**CALIFA BOARD MEETING: December 4, 2009**

**12/7/09**

**I: CALL TO ORDER: 10:15**

**Present:**

Karen Burnett, Mountain View PL : President

Kathy Gould, Palos Verdes District Library

Lisa Moske (phone) CSU Chancellor Office

Karen Bosch Cobb, Fresno County Public Library

Raj Ali, Arroyo Valley School District

Maryruth Storer, Orange County Law Library

Geri Bodeker, Seton Medical Center

Rick Burke (phone) SCELC

**Absent:**

Anne Cain, Contra Costa County Library

Rosario Garza, MCLS

Isabel Stirling, UC Berkeley

Louise Mazerov, Buena Park

**Staff:**

Linda Crowe

Donna Truong

Heather Teysko

Roberto Esteves

Alan Singh

**Guests:**

Terry Jackson, PLP/PLS Contractor

Joseph Arch, JJACPA, Inc

**Executive Decision:** Next Dec. meeting will be held as a conference call.

**APPROVAL OF AGENDA:** MSP approved with elimination of election of Vice President

**APPROVAL OF MINUTES** of May 27, 2009: MSP as presented

**II. FINANCE:**

A: **Audit: Joe Arch presented the 2008-09 audit:**

* There were no additional Management Comments added this year; all is well
* There were no red flags, difficulties or problems in the financials presented to the auditor
* Cash-flow at present is good
* Observations:
  + Although the economy has tanked, Califa operation has not substantially changed
  + continues to operate in stable manner
  + Califa has addressed the forecasting mechanism as recommended in last year’s audit report
  + Two biggest areas of risk:
    - reduction of income from members
    - Reduction of grant income from State.
  + Investment Review:
    - LAIF: is cash-based, not subject to fluxuations;
    - Mechanics Bank: investments are not securities-based, the bank did not receive federal bail-out; therefore the investment risk is minimal
  + Category of auditee: As a new organization Califa was considered a high risk with established history, Califa is now categorized as a low risk auditee; This is not a significant classification, but can be useful for seeking additional grants
  + Thanks to Donna; Donna thanks Alan

**MOTION TO ACCEPT AUDIT: MSP unanimously**

**B: BUDGET AMENDMENTS: Presented by Linda Crowe:**

**MSP UNANIMOUSLY: MOTION TO APPROVE FOLLOWING BUDGET CHANGES-**

LSTA: CALIFORNIA Stories-HOW I SEE IT: 08/09

Increase in revenues and expenditures by $18,000

LSTA: GET INVOLVED: -08/09

Increase in revenues and expenditures by $ 25,449

LSTA: OCLC CALCAT 09/10

Increase in revenues and expenditures by $1,145,907

**Question:** What is future of OCLC World Cat?

**Answer:** We do not know, the State Library has not released its findings from last year’s series of town hall meetings and deliberations.

LSTA: LOCAL HISTORY RESORUCES 09/10

Increase in revenues and expenditures by $ 61,114

LSTA: CALIFORNIA OF THE PAST: DIGITAL SOTRY TELLING 09/10

Increase in revenues and expenditures by $ 203,900

LSTA: OPEN SOURCE, OPEN LIBRARIES 09/10

Increase in revenues and expenditures by $ 56,773

LSTA: MAKING A DIFFERENCE 09/10

Increase in revenues and expenditures by $ 58,600

LSTA: GET INVOLVED 09/10

Increase in revenues and expenditures by $ 273,546

Califa Operations:

Increase in revenues and expenditures by $ 384,500

For explanation, see page 12 of Agenda/ financial statements

**C: FINANCIAL STATEMENTS through 10/31/09:**

For Board Information only: Presented by Donna Truong

Current Reserve/Fund Balance: $700,000 increase from $581k (June, 2008)

Liability: $89,575.07 annual sales tax; State now requested sales taxes be paid quarterly rather than annually

Interest income: see page p. 14

The interest income is substantially lower than budgeted due to low interest rates.

Ebooks: Page 15

* NL Legal Collection: expect elimination of this service in 2009, since Nolo books has ended its distribution of its legal titles through NetLibrary. Ebsco has exclusive contract with Nolo to provide its legal materials as a database/collection. It can not be shared and will create a significant cost increase for members. (Note: The Board’s law library representative stated her concerns over the loss of this significant service to public law libraries).

MyILibrary e- books ; the actual versus projected revenue is short since billing is done after January and most revenue comes in between January-June.

D: **REVENUE FORECASTS:**

CSL: Grant cycle: no date for grants applications set yet.

Staff expects State support for Califa will remain at $400,000 in 2009/10

What vendors should Califa represent in future?

Sorting systems?, mobile applications?

E: **MEMBER SAVINGS REPORT**

The most significant reason for the drop in savings is the elimination of Overdrive and its shared ebook collections.

Language sets from OCLC not listed in the member savings report (requested from OCLC)

It is difficult to get retail price from some vendors. Ebook savings are computed on the value of the collections if a library were to buy all the titles in the collection.

