

**MOUNTAIN VALLEY LIBRARY SYSTEM**  
**Administrative Council Meeting**  
**March 27, 2009**

**CONVENING:**

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Maidu Branch of the Roseville Public Library, in Roseville, California with Chair Darla Wegener presiding. The meeting convened at 10:37 a.m.

**ROLL CALL:**

| <b>PRESENT</b> | <b>ABSENT</b> | <b>MEMBER LIBRARY</b>          | <b>REPRESENTATIVE</b> |
|----------------|---------------|--------------------------------|-----------------------|
| <b>X</b>       |               | Lincoln Public Library         | Darla Wegener – Chair |
| <b>X</b>       |               | Alpine County Library          | Laura Einstadter      |
|                | <b>X</b>      | CSU Sacramento Library         | Tabzeera Dosu         |
|                | <b>X</b>      | Colusa County Library          | Wendy Penrose         |
| <b>X</b>       |               | El Dorado County Library       | Jeanne Amos           |
| <b>X</b>       |               | Folsom Public Library          | Katy Curl             |
| <b>X</b>       |               | Mono County Free Library       | Bill Michael          |
| <b>X</b>       |               | Nevada County Library          | Lucinda le Lorimier   |
| <b>X</b>       |               | Placer County Library          | Mark Parker           |
| <b>X</b>       |               | Roseville Public Library       | Rachel Delgadillo     |
|                | <b>X</b>      | Sacramento Co. Public Law Lib. | Coral Henning         |
| <b>X</b>       |               | Sacramento Public Library      | Alison Landers        |
| <b>X</b>       |               | Sutter County Library          | Roxanna Parker        |
|                | <b>X</b>      | UC Davis                       | Sandra Vella          |
| <b>X</b>       |               | Woodland Public Library        | Sandra Briggs         |
| <b>X</b>       |               | Yolo County Library            | Chris Crist           |
|                | <b>X</b>      | Yuba Community College Library | Elena Heilman         |
|                | <b>X</b>      | Yuba County Library            | Loren MccRory         |
|                |               | <b>OTHER:</b>                  |                       |
| <b>X</b>       |               | MVLS System Headquarters       | Annette Milliron      |
| <b>X</b>       |               | MVLS System Headquarters       | Patty Hector          |
|                | <b>X</b>      | Consultant                     | Anne Marie Gold       |

**1. APPROVAL OF MINUTES – DECEMBER 5, 2008**

A Motion to approve the minutes from the December 5, 2008 meeting was moved by Roxanna Parker and seconded by Alison Landers. The Motion passed unanimously.

**2. CONSENT CALENDAR**

**A. FINANCIAL STATEMENT**

Ms. Milliron reported that there was nothing unusual to report. The checks from the State Library finally arrived. A Motion to approve the Consent Calendar was moved by Katy Curl and seconded by Roxanna Parker. The Motion passed unanimously.

**3. COORDINATOR’S REPORT**

Ms. Milliron referred the Council to her written report that was included in the meeting packet and noted that she didn’t have anything to add. She reported that most of the work has been done for the consolidation.

#### **4. COMMITTEE REPORTS**

##### **A. EXECUTIVE COMMITTEE**

##### **1. Consolidation Task Force Update**

##### **a. Governance**

###### **Bylaws**

The Executive Committee met prior to this meeting and discussed the documents produced by the CTF. Ms. Milliron advised the Council that they must vote on the JPA prior to joining NorthNet Library System (NLS) and that it would also be good to have their approval on the Bylaws and Standing Rules as well. She asked the Council, to review the proposed Bylaws, Standing Rules and JPA and provide her with any comments or corrections. The Council discussed how proxies would work. Ms. Milliron advised the Council that there will be one more review by the attorney before the JPA is adopted by NLS. A Motion for the Council to accept the NLS Bylaws was moved by Mark Parker and seconded by Alison Landers. The Motion passed unanimously

###### **Standing Rules**

Ms. Milliron explained the reasoning behind having the Standing Rules and the new Communities of Interest under the new system structure. She thanked Roxanna Parker for all her work on the organization of the Youth Services Community of Interest, which will serve as a blueprint for the other communities of interest (COI). There will be regional COIs as well as the overarching NLS COIs. Under the draft proposed by Ms. Parker, there would be two children's staff and one library director from each regional system to serve on the COI.

