CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Trinity County Library in Weaverville, California with Chair Betsy Emry presiding. The meeting convened at 11:01 a.m.

ROLL CALL:

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>ABSENT</th>
<th>MEMBER LIBRARY</th>
<th>REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Butte County Library</td>
<td>Derek Wolfgram</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Del Norte County Library District</td>
<td>Russell Long</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Humboldt County Library</td>
<td>Kitty Yancheff for Victor Zazueta</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Lassen Library District</td>
<td>John Flaherty</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Modoc County Library</td>
<td>Cheryl Baker</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Orland Free Library</td>
<td>Marilyn Cochran</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Plumas County Library</td>
<td>Margaret Miles</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Shasta Libraries</td>
<td>Joy Sentman-Paz</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Siskiyou County Library</td>
<td>Betsy Emry</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Tehama County Library</td>
<td>Caryn Brown</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Trinity County Library</td>
<td>Oresta Esquibel</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Willows Public Library</td>
<td>Cha Mee Yang</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Butte College Library</td>
<td>Luozhu Cen</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>CSU Chico Library</td>
<td>Carolyn Dusenbury</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>College of the Redwoods Library</td>
<td>Jason Leppaluoto</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>College of the Siskiyou Library</td>
<td>Dennis Freeman</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Feather River College Library</td>
<td>Tom Davis</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Humboldt State University Library</td>
<td>Ray Wang</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Lassen College Library</td>
<td>Rosanna Brown</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Shasta College Library</td>
<td>Janet Albright</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Simpson University Library</td>
<td>Larry Haight</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>GUEST: Media Program Consultant</td>
<td>Lore Ayre</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>GUEST: Media Program Consultant</td>
<td>Lucien Kress</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>SAB MEMBER – Tehama County Library</td>
<td>Sue Gallagher</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>SAB MEMBER – Plumas County Library</td>
<td>Laura Ashkin</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>SAB MEMBER – Trinity County Library</td>
<td>Jan Mountjoy</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>NSCLS System Headquarters – Exec. Dir.</td>
<td>Annette Milliron</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>NSCLS System Headquarters – Asst. Dir.</td>
<td>Patty Hector</td>
</tr>
</tbody>
</table>

1. INTRODUCTIONS:
Introductions were made.

2. PUBLIC INVITED TO ADDRESS BOARD:
No public was in attendance.
3. APPROVAL OF AGENDA:
A Motion to approve the agenda was moved by Margaret Miles and seconded by Marilyn Cochran. The
Motion passed unanimously.

4. APPROVAL OF MINUTES OF MAY 11, 2007 COUNCIL MEETING:
A Motion to approve the May 11, 2007 meeting minutes was made by Derek Wolfgram and seconded by Marilyn
Cochran. The Motion passed unanimously.

5. APPROVAL OF EMAIL PERSONNEL BALLOT OF AUGUST 27, 2007
A Motion to approve the emailed personnel ballot dated August 27, 2007 was made by Marilyn Cochran and
seconded by Margaret Miles. The Motion passed unanimously.

6. SYSTEM ADVISORY BOARD REPORT
Laura Ashkin reported that the System Advisory Board (SAB) isn’t able to send anyone to the CLA Conference.
Ms. Ashkin was the only member of the SAB who was able to give a report to her county’s Board of Supervisors.
The SAB members discussed ways to approach their Board of Supervisors next year. Ms. Ashkin asked the
Council members who don’t currently have a SAB member, to start recruitment efforts because only 7 of the 12
SAB slots are filled. She stressed that SAB members are great advocates for the libraries. At their meeting this
morning, the System Advisory Board voted to fund the purchase of bookmarks and posters for Children’s Book
Week for each library. The Board also decided to try to increase attendance at future meetings by using
teleconferencing or videoconferencing for a few meetings. The Board would like to meet in person at least once
or twice a year. Discussion ensued.

7. COMMITTEE REPORTS/NEW BUSINESS
A. REFERENCE COMMITTEE
1. CLSA REFERENCE DISCUSSION
Ms. Milliron reported that there has been no news from the State Library regarding the statewide reference
changes. At the Library of CA board meeting in August, Susan Hildreth stated there won’t be anything to
report until a person is hired to direct that program. She did say that the CLSA money currently being used
to purchase databases for systems won’t be redirected by the State. NSCLS used about $50,000 for
databases last year. Ms. Milliron reminded the directors that Susan Hildreth would welcome their
recommendations of suitable people to head the program as the State Library is still recruiting.

