



(Approved March 18, 2010)

**Southern California Library Cooperative
Administrative Council Meeting
November 18, 2009
Placentia Library District**

Minutes

Present:

Carmen Hernandez, AHM
Barbara Pearson, ALT
Carol Stone, ANH
Carolyn Garner-Reagan, ARC
Louise Mazerov, BPLD
Margaret Todd, CoLAPL
Nancy Messineo, DOW
Bruce Johnson, ING
Linda Granicy, MON
Helen Fried, OCPL
Yolanda Moreno, OPL
Nancy Quelland, PALM

Katherine Gould, PVP
Jan Sanders, PAS, Chair
Jeanette Contreras, PLD
Greg Shapton, POM
Jean Scully, RED
Ann Dallavalle, SMAR
Toni Buckner, SMD
Steve Brogden, THO
Paula Weiner, TOR
Paymaneh Maghsoudi, WHI
Melinda Steep, YLPL

Present via Conference Call:

Barbara Murray, OXN

Absent:

Shahla Shahsavari, AZU
Nancy Hunt-Coffey, BEV
Sharon Cohen, BUR
Barbara Lockwood, CAB
Evelyn Fullmore, CMM
Roger Possner, COV
Debra Brighton, ELS
Maureen Gebelein, FUL
Cindy Cleary, GDL
Robin Weed-Brown, DORA
Patricia Sullivan, IRW

Glenda Williams, LBPL
Martin Gomez, LAPL
Valerie Maginnis, MVL
Dan Golden, MPK
Barbara Wolfe, MOOR
Cynthia Cowell, NBPL
Hilary Keith, SFE
Greg Mullen, SAM
Chan Harris, SIG
Steve Fjeldsted, SOPAS

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

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Guests:

Cindy Mediavilla, CA State Library
Jack Hanley, PLD
Jan Lewinson, PLD
Susan Erickson, San Bernardino
Co./ILS
Jackie Griffin, Ventura Co.

SAB Members:

Bob Niccum, BPLD

Staff:

Rosario Garza, Executive Director
Jerilynn Takeda, Admin. Officer

100. Opening

101. Chairperson's Welcome

Jan Sanders, Chair, called the meeting to order at 10:02 a.m. and welcomed attendees to the meeting.

102. Roll Call

Roll call was taken by a sign-in sheet. Barbara Murray, OXN attended via conference call during Agenda items 503-802. A quorum was present.

200. Public Forum

Cindy Mediavilla, State Library Consultant, reported the following:

- State Library representatives are now attending system Council meetings to share information from the State Library and to take back information or questions from the Council.
- For communities with populations under 20,000, the federal Rural Development Administration has over \$1 billion in federal stimulus funding available. Priorities have not yet been announced, however there is interest in public library construction and broadband retrofit projects. Contact Richard Hall for more information.
- From Suzanne Flint: For those interested in participating in the IMLS Baby Boomers tri-state project, applications will be available in mid-January.
- The Council wished to extend congratulations with strong support to Stacey Aldrich on her appointment as the new State Librarian.

300. Consent Calendar

ACTION: It was MSP (Gould, Hernandez) to approve the consent calendar consisting of the following:

1. Minutes of the July 23, 2009 Administrative Council meeting
2. 2008/09 CLSA System Program Annual Report and System Uniform Expenditure Report for:
 - a. Metropolitan Cooperative Library System
 - b. Santiago Library System
 - c. South State Cooperative Library System

3. 2009/10 CLSA System Uniform Budget

400. Adoption of the Agenda

ACTION: It was MSP (Todd, Mazerov) to adopt the agenda for the meeting as distributed.

500. Unfinished Business

501. Financial Update

Rosario Garza reviewed the forecast distributed at the meeting, noting a decrease in CLSA revenue by \$6,510, cancellation of the BusinessDecision subscription for lack of usage, decrease in the LAIF interest rate, the ING rate continuing at 1.25%. Jan Sanders noted that PAS has BusinessDecision and may be able to assist system members if there is need for the service.

Ms. Garza then reviewed the Investments report as of October 31, noting a recent deposit of \$400,000 to LAIF not included on the report, bringing the total reserve fund to slightly over \$3 million. She also reviewed the Reserves report that was distributed to the Audit and Finance Committee the previous week, with \$1,200,000 designated for the reserve fund.

502. LSTA Grants Update

Rosario Garza reported on LSTA grant projects being administered by SCLC which include the following: The Family Place, Día de los Niños, Transforming Life After 50, AskNow which is in its last year of funding, LSTA Grants Processes and Procedures which is working to change the LSTA application process to an online environment.

