

CALIFORNIA LIBRARY SERVICES ACT

2008/2009 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

Mountain Valley Library System
System Name

Mountain Valley Library System
System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: Annette Milliron-DeBacker Phone: (707) 544-0142, ext. 101

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

August 28, 2009
Date

California Library Services Program Annual Report

Program Expenditure Report for 2008/2009

REPORT SUMMARY

SYSTEM NAME

Mountain Valley Library System

PROGRAM	Report of Funds* by Program				
	2008/09 CLSA Funds Allotted*	Total Expenditures As of: June 30, 2009	Total of Outstanding Encumbrances As of: June 30, 2009	Total 2008/09 CLSA Expenditures and Encumbrances	Remaining 2008/09 CLSA Balance
a. SYSTEM REFERENCE	\$ 115,738	\$ 115,738	0	\$ 115,738	0
b. SYSTEM COMMUNICATIONS & DELIVERY	\$ 95,763	\$ 95,763	0	\$ 95,763	0
c. SYSTEM ADVISORY BOARD	\$ 1,926	\$ 1,926	0	\$ 1,926	0
d. TOTAL	\$ 213,427	\$ 213,427	0	\$ 213,427	0

*Only CLSA funds specifically allotted to these programs are to be included. No local funds, pooled reimbursements nor funds from any other sources are to be included.

Please show the total CLSA budget allocation in the left hand column (2008/09) CLSA funds allotted), which will include both System Service Program Baseline funds and System Indirect (P,C,&E) funds.

CLSA System Program Annual Report

Program Workloads

	For questions referred to system by:			
What is the number of answers found by your System reference structure?	(1) Member Public Libraries	(2) Non-public Libraries in State	(3) Other Public Libraries or Systems	(4) Total
	240	0	0	240

COMMUNICATIONS ACTIVITY, FY 2007/2008		
What is the number of messages sent via each communication device listed below, on an annual basis?	Number of Messages	Annual Cost of Service
a. Telephone	3,000	\$505
b. Telefacsimile	1,000	\$245
c. Electronic Mail (other than thru Internet)	0	n/a
d. Internet (include e-mail thru Internet)	13,500	\$784
e. Other (specify)	0	n/a
Total	17,500	\$1,584

CLSA System Program Annual Report

Program Workloads (cont.)

INTRASYSTEM DELIVERY ACTIVITY, FY 2008/09				
Items sent by:	For items delivered to:			(3) Total
	(1) System Member Public Libraries	(2) Non-public Libraries in System Area	Other	
a. System member public libraries	1,062,842	20,329	0	1,083,171
b. Non-public libraries in System area.	2,002	1,584	0	3,586
Total	1,064,844	21,913	0	1,086,757
		System Owned		
c. Number of delivery vehicles.	2	0		0
d. Number of miles traveled by all System vehicles.	61,300	0		61,300
e. Percentage of items delivered by:				
U.S. Mail - 0.1%	UPS - 0.9%	System Van – 0	Contracted Van – 99%	Other – 0

SYSTEM ADVISORY BOARD ACTIVITY, FY 2008/09

- a. Number of members serving on Advisory Board (including alternates). **9**
- b. Number of Advisory Board meetings held. **2**
- c. Number of System meetings/events which SAB members attended. **4**
- d. Number of miles traveled annually, all members. **500**
- e. Number of overnight stays required, all members. **0**

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT

GENERAL IMPROVEMENT OF LOCAL REFERENCE SERVICE
(5 California Administrative Code Section 20155)

1. Performance Objective(s) adopted in the FY 2008/09 System Plan of Service:

- a Reference Committee and Administrative Council will recommend and develop training plans that will take advantage of the Internet and available online databases.
 - Decide what topics to cover in a given year and establish a cycle of recurring workshops as needed.
 - Continue contracting with outside agencies for training services (e.g. Infopeople, Gates Library Foundation, and individual trainers.)
 - Evaluate completed workshops in order to refine the training plan.
 - Coordinate training with neighboring Cooperative Library Systems and with MVLS Committees.
 - Explore any advances in technology (e.g. videoconferencing or webcasting) that might aid access to training sessions.
 - Learn more about WorldCat.org in order to train library users.
 - Learn more about Web 2.0 in order to train librarians.
 - Learn more about cataloging Internet sites and Internet-based resources.
- b Whenever possible, take advantage of prepackaged training available through Infopeople, the Gates Library Foundation, or individual trainers.

2. Was the system able to meet the performance objectives for this component?

- a The focus this year was customer service, reference interview skills and reference sources, and communication skills. A contract was established with Info People for five workshops. These were held with an average attendance of 27. Evaluations were conducted that will help in planning future workshops. In addition, stipends were given to all MVLS libraries to be able to attend other workshops of their staff's choice. North State and North Bay Cooperatives were invited to participate in all of the training sessions. NBC members took advantage and attended three of the workshops. One of the workshops was conducted online. Open Worldcat and CalCat continued to be used and explored.
- b Yes, all of the training this year was prepackaged. InfoPeople provided these.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT

IMPROVEMENT OF REFERENCE SERVICES TO THE UNDERSERVED
(5 California Administrative Code Section 20156)

1. Performance Objective(s) adopted in the FY 2008/09 System Plan of Service:

- a. Answers shall be provided for 90% of all questions referred from member libraries for geographically isolated patrons and Spanish speaking patrons; 70% of answers to their questions shall be returned to the originating member library within 10 working days of the questions having been transmitted by that library into the System's reference referral structure.

