

MOUNTAIN-VALLEY LIBRARY SYSTEM

1585 Terrace Way #244, Santa Rosa, CA 95404-3066, 800-479-6733 voice

ADMINISTRATIVE COUNCIL WebEx

AGENDA

Tuesday, April 24, 2012

11:00 AM – Noon

Meeting Number: 571 290 495

Meeting Password: (This meeting does not require a password.)

To start or join the online meeting

Go to <https://infopeople.webex.com/infopeople/j.php?ED=199219897&UID=489649202&RT=MiMO>

You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Audio conference information

Call-in toll-free number (US/Canada): 1-877-668-4490

1. Enter your name and email address.
2. Click "Join"

Presiding: Wendy Burke, MVLS Chair

Welcome and introductions

1. Public invited to address the public.
- ACTION** 2. Approval of Agenda
3. Plan for minute taking
- ACTION** 4. **Consent Calendar**
 - A. Minutes, Administrative Council, March 27, 2011
 - B. Financial Statement, March 31, 2011
- ACTION** 5. NorthNet Library System change to JPA
Motion to amend the "Joint Powers Agreement of the NorthNet Library System"
Section V (Treasurer/Fiscal Agent) Subpart (a) to read:
 - (a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.

And to have this change become effective July 1, 2012.

- ACTION** 6. Discuss and consider adopting the proposed policy for MVLS specific funds.

Proposed policy: It shall be the policy of the Mountain-Valley Library System (“MVLS”), a joint resolution authority established in 1976, that expenditures from specific and separately-owned MVLS funds (which are identified below and which may be managed by a contracted fiscal agent provided through the NorthNet Library System beginning on July 1, 2012) must be authorized in advance by vote of the MVLS Council.

It shall further be the policy of MVLS those regular quarterly and annual financial statements specific to MVLS funds will be provided to MVLS by any contracted fiscal agent which manages these funds.

MVLS reserves the right to withdraw MVLS funds managed by any contracted fiscal agent at any time with 30 days notice. Those funds must be moved to an appropriate place to meet the intent of original purposes for designation or establishment of the funds.

All MVLS funds are covered by this policy.

7. Council Member Items: An opportunity for members of the Board to share or request information
8. Next Meeting Date
9. Adjourn

Bold indicates document included

Support materials for agenda available for review at MVLS Headquarters Office

*Ralph M. Brown Act
Section 54953*

Meetings to be public; attendance by phone

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A reminder for all Council members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote.

Meeting Locations

Alpine County Library, 270 Laramie Street, Markleeville, CA 96120
Colusa County Library - 738 Market Street Colusa, CA 95932
El Dorado Public Library - 345 Fair Lane Placerville, CA 95667
Folsom Public Library – 411 Stafford St., Folsom, CA 95630
Lincoln Public Library – 485 Twelve Bridges Dr., Lincoln, CA 95648
Mono County Library – 400 Sierra Park Rd., Mammoth Lakes, CA 93546
Nevada County Library – 980 Helling Way, Nevada City, CA 95959
NorthNet Library System – 1701 Fourth Street, Suite 100, Santa Rosa, CA 95404

Placer County Library – 350 Nevada Street, Auburn, CA 95603
Roseville Public Library – 225 Taylor Street, Roseville, CA 95678
Sacramento Public Library – 828 I Street, Sacramento, CA 95814
Sutter County Library – 750 Forbes Ave., Yuba City, CA 95991
Woodland Public Library – 250 First Street, Woodland, CA 95695
Yolo County Library – 226 Buckeye, Woodland, CA 95695
Yuba County Library – 303 Second Street, Marysville, CA 95901

**CONSENT CALENDAR
April 24, 2012**

- A. Minutes of March 27, 2012 MVLS Council Meeting.
- B. Financial Statement ending March 31, 2012.

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MINUTES
MOUNTAIN-VALLEY LIBRARY SYSTEM - ADMINISTRATIVE COUNCIL
Woodland Public Library
March 27, 2012

WELCOME AND INTRODUCTIONS

Meeting called to order at 2:05 PM.