###### **JPA**

Katy Curl asked if her library is a member of MVLS and not NLS, does she pay her dues to NLS? Ms. Milliron will check with the accountant because the thought was not to have a lot of transactions for the three regional systems. Ms. Milliron will write a letter explaining the transition for each library director to use with his/her jurisdiction, that will include information about liabilities and future expenses. A Motion to accept the NLS JPA was moved by Roxanna Parker and seconded by Bill Michael. The Motion passed unanimously.

##### **b. Financial Issues**

###### **Equitable Services/Costs**

###### **Equitable Fee Structure**

###### **Formulas for Services**

###### **Budget 2009/2010**

Ms. Milliron explained that the CLSA allotment for Administration is not enough to fund an office with full time staff, therefore creating a shortfall that member fees will have to cover. The CTF didn't want to cobble something together that is a legacy from the way the three systems handled this matter in the past and would like more time to develop a new formula that will be equitable for all. They are asking that each library pay the same membership fees that they paid this year and that the systems use their reserves to cover the shortfall. The division of the amount was based on the budgets of the libraries in each system and MVLS would be responsible for \$71,118. Each of the three systems would also give \$100,000 from reserves to NLS for operating reserves, which would create a reserve to keep the system going while waiting for state funding.

Ms. Milliron passed out a revised budget which she noted is not complete. The budget shows revenue for the CLSA and member fees only and does not include any grant money or NBCLS' SuperSearch dues, etc. Those amounts will be filled in later. A Motion authorizing a payment of \$18,800 be moved from reserves to cover the membership shortfall and a one-time shift of \$100,000 from MVLS reserves to NLS' reserves to function as an operating reserve was moved by Mark Parker and seconded by Sandra Briggs. The Motion passed unanimously. Members will be invoiced for member share at the same rate as FY 2007/08.

##### **c. Plan of Service**

Ms. Milliron presented the Plan of Service for NLS in 2009-2010. It will be approved at the May 8<sup>th</sup> meeting.

## **B. REFERENCE COMMITTEE**

Joe Cochrane reported that he has begun negotiations with Gale for the Chilton's Auto Repair database. It may require a small amount from each library, but believes he can get it for about \$32,000. He hopes to get a credit for those libraries that already subscribe to it. A Motion for Mr. Cochrane to continue with his negotiations and authorize the purchase of a subscription for the Chilton's Auto Repair database was moved by Bill Michael and seconded by Roxanna Parker. The Motion passed unanimously.

## **C. CHILDREN'S SERVICES**

Ms. Parker reported the results of the Children's Committee meeting and workshop in March. The Committee voted on representatives for the new NLS Youth Services Community of Internet through the year 2015. Ms. Parker handed out a claim form that each library should use to claim their one-time Summer Reading program stipend.

## **5. DELIVERY PROGRAM**

### **A. STATISTICS**

Ms. Milliron referred the Council to the 2<sup>nd</sup> quarter delivery statistics that were included in the meeting packet.

### **B. CLSA FUNDED DELIVERY SCHEDULE**

Ms. Milliron reported that using only the CLSA funds, MVLS libraries will only have two days of delivery but libraries will be able to purchase additional days. She explained that living within the limits of State delivery funds means cutting about \$40,000 out of the delivery contract. Ms. Milliron needs to know by May 22<sup>nd</sup> which libraries will be interested in purchasing additional days of delivery because she will need to work with the delivery provider to develop the routes. She will send a survey monkey out to collect the data. Discussion ensued.

## **6. RESOURCE SHARING SOFTWARE**

### **A. AUTOGRAPHICS PROPOSAL**

Ms. Milliron referred the Council to the proposal included in the meeting packet. Mark Parker reported that the pricing is much better in this second proposal, but found that most libraries just don't have the money to do anything. The consensus of the group was to take the Autographics item off the table for two years due to financial constraints.

## **7. COUNCIL MEMBER ITEMS**

Darla Wegener reported the Lincoln Public Library has decreased their hours from 72 to 43 hours at their two branches and that the library has approximately 11 staff members. Public demand has been high but the patrons are really appreciative of the library staff. The library is having an amnesty month during April and will have furlough days next year, with no cost of living increases or any other raises for the staff.

