

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Council of Librarians Meeting**  
**March 16, 2007**

**CALL TO ORDER:**

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Tehama County Office of Education in Red Bluff, California with Chair Marilyn Cochran presiding. The meeting convened at 11:00 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Butte County Library	Derek Wolfgram
X		Del Norte County Library District	Russell Long
	X	Humboldt County Library	Cindy Denbo
	X	Lassen Library District	John Flaherty
	X	Modoc County Library	Cheryl Baker
X		Orland Free Library	Marilyn Cochran
X		Plumas County Library	Margaret Miles
X		Shasta Libraries	Mark Smith
X		Siskiyou County Library	Betsy Emry
X		Tehama County Library	Ray Schroff
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Cha Mee Yang
	X	Butte College Library	Luozhu Cen
	X	CSU Chico Library	Carolyn Dusenbury
	X	College of the Redwoods Library	John Mayeski
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Sharmon Kenyon
X		Lassen College Library	Rosanna Brown
X		Shasta College Library	Janet Albright
X		Simpson University Library	Larry Haight
X		GUEST: California State Library Consultant	Gerry Maginnity
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector

**1. INTRODUCTIONS:**

The Council welcomed three new Council members Mark Smith, Derek Wolfgram and Russell Long. Gerry Maginnity was also welcomed and 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 Rosanna Brown and seconded by Oresta Esquibel. The Motion passed unanimously.

#### **4. APPROVAL OF MINUTES OF DECEMBER 1, 2006 COUNCIL MEETING:**

A Motion to approve the December 1, 2006 meeting minutes with a correction in the 24/7 section to the change the spelling of the name “Cruz” to “Cruse” and a correction to Director Carolyn Dusenbury’s report, which should read as follows “Carolyn Dusenbury reported that CSU Chico Library bought an Innovative system with one time money. The library will also replace the 2<sup>nd</sup> floor carpet, which will cost \$225,000. The library received \$100,000 additional money for additions to the collection. The library recently weeded the Reference collection. The Library has lost \$800,000 in funding since 1999. Ms. Dusenbury reported that the CSU Chico library has a unique collection called *Indian-White Relationships in Northern California Between 1840 & 1920: The Bleyhl Collection*. It is an annotated bibliography of documented encounters between Native Americans and White settlers in California from books, newspapers, government documents and other formats. If interested in learning learn more about the collection, Bleyhl maintains a special collections page on their website at <http://www.csuchico.edu/lbib/spc/bleyhl/index.htm>. Ms. Dusenbury further reported that Rod Herberg is running for the ALA Treasurer position and he has a lot of fiscal experience.” was made by Margaret Miles and seconded by Ray Schroff. The Motion passed unanimously.

#### **5. SYSTEM ADVISORY BOARD REPORT**

The System Advisory Board meeting was cancelled due to a lack of a quorum. The SAB is scheduled to meet again May 11, 2007 prior to the Council meeting in Redding.

#### **6. COMMITTEE REPORTS/NEW BUSINESS**

##### **A. REFERENCE COMMITTEE**

##### **1. DATABASE TRIAL REPORT**

Ms. Milliron reported that the Reference Committee tried three databases and recommends that we seek pricing for Chiltons online.com and Testing & Education Reference Center databases. Both databases are Gale products. There is \$10,000 in the budget that will hopefully cover the licensing. If there is not enough money, the System may have to ask member libraries to contribute a small amount as well.

##### **2. 24/7 UPDATE**

Ms. Milliron reported that without Laura Salisbury, the System is having a hard time covering the hours required as well as promoting the service. Most libraries have reported that they are not seeing much use of the 24/7 program. Margaret Miles stated that she would like to see a report showing the North State region’s usage. Ms. Milliron will explore North State’s coverage requirement to see if there is enough staff to cover it for the remainder of the year. She will bring the usage information back to the Council for a decision at the May meeting.

##### **B. AUTOMATION COMMITTEE**

##### **1. OCLC CALIFORNIA CATALOG**

Since the academics aren’t part of the CalCat project, the Council will need to figure out how to interlibrary loan between the colleges that don’t use OCLC for ILL. Staff will survey the libraries to find out how they want to receive requests that don’t come over FirstSearch. The Council is interested in a webinar on how to use CalCat.

##### **2. CIRCULATION SYSTEM FOR LISTEN-IN**

The current circulation system at Listen-In is an Access database and isn’t effective or easy to use. Ms. Milliron has been researching to see if it is possible to place the Listen-In collection on Willow’s server like the Video Center records and get a TLC circulation module for Listen-In. The Budget Committee endorsed having Ms. Milliron continue her research.

### **C. MEDIA DEVELOPMENT COMMITTEE**

#### **1. LISTEN-IN 2<sup>ND</sup> QUARTER REPORT**

#### **2. VIDEO/DVD 2<sup>ND</sup> QUARTER REPORT**

Ms. Milliron reported that circulation is down.