Attendance:

Present	Absent	MEMBER LIBRARY	Representative
x		Alpine County Library	Rita Lovell
	x	CSU Sacramento Library	Tabzeera Dosu
x		Colusa County Library	Wendy Burke
x		El Dorado County Library	Jeanne Amos
x		Folsom Public Library	Greta Galindo
	x	Lincoln Public Library	Jon Torkelson
	x	Mono County Free Library	Bill Michael
x		Nevada County Library	Jessica Hudson
x		Placer County Library	Mary George
x		Roseville Public Library	Natasha Casteel
	x	Sacramento Co. Public Law Lib.	Coral Henning
x		Sacramento Public Library	Rivkah Sass and Nina Biddle
x		Sutter County Library	James Ochsner
x		UC Davis	Sandra Vella
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
x		MVLS System Headquarters	Annette Milliron

Approval of agenda: Approval of the agenda as presented moved by Jessica Hudson, second by Heather Muller. Passed unanimously.

Consent Calendar: Approval of the Consent Calendar as presented moved by James Ochsner, second by Heather Muller. Passed unanimously.

Preliminary NLS Dues Study: Jeanne Amos presented the progress to date on the dues study that is being developed by the Transition Team. The document has not been approved by the Transition Team as the study is still in process. A completed dues schedule will be presented to the entire NLS Council for their review and potential approval at a meeting later this spring. The Council thanked Jeanne for the working so hard on a very difficult task. Jeanne left the meeting at 2:35 PM due to a scheduling conflict.

Resolution of IRS late filing fee: Patty Wong moved to authorize payment of IRS late filing fee in the amount of \$2,509.94 and to adjust budgetary ceiling in the FY 2011/12 MVLS budget accordingly, second by Jessica Hudson. Passed unanimously.

Revised Budget 2011/12: Nina Biddle moved to release funds from Account 339-Designated Other Commitments to fund the IRS late filing fee in the amount of \$2,509.94 and allocate \$ 8,896.00 from Account 373—Designated Cash Flow to fund the adjusted budget in the total amount of \$11,405.94, second by Patty Wong. Passed unanimously.

Delivery Quote: Discussion revealed that many libraries are unwilling to commit to participation in the delivery program until it is known how many MVLS members will be participating in van based delivery. The number of libraries participating will definitely affect the cost effectiveness of the operation. If materials can only be sent to one or two MVLS libraries at the cost of \$34 per day then UPS or USPS may be a cheaper option. Need to do a survey of who is planning to continue participating. Discussion was tabled until mid May.

OCLC Group Service Contact: There was consensus to request a quote for group services that includes First Search and the MVLS (or as much of the NLS as possible) group catalog. It may be possible to have other NLS libraries included in a group catalog if that library has elected to pay for that service.

Database needs for 2012/13: There was consensus that although there is no CLSA support for Chilton's there is a desire to keep the resource as several libraries have dumped their paper editions. The Gale Virtual Reference material although owned requires a \$1,000 annual hosting fee. Jessica Hudson and Greta Galindo offered to serve on an NLS level committee. The NLS Database Resource Committee will contact vendors for trial offers and quotes. .

Open Source ILS: Jeanne Amos from El Dorado County talked with Nevada County, Lincoln Public, Mono County, Roseville Public, and Placer County about interest in a shared Open Source ILS. Currently Roseville is interviewing 4 ILS vendors. Two vendors are open source. Natasha indicated that is important for the vendor to allow piggybacking of other libraries for reasonable cost. Discussion will continue at the next Council meeting.

Council Member Items:

Roseville --Second annual storybook event

Alpine --Liberty Energy program to circulate kilowatt meters to public.

Yolo – Strategic planning process incorporate with County.

Nevada – opening up on Sat. again. Moved on to receipt printer rather than date due slip. Hiring a Librarian 2 in Tahoe branch as wells as recruiting for library techs.

Sutter – Coordinating summer reading with Yuba County because is without librarian. Master gardeners are now working with children not just adults. Good fund raising opportunity with recent donation from Friends.

Saco PL – Developing community garden with seeds to lend. Budget scenario is grime. Moving to Sierra – Iasi's new platform.

Folsom – much up in the air on budget. Trying adult programming. Lori Ayre helped re-org the backroom.