Katy Curl reported that Folsom Public Library also reduced their hours from 52 to 38. At their new branch, they reduced the hours from 40 to 30. The library lost all their extra help and now has only 15 staff members. Ms. Curl was asked by the City to cut each program by 20% and then was allowed to mix the programs and adjust the percentage. She noted that she's running on a budget that is about 89% of last year's budget.

Laura Einstadter reported that Alpine County Library is now closed two days a week and there is only one staff member. She further reported that Amador County had to close their Sutter Creek branch and that her library is seeing a rise in homeless patrons.

Bill Michael reported that Mono County Free Library's budget had no growth, but he hasn't had to reduce hours or staff. He noted that his library has a unique funding structure.

Mark Parker reported that he recently found out that Placer County Library's revenues are down and the County thinks the library is spending too much. Therefore, Mr. Parker is having to analyze the data and review future plans. He noted that he hasn't had to lay off any staff and that a possible solution would be to cut branch hours and reduce the number of extra help. The library might possibly cut the bookmobile as well. Mr. Parker noted that there will be furlough days next year for management staff.

Lucinda de Lorimier reported that Nevada County has submitted their budget and is waiting for their library to reduce its hours to 40. She noted that the extra help has been cut; which was approximately 20-30% of library staff. The materials budget was cut by 18% and all databases were cut. The library circulation was up by 5%. Ms. de Lorimier reported that the library has developed a project with a muralist who will be painting children's classics characters in the library.

Chris Crist reported that Yolo County receives a set portion of property tax and it appears that Yolo County will have a negative 5% growth in property tax for the next year which may mean re-negotiations with unions because of the lack of funding. The library may experience a 15% reduction in hours which may prove to be difficult as they have received money from Sacramento and Davis to increase their hours.

Sandra Briggs reported that she recently learned that the city of Woodland has a 17% deficit in the County general fund and that the library has to shoulder that deficit. The library is expected to go from 52 hours per week to approximately 22. The City Council would need to approve the reduction in hours and the Council is experiencing an outpouring of community support for the library.

Sacramento Public Library's budget is safe in the current year, but Alison Landers noted the library will be making cuts next year, with the City branches most likely taking the brunt of the cuts. The library hopes to avoid layoffs and achieve cost savings by not filling positions. The library did have some money in the budget this year so they are getting self-check machines installed in all of the branches and making small changes in certain facilities in order to improve usage. The library is holding an amnesty week during National Library Week.

Jeanne Amos reported that El Dorado County was very aggressive during the last year in making budget cuts. The library has lost the bookmobile and literacy program and Ms. Amos feels they have been treated more fairly than in past years as the library hasn't been targeted for larger cuts than any other County department. El Dorado County's CAO is in the process of having the library listed as a core service. Ms. Amos reported that the library has received \$200,000 from First 5 for the next year, if they are able to keep their funding. She noted that patron usage has been tremendous and the library will be getting a self-check machine.

Roxanna Parker reported that her budget process started later this year and Sutter County wants the library to state what they are not asking for specific cuts. The library is hoping that they can weather this next year and the following year, but much depends on the State. Sutter County Library is converting to RFID and they also installed new data lines.

Rachel Delgadillo reported that Roseville Public Library hasn't cut any hours. The city of Roseville didn't give the firefighters their raises, which really helped. The library's budget was cut by 8%, which didn't necessitate staff layoffs, but did impact the travel and supplies budgets.

### **NEW BUSINESS**

MVLS needs three representatives to serve on the NLS Steering Committee. The following slate was recommended: Roxanna Parker, Darla Wegener and Jeanne Amos as the incoming Vice-Chair, and Bill as Chair. A Motion for the Council to accept this slate of officers and representatives was moved by Sandra Briggs and seconded by Katy Curl. The Motion passed unanimously.

### **OLD BUSINESS**

Rachel Delgadillo updated the Council on the work being done on a system-wide wiki. A staff member from Roseville Public Library who is working on it has reviewed several products; one of which would require a server. PB-wiki is web-based and has less security. Wiki.com is the third program and is hosted by the company. For \$5 per month, libraries gain more security and support. Roseville Public Library would like to pay for six months of the service to try it out for MVLS. The Council noted they are still interested in the project and appreciate Roseville's willingness to take it on.

### **8. NEXT MEETING DATE**

The next meeting will be held on May 15<sup>th</sup> at Loomis Public Library.

**9. ADJOURN**

There being no further business, the meeting was adjourned at 1:05 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
March 27, 2009