

(Approved July 26, 2007)

MCLS Administrative Council Meeting
May 24, 2007
Monterey Park Bruggemeyer Library

Minutes

Present were:

Carmen Hernandez, AHM	Linda Wilson, MPK
Pauli Dutton, ALT	Sofia Kimsey, OXN
Janet Sporleder, ARC, Chair	Kathy Gould, PVP
Albert Tovar, AZU	Greg Shapton, POM
Helen Wang, BUR	Jean Scully, RED
Barbara Lockwood, CAB	Carolyn Crain, SMAR
Don Buckley, CER	Greg Mullen, SAM
Evelyn Fullmore, CMM	Toni Buckner, SMD
Roger Possner, COV	Steve Fjeldsted, SOPAS
Thad Phillips, DOW	Nancy Sevier, THO
Debra Brighton, ELS	Paula Weiner, TOR
Patricia Sullivan, IRW	Paymaneh Maghsoudi, WHI
Monica Greening, MON	

Absent:

Beverley Simmons, BEV	Eleanore Schmidt, LBPL
Nancy Hunt-Coffey, GDL	Pat Kiefer, LAPL
Robin Weed-Brown, DORA	Dr. Anthony Lopez, SFE
	Carole Molloy, SIG

SAB Members Present:

Marilyn Mallow, Arcadia	Doris Lau, MPK Board
Gloria O'Donohoe, Burbank	Joan Merino, MPK Board

Fred Feldheim, Covina
Dorothy Doukakis, El Segundo
Suzanne Gomez, Irwindale
Marilyn Larson, Long Beach
Ruth Willner, Monterey Park
Jean Gentry, Oxnard
Diana Butcher, Pomona
Marilyn Peck, San Marino
Martha Van Heyde Huggins,
Thousand Oaks

Staff Present:

Rosario Garza, Exec. Director.
Pam Alger, Training/Dev. Officer
Jerilynn Takeda, Admin. Officer

Guests:

100. Opening

101. Chairperson's Welcome

Janet Sporleder, ARC, Chair, called the meeting to order at 10:05 a.m. and asked those in attendance to introduce themselves.

102. Roll Call

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

200. Public Forum

There were no guests or members of the public who wished to address the Council.

300. Consent Calendar

ACTION: It was MSP (Wilson, Weiner) to approve the consent calendar which consisted of: the minutes of the Council meeting held on March 22, 2007; 2007/08 Administrative Council Meeting Schedule; 2007/08 Executive Committee Meeting Schedule; 2007/08 MCLS Holiday Schedule.

400. Adoption of the Agenda

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

500. Unfinished Business

501. 2006/07 Financial Update

Rosario Garza, MCLS Executive Director, presented a financial update for 2006/07, noting the projected deficit at the end of the year to be between \$155,000-160,000. There have been no major changes since the last update in March.

ACTION: It was MSP (Maghsoudi, Hernandez) to absorb back into the budget \$10,000 of unexpended funds designated for Special Projects to support the Summer Reading Program, reducing the deficit by \$10,000.

502. Approval of 2007/08 Budget

Rosario Garza reported that the proposed budget for 2007/08 projects a deficit of \$83,324. It is likely that this number will be reduced as a result of the temporary vacancy in the Business Manager's position and if MCLS is awarded contracts from recent RFP responses to the 49-99 and Peninsula systems.

ACTION: It was MSP (Gould, Maghsoudi) to approve removing the \$10,000 allocated for Special Projects, in accordance with action taken earlier in the meeting to remove those funds from this year's budget. This would reduce the projected deficit to \$73,324.

ACTION: It was MSP (Possner, Crain) to approve the budget for 2007/08 as amended.

Rosario Garza was applauded for her efforts in reducing the budget deficit.

503. CLSA Plan of Service and Budget Documents 2006/07

Rosario Garza reported that the CLSA Plan of Service has been updated for next year; there are no major changes. She also noted an additional sheet distributed at the meeting showing local funds budgeted for the System Reference Program. The State Library has requested feedback from the systems on local funds that will be used for second level reference service in order to determine the total cost for providing the service. MCLS will be reporting \$61,800 of local funds that will be budgeted to provide second level reference service in 2007/08. It should be noted that the \$52,000 listed in the Personnel section of the form represents 23% of the 3 FTE positions listed.

a. Review by System Advisory Board

There were no comments from the System Advisory Board review of the Plan of Service.

b. **ACTION:** It was MSP (Hernandez/Tovar) to approve the CLSA Budget Documents and Plan of Service for 2007/08 for submission to the California State Library as distributed.