Betsy Emry asked Ms. Milliron to resend the information about how to submit reference questions to North
Bay. Ms. Milliron told the Council that the library branches should submit their reference questions
directly to the NBCLS Reference Department rather than going through NSCLS headquarters. Discussion
ensued.

2. DATABASE PROMOTION MATERIALS
Ms. Milliron had asked the Council to bring samples of promotional materials that their library uses
regarding the database. Betsy Emry reported that Siskiyou County used a press release which she also sent
out to County staff. Margaret Miles brought the flyers that her staff had put together for Plumas County
and reported that they are planning on putting them out in the collection area near the testing and Chilton’s
books. The flyer is attached to the minutes. Kitty Yancheff reported that Humboldt County is planning on
having some of the library’s computers default to the Testing Databases. Derek Wolfgram stated that Butte
County has bookmarks which he will share.

B. AUTOMATION COMMITTEE
1. OCLC CALIFORNIA CATALOG

No report.

C. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN-IN REPORT
2. VIDEO/DVD REPORT
3. MEDIA STUDY PROGRESS REPORT

The Council discussed the possibility of creating rotating DVD and Book on CD collections that would be owned by one library so TBR could be collected. It would be not be as labor intensive if the bib records went with the collection for upload by the library. Or, the collection could be split between each library as a permanent owner and then it could be shared through ILL, but libraries would have to be willing to lend their media collections. A compromise would be to give the rotating collections to libraries that don’t want to loan items and give materials to libraries who are willing to share. Lori Ayre mentioned that having a true floating collection would be where an item stays with whatever library ends up with it. Ms. Ayre also mentioned that the cheapest, most cost effective method of delivery is to have the materials warehoused with easy-to-use online browsing and delivery through the U.S. postal service for $2.13. Marilyn Cochran suggested giving the Listen-In collection to Butte College if they would be willing to loan it to public libraries. The TBR could be redirected to the College instead of North State and the VHS collection could be put up for grabs amongst the libraries. Ms. Ayre suggested VDX, a product that is used to search various library vendor platforms and could be used to promote easy access. Illiad is another OCLC product that could be explored. Ms. Ayre determined that each VHS and DVD title is being circulated 2 times while the books on CD are being circulated over 4 times apiece. She thought that a quick search of Netflix (in a batch file) would reveal which titles are readily available and which would be worth keeping. Ms. Cochran and Ms. Miles discussed the possibility of each taking a collection, DVDs to Orland Free Library and Books on CD to Plumas County Library, but there would still need to be a way for patrons to browse easily.

D. BUDGET COMMITTEE

1. FY 2007/08 BUDGET

The Budget Committee reviewed the current financial situation and discussed closing down the Video Center and Listen In earlier than the June 30th deadline set by the State Library. The Budget Committee recommended NSCLS discontinue the purchasing of new media for the Video Center and Listen In. No second was needed and the Motion passed unanimously.

A Motion authorizing Annette Milliron to notify the NSLCS staff and landlord that the North State office and Listen-In will be closed down by January 31st was made by Marilyn Cochran and seconded by Russell Long. The Motion passed unanimously.

The Council discussed when the System should stop circulating materials. There was consensus to keep the materials circulating until the last possible moment. A Motion to sell the surplus van was made by Russell Long and seconded by Derek Wolfgram. The Motion passed unanimously.

The Budget Committee recommended approval of the revised budget for FY 2007/08. No second was needed and the Motion passed unanimously.

E. CHILDREN’S SERVICES

The Children’s Service report was presented in written form and is attached to the minutes.

F. PROGRAM & SERVICES/NETWORKING
1. **RURAL INITIATIVE FY 2007/08**
   No report.

2. **ARSL CONFERENCE**
   The ARSL conference was held in Columbus, Ohio this year. The next conference will be held in Sacramento in 2008 and the directors were encouraged to send staff.

3. **WEB 2.0 WORKSHOPS**
   Margaret Miles reported that only one workshop has been scheduled so far and it will be in November. She asked the Council how they felt about having the Web 2.0 and the Petting Zoo workshops back to back. Discussion ensued.

