

MOUNTAIN VALLEY LIBRARY SYSTEM
Administrative Council Meeting
May 8, 2008

CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Folsom Public Library, in Folsom, California with Chair Darla Wegener presiding. The meeting convened at 10:40 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Lincoln Public Library	Darla Wegener - Chair
X		Alpine County Library	Bessie Platten
	X	CSU Sacramento Library	Tabzeera Dosu
	X	CSU Sacramento Library	Fred Batt
	X	Colusa County Library	Ellen Brow
X		El Dorado County Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
X		Mono County Free Library	Bill Michael
X		Nevada County Library	MaryAnn Trygg
X		Placer County Library	Mark Parker
X		Roseville Public Library	Rachel Delgadillo
X		Sacramento Co. Public Law Lib.	Coral Henning
X		Sacramento Public Library	Anne Marie Gold
	X	Sutter County Library	Roxanna Parker
	X	UC Davis	Sandra Vella
X		Woodland Public Library	Sandra Briggs
X		Yolo County Library	Patty Wong
	X	Yuba Community College Library	Dave Freiler
X		Yuba County Library	Loren MccRory
		OTHER:	
X		MVLS System Headquarters – Executive Director	Annette Milliron
	X	MVLS System Headquarters – Assistant Director	Patty Hector

The Board introduced themselves to Sandy Briggs, Director of Woodland Public Library and Rachel Delgadillo, Director of Roseville Public Library.

1. APPROVAL OF MINUTES – MARCH 13 2008

It was noted that on Page 2 COORDINATORS REPORT 3. LIBRARY OF CALIFORNIA UPDATE “PLF did not experience any cuts.” should read “PLF experienced a 10% cut.” A Motion to approve the March 13, 2008 Administrative Council minutes as corrected was moved by Mark Parker and seconded by Jeanne Amos. The Motion passed unanimously.

2. CONSENT CALENDAR

A. FINANCIAL STATEMENT

A Motion to approve the Consent Calendar was moved by Mary Ann Trygg and seconded by Katy Curl. The Motion passed unanimously.

Ms. Milliron reminded the Council that May 30th is the cut off date for submitting a reimbursement request for training funds. Any leftover funds will be rolled over into the system’s database purchase. Directors can check with Kelli Logasa regarding their library’s remaining balance.

3. ADMINISTRATOR'S REPORT

A. AUDIT 2006/07

The auditor asked Ms. Milliron to reassure the Council that 2007/08 audit would be completed in far more timely fashion. He has scheduled the MVLS audit for late September. Since all of the financial information will now be available to him locally, he will be able to complete the testing in a matter of days. There is a statement on page 1 of the audit that clarifies his lack of access to certain records from the City of Sacramento for testing on the opening balance. He further states the June 30, 2007 records are in conformity and therefore in good condition for a clean audit in 2007/08. Discussion ensued.

Ms. Milliron discussed a new law that the auditor made her aware of, that states all agencies should have a CPA on staff; even agencies as small as MVLS. Since the system does not, the auditor was required to write a letter to MVLS that he's essentially auditing his own financial statement. There is no fine associated with the letter, it is just as statement that the auditor is required to make. Discussion ensued. Ms. Milliron will send the Council a copy of the letter the auditor sent advising MVLS of the new law.

A Motion to approve the 2006/07 audit was made by the Steering Committee; no second is required.

B. ESTABLISHMENT OF TRUST ACCOUNT

Ms. Milliron reported that she had recently met with the Sonoma County Auditor's Manager of Special Districts, Randy Olson. Discussion was held on how best to set up the MVLS trust account arrangement. Mr. Olson advised against creating a separate trust account. For an agency such as MVLS, his recommendation is to keep the funds within the general ledger, but to designate them. The Council packet contains an example from the North Bay general ledger. Funds 335 and 341 are designated fund balances. Expenditures from those accounts require a majority vote from the Board. NBC also has an unreserved/undesignated fund balance (fund 320) that is their liquid assets.