504. Contracts with Santiago Library System

Rosario Garza reported that the contracts to provide services to the Santiago and South State systems include increases for next year and have been approved by both systems. The Santiago system increase is higher at 15.76% because they have requested MCLS support for their committees. Ms. Garza noted that although it was not included in these contracts, future contracts will include a clause reserving the right to increase fuel costs with 30 days notice if fuel costs increase beyond a certain amount.

ACTION: It was MSP (Phillips, Mullen) to approve the contracts to provide Administration, Reference, Fiscal Agent, and Delivery services to the Santiago Library System in 2007/08.

505. Contracts with South State Cooperative Library System

As mentioned above, the contracts to provide services to the South State system have been approved by the South State Council; the contracts include an increase of 6.59%.

ACTION: It was MSP (Phillips, Maghsoudi) to approve the contracts to provide Administration, Reference, Fiscal Agent, and Delivery services to the South State Cooperative Library System in 2007/08.

506. Election of Officers for 2007/08

ACTION: It was MP to accept the slate recommended by the Nominating Committee for MCLS officers in 2007/08: Chair – Katherine Gould, PVP; Vice-Chair/Chair-Elect - Greg Mullen, SAM.

507. Legislative Visits and Update

a. CLA Legislative Day, Sacramento

There was record attendance at CLA Legislative Day in Sacramento this year. For approximately 2/3 of the participants, this was the first legislative day attended. Advocacy is an important role and the local legislative day efforts could be strengthened. SAB members were encouraged to participate in the local Legislative Day in the District as an effective and helpful way to support their library and libraries in general. There are a number of new staff in the legislators' offices, making the visits an important opportunity to educate them about library issues. Legislative Day in the District is usually held during last week in January and the first week in February.

b. National Library Legislative Day, Washington, D.C.

Those who attended this year felt that attendance at National Library Legislative Day in Washington, D.C. is worthwhile. The legislators appreciate the letters from the State Library informing them of projects that have been funded in their districts. Participants felt that it would be more effective if appointments could be made ahead of time, however, lobbyists or local contacts are needed to assist in making the appointments if the library or library representative is outside of the legislator's district.

c. Legislative Update

Kathy Gould, PVP, CLA Legislative Committee member, reported that the Senate and Assembly Budget Subcommittees both restored the \$52,000

that was to be taken from PLF funds for consulting services for a new integrated library system for the State Library. The Senate subcommittee also added \$2 million to PLF. Because the House and Senate recommendations are different, it will be addressed by the Conference Committee and at that time, letters of support will be requested. AB1233, which proposes \$3 million to provide funding for online homework help statewide, is in the Assembly Appropriations Committee and is likely to go to the Senate Appropriations Committee. SB156, the Library Bond Act, currently being proposed at \$4 billion, is in the suspense file; if it makes it through the legislative process, it is likely to be on the November 2008 ballot. It is also likely that competitive unfunded projects in the previous round will receive some priority consideration with the new bond act.

508. MCLS Reference Update

Rosario Garza distributed a chart of Reference Center Questions Per Month showing numbers both with and without Associate Member activity. With Associate Member activity included, the number of questions averages between 2-3 questions per Reference staff person (2.5 librarians and 1 administrative assistant) per day. With Associate Member activity excluded, the number of questions averages around 2 questions per staff person (2.5 librarians) per day. Questions average 1.5 hours to answer. It was noted that the proposed budget for 2007/08 does not include the half-time contract librarian and the administrative assistant's hours are being divided to half-time at the Reference Center and half time at the Headquarters location.

509. FILL (From Interns to Library Leaders) Project

Pam Alger, Training and Development Officer, referred to her written report on the FILL project which showed locations for FILL placements in 2007/08 as indicated by MCLS member libraries. She asked directors to please notify her if there are any changes for the 2007/08 placement locations. The report also shows the 33 FILL placements for 2006/07. A program on the FILL project will be presented at the CLA Conference this year.