**G. PERSONNEL COMMITTEE**
No report.

**8. NEW BUSINESS**

A. **ANNUAL REPORT FY 2006/07**
   A Motion to approve the Annual Report for FY 2006/07 was made by Marilyn Cochran and seconded by Margaret Miles. The Motion passed unanimously.

B. **JOINT MEETING OF SYSTEM REPRESENTATIVES**
   Ms. Milliron explained that the Steering Committees from NBCLS and MVLS would like to hold a joint meeting to discuss how things are going with System administration and would like to include NSCLS. Since NSCLS doesn’t have a Steering Committee, Ms. Milliron is seeking volunteers to attend on either November 16th or 30th. Discussion ensued.

C. **RESOURCE SHARING SUMMIT**
   The MVLS Steering Committee would like to hold a resource sharing summit with NBCLS and NSCLS because they don’t have one resource sharing tool. They would like to invite the major vendors to come and demo their products. Sacramento Public Library volunteered to be the host. The Committee envisions each library director bringing one key staff person with them. They also talked about piggybacking this meeting on Legislative Day in April. Ms. Milliron asked for a volunteer to serve on the planning committee for the summit and Margaret Miles volunteered.

D. **STRATEGIC PLANNING SESSION FOLLOW-UP**
   This item will be placed on the agenda for the meeting in December.

**9. REFERENCE COORDINATOR’S REPORT**
   The Reference report was included in the meeting packet.

**10. SYSTEM ADMINISTRATOR’S REPORT**
   The System Administrator’s report was included in the meeting packet.

**11. ANNOUNCEMENTS**
   None.

The Council of Librarians meeting schedule is as follows:
DATE          LOCATION
December 14, 2007 Chico
March 14, 2008 Willows
May 16, 2008 Redding.

ADJOURNMENT:

The meeting adjourned at 3:00 p.m.

Betsy Emry
Chair of the Board
October 19, 2007

Annette Milliron DeBacker
Clerk of the Board
October 19, 2007
Career Search: Search occupations, build a resume, take an assessment test.

College, Graduate and Specialty Searches: Search for colleges, graduate programs, and specialty training nationwide.

Test Preparation: Prepare for the GED, SAT, ASVAB, TOEFL, licensing exams, civil service tests, and many more.

To access Testing & Education:
- Go to the Library web page at www.buttecounty.net/bclibrary/
- Click on Online Resources.
- Scroll down and click on Testing & Education Reference Center.

Access this database from any Internet computer! Your library card number is your password.
Chilton Library contains repair and maintenance information on all makes and models of cars and light trucks from 1985 to the current year, and selected makes back to 1954.

To access Chilton Library:

- Go to the Library web page at www.buttecounty.net/bclibrary/
- Click on Online Resources.
- Click on ChiltonLibrary.com
- Enter the year, make and model for your vehicle.

Access Chilton from anywhere! Your library card number is your password.
Looking for magazine articles?

For one-stop access to articles in:
- general interest magazines
- academic journals
- business & trade periodicals
- newspapers & wire services.

To access INFOTRAC:
- Go to the Library web page at www.buttecounty.net/bclibrary
- Click on Online Resources.
- Click on INFOTRAC, then click on General Reference Center Gold
- To do a basic subject search, type a search term in the box.
- In Advanced Search you may limit searches to full text, or limit by date or magazine title.
- To print, click on the Print button at the top of the page.

Access INFOTRAC from anywhere! Your library card number is your password.
No matter what your educational goal and which test you're studying for, nothing beats solid preparation and repeated practice. Whether you're headed for college, planning for graduate school, or starting a new career, you need supplemental resources to improve your scores. Click on a link below to improve your scores with the Internet's most effective online practice tests and books.

**High School**
- Cooperative Entrance Exam (COOP)
- General Educational Development (GED)
- High School Placement Test (HSPT)
- Independent School Entrance Examination (ISEE)
- New York City Specialized High School Admissions Test (SHSAT)
- Secondary School Admission Test (SSAT)

**State Assessments**
- Florida's Comprehensive Assessment Test (FCAT)
- Texas Assessment of Knowledge and Skills (TAKS)
- California High School Exit Exam (CAHSEE)

**College Entrance**
- ACT Assessment®
- PSAT*
- SAT*
- SAT Subject Tests*

**College Credit**
- Advanced Placement (AP)*
- College Level Examination Program (CLEP)*
- Dantes Subject Standardized Test (DSST)
- Test of English as a Foreign Language (TOEFL)®
- Test of English for International Communication (TOEIC)

