

MCLS Administrative Council Meeting
January 24, 2008
Torrance Public Library

HIGHLIGHTS

Consent Calendar. A correction to the minutes of the November 29, 2007 Administrative Council meeting was approved, replacing Dr. Anthony Lopez with Hilary Keith as the representative for Santa Fe Springs.

Financial Update. Rosario Garza, MCLS Executive Director, reported that there has been a change in the FY08 financial forecast: January 2008 from the last report. She reviewed the changes which include a decrease in interest revenue, LSTA fees, and vehicle fuel costs; and increases in salaries, system support for the new web site, and contract drivers, resulting in a projected deficit of approximately \$20,000 at the end of the fiscal year. Ms. Garza is confident that this number will decrease with some anticipated savings. She also noted that the budget cuts announced at the State level are likely to affect the systems in next year's budget.

National Library Legislative Day. The following representatives volunteered to attend National Library Legislative Day in Washington, D.C., May 13-14, 2008: Albert Tovar, AZU; Greg Mullen, SAM; Hilary Keith, SFE; Kathy Gould, PVP; and Rosario Garza, MCLS. Jean Scully, RED will serve as an alternate if needed.

Long-Term Planning. Kathy Gould, PVP, MCLS Chair, reported that the Executive Committee met the previous week and discussed consolidation and long-term planning. The committee felt that regular, ongoing discussions on long-term vision and goals for MCLS would be more effective than a single retreat or day-long strategic planning session. Council may determine in the future that a retreat or more structured process is appropriate. Ms. Gould has developed some questions that will be distributed prior to the next Council meeting for discussion at the next meeting. The document that resulted from the last planning session held in Oxnard in October 2005 will be distributed in the next Council packet.

February Executive Committee Date Change. The Executive Committee meeting scheduled for February 28, 2008 is being changed to February 21 at the Burbank Buena Vista Branch because of a conflict with the Library of California Board meeting.

MCLS Web Site Update. Rosario Garza announced that a soft launch of the new MCLS web site took place at the end of December. MCLS has 60 days to review the site and identify any problems that may exist. MCLS library contacts have been emailed personnel lists to update for inclusion on the web site. Directors will be asked to send pictures of their libraries that will come up when a search for the library is done from the MCLS web site.

Consolidation Update and Formation of 3-System Steering Committee. Rosario Garza reported that the Santiago and South State systems both held meetings in December to discuss consolidation and both systems are interested in discussing the issue with MCLS. The systems feel there is much to be gained at the director and staff levels by consolidating. One of the major concerns is the dues structure. The Councils appointed the following members to serve on a Tri-System Steering Committee to discuss consolidation: Jan Sanders (Pasadena) and Richard Siminski (Inglewood) for South State; Carol Stone (Anaheim), Linda Katsouleas (Newport Beach), and possibly one other person for Santiago.

At the Executive Committee meeting held the previous week, the following members volunteered to serve on the Tri-System Steering Committee representing MCLS: Janet Sporleder (Arcadia), Jean Scully (Redondo Beach), and Greg Mullen (Santa Monica) who also agreed to serve as chair of the committee. Kathy Gould suggested the possibility of one other member from MCLS; Paula Weiner volunteered to serve as the fourth representative. At the last Council meeting, a Consolidation Task Force was formed consisting of seven Council members and Rosario Garza. Ms. Gould suggested that the MCLS Steering Committee members use the Consolidation Task Force members to provide input on issues and concerns brought up by the Tri-System Steering Committee. This will allow discussions to take place between Council meetings in an effort to be efficient as well as inclusive.

LSTA Grant Updates.

Big Box Programming. Pam Alger, Training and Development Officer, reported that Charles Lago and Karen Ruhl have been hired to conduct the Big Box Programming Grant for adult programming. Charles Lago will be contacting libraries about their programming needs and will be arranging author events for the libraries. Karen Ruhl will be working on a program in conjunction with the California Center for the Book and will be the point person with the Peninsula Library System, a co-recipient of the grant. Ms. Ruhl will also develop a video of one of the programs that can be mounted on the Web. She will also be looking into the feasibility of continuing the program once grant funding ends.

AskNow. Pam Alger referred to the handout of usage statistics distributed in the agenda packet. Participating libraries are asked to include the AskNow logo and link on their library web page, preferably on the home page, if it has not yet been done. MCLS has applied for another year of LSTA funding to continue the project while decisions are being made about second level reference. OCLC plans to make an instant messaging (IM) widget available in March for libraries to add to their web sites.

FILL (From Interns to Library Leaders). Pam Alger reported that she would be sending out forms during the next week for libraries to update their descriptions of available FILL positions for posting on the new MCLS web site.

Training Update. Reference training sessions have decreased as a result of decreased staff and focus on other priorities. In the next several weeks, the MCLS Training Catalog will be distributed to libraries; MCLS can provide in-house training for member libraries.

Janet Sporleder, ARC, spoke highly about Web 2.0 training that Ms. Alger presented for the Arcadia staff which was an effective introduction to the library's Web 2.0 staff challenge. Kathy Gould noted a Basic Windows in-house training conducted by Ms. Alger for Palos Verdes Library staff; Ms. Alger presented the first session, and created a training module that staff can use in-house on their own.

Legislative Update. Kathy Gould, PVP, CLA Legislative Committee Member, reported that the Legislative Committee met the previous Friday. The following was noted:

- Libraries, PLF, TBR, and the State Library are all subject to the Governor's proposed 10% budget cuts. For the State Library, this would primarily affect State Library operations supporting the government, such as the California Research Bureau; LSTA administration provided by the State Library is federally funded and should be minimally affected.
- The budget proposal includes funding for a new ILS for the State Library. This is separate from PLF funding.
- Day in the District dates are January 25 and February 2. When visiting legislators' offices, it is important to note that while a 10% cut may be inevitable, libraries have already sustained cuts in the amount of \$14 million in this year's budget. In difficult economic times, libraries are especially needed and are much used. The most important message is what the library is doing in the community and how important libraries are during difficult times.

Chairperson's Report. Kathy Gould reported that she is unable to attend the March Administrative Council meeting; that meeting will be chaired by Vice-Chair Greg Mullen.

Executive Director's Report. Rosario Garza reported the following:

- She has been working with Stacey Aldrich at the State Library on redesign of second level reference. They will be discussing the results of a study conducted by Zogby International of over 700 California residents regarding how they seek answers to their information needs. She noted that the confidence level of libraries was high once the user turned to the library for assistance.
- She has been working with Cindy Mediavilla, State Library Consultant, to submit LSTA proposals for a statewide Día de los Niños/Día de los Libros program and for the Out-of-School Time live homework help grant.
- She is working on completing the new website, with staff now learning about its various features.
- She was unable to attend ALA Midwinter as originally planned because of a family medical emergency.

Reference Center Report. Rosario Garza referred to the chart distributed at the meeting of Reference Center time, noting that approximately 50% of the Reference Librarians' time is now being spent answering reference questions. She will be addressing the amount of time being spent in administrative work which may involve keeping statistics.

Guest. Kris Anderson introduced herself as the local Brodart representative, and welcomed directors to contact her to discuss Brodart services.