2. Was the system able to meet the performance objectives for this component?

- a. Yes. Answers were provided for 100% of the questions. 99.2% of the questions were filled within 10 working days.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT

INTERLIBRARY REFERENCE
(5 California Administrative Code Section 20157)

1. Performance Objective(s) adopted in the FY 2008/09:

- a. Answers shall be provided for 90% of all questions referred from member libraries.
- b. 70% of answers shall be returned to the originating member library within 10 working days of the questions having been transmitted by that library into the System's reference referral structure.

2. Was the system able to meet the performance objectives for this component?

- a. Yes. 100% of the questions were filled.
- b. Yes. 99.2% of the requests were filled within 10 working days.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM COMMUNICATIONS & DELIVERY

1. Service Objective(s) for FY 2008/09:

- a. 100% of intra-system messages will be received by addressees within 24 hours (time of origin to time of receipt, next working day).
- b. 100% of items sent by intra-system delivery will be delivered within three working days.

2. Was the System able to meet the performance objectives for this component?

- a. Objective met. The use of telephone and email with PDF file attachments are the preferred methods of responding to messages.
- b. Objective not met for the entire year. One member of the cooperative received one day of delivery per week for a portion of the year. The member's friends of the library contracted for one extra day of delivery for about 6 months as a proof of value. The MVLS Council reviewed delivery needs, CLSA funds available, and the cost of delivery per day per member. Effective July 1, 2009 all public library members will receive a minimum service level of two days per week. Adoption of this policy will allow the system to meet this objective in future years.

Local funds were added to meet the level of service provided.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
SYSTEM ADVISORY BOARD

1. Objective(s) for FY 2008/09:

- a. Explore ways with California State Library that the SAB members can assist the Administrative Council in the evaluation, development and implementation of services.

2. Was the System able to meet the objectives set?

- a. Objective was not met. Not all vacancies on the Board were filled during the reporting period although some progress was made. It is very difficult to encourage volunteers to accept an appointment to a Board with such limited funding.

California State Library
CLSA System Uniform Expenditure Report

System: Mountain Valley Library System

Fiscal Year:2008/09

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Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State	Federal	Local				h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Program 1: System Administration									
1.1 Salaries & Benefits				-				-	-
1.2 Operating Expenses	77,585	42,686	4,365		20,304	10,230		77,585	-
1.3 Materials								-	-
1.4 Equipment	-							-	-
1.5 Indirect								-	-
1.6 Program Total	77,585	42,686	4,365	-	20,304	10,230	-	77,585	-
Program 2: System Reference									
2.1 Salaries & Benefits								-	-
2.2 Operating Expenses	95,365	92,590		41	2,734			95,365	-
2.3 Materials								-	-
2.4 Equipment	-							-	-
2.5 Indirect								-	-
2.6 Program total	95,365	92,590	-	41	2,734	-	-	95,365	-

California State Library
CLSA System Uniform Expenditure Report

System: Mountain Valley Library System

Fiscal Year:2008/09

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Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State	Federal	Local				h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Program 3: System Communication & Delivery									
1.1 Salaries & Benefits							-	-	
1.2 Operating Expenses	124,734	76,610		383	47,741		124,734	-	
1.3 Materials							-	-	
1.4 Equipment							-	-	
1.5 Indirect							-	-	
1.6 Program Total	124,734	76,610	-	383	47,741	-	124,734	-	
Program 4: System Advisory Board									
2.1 Salaries & Benefits							-	-	
2.2 Operating Expenses	1,541	1,541					1,541	-	
2.3 Materials							-	-	
2.4 Equipment							-	-	
2.5 Indirect							-	-	
2.6 Program total	1,541	1,541	-	-	-	-	1,541	-	

California State Library
CLSA System Uniform Expenditure Report

System: North Bay Cooperative Library System

Fiscal Year:2008/09

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Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State	Federal	Local				h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Program 7: LSTA Purchases for Members									
5.1 Salaries & Benefits								-	-
5.2 Operating Expenses	23,101		23,101					23,101	-
5.3 Materials								-	-
5.4 Equipment	20,549		20,549					20,549	-
5.5 Indirect								-	-
5.6 Program Total	43,650	-	43,650	-	-	-	-	43,650	-
Program 8: Retirees Medical									
6.1 Salaries & Benefits								-	-
6.2 Operating Expenses								-	-
6.3 Materials								-	-
6.4 Equipment								-	-
6.5 Indirect								-	-
6.6 Program total	-	-	-	-	-	-	-	-	-

California State Library
CLSA System Uniform Expenditure Report

System: Mountain Valley Library System

Fiscal Year:2008/09

Total Expenditure
Page 4 of 4

Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State	Federal	Local			h. Expended/ encumbered (b through g)	i. Unexpended Balance	
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest			g. Other
10.0 Grand Total Expenditures	342,875	213,427	48,015	424	70,779	10,230	-	342,875	-