

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

**HIGHLIGHTS**

**Consent Calendar.** The consent calendar was approved, consisting of the approval of: the minutes from the Administrative Council Meeting held on March 22, 2007, the 2007/08 Administrative Council Meeting schedule, the 2007/08 Executive Committee Meeting schedule, and the 2007/08 MCLS holiday schedule.

**2006/07 Financial Update.** Rosario Garza presented a financial update, noting an expected deficit of \$155,000 at the end of the fiscal year. Council members then approved absorbing back into the budget \$10,000 designated for Special Projects, possibly for the Summer Reading Program, reducing the deficit to approximately \$145,000.

**2007/08 Budget.** Rosario Garza reported that the proposed budget for 2007/08 has a deficit of \$83,324 but is likely to be reduced as a result of the temporary vacancy in the Business Manager position, and if MCLS is awarded contracts from recent RFP responses to the 49-99 and Peninsula systems. Council members also approved 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. Rosario Garza was applauded for her efforts in reducing the budget deficit. Council members approved the budget as amended.

**CLSA Plan of Service and Budget Documents 2007/08.** Rosario Garza reported that the CLSA Plan of Service was updated for next year but there are no major changes. The State Library has asked the systems to provide feedback on local funds that are used for second level reference service; the State Library is interested in knowing the total cost for providing second level reference. There were no comments from the System Advisory Board review of the Plan of Service. Council members approved the CLSA Budget Documents and Plan of Service for 2007/08 for submission to the California State Library as distributed.

**Contracts with Santiago and South State Library Systems.** 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 because they have requested MCLS support for their committees. Council members approved the contracts to provide Administration, Reference, Fiscal Agent, and Delivery services to the Santiago and South State systems.

**Election of Officers.** New Administrative Council officers for 2007/08 are: Katherine Gould, Palos Verdes, Chair; and Greg Mullen, Santa Monica, Vice-Chair/Chair-Elect.

**Legislative Visits and Update.** Those who attended CLA Legislative Day in Sacramento and National Library Legislative Day in Washington, D.C. felt the visits were worthwhile.

The letters provided by the State Library for the federal legislators are very useful in informing them of the projects that have been funded in their districts. It is more effective if appointments can be made, 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. There was record attendance for CLA Legislative Day with many participating for the first time. It was noted that advocacy is an important role, and efforts at the local level could be strengthened. SAB members are encouraged to assist in advocating for libraries at the local level.

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 funding in the amount of \$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 and it is also likely that competitive unfunded projects in the previous round will receive some priority consideration with the new bond act.

**MCLS Reference Update.** Rosario Garza distributed a chart of Reference Center Questions Per Month showing numbers both with and without Associate Member activity. Reference activity in relation to the MCLS budget was also discussed.

**FILL (From Interns to Library Leaders) Update.** 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.

**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.

**Selection of 2006/07 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.

**Combining the Audit and Finance Committees.** Council members approved 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.

**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.

**RFP Responses.** Council members approved 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.

**MCLS Web Site Proposals.** Rosario Garza referred to a handout showing three proposals for redesign of the MCLS web site, including costs after one year and costs after three years. 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.

**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.

**Booth at League of California Cities Annual Conference.** 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.

**Executive Director Performance Evaluation.** Closed session was held to discuss the MCLS Executive Director's six month performance evaluation. Upon reconvening 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.

**Chairperson's Report.** There was no report from the Chair.

**Executive Director's Report.** 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.

**System Advisory Board Report.** 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 if they are held in their own libraries.

**Presentation of Gavel to Outgoing Chair.** Kathy Gould, Vice-Chair, ARC, presented Janet Sporleder with an engraved gavel in appreciation for her service and accomplishments as Chair of the MCLS Administrative Council during the past year.