#### **3. ROTATING COLLECTIONS DISCUSSION**

Ms. Milliron reported that very few members are using the rotating video collection and asked the Council how we could make the collection more usable. Some libraries have complained that the two month time period was not enough. Ray Schroff suggested sending out a survey to find out how members feel about it. Ms. Miles would like to see a rotating Books-on-CD or Playaway collection. Other Council members voiced interest in that as well. Ms. Milliron will look into it.

#### **4. AD HOC MEDIA PROGRAM REVIEW COMMITTEE REPORT**

One of the things the Committee has investigated is housing the video center collection with a member library. One suggestion is putting it with the Listen-In Collection at Butte College when they move into their new building. The Committee also put together a Collection Development Policy which they are recommending to the Council for adoption. The Council recommends that "ease of replacement of materials" be added and something about what sources will be used to review (that is in the music portion) in the policy as an Influencing Factor. A Motion to adopt the Collection Development Policy with the suggested additions was made by Betsy Emry and seconded by Ray Schroff. The Motion passed unanimously.

The Committee recommends that the Listen-In materials budget be spent on books on CD and Playaway type products and that no music be purchased for the remainder of 2006-2007 and all of 2007-2008. The Committee is interested in using rechargeable batteries and noted that staff can put together a sheet with instructions and what additional connectors are available. The Collection Development Policy would also need to be changed to reflect this type of format. The Motion passed unanimously.

#### **5. MEDIA ILL LENDING OUTSIDE OF NSCLS**

The Committee recommends that North State lend its media collection to partners that are connected via the land-based delivery. The Motion passed unanimously.

### **D. BUDGET COMMITTEE**

#### **1. FY 2006/07 BUDGET**

Mr. Schroff reported that the System is well within its spending limits. Ms. Milliron has learned that NSCLS owes PERS contributions on Cheryl Turnbough and there is enough money in this year's budget to cover it.

#### **2. TELECOMMUNICATIONS COST**

Mr. Schroff reported that the System is spending about \$3,600 for fax lines at each library. The Budget Committee anticipates paying for the fax lines for one more year and then each library will need to pay for their own. This arrangement will provide the opportunity for libraries to include fax line costs in their E-Rate applications.

#### **3. FY 2007/08 BUDGET**

Ms. Milliron has not received instructions on the CLSA or Plan of Service from the State Library as of yet so the Committee hasn't been able to work on the budget. One thing that would affect the budget is closing down the Headquarters office and moving its staff to other libraries. Marilyn Cochran is looking at the possibility of putting the office manager in Willows Public Library. Discussion ensued.

The other issue is delivery service. The System's drivers, who are all retirees working part-time, are finding the work strenuous in the winter weather. One driver has resigned and the other hurt himself putting chains on the delivery van. Ms. Milliron is investigating what can be done with the routes. One thing is to have a Delivery Policy that states if the weather conditions are bad enough to require chains, then the Delivery Van shouldn't be on the road. Ms. Emry reported that her County has vehicles where the chains are automatically installed.

Ms. Milliron noted that with all the new directors coming on board, it would be a great time to have a Strategic Planning meeting. She is currently looking for a consultant to facilitate the meeting. The Budget Committee has reported that the System has the money to hire one. Ms. Emry asked about the OCLC cataloging charges for next year. Ms. Milliron passed around the spreadsheet showing the individual library charges. She will also e-mail this document to everyone. She noted that all libraries will be paying their own expenses next year unless the Council requests NSCLS to pay.

## **E. CHILDREN'S SERVICES**

### **1. CHILDREN'S SERVICES MANUAL REVISION**

It was reported that there are only a few copies left of the Children's Services Manual and it hasn't been updated since 2004 so now would be a good time to do so. Ms. Milliron asked if it was being used by librarians in the System. It was reported that NSCLS is selling 2-3 copies a year outside the System. Ms. Miles proposed that the revision and copying wait another year.

Ms. Milliron reported that NSCLS is getting 1,000 pounds of materials donated from the State. They are books and other items sold in the National Park gift shops. The items are being delivered to NSCLS headquarters and will be divvied up to the member libraries by either Ms. Milliron or Patty Hector.

## **F. PROGRAM & SERVICES NETWORKING**

### **1. RURAL INITIATIVE FY 2006/07 SCHOLARSHIP PROGRAM**

Ms Miles has been working really hard to schedule the workshops and has confirmation on the third one to be scheduled this week. She will have staff send the full schedule out via e-mail. The workshops are all in North State's area so the System will pay for travel and replacement staff. The Council gave Ms. Miles authorization to go ahead and book a workshop in July. Ms. Milliron reported that Holly Hinman has some Web 2.0 workshops that will be available to the System as well.