Margaret Todd, CoLAPL, commented that those working on the Family Place grant have commended SCLC staff on the ease in working with them as the administrator of the funds. Rosario Garza noted that Betty Gallardo, SCLC staff member who has been working with the grant, is very knowledgeable about LSTA funds.

503. Broadband Summit

Rosario Garza reported on the Broadband Summit being held on December 14-15, 2009. California is one of the states selected by the Bill and Melinda Gates Foundation to receive funding to try to expand the availability of connectivity in libraries. The demand on libraries for connectivity will increase as technology increases. Approximately 35 libraries in California have been designated as having low connectivity, to be brought up a level of 1.5 mbps which is still very low. These libraries must participate in the summit, along with a community "influencer." The process for the summit includes bringing together libraries with low connectivity to work with them to gain more influence in their communities and to develop a policy or roadmap for increasing connectivity in the state. In order to

develop a policy or roadmap for the state, it is important to have participation by all library directors in the state. The summit will be geared toward directors rather than IT staff. The head of the Public Utilities Commission and the CIO of the state will also be in attendance. It is important that libraries become the hub for access in the community, e.g. for e-learning, e-medicine, etc. Tim O'Reilly will be the keynote speaker. All costs will be covered by the Gates Foundation. Contact information for making reservations is: bblodgett@connectednation.org, 866/882-3081.

504. Ventura County membership request

Rosario Garza reported that Ventura County Library has requested membership in SCLC. With the recent change in delivery routes and a decrease in reference questions this year, delivery and reference service to Ventura County Library can be accommodated without additional staffing. Steve Brogden, THO, stated that his library recently eliminated the non-resident fee which could have been an issue for the library. Jackie Griffin, Ventura County Library Director, reported that she feels her library is a good fit with SCLC libraries geographically; many Ventura County Library users are already using the Oxnard, Thousand Oaks, and Moorpark libraries. Ventura County Library has 433,000 patrons with a good, committed staff who are active in the library community, serving on CLA and ALA committees. The library also has a high profile of databases. Barbara Murray, OXN, stated that the Oxnard and Ventura County libraries have had a working relationship and found it to be beneficial.

Ventura County Library membership in SCLC could begin July 1, 2010 if a waiver of the timeframe is requested and approved by the Library of California Board; otherwise, membership could become effective July 1, 2011.

Regarding impact to the Black Gold system if Ventura County Library withdraws, Ms. Griffin said that Ventura County Library is the largest member of the system and pays the largest portion, or approximately one-third, of the total dues for the system. The system is ILS-centered and Ventura County Library does not participate in the system's shared ILS. Her concerns expressed to the Council over the last two years have not been addressed.

ACTION: It was MSP (Pearson, Maghsoudi) to approve Ventura County Library membership in SCLC.

600. Closed Session

Closed session was not held. It was noted that the topic for the closed session should have been listed on the agenda as Public Employee Contract Renewal rather than Public Employee Performance Evaluation. Jan Sanders reported that the Executive Committee discussed the Executive Director's contract renewal. With this being a year of transition, the committee recommended extension of the contract as is for one additional year. At that point, the contract will be reviewed and determination will be made on whether or not a multi-year contract will be in the best interest of the Executive Director and employees.

ACTION: It was MP to approve the recommendation of the Executive Committee to extend the Executive Director's contract for one additional year.

700. New Business

701. Audit and Finance Committee Recommendations

a. Financial Statements, June 30, 2009

Rosario Garza reported that there were no material findings in the audited financial statements, June 30, 2009 for the Metropolitan Cooperative Library System, Santiago Library System, and South State Cooperative Library System.

ACTION: It was MSP (Garner-Reagan, Weiner) to accept the audited Financial Statements, June 30, 2009 for the Metropolitan Cooperative Library System, Santiago Library System, and South State Cooperative Library System as distributed.

b. Investment Policy revisions

Rosario Garza reported that the Audit and Finance Committee reviewed and approved some wording changes to the SCLC Investment Policy regarding withdrawal of funds.