510. Training Update

Pam Alger referred to the Training Report included in the agenda packet which included all training programs held to date. She noted that she plans to offer a hands-on Web 2.0/Library 2.0 series next year. She also asked directors to encourage their staff members to participate in the new MCLS Outreach, Programming, Funding, and PR blog. Ms. Alger then reported on an LSTA grant that MCLS is submitting in conjunction with the Peninsula Library System titled, "Big Box Programming" to coordinate some adult programming between the two systems and the Center for the Book.

600. New Business

601. Selection of 2007/08 Executive Committee Members

New Executive Committee members for 2007/08 are: Greg Shapton, POM; Greg Mullen, SAM; Carolyn Crain, SMAR; and Pat Sullivan, IRW. Those remaining on the committee are: Nancy Hunt-Coffey, GDL; Fontayne Holmes/Pat Kiefer, LAPL; Janet Sporleder, ARC; Kathy Gould, PVP; Jean Scully, RED; Roger Possner, COV; Robin Weed-Brown, DORA.

602. Combining the Audit and Finance Committees

It was recommended that the Audit and Finance Committees be combined into one committee. It was noted that the Finance Committee was formed last year in the absence of an Executive Director to be sure that the deficit and other financial issues were being monitored. While it is important to continue to have some oversight, these responsibilities can be combined with the Audit Committee's responsibilities. The Chair of the committee will be determined at a later date.

ACTION: It was MSP (Phillips, Mullen) to approve a new Audit and Finance Committee as a standing Council committee, replacing the two individual committees, with the charge for the committee being the charges for the two individual committees combined.

603. Tri-System Meeting to Discuss Proposed Reference Model

Rosario Garza reported that a meeting has been scheduled for June 12, 10 a.m.-12 noon, at the Whittier Library for directors to discuss the proposed second level reference model with State Librarian Susan Hildreth. It will not be a repetition of the presentation made at the Reference workshop in April. Regarding the format for the meeting, it was suggested that Susan Hildreth present her vision for the service with questions to follow. Council members were asked to send questions ahead of time to Ms. Garza who would compile them and forward them to Susan Hildreth before the meeting. It was suggested that Ms. Garza's blog be used if directors were interested in discussing the issue before the meeting.

604. RFP Responses

Ms. Garza distributed a sheet showing the pricing proposed in the responses to RFPs to provide administrative and fiscal services to the 49-99 Cooperative Library System and to the RFQ to provide second level reference services to the Peninsula Library System in 2007/08.

ACTION: It was MSP (Phillips, Wilson) to approve provision of System Administrative Services and System Fiscal Services for the 49-99 Cooperative Library System, and System Reference Services for the

Peninsula Library System if the RFP/RFQ responses submitted are awarded to MCLS.

605. MCLS Web Site Proposals

Rosario Garza referred to a handout showing three cost proposals for redesign of the MCLS web site, including costs after one year and costs after three years. Two of the proposals are based on use of open source software. It was noted that the Executive Committee felt all proposals were satisfactory and authorized Ms. Garza to select the proposal she felt would best suit MCLS' needs.

606. MCLS Business Manager Resignation

Rosario Garza reported that John Staff has accepted a full-time position and is no longer working for MCLS. Betty Gallardo, MCLS Accounting/Technical Assistant, is very familiar with the accounting software and has been trained on many of the tasks formerly handled by the Business Manager. As recommended by Mr. Staff, MCLS will be filling the Business Manager position at approximately 10-15 hours per week.

607. Booth at League of California Cities

There was consensus to have MCLS libraries support the CLA booth at the League of California Cities Conference in Sacramento September 6-7 this year, rather than have a separate booth.

608. Other

There was no other New Business.

700. Closed Session

Closed session was held to discuss the MCLS Executive Director's six month performance evaluation.

800. Reconvene to Open Session

Janet Sporleder reported that Council members shared the opinions of the Executive Committee that Rosario Garza was doing an outstanding job as MCLS Executive Director.

900. Reports

901. Chairperson

There was no report from the Chair.

902. Executive Director

Rosario Garza reported that in addition to what she reported earlier in the meeting regarding responses to contract proposals and the upcoming search for a new Business Manager, she wanted to express her appreciation for all of the support she has received from the MCLS staff during her first six months.

903. System Advisory Board

Gloria O'Donohoe, BUR/SAB Chair, reported that the SAB met very briefly during the closed session and members have expressed interest in an orientation to clarify their role as SAB members. SAB members are interested in assisting with legislative issues and Ms. O'Donohoe asked Council members to encourage their SAB members to attend committee meetings when they are held in their own libraries.

