

**MCLS Council Meeting
July 26, 2007
Rio Hondo Golf Course Clubhouse
Downey**

HIGHLIGHTS

Consent Calendar. The consent calendar was approved, consisting of the minutes of the May 24, 2007 Administrative Council meeting.

Adoption of the Agenda. Council members approved adding Agenda item 620. Increase Capitalization Threshold, to the agenda.

2006/07 Budget Review. Rosario Garza reviewed the 2006/07 draft year-end financials which show a preliminary deficit of \$137,000; this amount is \$57,000 less than what was budgeted at the beginning of the year.

2007/08 Budget Update. Rosario Garza reviewed the revised 2007/08 budget, noting changes that have been made including a decrease in LSTA grant indirect fees and increases in contract services which result in a positive budget being projected for FY 08.

New Contracts Update. *49-99 Cooperative Library System.* Rosario Garza reported that MCLS staff attended its first Council meeting with the 49-99 system which was a transition meeting for MCLS staff to meet the 49-99 system Council members and talk with Stockton-San Joaquin County representatives about transferring 49-99 system funds over to MCLS. Connie Corcoran is the new 49-99 Council chair and is interested in having the system become a stronger organization than it has been in the past.

Peninsula Library System (PLS). PLS will be alternating second level reference questions between MCLS and the North Bay system.

MCLS Web Site Update. Rosario Garza reported that work on the redesigned MCLS web site continues. She will send Council members links to the wireframes and layouts.

MCLS Staffing Update. Rosario Garza reported that MCLS Reference Librarian Shari Haber has been on medical leave longer than expected; Ros Kitamura, part-time contract librarian from AIM, has been filling in by working longer hours. Heather Firchow, Library Administrative Assistant, will be leaving MCLS at the end of the July; she will be attending library school and working at the Riverside Public Library.

MCLS Reference Update. Ms. Garza referred to handouts in the agenda packet with updated figures showing Reference Center activity both with and without the Administrative Assistant's time included. Ms. Garza will continue to monitor Reference Center activity. There are no updates available on statewide reference. It is expected that further work on the project will take place after Deputy State Librarian Stacey Aldrich begins in her new position and the State budget is passed.

LSTA Grants Update. The AskNow and Out-of-School Time Online Homework Help grants for 2006/07 have been augmented and extended and will cover half of the funds and

indirect fees requested for the 2007/08 grants. The LSTA Grants Process and Procedures grant has also been extended as a result of the sudden death of State Library consultant Barbara Will. MCLS will not be receiving LSTA funds for the “eLe@rn Now: Web-based Computer and Information Training for Public Library Patrons” project.

FILL (From Interns to Library Leaders) Project Update. Pam Alger, Training and Development Officer, referred to the handout in the agenda packet which includes Summer 2007 placements, application deadlines, and term start and end dates.

Training Update. Pam Alger announced a Web 2.0/Library 2.0 training series that will be held this fall at the Downey City Library beginning in September, with three sessions per class; students must sign up for all three sessions. A second series will begin in January at the Monterey Park Bruggemeyer Library. MCLS will be instituting a \$10 no-show fee this year for training events. There will also be a \$10-15 charge for online classes in order to accommodate dialing in to an 800 number that will enable sound with the online classes.

Ad Hoc Interlibrary Loan Policy and Procedure Manual Committee. In response to a question from Rosario Garza regarding updating the Interlibrary Loan Policy and Procedure Manual, Council members were not aware of the manual and there was consensus that there is no need to update the manual.

Approval of 2007/08 Committee Rosters, Chair, and Charges. After noting a few changes for the committee lists, Council approved the 2007/08 committee rosters, chairs, and charges.

Increase Capitalization Threshold. Council members approved increasing the capitalization threshold from \$1,000 to \$5,000.

CLA Conference. Paymaneh Maghsoudi, WHI, encouraged Council members to attend the CLA Conference being held at the end of October in Long Beach. Registration is now open, and there is a blog for the conference that will be updated weekly with postings about the conference; visitors are encouraged to vote in the poll on the blog. The institutes will be very interesting this year.

Closed Session. Closed session was held with the Executive Director to discuss compensation adjustments for MCLS employees. Council members gave direction to the Executive Director regarding allocation of salary increases to MCLS staff.

Reports.

Chair. Kathy Gould reported that she is on a CLA task force to look at the governance structure of CLA. The participation level is relatively low and she and Paymaneh Maghsoudi would appreciate any input on why some staff choose not to join. Participation in the election has been very low; she asked directors to encourage their staff who are CLA members to vote. Ms. Gould also noted that PVP is paying for Tutor.com service; the library does not receive the service through an LSTA grant. The library was recently notified that the rates for this year are increasing by 20% with no prior notification or discussion and well after the library's budget had been finalized. Apparently, similar increases are not being

given to libraries who receive the service through the LSTA grant. It was noted that the BrainFuse service has greater support for the Spanish-speaking population.

Executive Director. Rosario Garza reported the following:

- A record retention policy has been developed for MCLS Headquarters; staff will be working to weed the files and storage facility.
- Delivery drivers will be counting items handled on their routes during 2-week samplings this summer, fall, and next spring and/or summer in order to provide more accurate numbers on the items being carried via the delivery. Ms. Garza attended a standing room only program at the ALA Conference on library courier systems.
- The FY 07 audit for MCLS, SLS, and SSCLS has begun; the auditor will be working in the MCLS office for a couple of weeks.
- Two new servers have been purchased for the MCLS offices; one will upgrade the server that has been at MCLS Headquarters; the other will be installed at the Reference Center which currently does not have a server. The servers will mirror each other and serve as offsite backups for each other. Three new computers have been purchased with Windows Vista to upgrade the Reference Center computers and will be installed in the next two weeks. Purchase of a new van is also being considered to replace the older MCLS van.
- An MCLS/SLS committee officers' orientation is being planned for August; officers are being polled for a date using Doodle software which compiles and summarizes the responses.
- On August 6, Ms. Garza and several MCLS directors will be assisting with CoLAPL's staff training day being held at the Pasadena City College.
- The Library of California Board (LoCB) meeting is being held on August 8. Kathy Gould, Paymaneh Maghsoudi (LoCB President), and Rosario Garza will be attending from MCLS.
- MCLS will be working with Califa staff on a Best Practices Fair to be held on March 4, 2008 at the Loyola Marymount University, with libraries making short presentations on excellent programs that have been held in their libraries; vendors will also be included.
- Ms. Garza will be on vacation September 7-14.