**Graduate Entrance**
- Graduate Record Examination (GRE)®
- Graduate Management Admission Test (GMAT)®
- Law School Admissions Test (LSAT)®
- Medical College Admissions Test (MCAT)®
- Miller Analogies Test (MAT)®

**Nursing**
- NCLEX Exams

**Civil Service and Licensing**
- Accountant/Auditor Exams
- American Foreign Service Officer Exam
- Case Worker Exam
- Civil Service Exams
- Clerical Exams
- Corrections Officer Exam
- Court Officer Exam
- Firefighter Exams
- Law Enforcement Exams
- Parole Officer Exam
- Police Officer Exam
- Police Sgt, Lt., Capt. Promotion Exams
- Postal Exams
- Praxis Exams™
- Probation Officer Exam
- Real Estate Exams
- State Trooper Exam
- Treasury Enforcement Agent Exam
- U.S. Citizenship Test

**Military Entrance and Career Placement**
- Air Force Officer Qualifying Test
- Armed Services Vocational Aptitude Battery (ASVAB)
- Military Flight Aptitude Tests
- Officer Candidate Tests

**Basic Skills**
- Academic Skills Question Bank

**Job Skills Assessment**
- ACT WorkKeys: Applied Mathematics
- ACT WorkKeys: Reading for Information

Call Portola Library 832-4241 for more information
It's online; go to: http://www.plumaslibrary.org/ then click databases button, then type in library bar code, then scroll down the page to the testing link.

**Free Test Preparation Materials** Prepare for the GED; civil service and military entrance exams; licensing tests for law enforcement, real estate, the postal service, and many other fields; plus college and graduate school admissions exams.

**College Search** Search for colleges, distance (online) learning opportunities, programs for international students and nursing schools.

**Graduate Search** Search thousands of graduate, law, MBA, nursing, distance learning (online) opportunities.

**Specialty & Career Program Search** Search vocational schools, career colleges, information technology programs, executive education programs, and private secondary schools.
Select Your Vehicle:

Use the menus at left to select a vehicle.

Automotive Repair Information for Do-It-Yourself (DIY) People

Chilton has been helping people like you maintain cars and trucks for more than 80 years. We know how to help you succeed.

The Content and Coverage You Need—All in One Location

ChiltonLibrary provides exclusive photographs, diagnostics designed by instructors, step-by-step repair procedures, Original Equipment Manufacturer (OEM) maintenance schedules, wiring diagrams, recalls and Technical Service Bulletins (TSBs) for automobiles and light trucks in one easy-to-use web site. Since this library subscribes to ChiltonLibrary, you are now equipped with decades of data to maintain your vehicle. Just begin by choosing a vehicle at the left and a subject above.
To Request Books from North State Library System

1. FIRST: Set up an account by following these steps:
   a. Go to [www.plumaslibrary.org](http://www.plumaslibrary.org) and click on the library homepage button:

![Library Homepage](Image)

   b. Scroll down to:

The North State Cooperative Library System Catalog
Search for materials in the far Northern counties
To access the catalog from home click HERE

   c. Click on the above words: The North State Cooperative Library System Catalog
   d. Click "My Account" on the right side of screen.
   e. Click "New User Registration" on the right side of screen.
   f. Enter your user name (at least 9 characters).
   g. Enter a 9 digit password of your choice.
   h. Enter your name, address and phone number.
   i. Click "register."

2. Search for book(s).
3. Click on title of book of your choice.
4. Scroll down to click on: "Ask to borrow this book from another library".
5. Click submit.

Note: For future searches, you will need to follow steps a-d, then log in before searching.
To Access the North State Library Thomson Gale Databases

1. Go to www.plumaslibrary.org and click on the Databases button:

2. You are now at:

   INFO TRAC®

   North State Cooperative Library System
   (Where you can find articles from newspapers, reference books, and periodicals, many with full-text and images.)

3. Type in your library card bar code number here: Proceed

4. Click the Proceed button.

5. Select the database (s) you wish to search.

Databases:
   1. General Reference Center Gold
   2. Student Edition
   3. Health Reference Center Academic
   4. Gale Virtual Reference Library
   5. Junior Edition K-12
   6. Kids Info Bits
   8. Chilton Library.com
   9. Testing and Education Reference Center