

# LIBRARY SERVICES COMMISSION

Thursday, October 1, 2009, 5:30 p.m.

**Camarillo Public Library, Community Rood  
Camarillo, CA 93010  
Tel: (805) 388-5222**

## Minutes

### **Present:**

Supervisor Kathy Long, County of Ventura, District 3; Chair & Deputy Mayor Bill Fulton; Vice Chair, Councilmember Carol Smith; Vice Mayor Kevin Kildee; Councilmember Jamey Brooks; Councilmember Michelle Foster; Councilmember Muñoz Schopp; Library Director, Jackie Griffin.

### **1. Call to Order**

The meeting was called to order at 5:38 p.m.

### **2. Pledge of Allegiance**

### **3. Roll Call**

### **4. Approval of Minutes**

**Motion:** To approve the minutes of the April 2, 2009 and June 11, 2009 Library Commission meetings.

**Approved**

### **5. Public Communications**

None

### **6. Commission Member Comments**

Supervisor Long reported that she joined Port Hueneme in the celebration of the 20th Anniversary of the Port Hueneme Library and the Friends of the Library.

Chair Fulton reported that he had two items to announce to the Commission.

1. The City of Ventura placed a sales tax on a measure that's on the ballot for November 3, 2009. All polling looks very encouraging. The Friends of the Library has been a stalwart part of this coalition. The City Council has promised that if the measure passes, there will be approximately \$500,000 to \$600,000 a year for library operations for the four years.

2. The City of Ventura has begun to rethink their long-term library plans. So they have begun a broad-based task force process. The goal is to have a plan by Spring of 2010.

8. Approval of Fiscal Year 2009-2010 Midyear Budget Adjustments including impacts from the state budget adjustments. **Report/Action**

Director Griffin reported that this is the contingency plan that was presented at the June 11th Special Commission Meeting. Ventura County Library (VCL) had larger amounts than originally anticipated with roll-over and savings from the RFID project. As a result, VCL didn't have to go into the reserve for as much money as originally anticipated. However, Prop 1A was suspended.

If the funds are secured through the passing of Proposition A, in the November election, this item will be revised.

Marta Rodriguez, Accounting Officer reported on the changes that have been made.

During the summer the Library had to propose a reduction in the following:

- \$175,000 from the book budget
- \$150,000 from the RFID project
- \$130,000 one time item that would be \$205,000 from the Reserve

The Ventura County Library had a savings of \$600,689 total at year end, and that is after the roll-over, etc.. Therefore, it wasn't necessary to further reduce the book budget. As a result, the book budget stayed at \$370,000 for the entire system.

- The contingency was reduced by \$19,500.
- The RFID Project was reduced by \$150,000, so a smaller amount was rolled-over .
- Which resulted in most of the \$680,000 being paid for in 2008-2009 savings.
- The outcome was a reduction of the Reserve by \$59,900.00

Director Griffin reported that the \$370,000 book budget is supplemented by approximately \$500,000 that Ventura County Library receives from the Friends of the Library groups each year. This leaves Ventura County Library with a book budget of \$800,000, which is still very short of the \$1,500,000 that Ventura County Library should be spending on books and other materials. That's an area in which Ventura County Library would like to grow.

**Motion:** by Chair Fulton, seconded by Supervisor Long  
**Approval of Fiscal Year 2009-2010 Midyear Budget Adjustments including impacts from the state budget adjustments.**

**Passed:** by a vote of 7 to 0

9. [Approval of, and Authorization for, the Director of Library Services to terminate Ventura County Library's membership in the Black Gold Library System and to apply for membership with the Southern California Library Cooperative to begin on July 1, 2010.](#) **Report/Action**

Ventura County Library would like to join Southern California Library Cooperative for the following reasons:

1. Ventura County Library is contiguous with Southern California Library Cooperative.
2. The membership with Southern California Library Cooperative is substantially cheaper, even though the Ventura County Library will have to pick-up its own databases. Director Griffin reported that she is exploring sharing database purchases with some of the other libraries in the Southern California Library Cooperative. Which would result in helping drive some of those costs down as well.
3. The libraries in Moorpark, Thousand Oaks and Oxnard are part of the Southern California Library Cooperative. When a library is part of a cooperative or system, of this type, it is a state law that a library cannot charge members of that system for using that system.
4. Ventura County Library has approached Southern California Library Cooperative to become a member and their Executive Committee has voted to bring it to their membership for approval on November 18th.

