. Written Update Reports

The following written reports were distributed: FILL (From Interns to Library Leaders), Training Update, AskNow, Big Box Programming, and MCLS Reference. It was noted that the overall number of AskNow questions being asked is low, however there has been no promotion of the service for over three years. It has been proposed that LSTA funding for the project only be continued for one more year.

660. Legislative Update

Kathy Gould reported that there are two pieces of the Economic Stimulus Package that may benefit libraries. \$1.8 billion is available to be spent at the discretion of the Governor, possibly on renovation and upgrades of facilities, not for new construction. Libraries with projects that are potentially eligible for funding have been contacted and are advised to submit their information in order to be positioned if funding becomes available. The other area that may possibly benefit libraries is with broadband upgrades for underserved communities. The Governor has established a task force with statewide representation led by Manuel Perez to review the stimulus package and determine how it will be handled in California. It is possible the funds may be needed to cover continually declining state revenues. On a local basis, the budget approved does not change funding levels for TBR or PLF. There may be changes with the May revise.

AB886 has been introduced to require library employees to be mandatory reporters of child abuse, which includes sexually exploitative material being viewed on a library computer. A Senate bill has been introduced to lower the voter approval threshold for local bond measures. A small group led by Melinda Cervantes is exploring the formation of a PAC that would allow collecting funds to pursue a citizens ballot initiative to lower the voter approval threshold to 55% for library bond and parcel tax measures.

- a. *CLA Legislative Day.* During CLA Legislative Day this year, it is important to reach as many legislators as possible; there are many new legislators who do not know much about libraries and what they offer. A media event is being organized to take place on the capitol steps to generate media interest.

- b. *National Library Legislative Day.* Representatives from MCLS have been selected to attend National Library Legislative Day in Washington, D.C. in May.

700. Reports

710. Chairperson's Report

Greg Mullen gave his support to Council members in having success with keeping up service without losing funding.

720. Executive Director's Report

Rosario Garza reported the following:

- She has been asked to serve on the Infopeople Advisory Board to replace Eleanore Schmidt who retired from the Long Beach Library. The next Advisory Board meeting will be held at the MCLS Headquarters office. Ms. Garza has been meeting regularly with Holly Hinman regarding training options. It was suggested that the Technology Petting Zoo be made available; Ms. Garza noted that a virtual petting zoo is also being considered.
- Ms. Garza was scheduled to meet with the new director of the Huntington Beach Library the following day regarding the library joining the system. Ms. Garza was also asked to talk with the Santa Ana Library director regarding the possibility of joining the system, however the director position is currently in transition.
- She made presentations to two library school classes at UCLA, one on the role of the CLSA systems in providing second level reference and the other with Stacey Aldrich on statewide reference.
- At least two people have been interviewed for the State Librarian position; it is hoped that a new State Librarian will be named by May.
- Don Means, Digital Village Associates, wants to bring broadband to all libraries in California and proposed having a workshop for directors to analyze opportunities under the Stimulus Act for broadband grants. Council members did not feel there was a need for this in this area.

730. Roundtable

The following reports were given during the roundtable:

DORA On April 18, the city's Earth Day celebration was to include the dedication of the library's new Children's Room expansion and three demonstration water-wise gardens with plants and sprinklers donated by Monrovia Growers and the Water Dept.

- BUR The library will have a 5% budget cut. Salaries will be frozen this year but bonuses will remain intact. *Living Like Ed* by Ed Begley, Jr. was the book selected for the Burbank Reads program this year. A Sustainability Fair was planned for April 4 as the program finale. Through a partnership with Warner Bros., the library had an author visit by Cornelia Funke, author of *Inkheart*, the day after the movie opened.
- THO The library is facing budget challenges; final numbers are not yet known. Over 300 people attended an event with Robert Wagner. The One City, One Book title selected is *The Soloist* by Steve Lopez.
- ALT The library will not be giving COLA this year but salaries and ranges were increased last year. The facility master plan has been completed; Congressman Schiff's office has been asked for assistance in obtaining funds to complete the construction documents. The library is working on fund raising and the possibility of establishing a foundation.
- SMD The library had a successful Bollywood program to tie in with the theme of the city's Rose Parade float entry; the program was held in the library's new garden area. Over 400 people attended the library's One City, One Book program with Ray Bradbury. The city's budget should remain status quo.
- CER The library website continues to be updated along with the new Triple I system. Positive responses are being received about the new system.
- SIG The city is heavily dependent on sales tax which is down \$1.4 million this year, and \$1.5 million is being projected for next year. By postponing some projects and using reserves, the budget level for next year will remain the same as this year. There is a hiring freeze being handled on a case-by-case basis. Ms. Molloy will be retiring at the end of June; recruitment for her position was scheduled to close on March 27. The First Friday reading program will begin with *Rocket Boys* by Homer Hickam from the Center for the Book's Book Club in a Box. The Children's reading program is called *Get Your Green On at the Library*.
- GDL The library is facing budget challenges with a 5% cut taken at the beginning of the year and another cut mid-year; programs and staff are being consolidated while service is being maintained. A 5-7.5% cut is expected in July. The vacant Assistant Director position is frozen. An architect is being hired for the Brand Library renovation project. Other projects include redesign of the Casa Verdugo Branch and a master plan for the Central Library.