ACTION: It was MSP (Steep, Mazerov) to approve the revisions to the SCLC Investment Policy as distributed.

c. Policy on Bank Signatories

Rosario Garza reported that a policy had never been established regarding check signers for the organization. In the past, directors who were geographically closest to the system office were asked to serve as signatories if needed. However, the committee felt that this responsibility should be placed with the officers of the system. It was also recommended that two signatures be required for all checks. Those authorized to sign checks would be the Executive Director, Administrative Officer, Chair, Vice-Chair, and immediate Past Chair. Any two of these signatories could sign the checks. Ms. Garza developed a Bank Signatories Policy requiring two signatures on all checks with designated signers as noted above.

ACTION: It was MSP (Pearson, Garner-Reagan) to approve the Bank Signatories Policy as distributed.

d. Approval of travel for SCLC Executive Director

ACTION: It was MSP (Todd, Gould) to approve travel by Rosario Garza to the ALA Midwinter meeting in Boston, MA, January 15-19, 2010.

e. Membership Dues 2010/11

Jan Sanders reported that the Executive Committee reviewed the chart of Proposed Dues which includes membership dues for each library with updated population figures for 2009, and the dues with an increase in the population factor from .025 to .0255. The Executive Committee recommended approval of membership dues for 2010/11 using the updated population figures and .0255 as the multiplier for the population factor. It was noted that the numbers for the libraries with caps need to be updated with the .0255 factor on the chart.

ACTION: It was MP to approve the recommendation of the Executive Committee to increase membership dues for 2010/11 using updated population figures and changing the multiplier for the population factor from .025 to .0255.

f. Other

There was no other New Business.

800. Reports

801. Chair

Jan Sanders reported on attending the LJ/Gale Summit on Library Funding in Difficult Times held in Chicago. The workshop included information on better use of the Friends groups and foundations, funding from the private sector, and fund-making strategies for not-for-profits. She will work with system staff to make the materials available for those who are interested. While feeling sympathetic, she also felt fortunate after visiting with Toni Garvey, Director of the Phoenix Public Library, who had to cut her budget by 26%, then was requested to make another 23% cut.

802. Executive Director

Rosario Garza reported the following:

- The numbers for second-level reference questions are down from last year for SCLC and Pacific Library Partnership libraries.
- 49-99 system members may be moving to or partnering with other library systems in the next or following fiscal year which will eliminate the revenue being received for their administrative services contract.
- The Reference/Adult Services interest group is planning a workshop on advocacy; Ms. Garza is interested in making this available to all staff.
- Pam Alger, Training and Development Officer, retired on October 15; recruitment for her position is taking place.
- She is working on a program for ALA on consortia and library systems and how they are evolving to meet the needs of their users.
- She continues to work on the Sustainability Advisory Group.

803. Roundtable

The following reports were given during the roundtable:

- WHI The City of Colton's two libraries and homework center are closing, laying off approximately 36 staff members. CLA and ALA delivered statements to the Mayor and City Council the previous evening. The Whittier libraries are doing fine.
- Inland LS Susan Erickson announced that she will be the Interim Director of the Inland Library System beginning February 1. She has visited the Serra and Black Gold Council meetings and thanked the Council for allowing her to sit in on this meeting.
- OPL The city will have a \$20 million deficit next year. Cuts need to be made; there is a possibility of closing the branches.
- ALT The library foundation was incorporated in September; they are looking for board members. Congressional appropriation was received in the amount of \$400,000 toward the building project; approximately \$17,600,000 more is still needed.
- POM More cuts are being considered although the library has already been cut by \$1 million over the past two years. The City has a \$98 million budget but is short by \$4.2 million this year.
- RED A new branch is being built. The foundation is working to raise \$400,000 more by July.
- PLC Jeanette Contreras reported that *ABC World News Tonight* with Charles Gibson came to the library to report on the library's autistic story time, scheduled to air at the end of the month. She then introduced Executive Board members of the Friends Foundation, Jack Hanley and Jan Lewinson.
- BPLD Louise Mazerov reported that the library is migrating to Polaris. The library will have a fine-free week when it opens with the new system. She then introduced Bob Niccum, President of the Library Board and SAB member.
- ANH As of November 9, the library has two facilities in the downtown area, one for children and one for teens and adults. The library will be making another 25% cut.
- MON The new library opened on May 16 and staff has tripled. The city is in a 90-day savings mode during which no purchases are to be made.