904. Roundtable

The following reports were given during the roundtable:

- ELS A homework center has been approved which will expand the children's area by 4,000 sq. ft. The library scheduled an author fair for June 3 including 37 authors, 2 panels, music, and a balloon artist. The budget process is taking place and the library is hoping to upgrade the library clerks in the school library to library assistants.
- SOPAS SAB The library is very pleased with their new director, Steve Fjeldsted.
- ELS SAB This is the 4th year of the author fair and it is a very well-attended event. The library has also received a good turnout for their indoor concerts and they will be continued again this year.
- IRW The library has begun videotaping oral histories of local senior citizens. The city will be celebrating its 50th anniversary on August 6.
- AZU The library's Memorial Day display that includes veteran uniforms, photos, and books is generating a great deal of interest from the public. The library is now using the outside display that hadn't been used for years.
- CER In November, a new veterans memorial was placed in the Civic Center. A veterans memorial computer area of the library has

been completed with files of current and past Cerritos residents who have served in various wars; names of veterans can be added and there is a screen saver slide show of some who have served in the wars.

- MPK The city Budget Committee has determined that the city will have a \$2 million deficit by the year 2010 as a result of citywide employee retirements. There are no current concerns with the library budget; in 1998, Measure C was passed which guarantees the library 5.3% of the General Fund. Circulation continues to be about 100% higher than last year which is actually a 50% increase because 50% of the services were taken offsite last year. A Reference Senior Librarian has been hired. The library is still waiting for furniture to be delivered. The library received a "Let's Talk About It" Jewish literature grant.
- ALT Passport hours have been increased. The new web site designed by CraftySpace should go up July 1. The library received good response to the Friends' book sale which netted \$2,500 more than last year, totaling \$7,000, and attendance by 97 people to a recent one-woman show; the increased response may be a result of email messages sent out shortly before the events took place to all in the patron database with email addresses. The Friends' Annual Meeting was scheduled for June 1 with a volcanologist as the featured speaker. An ADA study was done for the inside and outside of the library; all of the stacks needed to be replaced. The Children's Librarian has resigned to accept a position as director of a public library in Norway.
- WHI The One City, One Book program has just been completed with the book, *My California*. The authors donated their time and it was a very successful program. The library received a slight increase in the budget but did not receive funding for Sunday hours. A mystery series will begin with a murder mystery dinner at the library on October 13; one of the City Council members will be participating in the play. The library will be receiving an art piece of a storyteller for the branch. The library scheduled a team for the City of Whittier to participate in the Relay for Life at the Whittier College on June 9-10.
- OXN The library is finishing the celebration of its 100th year of library service; the celebration began with the opening of the new branch library. Ice cream socials were held throughout the month with staff dressing up in different decades throughout the century. The new library has brought in many new patrons. The library budget is status quo.

- BUR A budget presentation was held the past Tuesday. Additional revenues from TBR were used offset personnel expenses in the amount of \$50,000+. The library has requested two new positions, one modeled after CER's Library Aide. The Buena Vista branch has brought in many new patrons since it opened. The Friends group is very generous and has donated over \$120,000 each year for the past five years. 25% of the donation has been used to support summer reading program activities. For next year, the Friends approved \$138,000 for the library; \$50,000 will be used for the book budget. The Friends' membership has increased since they have been able to offer access to the credit union. The city has asked each department to donate ten luminary bags, totaling \$200, for the Relay for Life. The city's One City, One Book program with *Marley and Me* was very successful but staff learned that they overprogrammed this year with simultaneous programs at the main library and the branches which caused staffing concerns.
- CMM This was the last day of the city's One City, One Book program with *The Secret Life of Bees*. The library has a new program, Grades for Gifts, for students to receive a nice gift if they bring in their grades or show their library card, as a way of bringing students into the library to show them the homework center and other resources available to them.
- SOPAS The Annual Volunteer Recognition Luncheon was held with approximately 100 volunteers; the theme was the 25th anniversary of the expansion and remodeling of the Carnegie Library. Recent successful library programs have featured: State Poet Laureate Al Young along with a live jazz band; Carnegie Library experts Pat and Bernie Skehan along with live music; and as part of the Restoration Concert Series, the new Hollywood String Quartet. Some Carnegie Library historical information will be included on the web site. The Restoration Concerts are held to raise money to renovate the community room. Funds are also being raised for a new Steinway piano to be used for the concerts. The Friends of the Library book store is open seven days a week and is celebrating its 25th anniversary. The library will be closed for several days in mid-August for recarpeting of the children's and teen areas. The library is recruiting for a Librarian I.
- SMD The library received a \$50,000 gift from the Friends of the Library to re-landscape; staff has been planning some programs to take place outside. The Adult Summer Reading Club was scheduled to begin on June 25. Heavy weeding is taking place; Ms. Buckner noted that some valuable books have been found in the collection and alerted Council members that library collections can be a source of income for patrons who borrow the book, then resell it. A successful One Book, One City program just concluded with *The*