**III OLD BUSINESS:**

**OPEN SOURCE; OPEN LIBRARIES**

Current budget is $87K. Califa received $27k from State; and 4 founding members (Califa, North State Cooperative; Pacific Library Partners, and Southern Caiifornia Library Consortium) provided $15,000 each for a total of $60,000. The state increased the budget as the result of a budget augmentation request.

Dec 17: There will be an online Koha seminar; The Koha and Evergreen sandboxes are up;

Bywater (Koha) is preparing to do an installation at Mono County (No State area) Califa will request another year of LSTA funding for the other megasystems to develop a pilot projects

**IV: NEW BUSINESS:**

A: New Initiatives:

**BTOP:** **Broadband Technology Opportunities Program** stimulus funds:

* Califa applied for $ 9.2m to establish video conferencing centers in 58 libraries and 9 Comm. Colleges;
* There were 2,300 grant applications in the Public Commuter Centers category. Califa hopes to hear from NTIA in January . Indirect costs were included in the project’s direct costs.
* Califa has begun negotiating for a standard indirect cost for future federal grants.

**PUSHING THE LIMIT:**

Based on a phone call with former CSL staffer Al Bennett; Linda has worked on developing a grant for the National Science Foundation to provide national professional development; for a Dartmouth Univ.-sponsored inititative based upon STEM (Science, Technology, Engineering, Mathmatics). Program.

* We are seeking $826k over 3 yr; indirect costs would be 12%
* The application was submitted on 11/15; should hear back in March, 2010

**V: REPORTS/BOARD RETREAT REVIEW**

**Califa Trial Memberships:**

Create another marketing effort for rest of the month (Dec)

Heather will prepare a report on this membership effort after 12/31

**Staff Training partnership with InfoPeople:**

**Vendor Fair:** Karen Burnett said the first Califa Vendor Fair held in August exceeded expectation; it was well organized; a great venue; the format of sessions was good for both library attendees and vendors. Califa will repeat next year.

**Virtual Conference:** Califa is co-sponsoring a virtual conference with InfoPeople on January 20; from 10 am to 2pm. We are using Learning Times technology. S**peakers are confirmed for sessions on :** OPEN SOURCE; OPEN LIBRARIES, IPHONE APS, DRUPAL, and IN-HOUSE DIGITAL IMAGING. A keynote speaker will be announced soon. The charge is $75.00 for individuals, $100 for groups. Rick Burke volunteers to advertise the conference to SCELC members.

**CLA:** The Califa proposal to assume management of the California Library Association was not accepted by the Association.

**Health Services:** Geri Bodeker reported on her communications with Sara Pimenthal of Kaiser Permanente. Califa needs to sit down w Peter Meyer (Oakland); one issue: Kaiser is national, not just California. Action: Heather will follow up with Geri Bodeker and set up meeting to find out what Kaiser would need, including licensing to hospital libraries.

**Consultant Clearinghouse:** still under consideration (e.g. Lou Wetherbee contract)

**RFP Preparation**

There was much discussion on the value of RFP information:

* Need to share information among libraries that have prepared proposal
* Need to share cost proposals
* Piggyback contracts would enhance Califa’s service to members
* Kathy Gould used a service that she will research & send to Califa
* Roberto will research an online RFP site that was created a few years ago.
* We will consider adding RFP information to the Califapedia (wiki)

**Pay-to-Play Services**: consider more pay-to-play services, for example, Open source project, Broadband program, etc. )

**Homework Help: tutor**

Colton PL was saved from closing because of its homework help program. Tutor.com has chosen not to work with Consortia.. Brainfuse has expressed interest, but we have not been a front-burner issue for them. Heather will follow up.

**Board Mentoring Program:**

Geri testified that the mentoring she received from Maryruth has been very helpful.

**Single billing, master contracts:**

Difficulty of getting libraries materials on single billing cycle.

Might work with some vendors, but not all (e.g. Mango wants constant revenue stream, not just annual billing.

**Vendor Updates:**

**MK Sorting:**

Library dispensing equipment; potential vendor for mini-sorting equipment (first installed in Mountain View)

**Library Automation Technologies (materials handling)** is new vendor.

**Language Learning with OCLC:** next group order is being scheduled

**Gale Power Speak**

**MyiLibrary:** Currently 18 libraries participating.

**Staff Report:**

Linda to prepare an interim operations report in March, 2010

**APPOINTMENT/ELECTIONS:**

**Maryruth to fill out President term in May** (Karen Burnett’s retirement to take effect in January)

**Nominating Committee:** Kathy Gould was appointed as the nominating committee to determine if current members would be willing to continue their service for another term and to find another public library representative to be appointed by the Board to fill Karen’s seat.

**Terms end:**

**Karen Bosch Cobb (elected)**

**Rick Burke (elected)**

**Katherine Gould (elected)**

**Maryruth (elected)**

**Karen Burnett (appointed)**

**Election timeline:**

Nomination Committee (Kathy Gould): Report by end of February, 2010

Election by type of library: March, 2010

Early April… Pres/VP selected by phone conference call.

**May meeting agenda**

**Date not set**

**Location: Southern California**

Budget for 10/11

Grant Applications under consideration

Program: Virtual Conference Report

Staff Reports: RFP

RE: LC/HT