

MOUNTAIN VALLEY LIBRARY SYSTEM
Steering Committee Meeting
November 15, 2006

CONVENING:

The Steering Committee of the Mountain Valley Library System (MVLS) met this date at the Turner Branch of the Yolo County Library, in West Sacramento, California with Chair Paul Miller presiding. The meeting convened at 1:30 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Woodland Public Library	Paul Miller - Chair
X		CSU Sacramento Library	Fred Batt
	X	Placer County Library	Mark Parker
	X	Sacramento Co. Public Law Lib.	Coral Henning
X		Sutter County Library	Roxanna Parker
X		Yolo County Library	Mary Stephens
	X	Yuba Community College Library	Dave Freiler
X		Yuba County Library	Loren MccRory
X		MVLS System Headquarters	Annette Milliron
X		GUEST: OCLC CA Library Catalog Project Consultant	Paul Cappuzzello
X		GUEST: OCLC CA Library Catalog Project Consultant	Pam Bailey

1. APPROVAL OF MINUTES – AUGUST 10, 2006

The August 10, 2006 Steering Committee minutes were approved by consensus.

2. SYSTEM ADMINISTRATION

Fiscal

Audit – Macias & O’Connell

Ms. Milliron noted that she had sent a draft of the audit to the Steering Committee and asked the Committee if any item in the audit captured their attention. Discussion ensued. She will contact PERS for the final actuarial amount. Ms. Milliron gave explanation of PERS funding and actuarial calculations. The Committee directed Ms. Milliron to contact PERS for a current to date actuarial study so MVLS can pay off the under-funded amount. Discussion ensued.

Training Programs – Infopeople Update

Ms. Milliron reported that Pat Wagner is on-board for the April 26th training. As it stands, there are four Infopeople workshops schedule that will cost \$9,400, the Pat Wagner workshop will cost \$3,000, the children’s group workshop will cost \$1,200 and 2 OCLC trainings will cost \$900. If any funds go to libraries then they are responsible for them to use it. The total dollar amount committed is \$14,500; MVLS has \$28,403 for workshops. Ms. Milliron will use population figures for dividing the remaining money (\$13,903) and will also check with each library to see if they would use the money. The Committee will set a minimum and maximum by population; \$500 per library then the rest will be determined by population. It was noted that for some of the university courses offered online, you are not required to be a student. Some of the courses offered are out of Canada.

Database Recommendations Update

Paul Miller reported that if the database is only subsidized based on population then each library will need lost figures by January 20th. Ms. Milliron will ask Joe Cochrane what databases can be purchased for \$30,000. The database list will be included in the Council’s meeting packet. Moving training money into the database project may be a possibility as it is still a reference program function. Discussion ensued.

3. CALIFORNIA LIBRARY CATALOG PROJECT

Ms. Milliron reported that every public library in MVLS received a tool kit for Phase 1 of the CalCAT project with instructions on how to clean up a database before submitting it for a batch load, how to extract the materials for a batch load, and a script that would work in their ILS system to do that. It was noted that there are always slight variations with each library and that every batch load is slightly different. Paul Cappuzzello noted that OCLC has no sense of what MVLS is interested in, needs or wants and would like a better sense of what MVLS hopes to achieve with CalCAT. Currently individual libraries are moving forward but not as a group. Paul Miller reported that Woodland Public Library currently shares a catalog with Sacramento Public Library. Sarah Smith from Sacramento Public Library gave a copy of the form to move to update. Pam Bailey noted that batch loads are done in priority order. Mr. Cappuzzello reported the group price is for 4 years and includes more hand-holding for the group. OCLC can work with each library individually or as a group, but there is better pricing as a group. When going as a group, the cost is set at the lowest cost center e.g. Cat Express, but libraries can use any type of cataloging tools like Connexion at no additional cost. Discussion ensued. The State Library is paying for World Cat and the batch load to the catalog. On page two of Mr. Cappuzzello's handout, the bottom figure is a stand alone and does not include statewide application. The \$48,604 is the State rate for MVLS' percentage of population. He noted the regional subset was created by the State contact. The pricing is better for new libraries as the prices are set for a 4-year period but the contract must be renewed annually. Woodland currently shows negative numbers because of a credit from the prior year, but it was noted that a subscription rate may not see the credit as the rate is calculated every month. As a group, one person will be assigned to track all of the paperwork. OCLC Western has called each California Public library to discuss batch loads and getting CalCAT on the website. Paul Miller stated that the Council needs to decide if they would like to participate as a group or an individual. There is a good chance that OCLC will move the group to the head of the line. Mr. Cappuzzello stated that he will try to move the group ahead as much as possible and noted that the group can be moved ahead in 30 -90 days. Mr. Cappuzzello and Pam Bailey were invited to attend the December 14th Administrative Council meeting.

Mr. Cappuzzello cautioned that libraries who don't wish to participate can be pulled from the group price, but once pulled, will not be able to join back in on the group price at a later date. There is a common start date but all libraries aren't using that date. The libraries will pay monthly and once started, the price can be divided by the number of months.

Pam Bailey discussed CalCAT training and noted that it is frequently done as a distance training. There are two free sessions coming up – one for administrators and another for practitioners. Check out the schedule at www.oclc.org/westerntraining for information. If the training is held locally, OCLC will charge for specific training. For custom holdings, OCLC can give the libraries a disk to get it setup at training. OCLC will charge \$450 for local onsite training and the training site must have a computer lab. Califa is also setting up a session to have more questions answered and that will be scheduled in the near future. It was noted that Sutter County needs training, especially new ILL training. Discussion ensued. The next steps in this process are deciding who will participate, the start date and then the preparation of the order form with each library signing off individually on page 3. Further discussion ensued.

4. STEERING COMMITTEE APPOINTMENTS

Darla Wegner was appointed as the new Steering Committee Chair and is replacing Mary Stephens effective December 15th. Ms. Milliron will contact Alison Landers at Sacramento Public Library and invite someone from that library as a guest to the next Steering Committee meeting.

5. MEETING DATES FOR REMAINDER OF FY 2006/07

The next Steering Committee meeting will be held on January 25, 2007. The Steering Committee prefers that the meetings be held in the morning. The next Administrative Council meeting will be held on February 22, 2007 and the Council also prefers a morning meeting.

The Steering Committee recommends establishing a listserv for MVLS members to be managed by NBCLS.

6. OTHER UPDATES, ANNOUNCEMENTS, AGENDA BUILDING FOR COUNCIL MEETING AT CARMICHAEL BRANCH IN DECEMBER

Committee members will bring their calendars to the December 14th Administrative Council meeting.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:30 pm.

Annette Milliron DeBacker
Clerk of the Board
November 15, 2006