MINUTES OC Public Libraries – LIBRARY ADVISORY BOARD MEETING May 21, 2009 – 4:00 p.m.

OCPL Administrative Headquarters – Conference Room A 1501 E. Saint Andrew Place –Santa Ana, CA 92705

MEMBERS PRESENT

OCPL - CITY REPRESENTATIVES

Wendy Leece (Costa Mesa), Prakash Narain (Cypress), Lara Anderson (Dana Point), Steve Nagel (Fountain Valley), Dina Nguyen (Garden Grove), Christina Shea (Irvine), Rose M. Espinoza (La Habra), Ralph Rodriguez (La Palma), Jane Egly (Laguna Beach), Gary Capata (Laguna Niguel), Milt Robbins (Laguna Woods), Kathryn McCullough (Lake Forest), Lori Donchak (San Clemente), Laura Freese (San Juan Capistrano), Ed Royce Sr. (Stanton), Deborah Gavello (Tustin), Jim Rheins (Villa Park)

BOARD OF SUPERVISORS REPRESENTATIVES

Supervisor John M.W. Moorlach – OC Board of Supervisors, 2nd District Supervisor Bill Campbell—OC Board of Supervisors, 3rd District

EX-OFFICIO MEMBERS

Mark Batarse—Executive Assistant—OC Board of Supervisors, 2nd District Whitney Secor—Policy Advisor—OC Board of Supervisors, 3rd District

COUNTY REPRESENTATIVES

Steve Franks - Director, OC Community Resources; Helen Fried – County Librarian; Ray Grangoff Executive Policy Advisor—OC Board of Supervisors, 5th District; Dave Sankey – Budget Manager, OC Community Resources; Paula Bruce – Asst. County Librarian, OCPL; Jim Martin – Manager, Budget & Fiscal Services, OCPL; Nicole Nguyen, Manager, Finance & Business Services, OCPL, Cheryl Nakaji- Acquisitions Librarian, OCPL (taking notes).

MEMBERS UNABLE TO ATTEND (PRIOR NOTIFICATION RECEIVED)

OCPL - CITY REPRESENTATIVES

None

CALL TO ORDER

Chairman Robbins called the meeting or order at 4:25 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Robbins of Laguna Woods.

APPROVE DRAFT MINUTES OF JANUARY 15, 2009 MEETING:

A Motion to approve Minutes was made by Ralph Rodriguez (La Palma) and seconded by Kathryn McCullough (Lake Forest). Hearing no objections the Motion passes unanimously.

INTRODUCTIONS

Chairman Robbins welcomed new and returning Library Advisory Board members.

UNFINISHED BUSINESS

The meeting of the Joint Executive and Finance & Revenue Committee on April 16, 2009 to discuss the OC Public Libraries Proposed Fiscal Year 2009 – 2010 Budget and FY 2009 – 2010 Allocation Plan presented by OCCR Budget Manager, Dave Sankey was noted.

NEW BUSINESS

Agenda Item A: Approve Proposed Fiscal year 2009-2010 Preliminary Budget – County Librarian Helen Fried

OCCR Budget Manager, Dave Sankey provided a review of two documents: the OC Public Libraries Fiscal Year 2009-10 Proposed Budget Revenues and OC Public Libraries Schedule of Contingent Revenue Reductions for FY 2009 – 2010. The documents were open for discussion among the Library Advisory Board members with Dave Sankey and Helen Fried, OC Public Libraries County Librarian, answering questions from the Library Advisory Board members. Dave noted that 0% was used in regards to projections of property tax changes. He also noted that there would be no change in library service hours. Ralph Rodriguez (La Palma) and Milt Robbins (Laguna Woods) discussed library reserves. Supervisor Bill Campbell asked about the expenditure of available fund balances. Dave Sankey answered that no spending was projected. Supervisor Bill Campbell asked if the reduction of library service hours would be considered. Steve Franks, Director OC Community Resources, noted that utilization of libraries has increased such as Internet access and materials and highlighted the importance of preservation of services to the communities. Supervisor Bill Campbell stated that Irvine subsidizes other library's operations and that this issue must be addressed in the future. Kathryn McCullough (Lake Forest) shared that the schools in her district will close all libraries resulting in the school children turning to the public libraries. Christina Shea (Irvine) observed that although the County of Orange funds ADA (Americans with Disabilities Act), Irvine helps to pay for ADA projects and asked if Community Block Grants could be a source of funds for cities. Helen reviewed some potential cost saving measures: defer scheduled purchase of delivery vehicle and consider remote conferencing software to reduce costs incurred when staff attends meetings. Chairman John M.W. Moorlach inquired about the calculation of reserves, the reduction of expenses and the determination of critical items. Helen Fried answered that reserves can be maintained at a budget reduction of 1% and 2% but that they could not

be maintained with an 8% reduction. Using the example of RFID Helen noted that identifying which expenses are critical depends upon one's point of view. RFID would be considered important but not critical. She also noted that safety is a priority. In answer to Kathryn McCullough's (Lake Forest) question regarding asking cities for funds if the Board of Supervisors does not permit the use of reserves, Helen said that this could be addressed.

A motion to approve the OC Public Libraries proposed 2009-2010 Preliminary Budget was made by Ralph Rodriquez (La Palma) and seconded by Kathryn McCullough (Lake Forest). Hearing no objections the motion passes unanimously.

Agenda Item B: Update on the Consultant Study – Dave Sankey, OCCR Finance Manger

Dave Sankey reviewed the work of the consultant and the Task Force who are charged with examining the allocation formula to determine if changes are needed. Their work is projected to be completed in June with the presentation of their findings to the finance subcommittee in July or August and presentation to the entire Library Advisory Board in October. The consultant has met with staff from all libraries excepting Villa Park and overall is pleased with library performance. Wendy Leece (Costa Mesa) asked if all library branches have donation boxes. Helen Fried said that all branches have donation boxes and added that there is a donation button on the library's website. In answer to Christina Shea's (Irvine) question about the use of the donation button, Helen stated that there have been donations via the library's website.

BOARD COMMENTS:

Chairman Milt Robbins (Laguna Woods) called for board comments. None were noted.

PUBLIC COMMENTS:

None noted.

ADJOURNMENT:

The meeting was adjourned at 5:15 p.m.