

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
March 4, 2005

CONVENING: The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Chico Branch of the Butte County Library in Chico, California with Vice-Chair Nancy Brower presiding. The meeting convened at 11:15 a.m.

ROLL CALL: Nancy Brower, Butte County Library
Cheryl Baker, Modoc County Library
Marilyn Cochran, Orland Public Library
Margaret Miles, Plumas County Library
Carolyn Chambers, Shasta County Library
Ray Schroff, Tehama County Library
Oresta Esquibel, Trinity County Library
Don Hampton, Willows Public Library
Luozhu Cen, Butte College Library
Carolyn Dusenbury, CSU Chico
Pat Harper, Siskiyou County Library

ALSO PRESENT: Adrienne Haylor, Willows Public Library - SAB
Laura Ashkin, Plumas County Library - SAB
Pat Bunnell, Shasta County Library - SAB
Robyn Stuart, Tehama County Library - SAB
Rose Boulade, Modoc County Library - SAB
David Wilkinson, Butte County Library - SAB
Jan Mountjoy, Trinity County Library - SAB
Pat Harper, Siskiyou County Library - SAB
Annette Milliron DeBacker, NSCLS Administrator
Laura Salisbury, NSCLS Reference Center
Carla Lehn, CA State Library

INTRODUCTION: No introductions were needed.

PUBLIC INVITED TO ADDRESS THE BOARD: No public present.

It was reported that Nancy Brower, Vice-Chair, will preside over the meeting because Carolyn Stacey could not attend due to a McKinleyville community meeting regarding cuts to the McKinleyville library branch.

APPROVAL OF AGENDA: Ms. Milliron-DeBacker added an item under NEW BUSINESS: Legislative Day. Approval of the Agenda was moved by Ray Schroff and seconded by Don Hampton. The motion passed unanimously.

APPROVAL OF MINUTES OF 12/10/04: A correction to the file copy of the December 10, 2004 meeting minutes was noted. The December meeting was held at Tehama County Library, not Shasta County Library. A Motion to approve the minutes of 12/10/04 as amended was made by Marilyn Cochran, and seconded by Pat Harper. The Motion passed unanimously. Also, Pat Harper and Cheryl Baker noted corrections on their comments regarding the purchase of the Gale Database.

**SYSTEM ADVISORY
BOARD REPORT:**

Adrienne Haylor from Willows Public Library reported that the NSCLS budget for FY 05/06 was reviewed and discussed at the SAB meeting earlier that morning. A SAB Planning Committee consisting of David Wilkinson of Butte County Library, Robyn Stuart of Tehama County Library and Adrienne Haylor was formed to review to draft the Plan of Service for FY 2005/06 and will hold their first meeting on April 1st. Laura Ashkin of Plumas County Library, Jan Mountjoy of Trinity County Library and Pat Bunnell of Shasta County Library will serve as the Nominating Committee for the Chair and Vice-Chair nominations for the next SAB meeting in May. The SAB would like to send two SAB members to attend Legislative Day: David Wilkinson and Judith Schmidt of Orland Free Library.

CONSENT CALENDAR: There was no Consent Calendar.

COMMITTEE REPORTS/NEW BUSINESS:

a. Reference Committee: Pat Harper noted that the web page update was listed on the agenda. Discussion was held regarding the web page. Ms. Milliron-DeBacker reported that Santa Rosa Junior College is unable to work on revising the NSLCS web page. She mentioned the web page redesign to Carla Lehn, as she knew there was a little extra money in the Rural Initiative Grant. Ms. Lehn spoke with Tom Andersen at the CA State Library, who agreed that the project would improve the presence of the Rural Initiative projects, such as the Infopeople workshops and database that is being developed as a gateway. Ms. Milliron-DeBacker is in the process of completing a document, used with SRJC previously, that delineates what content, etc. is desired for the webpage before putting the project out to bid. Discussion ensued. It was noted that the next targeted grant from LSTA is going to be to help public libraries upgrade their websites; Webpage in Box concept. Ms. Milliron-DeBacker noted that the proposed grant money should be saved to update local library web pages; not used for the NSCLS webpage.

