

DEPARTMENT: Library

BY: J. Meriam

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RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

Resolution accepting CLSA Statewide Data Base Grant award of \$10,000 from California State Library and authorizing the Auditor to sign Certification and Claim Form and appropriating \$10,000 in unanticipated revenue to the Mariposa County Library for the fiscal years of 1998-99 and 1999-2000.

This award of \$10,000 is for conversion of non-automated libraries to catalogue records to machine readable form. (Computerized circulation system)

Friends of the Library would be approached to help purchase computers for each library branch. Other anticipated future cost would be paid from Public Library Funds.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board is always supportive in granting approval for Library Grants.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Grant is not accepted the loss of \$10,000 would not be available to provide for conversion to an automated circulation system.

COSTS: ( ) Not Applicable	
A. Budgeted current FY	\$ _____
B. Total anticipated costs	\$ _____
C. Required additional funding	\$ _____
D. Internal transfers	\$ _____
SOURCE: ( ) 4/5ths Vote Required	
A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for Contingencies, if approved: \$ _____	

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
Copy of Grant attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY: 99-59  
Res. No.: \_\_\_\_\_ Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved: \_\_\_\_\_ ( ) Denied  
Minute Order Attached ( ) No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
Comment: \_\_\_\_\_  
A.O. Initials: J

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0606	3056204	CLSA Grant	L01	(3302)	
001	0606	731-0677	Computer/Printer	L01	1624.00	
001	0606	731-0416	SJVLS	L01	100.00	
001	0606	731-0417	Office Expenses	L01	100.00	
001	0606	731-0406	Pacific Bell	L01	200.00	
001	0606	731-0201	Extra Help	L01	1153.00	
001	0606	731-0490	Travel Pay	L01	115.00	
001	0606	731-0471	Photo Copy	L01	10.00	
001	0104	414-1090	GENERAL CONTINGENCY			
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTALS</b>					0	

ACTION REQUESTED: (Check all that apply)

(  ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

(  ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION Money received from a state grant. \$3302.00 will be spent for the fiscal year 1998-99 and \$6698.00 will be spent for the fiscal year of 1999-2000.

DEPT HEAD SIGNATURE Jacqueline Meriam (Signature) DATE 2/16/98

APPROVED BY RES NO. 99-59 CLERK lms DATE 2-23-99

AUDITOR'S USE ONLY  
BA #

## A. Expected Benefits

- Library collections that are in machine readable form allow patrons to interact directly with library catalogs, to search for and retrieve needed information, to see current detailed holdings, and to check the status of an item in the library collection. Mariposa County Library is composed of one main library and four remote branches, Red Cloud Branch in Greeley Hill that is 34 miles from the main branch. El Portal Branch in El Portal that is 31 miles from the main branch, Yosemite Branch in Yosemite National park that is 34 miles from the main branch, and Bassett Memorial Branch in Yosemite National Park that is 50 miles from the main branch. The Mariposa County Library (MCL) system is a member of the San Joaquin Valley Library System which consist of the following library districts: Coalinga, Fresno County, Kern County, Kings County, Madera County, Porterville City, Tulare City and Tulare County. The San Joaquin Valley Library Systems (SJVLS) uses the vendor Ameritech Library Services , and the software Dynix that supports the Z39.50 server. Mariposa County Library is in the process of slowly linking to the San Joaquin Valley Library System (SJVLS.) The staff and patrons of MCL have already discovered the improvements of library service with resource sharing of information and material. If MCL was awarded the retrospective Conversion Grant, eighty to ninety percent of its collection would be linked. This would be an outstanding benefit to our remote branches as well as the main branch in that information, new books titles and other libraries collections would be available to them. All items that are converted to machine readable records would be accessible to other libraries via interlibrary loan. Mariposa County Library patrons and the SJVLS patrons would have an increased awareness of valuable neighboring resources that are available below as the chart shows.

### Resource Sharing : San Joaquin Valley Library System

Function	Availabe to Patrons in Library	Staff
Make local catalog records available online so they can be viewed by others	X	X
Search other libraries, same vendor	X	X
See local call number information	X	X
See shelf status information	X	X
Complete online ILL request form(s)	X	X
Forward ILL request to other library(ies)	X	X
Place hold in another library's circulation system	X	X

## B. Work Plan

### • Preparation For Retrospective Conversion

In September 1998 the MCL began a stringent weeding process of its collection. The four branches will begin weeding their collections in January 1999. (The County Librarian has just taken the position so the staff has been educating her on how to link with the SJVLS.) Conversion would begin with the main library, continue with the smallest branch, and conclude with the largest branch.

Working Plan: One computer would be purchased to be dedicated specifically to the conversion project for easy access at all times and because two of our branches do not have computer availability. The timeline for conversion is:

January	February	March	April	May	June	July
Convert Main Branch						
	Convert El Portal Branch					
			Convert Yosemite			
				Convert Bassett Memorial		
					Convert Red Cloud	

One staff position would be dedicated to the conversion project but three individuals would share the converting process. Extra part-time help will be used to help support the rest of the staff. The main library would be done first to give Individual instruction (emotional, physical and mental) and support to the staff who will be assigned to the conversion project. Unseen problems and solutions would be worked out in group effort. At the beginning of the conversion project the Mariposa Library staff would visit San Joaquin Valley Library System in Fresno, the Cataloging and Circulation Departments in particular for a review on policies and procedures and questions the staff might have. After the staff has put on a majority of the Main Library's collection and has experienced and resolved potential problems, they would be ready to proceed to the different branches for conversion. Mariposa County Library had two choices in trying to convert the Branches.