#### **Rural Initiative FY 2006/07 Scholarship program**

The Rural Initiative scholarship program has been well-used this year. In fact it has been used so much that Ms. Milliron and Ms. Miles developed a form so that it can be better managed. A Motion to adopt the Rural Initiative Scholarship program was made by Ms. Miles and seconded by Derek Wolfgram. The Motion passed unanimously. The form will be posted on the NSCLS webpage as well as the Rurallibraries.org page.

### **2. RURAL INITIATIVE FY 2007/08**

The Rural Initiative will pay for up to 20 people to attend the Association of Rural Libraries Conference in Columbus, OH on September 26-28, 2007. Carla Lehn would like the Council to think about what kind of criteria they would like to have for selecting people to attend the conference. In 2008, the conference will be held in California so one of the criteria could be that the attendees be on the planning committee for the 2008 conference. Two other criteria could be that their library be a member of the Association of Rural Libraries and that each one bring back something for the Rural Libraries Clearinghouse. Discussion ensued. An appreciation form stating the three criteria will be sent to NSCLS directors in April.

## **G. PERSONNEL COMMITTEE**

### **1. VACATION BUY BACK**

Ms. Milliron reported that NSLCS staff have been losing their vacation time because of the current “use it or lose it” policy. The Personnel Committee would like to have a policy change that will allow vacation buy back and let employees accrue more time. The Committee is still working on the specifics of that policy and will bring it back to the Council at the May meeting.

## **7. NEW BUSINESS**

### **A. FAIR POLITICAL PRACTICES – FORM 700**

Ms. Milliron reminded the Council that each member of the Council needs to fill out and return the Form 700 to Kelli Logasa by April 1<sup>st</sup>, 2007.

### **B. LEGISLATIVE DAY APPOINTMENTS**

Ms. Miles and Mr. Schroff will be attending Legislative Day in Sacramento. Ms. Milliron reported that she was turned down by a North Bay legislator who had just met with her and Ms. Hector during Day in the District and wondered if it might be better to just schedule appointments with legislators during Legislative Day. She reminded everyone to check the appointment schedule and to sign up for the appointments at [www.legiday.net](http://www.legiday.net).

## **8. REFERENCE COORDINATOR’S REPORT**

Ms. Milliron referred the Council to the report in the meeting packet. She noted that Cheryl Turnbough is not receiving many questions and reminded the Council that everyone needs to make use of this program. The Budget Committee reviewed the cost of maintaining a 12 hour a week reference position and feels it would be more cost effective for the System to contract the reference service out to North Bay next year. Also, on April 18<sup>th</sup> the Library of California Board will ask for public input on recommendations for the CSLA Reference program.

## **9. SYSTEM ADMINISTRATOR’S REPORT**

Ms. Milliron referred the Council to her report included in the Council’s meeting packet. Both NBCLS and MVLS are revamping their web pages with the look and feel of NSCLS’ web page. There will be an underlying shared database between all three for staff and calendar information but each system will retain their individual URLs.

## **10. ANNOUNCEMENTS**

Derek Wolfgram reported that as the new director of Butte County Library, he has been acclimating himself by getting to know the local political figures in the community and getting acquainted with all of the Friends groups. He reported that he turned in his preliminary budget yesterday, so he has officially started the budget process. Mr. Wolfgram is spending his time trying to bring some sense of a system to the library. He noted that Butte County library is large enough that it now needs to start viewing itself as a system, as opposed to a group of libraries that associate with one another. He has started a leadership team that consists of the heads of all of the library branches and meets regularly to figure out policies and make decisions together. This leadership team is also taking a field trip to Redding to get a tour of the new library there. He hopes to bring a Board member or the County budget analyst on the field trip to show them what a public library building can look like.

Margaret Miles reported that the Plumas County Library has been working on a building project budget for over five years. On Tuesday, two partners pulled out of that project and now she is back to square one. She is going before the Sierra Board of Supervisors to ask how they would like to proceed and offer some options to them. In order not to lose the State library grant for this project, the Sierra Board will either need to agree to get a loan or do a lease back to build a building. This will then require approval from the State

Library as it will constitute a change in plans. Ms. Miles noted that currently Sierra County has a population of 3,000 people and no library. Plumas County received an ELF grant of \$5,000 and has begun redecorating the Children's room in Quincy. They have also purchased some books to start a parenting collection. Ms. Miles reported that they couldn't get Useful to work on the public computers they purchased so they went with the Microsoft security thing at the last minute, which was no cost. The library will most likely purchase Fortris software. Discussion ensued.