Under the fiscal policy adopted there would be \$50,000 designated for wind down expenses. Another \$61,500 would be designated for an unreserved/undesignated fund balance that will be used for operation to ensure adequate cash flow. The total 2006/07 audited fund balance is \$377,222. The remaining \$264, 648 could be left in the general ledger but could be a designated fund balance as recommended by Mr. Olson or it could be moved to a totally separate index as a trust fund.

The Steering Committee made recommendations at their meeting regarding designating \$264,648 for a reserve fund and designation a reserve fund of \$61,500 and naming it a cash flow fund. The \$61,500 and \$50,000 designations were discussed. Mark Parker questioned whether it should be used for dry period financing or should it be used as a cash flow fund. Discussion ensued. The contingency fund would be comprised of the remaining funds after removing the cash flow needs and the \$50,000 wind down funds. A simple majority vote of the Council would be needed to spend from the contingency fund. A Motion to designate \$61,500 as a cash flow fund, \$50,000 as a reserve fund, and the remainder of the funds, \$264,648, as a contingency fund with all three funds remaining in the general ledger, but not in the budget, was moved by Mark Parker and seconded by Bessie Platten. The Motion passed unanimously.

C. WORKSHOP UPDATES

Ms. Milliron reported that all workshops have been scheduled and asked what training is still needed for the libraries. A cost/benefit analysis workshop was discussed. Subjects such as library services on small budget, dealing with disruptive patrons; OCLC ILL/Cataloging via webinar were all discussed. A violence protection workshop was mentioned. It was recommended that the libraries preview screen casting, a new web software. The Council noted that it's easier for their staff to attend online and/or webinar workshops and requested that more of those type of workshops be planned.

D. RESOURCE SHARING SYMPOSIUM

It was recommended that if a resource sharing convocation is held again, MVLS should compile a list of questions prior to the actual convocation so vendor can provide the attendees with the information they need and not have such a broad range of answers. It was suggested that a second joint systems resource sharing convocation be planned that is for database vendor demonstrations. Discussion ensued.

Mark Parker and Loren MccRory both liked Autographics and Ms. MccRory noted that she would like to see their pricing. Various attendees impressions of the vendors and software were discussed. It was noted that the system could use Autographics as OPAC because they do a good job of integrating all resources. Ms. Milliron was directed to invite Autographic back for a half day presentation for roughly 50 people. Mark Parker volunteered to compile a list of questions for Autographics. Mr. Parker will send the Council a survey to gather information for the Autographics presentation using Survey Monkey. The meeting will be scheduled on a Friday sometime in early September.

Ms. Milliron reported that NBCLS is asking for an Open Source demonstration and the Council expressed an interest in attending. She noted that it would be scheduled sometime in the Fall.

E. DATABASE PURCHASE

Ms. Milliron passed out the list of titles that the Reference Committee selected. She reiterated that any training money left over will go towards the database purchase. Ms. Milliron noted that the Committee is also interested in purchasing an auto database and she will bring that information to the June Council meeting. Nolo Press was discussed and it was noted that GALE sells software that makes databases look seamless. Discussion ensued. It was mentioned that the legal forms database is really popular. Loren MccRory will serve as liaison to the Reference Committee next year.

F. DELIVERY STATISTICS

Ms. Milliron asked the Council how they had determined member delivery fees in the past when a library wanted to add one or more days to delivery. Mark Parker reported that originally the system had tried to avoid usage levels as a basis of how much a library pays because a van went out on a daily basis, regardless of the number of library stops. The system focused more on how much capacity a delivery van could absorb. There wasn't a large disparity between Triple I users. Things have now change; MVLS uses a delivery service and the Triple I libraries are responsible for most of the items in delivery. Mr. Parker noted that currently CLSA pays for the base level of delivery and anything over and above that, MVLS needs to create a formula. The cost increment should correlate with the delivery workload and number of days so there would be a base allocation per library. Using TBR revenue towards delivery was discussed since delivery facilitates the TBR. MVLS does not want to increase their member share fees in order to enhance the delivery system. A Council member asked how the current member share is determined. The current member share formula is calculated using service population numbers; the number of people in a library's service area. Currently most of the member share monies are going towards delivery. Discussion ensued. The budget is set for this year, but Ms. Milliron suggested that she speak with Sprint and figure out, by stop, what a day of delivery costs and what the base allocation would be for the libraries. She will also speak with Sprint Courier Service regarding the formula they use and ask them how much of a delivery route could be accomplished for \$72,000.

