

**MOUNTAIN VALLEY LIBRARY SYSTEM  
ADMINISTRATIVE COUNCIL MEETING  
August 3, 2010**

**CONVENING:**

The Mountain Valley Library System (MVLS) Administrative Council met this date via WebEx with Chair Jeanne Amos presiding. The meeting convened at 2:00 p.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		El Dorado County Library	Jeanne Amos - Chair
	X	Alpine County Library	Rita Lovell
	X	CSU Sacramento Library	Tabzeera Dosu
X		Colusa County Library	Wendy Burke
X		Folsom Public Library	Katy Curl
X		Lincoln Public Library	Darla Wegener
X		Mono County Free Library	Bill Michael
X		Nevada County Library	Mary Ann Trygg
X		Placer County Library	Mark Parker
X		Roseville Public Library	Lisa Dale
	X	Sacramento Co. Public Law Lib.	Coral Henning
	X	Sacramento Public Library	Rivkah Sass
X		Sutter County Library	Roxanna Parker
X		UC Davis	Sandra Vella
	X	Woodland Public Library	Heather Mueller
X		Yolo County Library	Patty Wong
	X	Yuba County Library	Loren MccRory
		<b>OTHER:</b>	
X		California State Library	Linda Springer
X		MVLS System Headquarters	Annette Milliron
X		MVLS System Headquarters	Patty Hector
X		MVLS System Headquarters	Kelli Logasa

**1. PUBLIC INVITED TO ADDRESS THE COUNCIL**

No public were present.

**2. APPROVAL OF THE AGENDA**

A Motion to approve the agenda was approved by consensus. The Motion passed unanimously.

**3. APPROVAL OF MINUTES, ADMINISTRATIVE COUNCIL, MARCH 19, 2010**

A Motion to approve the March 19, 2010 minutes was made by MaryAnn Trygg and seconded by Mark Parker. The Motion passed unanimously.

**4. CONSENT CALENDAR**

**A. FINANCIAL STATEMENT - JUNE 30, 2010**

Ms. Milliron reported that MVLS ended the 2009/10 fiscal year in the black by \$2,017. The Council now has the option to either place that money in reserves or roll it forward to the next fiscal year's budget. Discussion ensued. Ms. Milliron explained that the County of Sonoma pays interest on dollar days so it doesn't matter where the Council decides to place the money as interest will be paid.

A Motion to approve the Consent Calendar and place the \$2,017 revenue in reserves was moved by Lisa Dale and seconded by Katy Curl. The Motion passed unanimously.

## **5. COORDINATOR'S REPORT**

### **A. LSTA PROJECT UPDATE**

Ms. Milliron reported that Learning Express is looking at scheduling on-ground trainings on 8/30, 8/31 or 9/2. Online training will also be available. Ms. Milliron asked Darla Wegener if Lincoln Public would be available to host the on-ground training. Ms. Wegener stated that Lincoln would be able to host the training on either a Monday or Thursday. Discussion was held on what day of the week was best for an on-ground training. It was decided that Monday would work best for the majority of the libraries. Ms. Milliron advised the Council that tutorials that are 1 – 1 ½ hours long will also be available when using the database. Currently 20 NLS libraries have Learning Express up and running. Ms. Milliron advised the directors whose libraries haven't been connected yet to check their email for a message from Scott Bloom. If you don't have that email, please contact Joe Cochrane [joe@northnetlibs.org](mailto:joe@northnetlibs.org) and he will assist you. Mr. Bloom had sent the emails regarding Learning Express to the reference contact at each library. If he didn't receive a response, then he forwarded the email to the library director. Ms. Milliron stated that the goal is to have all of the libraries up and running by 8/31/10 as NLS needs to turn in statistics to the State by 10/31. The grant will close at the end of October. Ms. Milliron is not sure how the usage statistics will be compiled and will ask Mr. Cochrane to see if he has more information. The State Library asked systems to measure the grant's effectiveness as much as possible so users might be asked to take a pop up survey when using Learning Express.