Hopefully, at the February meeting of the State Library, the Ventura County Library will be given approval to become a member of the Southern California Library Cooperative in July. If the State Library doesn't have a meeting in February, Ventura County Library would become a member in August and it would be retroactive back to July.

The Ventura County Library is currently a very tenuous member of Black Gold. It is difficult geographically to be a member. It is also difficult because members of Black Gold all share an ILS together. That means they lend books back and forth between them, which means they get the state money and we don't, because we are not part of their catalog.

Santa Paula Library is also seeking membership with Southern California Library Cooperative.

Ventura County Library is the largest member of Black Gold. As a result, Ventura County Library pays about a third of the administrative costs, a third of all their data bases, etc. Ventura County Library is paying for an ILS that it is not a part of.

Last year, when Black Gold was having trouble with their ILS, Ventura County Library asked them to come into their system and they didn't. That is when Director Griffin sought to find a system where there was a more level playing field.

Because the Southern California Library Cooperative concentrates on delivery between libraries, training, and reference service, they have no intention of buying a shared ILS. They also have no intention of sharing databases. So the costs are much lower. Making up the difference of us purchasing our own databases.

Southern California Library Cooperative has extremely strong reference and training services. The training will be more centralized.

Ventura County Library will remain a member in Black Gold until they become a member of Southern California Library Cooperative, although membership can be terminated at any time. Ventura County Library will still be able to have interlibrary loans.

Databases are purchased annually. If Ventura County Library could partner with other local members of Southern California Library Cooperative to share purchasing databases, it would result in saving a considerable amount of money.

**Motion:** by Vice Chair Smith, seconded by Supervisor Long  
[Approval of, and Authorization for, the Director of Library Services to terminate](#)  
Ventura County Library's membership in the Black Gold Library System and to apply for membership with the Southern California Library Cooperative to begin on July 1, 2010.

**Passed:** by a vote of 7 to 0.

10. [Approval of and Authorization for an ad-hoc sub-committee of the Ventura](#)  
County Library Commission to meet with representatives from the City Managers working group to discuss and propose changes to the Memorandum of Understanding (MOU) for the Ventura County Library System. **Report/Action**

Director Griffin reported that at the direction of the Commission, she met with the City Managers along with Marty Robinson, the CEO for Ventura County. They discussed the MOU. Bruce Feng, Deputy City Manager City of Camarillo and Director Griffin met a few times and discussed some options, which Director Griffin brought to the City Managers.

Some of the topics discussed were:

- How the system works now.
- Where there are limitations (see report).
- Making some adjustments regarding some concerns about the MOU.

This plan would go back to the Library Commission, who would then follow up with a recommendation, which would go to the County Board of Supervisors in a Board Letter.

An ad-hoc sub-committee was chosen and is made up of the following Commission members:

- Supervisor Kathy Long (who will represent the County and the smaller Libraries of Fillmore and Port Hueneme)
- Councilmember Kevin Kildee
- Councilmember Michelle Foster

**Motion:** by Supervisor Long, seconded by Councilmember Foster.

**Approval of and Authorization for an ad-hoc sub-committee of the Ventura County Library Commission to meet with representatives from the City Managers working group to discuss and propose changes to the Memorandum of Understanding (MOU) for the Ventura County Library System.**

**Passed:** by a vote of 7 to 0.

**11. Receive and File the October 1, 2009 Ventura County Library Director's Report on Operations. Report**

See Director's Report October, 2009 (attached).

**Action:** Director Griffin will add last year's Circulation figures on the Circulation Statistics Tool so that a comparison can be made between the two years.

**12. Closed Session: Public Employee Performance Evaluation for Library Director (Gov. Code ¶ 54957)**

**13. Reconvened to open Session – 7:33 p.m.**

**14. Next meeting date:** Thursday, Feb. 4, 2010 at Camarillo Library at 6:00 p.m.

**15. Meeting adjourned:** at 7:40 p.m.