A Motion to provide Colusa Public Library with an extra day of delivery for FY 2008/09 with no addition delivery stops added until the study for member share has been completed and a review of delivery costs is completed and reviewed by the Council was moved by Loren MccRory and seconded by Bessie Platten. The Motion passed unanimously.

G. PLAN OF SERVICE 2008/09

Ms. Milliron reported that there are no radical changes in the Plan of Service for 2008/09. If MVLS proceeds with the system consolidation this year, this year should be used to plan new services or at least new approaches to service. Ms. Milliron reported that the NBCLS Board decided to reduce the size of it's reference staff in order to keep it's reserves intact. There were 2.5 FTEs and now there will be one full-time person in reference; Joe Cochrane. NBC provides reference for 8 library systems and has found the number of questions is decreasing. She believes that service levels will remain the same and asked the Council to advise her if they experience any changes in NBC's level of service. Ms. Milliron is also going to speak with Holly Hinman at InfoPeople regarding reference training workshops to assist local libraries. The Spanish language databases were discussed. It was noted that those databases need to be promoted. Loren MccRory will work with the Reference Committee on this matter. A Motion to approve the Plan of Service by was moved by Bill Michael and seconded by Mary Ann Trygg. The Motion passed unanimously.

H. BUDGET 2008/09

Ms. Milliron referred the Council to the proposed budget included in the packet. She handed out a revised member

share document and noted that there is some extra money available that will be put towards the extra delivery to Colusa and the administration costs. Both the NBC reference and administration contracts include a 3.8% COLA as that matches the CPI for the Bay Area ending December 2007. The delivery contract includes a 15% increase to cover fuel surcharge costs. She noted that the April delivery invoice included a \$500 fuel surcharge. Member share does not increase this year, but she noted that all but approximately \$1,500 of the member share monies are used to pay for delivery costs. There isn't a budget allocation for a local program. She also noted that approximately \$16,300 will need to be moved from the contingency fund to pay for the administration costs. Ms. Milliron reported that the Sonoma County Pooled Investment program earned 4.298% before fees, 4.198% after fees. Discussion ensued.

A Motion to approve the FY 2008/09 budget with corrections was made by Katy Curl and seconded by Mark Parker. The Motion passed unanimously.

I. RENEWAL OF NORTH BAY COOPERATIVE LIBRARY SYSTEM MANAGEMENT & REFERENCE CONTRACT

The management and reference contracts were discussed. With the 3.8% CPI for the Bay Area calculated into the cost, the management service for the year will cost \$62,280 and the reference service will cost \$30,159.

A Motion to approve the North Bay Cooperative Library System management and reference contract with a 3.8% COLA was moved by Mark Parker and seconded by Jeanne Amos. The Motion passed unanimously.

The Council directed Ms. Milliron to place on a future agenda the rewording of the contract to reflect the CPI for Bay Area will renew automatically on May 31st unless the Council determines to end the management contract and reference service through specified prior notification.

4. COMMITTEE REPORTS

A. STEERING

1. SYSTEM CONSOLIDATION

Ms. Milliron reported that John Shupe, the attorney working on the tri-system merger, has completed his initial research. There are three alternatives that could be used to form a consolidated organization. The best approach, in his opinion would be to have MVLS and NSCLS Councils voted join NBCLS. MVLS and NSCLS are joint resolution agencies and have the power to join other agencies if joining will benefit their members. Resolutions from MVLS and NSCLS governing authorities authorizing this action are not necessary as a JRA has the authority to operate for the benefit of its members. The State Library felt this method would be financially damaging as MVLS and NSCLS would be counted as only 2 new members to NBC rather than 26 new members. **OR** NBCLS, MVLS, and NSCLS could form a new joint resolution agency but this would require a resolution from each governing authority of each member. However, Mr. Shupe feels that JRA resolutions are not as difficult to craft and pass as are JPA resolutions. The third and final option is to form a 501 C 3 non-profit public benefit agency that would hire NBCLS as the fiscal agent and staff for the agency. The State Library recommends the formation of a new agency as a Joint Resolution Agency. They feel that a JRA gives the systems the greatest flexibility. Ms. Milliron will check to see if the existing JPA and JRAs have to be dissolved and how that would work.