Mark Smith stated that it was great to travel to the other end of the State and see a full table of people he already knows and noted that it was very reassuring. He spends most of his time working in Riverside but noted that LSSI is starting to make inroads into Northern California. The Redding Library held their opening on March 3<sup>rd</sup> and it went really well. Some highlights of the open house were a book passing from the old library to the new library with approximately 3,000 people assisting in this endeavor. He stated that it was amazing to see and that the only other book passing he is aware of was in Oklahoma City, but at a shorter distance. He estimates that approximately 3,000 attended the open house, with 2,400 books check out that first day. Since the opening, over 14,000 items have been checked out which is three times the library's weekly average. Mr. Smith stated that the community has responded very favorably to the new library and that all systems are working pretty well and better than expected. The bin sorter was down but should be up and running. Mr. Smith stated that he has enjoyed the opportunity to come to Redding and getting to know the community, but he won't be doing this permanently. He has been cutting back on his time in Redding and currently comes up twice a week. LSSI is still in the process of recruiting a director for the library in Redding. In the meantime, LSSI is bringing in another LSSI manager that many directors may already know, Linda Milke, to work full time in the Redding Library for the next 7-8 months, or until someone has been hired. Ms. Milke was in Redding this last week meeting with some community members and will most likely attend the next NSCLS Council meeting. Ms. Smith noted that Janet Albright of Shasta College Library has been attending the library project meetings at the Redding library and appreciates her lending her expertise. Ms. Albright stated that it had been interesting.

Ray Schroff reported that it is almost time in Tehama County Library for the round up in Red Bluff. The 15<sup>th</sup> annual Cowboy poetry will be held on Wednesday, April 18<sup>th</sup> from 7 pm. to 9 p.m. Don Henley, a Washington cowboy, will be the emcee for the event. All participants are real cowboys and they anticipate that approximately 200 people attend. Tehama County's Infopeople webpage design program has started and Mr. Schroff noted that it is a really sophisticated online learning program. The design is being taught by Lori Ayre who is very knowledgeable about the latest technology. Mr. Schroff will be sending a staff member to Sacramento for training. He hopes to have the updated webpage by the end of May and might be able to take advantage of the databases and make them available to the public. Updating the webpage should be relatively easy. Mr. Schroff announced that he is retiring as of August 1<sup>st</sup> and the his staff and Board have been informed. Nancy, his wife, is retiring as well and both are looking forward to a different life.

Betsy Emry reported that Siskiyou County is losing \$9 million due to the loss of Federal Timber money. The library has been told to develop their budget without their portion of the tax and make it lean and mean. They will be hosting the poet laureate on his tour of the State.

Oresta Esquibel reported that once again, her budget for Trinity County Library is barebones. The Library suffered a power outage that knocked out its server and now the library has to purchase a replacement. The library has been moved on the County's organization chart to under the Clerk/Recorder's office along with the IT Department. Trinity County Library will be sponsoring the Poem Crazy workshop that is funded by the State Library.

Gerry Maginnity reported that Susan Hildreth is very concerned about the funding problems facing libraries due to the loss of the timber money. The State Library will be getting the information out about Year Two of the ELF grant. There will soon be more information on the homework help tutoring grants as well. Ira Bray wants to remind everybody that they need to go through Lori Ayre for their PAC HUG grants. Library

statistics are available online now and the printed version will be sent out at a later date. There is another bond act proposed for California libraries. Staff would like to have information about the facility needs for libraries.

Janet Albright noted that she is happy to be able to attend the NSCLS meetings once again. Shasta College is completing a building in downtown Redding and is currently in the planning stages for a Tehama campus with a library. The library is actually receiving new computers and electronic databases, Ovid and ArtStore.

Larry Haight reported that Simpson University has a new president who is sensitive to library issues and needs. Simpson University is adding new majors and is giving the library some new money to support those majors. He noted that the library is running out of space and needs more.

Rosanna Brown reported that Lassen College library is also running out of space. The college is re-establishing their media center since everyone had been laid off in the past. Lassen College is also adding some new programs. She recently found out that the College is slated to receive money from the lottery that is supposed to be spent on educational resources and her library is receiving \$23,000.

Marilyn Cochran reported that Orland Free Library has hired a full-time children's librarian which has been wonderful. Orland has also been working on their automation project. Orland and Willows are working together on some projects and both will be adding some new staff. They are hoping to be able to work with the school district to expand the library building.

Russell Long reported that he has been on the job in Del Norte County for a total of two days. The State Poet Laureate will also be appearing in April at Del Norte County Library. Mr. Long noted that he was briefly at the Reno Community College and has worked in libraries in Nebraska, Orange County, California and Florida.

Susan Hildreth will attend the next NSCLS Council meeting. The College Librarians are scheduled to attend a meeting in Tahoe, which is the same day as the next Council meeting.

**ADJOURNMENT:**

The meeting adjourned at 2:30 p.m.

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Marilyn Cochran  
Chair of the Board  
March 16, 2007

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Annette Milliron DeBacker  
Clerk of the Board  
March 16, 2007