Pat Harper reported that the Lassen Delivery Route must be studied now! Ms. Milliron-DeBacker will check with John Flaherty of Susanville for clarification on delivery desires. Changing from courier delivery to UPS for Susanville was discussed. Carolyn Dusenbery will send information about the US Mail special rate that CSU Chico uses. Ms. Milliron-DeBacker will pass out that information within the next two weeks. Butte College will use the regular college delivery for the Chico campus. Discussion ensued. Ms. Milliron-DeBacker noted that the State money NSCLS receives for delivery is for delivery to public libraries; not the academic libraries, who also do not have to pay any membership fees. Discussion ensued.

The Annual Reference Workshop dates are set for June; one at Humboldt State on June 16th and one at Tehama County Public Library in Red Bluff on June 15th. The topic will be how to use the census database with the business community. This will be the Annual Reference Committee meeting.

**b. Automation
Committee**

Nancy Brower reported that since Deborah Fritz was unavailable for the fall cataloging workshop, the workshop was postponed. Modoc and Siskiyou Counties will send staff to the workshop if it is held. Discussion ensued. Jim Dwyer from CSU Chico and Mark Stackpole are possibility for conducting a cataloging workshop. Carolyn Dusenbery will check with Jim Dwyer to see if he's available and if so, hold the in the fall. If all of the money is not used, it can be rolled forward to 05/06.

c. Budget Committee

Ray Schroff explained that the funding for NSCLS comes from CLSA as administered by the California Library Services Board. CLSA sends money that is designated for specific things, such as reference, communication, delivery, System Advisory Board, etc. Part of that money can also be used for the System's administration. As such, dues are not charged to NSCLS members, which means NSLCS spends more than what they receive from the State. NSCLS makes up that loss by TBR payments, which have been good in the past, partly due to the Video Center, which generates quite a bit of TBR. Unfortunately, there have been serious reductions in the amount of NSCLS' TBR payments. Also, CLSA reduced the library budget by 4.5% so NSCLS will be receiving less money from the State. NSCLS has experienced lost revenue from the fees of administering LSTA grants. Mr. Schroff reported that NSCLS revenue was currently declining by about \$60,000. Expenses have gone up; there was a \$27,000 increase in salary and

benefits. He explained that NSCLS is no longer super-funded on PERS. Due to agreements made many years ago between North State and its staff, North State currently pays the employee portion of PERS. Discussion ensued. Mr. Schroff noted that Ms. Milliron-DeBacker had created several scenarios for the 05/06 budget.

It was noted that Listen-In needs to buy furniture in 2006/07. Mr. Schroff noted that potentially approximately \$70,775 could be cut out of capital expenditures. He stated that NSCLS needs to make an adjustment in the budget for OCLC billing as they move to a flat rate and Gale database is going to cost \$25,000. Ideas about moving the video collection were discussed. Discussion ensued. It was noted that the rotating video collection needs to be reviewed; more up to date items need to be added and outdated items need to be removed. Ms. Milliron-DeBacker will check on the PERS until 65 retirees' medical insurance option. She reported that NSCLS must look for other health insurance by August 2005; she will look for a local actuary to conduct a cost study of retirees' medical payments liability under 9ASB45.

d. Children's Services

Ray Schroff reporting for Sally Ainsworth stated the workshop was a success. Most libraries have signed on with the CA Summer Reading program that Stephanie Stokes had created. Ms. Milliron-DeBacker will tell Stephanie Stokes to go ahead and cash the checks she has received from the libraries. She reported that Stephanie Stokes has recorded a Public Service Announcement for television that will be used nationally. Rather than paying a lot of money to burn DVDs of this PSA for each library, Ms. Milliron-DeBacker asked if any of the libraries had a way to burn their own copies of this PSA and then pass it on to their local TV/cable station. She will provide feedback to Stephanie. Libraries will check with their local cable companies to see if they would be willing to run the PSA. North State will go ahead and reproduce copies as needed. It was noted that if the SAB has money leftover in their budget, they will vote and then typically cut a check to each library; this year it will probably be for their summer reading program.