The possible damaging fiscal effects are grim. Rosario Garza received an estimate for CLSA budget figures for a consolidated MCLS in 2009/10 and was shocked to discover that the group would lose \$90,000. It seems that the CLSA formula punishes consolidation. Discussion ensued. Ms. Milliron reported that stated that she was told that the systems will have approximately the same amount of money to work with and distribution will be based on population. The base amount will be divided among the 15 systems which after the pending consolidations will be pared down to seven systems. She noted that there had been a suggestion that the State "hold harmless" all systems for 2008/09 while they are in the midst of planning their consolidation. Ms. Milliron spoke with Sandy Habbestad at the State Library and found that the current formula was a LoC Board action and not listed in the regulations. It is important that the Systems find out what the current formula is and then contribute our input in formulating the new calculation/formula. Ms. Milliron noted that geography and population are definitely part of the current calculation. Ms. Milliron will contact the State Library to request the current formula calculation and will bring it to the Joint Systems meeting in Redding on May 16th. At the

LoC August meeting, the systems will submit their merger request and the Board to hold all systems contemplating a merger harmless while holding funding at current levels. Further discussion ensued.

Ms. Milliron reported on the discussion she held with Jeanne Goodrich regarding her thoughts on system consolidation. Ms. Goodrich offered to work with NBC in a discussion approach, much the way that Liz Gibson offered. She has some valid suggestions that are so vast that all the systems and the State Library should be involved in the discussion and development of the ideas. She feels that the CLSA model is so out of date that systems need to return to a zero base system planning approach. Furthermore, there is merit in the idea that the "Mega-Systems" could work in a library development manner, but only as long as it was in concert to move the agenda of the State Library. Her concern is that the systems will never have the funding to "provide" services to libraries and should not even attempt to do so. North State is a prime example of how giving service to the libraries didn't foster them to grow their local services. The NBC delivery program is another example of how the System could never give delivery to the members. Ms. Goodrich also suggests that new legislation to structure the new approach would be more beneficial than patching up CLSA.

The Steering Committee recommended June Garcia and Sandra Nelson as possible consultants for the merger.

2. WIKI PROJECT

The wiki project was discussed. Mark Parker volunteered to review the Book Modules capability of Drupal to see if it will accomplish the desired posting methods and adequate security requirements. It will be tested if warranted.

3. SAB ADVOCACY TRAINING UPDATE

This workshop is postponed until Fall as the presenter is not currently available.

B. CHILDREN'S SERVICES

It was noted that there were several reports of the Virginia Walter Children's workshop being really good.

C. ILL

No report.

D. REFERENCE

1. THINK TANK UPDATE

Mark Parker reported that he was one of eight people that was invited to attend the Think Tank put together by the State Library to discuss how to use LSTA money for a new statewide reference program. The purpose of the meeting was to frame the discussion to develop various scenarios to take to larger group this summer. This group will look at the larger issues surrounding third level as well as general reference. Discussion was held on threats and opportunities. As a result of the meeting, Mr. Parker believes that the futurists, who are not from the library arena, now have a better understanding of what issues libraries are facing regarding reference and how things have changed. Most of the participants were from smaller libraries. Mr. Parker stated that he felt the libraries should start thinking about library tools rather than services and develop those tools so libraries can teach patrons how to get the information they want rather than just pay staff to answer questions. A virtual organization like Infopeople could assist the development of tools. Discussion ensued.

E. SAB REPORT

No report.

5. COUNCIL MEMBER ITEMS

Ms. Milliron shared with the Council that Ms. Hector was unable to attend the meeting today as she recently had surgery. The Council directed Ms. Milliron to send Ms. Hector a card and an Edibles arrangement costing no more than \$75.

6. NEXT MEETING DATE

The next meeting will be held on June 6 in Placer County. The exact location will be determined at a later date.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:20 p.m.

Annette Milliron DeBacker
Clerk of the Board
May 8, 2008