The Job Center receives funds from the Stimulus Package; the library is interested in forming a stronger partnership with the center, to share online and book resources.

- LBPL The Main Library has been saved, \$1 million will be spent to repair the roof, and migration to the Triple I system is taking place. A successful One City, One Book program was held with *Three Cups of Tea*. Councilwoman Gerrie Schipske is leading a citizen's group for a parcel tax initiative for the library. The library is suffering from budget cuts.
- MPK Dan Golden reported that the library has had a transition in leadership; former City Librarian Linda Wilson has retired and he is serving as the Interim City Librarian. Recruitment for the position has begun; it is hoped that a new City Librarian will be appointed by the beginning of June. The library is facing a 5% budget cut and has been asked for extended justification for the part-time staff. The library website is being upgraded. The library is working on a Festival of Nations marketing theme.
- CMM The library selected the *Joy Luck Club* by Amy Tan for its One City, One Book program; the local high school also participates in the program. A brochure of the library's programs was circulated.
- AZU Albert Tovar reported that the library has a new bookmobile service with a fully customized van. Visits are made to a clinic, a mall, after-school homework programs, and other places where access to the library is limited. Business agreements were set up with the property owners for the various stops. He circulated an article from *La Opinion*, a Spanish language newspaper, on the recent increase in library usage. The library budget is remaining status quo.
- ELS Internet time-out software was scheduled to go live on April 1. The library will have its 3rd annual Book Lovers Celebration which is a 2-month program with a raffle drawing each month for adults who check out 3 books or more at one time. The Author Fair is scheduled for June.
- Inglewood A national search is underway for a new library director. The budget is stable. Four full-time librarians have been hired. An A-V program is being held on Sunday afternoons on learning English language pronunciation. The library is working with Scholastic for the Summer Reading Program. The Interim Library Director is one of the city's two assistant city administrators.

- AHM The new library has been open for nearly six months. The budget is stable. The first film series was held and was very well-attended. Construction on the tile floors is still taking place. The library received a \$36,000 grant from BMW for artwork for the library. The library received \$130,000, with another \$30,000 still expected, from the trust of a Friends of the Library member who passed away. The library is fully staffed.
- ARC The library was asked to develop a reverse priority list for a 5% budget cut. Recruitment is taking place for a new Head of Children's Services. A new monthly foreign film program for adults has been inaugurated; attendees bring their own dinner at 6 p.m., artificial candles and dessert are provided by the library. An Adult Summer Reading Program will be held for the first time. A program called *Jockeys* which airs on Animal Planet on Friday nights, was filmed at the Santa Anita racetrack; one of the jockeys held up the READ bookmark that was made at the library. A librarian in Iowa saw it and blogged about it to her horseracing fans and the library has received requests for the bookmark.
- PVP The library is facing budget challenges, with 88% of the budget being dependent on property tax revenue. A 3% shortfall is expected for next year. A strategic plan is underway with a consultant who has business experience rather than library experience; it has been a good process and development experience for the department managers. The library received a bequest of \$392,000 from a patron the library does not know, intended to benefit the Malaga Cove Library or the History Room. The library is working on their online catalog using SoPac, the open source OPAC which uses Drupal; the library is finding that the software does not have the depth needed so is writing that part and plans to go live in a couple of months. Kathy Gould is working with a local City Councilmember on developing a Center for Business, Entrepreneurship, and Community Development using an existing quiet study room. As the outgoing president of California Contract Cities, the Councilmember is asking member cities to donate books for the center, and he is providing some personal funding also. Chinese storytimes have been introduced twice a week in partnership with the Chinese School, one for those interested in learning Chinese and one for those who are fluent in Chinese. The library was accepted to the State Library's Get Involved Institute.
- OXN The city is facing a \$6.2 million deficit. The recommendation to the Council will be an 8% reduction but the library has vacancies and can postpone capital projects as part of the reduction. Next

year, the shortfall is projected to be \$10 million. The library filled three librarian positions in January, one Spanish-speaking librarian and a literacy coordinator. This is the first time in ten years that staff has not had a salary increase. The city does not want to lay off staff. In November a ½ cent sales tax was passed to enhance services. The Friends have provided funding for staff to attend library school.

POM The library will have a 6% budget cut, the lowest percentage cut in the city. When Greg Shapton returned from vacation in February, he found that the Community Services Director and Utility Services Director were laid off; he now has responsibility for the Recreation Dept. which includes programming and senior services for the city.

SAM The library had a 3% reduction taken this year and will have another 3% cut next year. There is one vacancy with a hard hiring freeze and one librarian who is planning to retire. Two positions had just been filled, in Acquisitions and the Head of Youth Services. The One City, One Book program included a “book mob” with about 40 people descending on the Farmer’s Market, reading passages and distributing copies of the book. The library held a book discussion group at City Hall which was successful and they are now planning their own quarterly book discussion groups. The second “Living Library” was scheduled for April during National Library Week. Greg Mullen received some positive responses when he asked if others are thinking of increasing their fines and fees.

800. Adjournment

There being no other business, the meeting was adjourned at 12 noon.

Next Administrative Council Meeting: May 28, 2009
Alhambra Civic Center Library

Submitted by Jerilynn Takeda