**e. Program Services/
Networking**

Margaret Miles reported that Carla Lehn has found extra money for the Rural Initiative grant. Ms. Miles is seeking input on additional training ideas. The "Connecting with Grassroots" workshop will be a web cast as the trainer is from out of state. The CA Rural Library Initiative is finally available on the CA State Library Website. The new URL is www.rurallibraries.org; there is also has a link to CALTAC training from there. It was reported that the Tribal Library Boot Camp will be pulled out of RLI as a separate grant. Ms. Miles is seeking input on how the workshops are doing and if more online workshops are needed. Discussion ensued. It was noted you **MUST USE** www.rurallibraries.org to register and the fee will be automatically eliminated. The fees and travel will also be paid for workshops that are offered out of the North State area. Interested parties should register through the regular Infopeople site and take the reimbursement travel and sub from the rural site. Substitute reimbursement is allowed. Ms. Miles will get a list from Infopeople in May in order to select workshops. A Core Reference workshop will be conducted for extra hire staff for all libraries. The library that hosts a session will receive two spaces for that session. The funding future of the Rural Initiative program was discussed. It was noted that Susan Hildreth is committed to rural libraries, but also wants to look at urban areas as well. It was recommended that all library staff be placed on the rural listserv to make sure that all staff can see the workshops when they are announced. Nancy Brower and Carolyn Stacey will attend the Summit Meeting which will be held in Sacramento on April 19th.

f. Personnel Committee

Marilyn Cochran presented the revised Personnel Manual. She reported that Kelli Logasa, secretary from NBCLS updated some of the materials and forms and placed the manual in a format that will be easier for everyone to use. It was decided that copies will be produced for all members of the Personnel Committee. All staff will have access to the manual as well. Laura Salisbury reported that she will update the NSCLS Driver's Manual. It was requested that an updated member library roster be sent to the Council. It was further requested that an updated political contact list for the North State area be sent out. A motion to adopt the personnel manual as revised was moved by Marilyn Cochran and seconded by Margaret Miles. The motion passed unanimously.

**g. Media Development
Committee**

Ms. Milliron-DeBacker reported that NSLCS frequently pays \$44.95 for one VHS movie. The DVDs are listed for \$9.95. It was noted there are more NSLCS requests for DVDs and that VHS formats will not be produced after January 2006. The durability of DVDs was discussed. It was recommended that VHS

should not be bought if a DVD version is available. It was reported that Butte County recently bought a DVD single-disc cleaning machine similar to what San Jose Public Library uses. Ray Schroff reported that furniture polish can be used for cleaning DVDs and helps with scratches. A "Proper DVD Handling" tips list will be produced for the libraries. A motion to purchase items for the media collection in DVD format, VHS will only be purchased if DVD format is not available, was moved by Pat Harper and seconded by Ray Schroff. The motion was approved unanimously.

NEW BUSINESS:

A. Evaluation of North Bay Management Contract Ms. Milliron-DeBacker absented herself from the room prior to the Council discussing the North Bay Management contract. Discussion ensued.

B. CD/DVD Cleaning Program This item was covered under *g. Media Development Committee*.

REFERENCE COORDINATOR'S REPORT:

Laura Salisbury discussed the idea behind the Census workshop, which is a train the trainer for librarians so they can teach small businesses in their community how to use data. Ask Now will undergo some changes in the upcoming future; the OCLC and Ask Now software are going to merge. This means the pricing structure will change but the State Library is going to be sponsoring this as a statewide program until 2006. This should not affect the NSLCS contribution. Ms. Salisbury referenced the Reference Report included in the Council packet. Discussion ensued. It was noted that Ask Now has reduced their number of databases; they have retained the Webfeat database, but do not have access to the Los Angeles Public Library (LAPL) database anymore. It was noted that the LAPL database is needed in order to make Ask Now valuable. A dummy card in the policy can be used for patron use of the LAPL database.

SYSTEM ADMINISTRATOR'S REPORT:

Annette Milliron DeBacker referred the Council to the Administrator's Report located in the Board packet. She noted that she will put the Domestic Partner law on the next agenda. Ms. Milliron-DeBacker will assure that the Legislative Day appointments for North State are made.

ANNOUNCEMENTS: No announcements were made.

ADJOURNMENT: As the meeting room was needed for the Friends of the Library book sale, the agenda items were not able to be completed and the meeting adjourned at 3:10 p.m.

Carolyn Stacey
Chair of the Board
March 4, 2005

Annette Milliron DeBacker
Clerk of the Board
March 4, 2005