**Choice I.** Purchase double bar codes. One bar code would be placed on the shelf card and the other bar code would be placed on the book. Items would be linked using the shelf card information and the branch items would be bar coded by branch assistants.

**Concerns:** The MCL shelf list does not give complete bibliographic information. A complete inventory of the collection has not been done within the last ten years and the branch assistants do not have the expertise in the principals of cataloging. Eighty-five percent of the branch assistants do not want to work any extra hours than they have do.

**Choice II.** Three permanent employees would be assigned to the conversion project. They would be assigned specific sections of the library collection, i.e.-one library assistant would convert all the children's books (fiction

and nonfiction,) another would convert Reference and Nonfiction, and another would do all of the fiction and non book items. This would give a consistency to the cataloging, and a history of what has been done. The library assistants would have an understanding of the collection of each branch and the main library. This is the most desirable plan for MCL because the permanent library assistants are already familiar with how to link using Fresno cataloging standards. The catalog staff in Fresno uses OCLC and /or RLIN for quality control in their cataloging.

**Concerns:** That two of the branches have no computer availability and the staff is uncomfortable in using computers. Having a dedicated computer and staff will help guarantee quality control over the linking process. Mariposa County Library will contract out to use Inreach, a local Internet provider, to provide an Internet connect which in turn will allow us to connect with SJVLS-Fresno to link data. The other two branches do have Internet capabilities but the assistants do not have the expertise in cataloging so main library staff would convert the collections faster and with more accuracy.

- **Qualifications of Library Staff**

The library staff who will be doing the conversion are one County Librarian, one full time Senior Library Assistant, one Library Assistant II and one part time Library Assistant. The County Librarian, in the past, has been in the process of planning and implementing libraries from the card catalog to on-line services. The three Library Assistants are familiar with cataloging principals and have been linking to the San Joaquin Valley Library System collection.

- **Items Not Converted in the Retrospective Conversion**

The ten to twenty percent of the collection that will not be converted will be done by the Library Assistant who will be relieved of their normal duties to finish the conversion. An extra help position will be used to cover their duties at the main branch. One computer would be purchased and dedicated to this process. As the County Librarian makes scheduled bi-monthly visits she will bring the books that need to be converted to the main branch or return the books that have been linked. This process ensures that the books will be linked in a timely manner, accurately and consistently.

- **Coordination of Local Cataloging Procedures**

Mariposa County Library has the main branch do all the cataloging for the branches. One Senior Library Assistant checks to see if a new title is already in our collection. If it is, she assigns it a copy number and bar code. During the conversion process this step would be eliminated and just a bar code number would be entered and attached to the SJVLS. If a book is not in the SJVLS collection the title page (front and back) is photo copied and sent to the Fresno cataloging department. They enter the information on the system and return the photo copies to Mariposa where we enter our own classification and bar code onto the SJVLS. This system will continue as we convert old and new material.

**• Work Plan for Retrospective Conversion**

Mariposa County Library staff is highly motivated and enthusiastic to convert the libraries records to machine readable form. The main branch personnel recognize the value of linked systems for their patrons and for the libraries use. The staff has already devoted time (unpaid) in 'weeding' and trying to link titles with SJVLS. The County Librarian has now scheduled a minimum time for the staff to link. A plan has been developed to get the patrons library card entered into the computer so they will be able to check out linked items (see implementation calendar.) Mariposa County Library has been and still is receiving advice on cataloging and converting records from Fresno County Library and SJVLS. New titles are being linked before they are being shelved in the main library. The staff and patrons recognize the value of sharing information for reference questions, Inter Library loan requests, resources, catalogs and information. Everyone is enjoying the increased benefits.

**C. Implementation Calendar**

- It is estimated that over 80-90% of the collection will be linked to the San Joaquin Valley Library System. Patrons will also have their library cards entered and ready to use.

Conversion of Records Within a 6 Month Period					
January/February	March	April	May	June	July
Receive Grant					
<Begin-----Finish> Conversion of Main Branch					
Purchase: Equipment					
Bar Codes					
Library Cards w/bar codes					
Contract w/Inreach					
Review Cataloging Practices w/SJVLS	<Begin-----Finish> Conversion of El Portal				
		<Begin-----Finish> Conversion of Bassett Memorial			
			<Begin-----Finish> Conversion of Red Cloud		
<Enter Main Branch Patrons>		<Enter El Portal Patrons>		<Enter Yosemite Patrons>	
				<Enter Red Cloud Patrons> <Write Final Report>	

**D. Vendor Cost**

Vender	Description	Cost
EdTech	Applo 212 E Computer	1624.00
SJVLS	Bar Codes	
	Library Cards	
	Review Session	550.00
Inreach	Internet Provider	250.00
Pacific Bell	Increase Phone Bills	1500.00
Photo Copy	Photo Copy of Bibliographic Information	110.00
Mariposa County	Extra Help-23 hours a week for 24 weeks	4666.00
	Travel Pay	1200.00
U.S. Post Office	Postage	<u>100.00</u>
Total		\$10,000.00