- AHM The new library has been open for a year; usage continues to rise and is up by 45%. The budget is still stable.
- PLC Jack Hanley, Placentia Friends Foundation, stated that the library was fortunate to have Jeanette Contreras; so far, no cuts have been made.
- Jan Lewinson, Placentia Friends Foundation, appreciated being able to attend the meeting and meeting others who are eager to keep libraries alive.
- CoLAPL The grand opening of the new La Crescenta Library was scheduled for January 29. The budget is stable and there will be no additional reductions before the end of the year. Last year, part-time hours were reduced by 30%. TANF funds were used to save 70 positions; these funds are available only until October 1 unless a second round of stimulus funding is offered. TANF funds are restrictive in regard to income level and the employee must have a minor child.
- PALM The budget was cut by 30%. The Youth Library has been permanently closed. The Main Library closed on July 3 to incorporate all of the materials from the Youth Library. After 3.5 months, the library was scheduled to reopen the day after this meeting.
- SMAR The budget is stable. The library is working on a strategic plan to coincide with the second anniversary of the library in its new building. The library is starting a bilingual story time in Mandarin with volunteers from the Chinese Club; it is difficult to find committed volunteers.
- DOW The budget is stable. The library's One Book, One Community program featured *Rocket Boys*. Mike Kersjes, who wrote *Smile as Big as the Moon* about taking special education students to Space Camp, was an excellent speaker and well worth the extra cost to fly him over from back east.
- SMD The library has hired a part-time City Information Web Librarian. The library assisted with a book by Michele Zack on the history of Sierra Madre which was scheduled to be released December 6 at the library.
- PVP As a special district, the library relies on property taxes so the budget is down, requiring reduction of library hours, freezing of positions, and decreasing the materials budget. This is the 80th anniversary of the library. The Friends will have its first large fund raising event with a dinner for 500 people in February. A marketing plan is being developed between the Friends and the library district, along with a strategic plan. The Friends are hiring a second staff person.

- ARC Carolyn Garner-Reagan reported that the City Council voted not to cut the library budget any further this year. She is interested in hearing from directors on how they are covering ILL postage costs; over 60% of the budget for ILL postage has already been spent. As Director of Library and Museum Services, she announced the current exhibit at the museum, *Only What They Could Carry*, about the Japanese American internment at the Santa Anita race track.
- TOR The budget was reduced by 2% which was taken out of materials. Three of the five branches have been refurbished with carpeting, seismically-safe shelving, energy-efficient lighting, and interior and exterior painting; work on the fourth branch is currently underway, and the fifth one should be completed by summer. The library will work with the Friends groups to have the furniture in the branches refinished. Exxon Mobil gave the library a grant of \$80,000 that will be used for new furniture for the fifth branch which is located very close to Exxon Mobil. As a result of the Transforming Life After 50 grant, the library became involved in social networking with a blog and a Facebook page which has over 200 fans.
- YLPL The library has taken a 5% cut in staffing. A strategic plan was officially adopted last week. Plans are underway to hopefully build a new facility just east of the current location.
- State Library Cindy Mediavilla reported that the CLA conference was a success with attendance being much higher than expected.
- THO The finale of the One City, One Book program was held with the book, *The Soloist*. The library partnered with the Westlake Village Library and approximately 1,000 people attended the program with Steve Lopez. A hiring freeze has been in effect for a year and a half; the materials budget has been reduced. Four staff members have taken advantage of a retirement incentive package; the positions will not be replaced.
- OCPL A new 32,000 sq. ft. library opened in Tustin. The library has a budget freeze but no staff cuts, layoffs, or furloughs.
- ING Library hours have been reduced by 27 hours/week for the three facilities; the materials budget was reduced by 9%. Some of the staff has been redirected, increasing computer lab hours by 9 hours/week. The Crenshaw Branch, built in 1965, was featured on a Los Angeles Conservancy 60's Turns 50 Tour, and was called a jewel box of a public library.
- Ventura Co. One of the branches in Ventura City will be closing.

SCLC Rosario Garza reported that a workweek reduction program will be implemented for LAPL branches beginning December 11 through the rest of the fiscal year, reducing hours to 1:30-5:30 p.m. on Fridays. Normal Friday hours will continue for the Central Library.

Michael Shapiro from WebJunction, which offers online training to libraries, is interested in talking with Council about services available to libraries. There was consensus to have Ms. Garza discuss options for group offerings with Mr. Shapiro and bring them back to the Council.

PAS Pam Gaggioli, Coordinator of Children's Services, has retired and will be moving to Minnesota; her last day was scheduled to be December 18. The position will not be replaced at her level. The library has taken a 5% reduction and is likely to trim another 5%.

900. Adjournment

There being no other business, the meeting was adjourned at approximately 11:45 a.m.

Submitted by Jerilynn Takeda