Woodland – budget reduction threatened. Getting new city manager--coming soon from Davis. Staff excited about potential of change.

Colusa --- Expand summer reading to include teens and will add adult program. Shifted collection to improve visual control of the space. Gave volunteers metals for 10 years of service.

Next Meeting Date: Mid-May meeting

Agenda Building: Delivery survey, OCLC Service Contract, Database report, Open Source ILS. Roseville PL will share RFP.

A motion to adjourn was moved by Heather Muller, second by Jessica Hudson. Meeting adjourned at 3:24 PM

Mountain Valley Library Systems
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	1,567.00	976.01	590.99	37.71	0.00
2560-CLSA Reference	0.00	0.00	0.00	0.00	0.00
2562-CLSA SAB	0.00	0.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	0.00	0.00	0.00	0.00	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	0.00	0.00	0.00	0.00	0.00
2803-LSTA	0.00	0.00	0.00	0.00	0.00
Total LSTA	0.00	0.00	0.00	0.00	0.00
Total Member Share	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Donations & Reimbursements	0.00	0.00	0.00	0.00	0.00
4645-Trust to General	7,329.00	0.00	7,329.00	100.00	0.00
Total Trust to General Fund	7,329.00	0.00	7,329.00	100.00	0.00
Grand Total Revenues	\$ 8,896.00	\$ 976.01	7,919.99	89.03	\$ 0.00

Mountain Valley Library Systems
 General Ledger
 For the Nine Months Ending March 31, 2012

	YTD Budget		YTD Spent/Rec'd		YTD Balance		Remaining %		Current Month
Salaries & Benefits									
5921-Retirement Cont.	\$ 4,539.00	\$	0.00		4,539.00		100.00	\$	0.00
5935-Unemployment Insurance	0.00		0.00		0.00		0.00		0.00
5940-Workers Compensation	0.00		0.00		0.00		0.00		0.00
	<u>4,539.00</u>		<u>0.00</u>		<u>4,539.00</u>		<u>100.00</u>		<u>0.00</u>
Total Salaries & Benefits									

Mountain Valley Library Systems
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	0.00	0.00	0.00	0.00	0.00
6045-Comm. - Telephone	0.00	0.00	0.00	0.00	0.00
6100-Insurance	0.00	0.00	0.00	0.00	0.00
6140-Maint. of Equipment	0.00	0.00	0.00	0.00	0.00
6280-Memberships	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	0.00	0.00	0.00	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Library Materials	0.00	0.00	0.00	0.00	0.00
6461-Purchases for Members	0.00	0.00	0.00	0.00	0.00
6500-Other Prof. Services	4,000.00	0.00	4,000.00	100.00	0.00
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCL	0.00	0.00	0.00	0.00	0.00
6521-County Services	357.00	0.00	357.00	100.00	0.00
6540-Contract Services	0.00	0.00	0.00	0.00	0.00
6800-Duplicating / Photocopies	0.00	0.00	0.00	0.00	0.00
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	0.00	0.00	0.00	0.00	0.00
7120-In-Service Training	0.00	0.00	0.00	0.00	0.00
7302-Conferences & Travel	0.00	0.00	0.00	0.00	0.00
7303-Private Car Expense	0.00	0.00	0.00	0.00	0.00
Total Services & Supplies	4,357.00	0.00	4,357.00	100.00	0.00
Fixed Assets					
8560-Equipment	0.00	0.00	0.00	0.00	0.00
8620-Designated Reserve Fund	0.00	0.00	0.00	0.00	0.00
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equipment Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 8,896.00	\$ 0.00	8,896.00	100.00	\$ 0.00

Mountain Valley Library Systems
 General Ledger
 For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>8,896.00</u>	<u>0.00</u>	<u>8,896.00</u>	<u>100.00</u>	<u>0.00</u>
Grand Total Revenues	<u>8,896.00</u>	<u>976.01</u>	<u>7,919.99</u>	<u>(89.03)</u>	<u>0.00</u>
Difference	\$ <u>0.00</u>	\$ <u>976.01</u>	<u>(976.01)</u>		\$ <u>0.00</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>976.01</u>	<u>(976.01)</u>		\$ <u>0.00</u>