Ms. Milliron reported that Mr. Cochrane has been busy trying to get Overdrive up and running. The libraries might be asked to contribute a small amount towards the Overdrive purchase. Patty Wong posed the question why would the system pay for public domain when it's already free? Ms. Milliron explained that there is a way to connect to public domain materials using the Overdrive platform and that it could be another way to expand the collection. A Council member asked that if the system doesn't have the money in February 2012 to continue with Overdrive after the grant runs out, what would happen to the titles? Would the libraries be able to keep the titles they own or would they go way? Also, could the collection be assumed by a library that maintains a license with Overdrive? If a library contributes additional money individually, can the library retain those titles? Ms. Milliron will look into this matter and report back to the Council. It was noted that if the system finds the database doesn't meet the needs of its members, there is an "out" clause. Discussion ensued.

It was asked if Mr. Cochrane has been able to get any meaningful statistics from Gale on the Chilton database. Ms. Milliron explained that because it's a third party database, it's difficult for Gale to gather the information.

## **B. WIKI PROJECT**

Ms. Milliron reported that Roseville Public Library can no longer afford to host the wiki project and would like feedback from the Council to see if the project is worth continuing. The project could also be opened up to all of NLS. In the March 19<sup>th</sup> MVLS Council minutes, it was reported that only two MVLS libraries had posted documents to the wiki. Patty Hector is interested in helping get this project started and gain momentum if there is interest from the Council. Mark Parker reported that the wiki originated as one of his ideas but he hasn't used it and his vote would be to let it go. Lisa Dale reported that she is not currently using the wiki either but remembered that Ms. Milliron had mentioned that a technology person was going to be brought on at NLS to take on the project, but it now may not be worth the time if no one is going to use it. Ms. Milliron asked if the Council would like her to present the wiki project to the NLS Steering Committee to see if they might be interested. The hosting fee is not that much and after Mr. Cochrane or Ms. Hector work on the wiki to get up and running then it would benefit all NLS member libraries. Discussion ensued. One advantage of the wiki is that it would be a one stop shop for directors looking for other library's policies instead of having to visit each library website individually. It was noted that it would be helpful to libraries to help update their manuals but if none of the libraries have updated manuals, then it's a moot point. Further discussion ensued. The consensus of the Council was that the wiki project is dead. The Council thanked Roseville Public Library for hosting the wiki. Mark Parker stated he would also like to thank the Roseville staff for creating and hosting the wiki. Ms. Milliron assured Roseville that NLS will cover the July and August hosting fees and will work with them to get it closed down.

## **C. DELIVERY STATISTICS**

Ms. Milliron referred the Council to the delivery statistics that were included in the meeting packet. Katy Curl noted that she questioned the 1<sup>st</sup> quarter statistics for Folsom Public. Ms. Milliron will look into it and get back to her.

Ms. Milliron reported that she is aware there is a shortage of delivery bins but is having problems purchasing replacement bins as the style we currently use is no longer available. She has talked with numerous sales representatives regarding our current bin style and has found that due to the downturn in the economy, the companies are not getting the orders they need so the bins aren't in production. The sales representatives did recommend a new style of bin that has a lid, but our current bins won't stack with the new lidded bins. Sprint also has experience with the lidded bins and has found that their breakage rate is astounding. One solution is to change one entire route to the lidded bins. The easiest route to do would be the MVLS route but Ms. Milliron needs to speak with Don Tucker at Sacramento Public to see what affect this would have on them since a lot of items move through their library.

## **6. REVIEW OF CLSA FUNDS AVAILABLE FOR USE WITHIN THE MVLS PLAN OF SERVICE**

Ms. Milliron explained that the State Library advised the System directors at the end of July that the CLSA funds may be shifted between CLSA programs. This is an action that has been requested by everyone for over 20 years. Systems will now be allowed to spend whatever amount they choose on the following programs: second level reference, communication and delivery, system advisory board (SAB) and administration (planning, coordination and evaluation PC&E). Some money must be spent in each program, but the amount may now be determined by the System

members. The Library of CA Board must still approve the budget and the plan of service at their August 12<sup>th</sup> meeting, so any changes MVLS would want to make must be discussed and submitted to NLS by August 9th. As a merged mega-system, the NLS plan of service and budget is built on a regional basis with the intent of providing services that are highly valued in that region through a cohesive administrative foundation.