Wizard of Oz. The city has a structural deficit with difficult decisions to be made in two years to either bring in income or eliminate services. The Police Officers Association has an initiative on the ballot which guarantees them a raise of 25% of the General Fund. That amount is more than the library's budget and Ms. Buckner is very concerned.

- RED The library is going out to bid for carpeting.
- CAB The night before this meeting, the Calabasas City Council voted not to renew the contract with LSSI; the city will be taking on all of the library employees as city employees.
- COV The dedication of the new native plants garden in front of the library was held the week before this meeting. A mural artist was beginning to work on the wall of the library; the centerpiece will be the Carnegie Library that formerly stood on the site. The library received one of the Storytelling Station grants.
- POM The library scheduled a Spring into Summer information fair to be held in front of the library on June 2 with 40 public and nonprofit agencies invited to display their summer activities and programs for children; the library will have Summer Reading Program information available. The library is working with the Cultural Arts Commission in documenting on the library's website a collection of all of the city's public art which numbers over 500 pieces. Students from CalPoly will be assisting with cataloging and a local photographer will be taking the photographs.
- LBPL SAB A few years ago, major cuts were taken in hours and services; as of April, all of the cuts have been restored. A new Mark Twain branch library, which will also serve as a community center, will be open in July or August, replacing a temporary library that has been in place for over 60 years. Fundraising for the library is a virtual yellow brick road.
- MON In March, the community passed a parcel tax to build a new library. It will be 28,000 sq. ft. and will be built behind the current library. The library will move to a recreation center on the east side of the city in October or November 2007 with full operation.
- SMAR The new library should be completed by the end of the year with the grand opening in January. The library will be named the Crowell Public Library, City of San Marino after the Crowell family that donated \$4 million to the library. The project continues to be on time and under budget.

- AHM The two levels of underground parking for the new library building have been completed and the platform is being built; completion of the library is projected for August 2008. Three graffiti artists, one adult and two minors, who spray-painted graffiti on the carpet outside the director's office and etched graffiti on a library computer screen, were caught in the library and found guilty in court.
- DOW Jan Burke was scheduled as the featured author at the annual Friends meeting in June. The book budget has been increased by \$20,000.
- SAM The Friends of the Library approved their budget with \$62,000 for the library. A Friends Exchange was held at the Torrance Library on online book selling. The library received a donation of 3,000 photographs from the Palisades Historical Society.
- THO The library has two new division managers, both scheduled to begin on June 4. The book, *Extremely Loud and Incredibly Close*, was chosen for the city's first One City, One Book program.
- THO SAB A successful quilt show was held with the author of the *Elm Creek Quilts*, Jennifer Chiaverini, who is from Thousand Oaks. Approximately 300 attended, with many bringing quilts in order to receive a door prize.
- PVP As a result of staff vacancies, promotions and some reorganization have taken place, resulting in one Young Readers Department to serve all facilities and upgrade of a couple of positions to Assistant Manager; the management team now includes many young professionals. The library has plans for restoration and improvements to the Malaga Cove and Miraleste libraries. The library is planning a \$10 million capital and endowment campaign; the library foundation has been disbanded and major gifts fundraising is being absorbed into the Friends group. Ms. Gould is running for CLA President and asked for support.
- ARC Teen patrons have created a page for the library on MySpace and the library has added many new friends.

1000. Presentation of Gavel to Outgoing Chair

Kathy Gould, Vice-Chair, PVP, presented Janet Sporleder with an engraved gavel in recognition of her service and accomplishments as Chair of the MCLS Administrative Council during the past year.

1100. Adjournment

There being no other business, the meeting was adjourned at approximately 1 p.m.

Next Meeting Date: July 26, 2007
10 a.m.

Submitted by Jerilynn Takeda