The MVLS portion of the budget is as follows (using 2008-09 allocations as an approximate amount):

Reference	Total \$92,590
Database	\$29,000
Program operations Includes personnel	\$47,336
Training	\$16,254

Comm. & Delivery	Total \$76,610
Courier Contract	\$67,761
Program operations	\$8,849

SAB	Total \$1,541
Program operations	\$1,541

Administration	Total \$42,686
Personnel	\$22,686
Program operations	\$20,000

Mark Parker had discussed with Ms. Milliron using a cafeteria type plan to determine how individual libraries could spend their CLSA money in their own libraries in their own fashion. Ms. Milliron reported the State uses a formula to determine reference and delivery amounts. 1/3 of that money is allotted equally for each library and then the rest of the money is split by population, using the distance between the member library and the system headquarters. That formula could be reconstructed using Sacramento Public's address as headquarters. It was noted that a cafeteria plan would be complicated to calculate. Mark Parker noted that he would support deferring any decision regarding CLSA reallocations to the next fiscal year as this issue will take more serious thinking than we have time for now. Discussion ensued.

Katy Curl noted that Folsom Public had struggled to spend all of their training money for 09/10 because they were too short staffed to send staff off site for training. Ms. Curl has recently discovered a plethora of online trainings and feels it's motivating to have those training dollars to get her staff engaged.

Jeanne Amos asked the Council if they thought the current money allocated for reference training should be shifted and go towards delivery or the licensing of another database. Wendy Burke stated her library depends on the training money to pay her staff so they can attend the trainings

so she would be interested in the cafeteria plan option if it meant they could keep those monies. Lisa Dale agreed with Ms. Burke and stated that when she is asked what benefit her library receives for their \$5000 MLVL membership fee by her Board, she can show the training monies/benefits. Ms. Dale noted that she agrees with Mr. Parker that this isn't the time or year to make a decision on changing program budgets or to do anything hasty. Patty Wong commented that she agrees with Mr. Parker and Ms. Dale. Mary Ann Trygg commented that she agrees with Patty Wong and Mark Parker.

Bill Michael said that with all the work that went into getting the delivery route to where it is now working, it would be a daunting challenge to throw that all up on the table and start over. The consensus of the Council was that it doesn't think it's possible or a good idea to try and change things in one week to meet the August 9<sup>th</sup> deadline. Ms. Dale noted that it's good to keep in mind for the next budget year.

The general consensus of the Council is that they like the way the current program budgets are allocated and don't want to make any changes.

A Motion to incorporate the changes in the CLSA funding into the FY 2011/12 budget and take no action on the 2010/11 CLSA budget was moved by Roxanna Parker and seconded by Darla Wegener. The Motion passed unanimously.

## **7. COUNCIL MEMBER ITEMS**

Darla Wegener reported that Lincoln Public Library recently lost a full time staff member who accepted a job at a community college. Lincoln is now down to 9 people.

Jeanne Amos reported that El Dorado County is going to lay off 150 employees. Two years ago the County laid off 100 employees. The County's revenues have continued to decline and Ms. Amos said she has played every card for the library and is very worried. There is talk about closing the main library since no direct tax supports the main library but there is a tax that supports the branches.

Roxanna Parker reported that Sutter County recently found an auditor's error that cost the County \$4 million, which drastically changed the library's budget picture from tight to extremely tight. The Board of Supervisors is not filling vacant positions; even positions that everyone agrees are important to fill. The County will run out of reserves in the next few years so they are trying to prepare for that by match revenues. The library has two upcoming retirements and those positions will not be filled. The Board wants to leave the library director position unfilled for at least one year.

Wendy Burke reported that in addition to the Learning Express grant, Colusa County Library received a workforce development grant and will try bring the Brain Fuse Job Now product to their patrons. Colusa will receive \$5000 to buy as many laptops as they can get for that amount of money and will be checking them out to patrons in 4-hour segments.

## **8. NEXT MEETING DATE**

Ms. Milliron advised the Council that they will need to start the discussion of 2011/12 budget needs

soon as the budget process begins in January so they should probably meet in November or December. The NLS Steering Committee is meeting in November so if MVLS meets prior to that, the MVLS representatives can communicate MVLS' budget needs and suggestions to them at that meeting. The NLS Steering Committee is meeting during the CLA conference in Sacramento at either 9 or 9:30 a.m. on Monday, 11/15. The MVLS Council determined they will meet during the CLA conference with a preference for meeting on Monday, but will determine the actual date at a later time.

**9. ADJOURN**

There being no further business, the meeting was adjourned at 3:22 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
August 3, 2010