

**NORTH STATE COOPERATIVE LIBRARY SYSTEM  
Council of Librarians Meeting  
May 12, 2006**

**CALL TO ORDER:**

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

**ROLL CALL:**

Nancy Brower, Butte County Library  
Patty Hector, Del Norte County Library  
Cheryl Davis Baker, Modoc County Library  
Carolyn Stacey, Humboldt County Library  
Margaret Miles, Plumas County Library  
Carolyn Chambers, Shasta County Library  
Ray Schroff, Tehama County Library

**ALSO PRESENT:**

Carla Lehn, California State Library - Consultant  
Susan Hanks, California State Library - Consultant  
Laura Salisbury, NSCLS Reference Center  
Annette Milliron DeBacker, NSCLS Administrator  
Adrienne Haylor, SAB Member – Willows Public Library  
Jan Mountjoy, SAB Member – Trinity County Library  
Jan Romero, SAB Member - Modoc County Library

**1. INTRODUCTIONS:**

There were no introductions.

**2. PUBLIC INVITED TO ADDRESS BOARD:**

No public was in attendance.

**3. APPROVAL OF AGENDA:**

A request was made to add to the agenda the 2006/07 meeting schedule. A Motion to approve the agenda as amended to include 8A – Meeting schedule for 2006/07 was moved by Ray Schroff and seconded by Carolyn Stacey. The Motion passed unanimously.

**4. APPROVAL OF MINUTES OF MARCH 10, 2006 COUNCIL MEETING:**

Cheryl Baker requested that a change be made to the minutes, under **Item 10 – Announcements**, Paragraph 6, that the first sentence be changed to “Cheryl Baker reported that the heating costs at their Cedarville Branch exceed the heating costs for the main branch.”

Laura Salisbury requested that a change be made to the minutes, under **G. Media Development Committee Item 2 – Listen In 2<sup>nd</sup> Quarter Report** that the paragraph read “It was noted that the Listen In 2<sup>nd</sup> Quarter Report was included in the Council’s meeting packet. Ms. Brower asked if the cassettes from Listen In were being used as it was noted that the checkouts have dropped in half. It was reported that very seldom are

instructional tapes borrowed. Ms. Brower noted that it would be a good time to purge. Discussion ensued.”

Laura Salisbury requested that a change be made to the minutes, under G. Media Development Committee Item 3 – Video/DVD 1<sup>st</sup> Quarter Report that the paragraph read “Ms. Brower referred the Council to the reports that were included in the Council’s meeting packet.”

A Motion to approve the March 10<sup>th</sup> meeting minutes as amended was moved by Cheryl Baker and seconded by Ray Schroff. The Motion passed unanimously.

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

Adrienne Haylor reported that the System Advisory Board met earlier that morning with 6 members in attendance. She noted the Board will be losing four members this year as their terms are up. The members reported on different aspects of their libraries and communities, such as fundraisers and budgets. The Board reviewed the Committees assignment list with the new SAB member. The SAB Nomination Committee reported that they had nominated Pat Bunnell of Shasta County for the Chair position for 06/07 and Laura Ashkin of Plumas County for the Vice Chair position in 06/07. Elections were held and Ms. Bunnell and Ms. Ashkin were voted in as Chair and Vice Chair of the SAB, respectively, for 2006/07. Various committee reports and the SAB annual goals were discussed. Ms. Haylor reported that the Board approved the SAB section of the 2006/07 Plan of Service and is awaiting the Council’s determination of a target population in order for the Plan be complete. Ms. Haylor stated that she was leaving the SAB and thanked everyone for the opportunity to be of service to the libraries. The Council thanked Ms. Haylor for her years of service on the System Advisory Board. A Motion to accept the System Advisory Report was moved by Margaret Miles and seconded by Ray Schroff. The Motion passed unanimously.

## **6. CONSENT CALENDAR**

### **A. CONFIRMATION OF FAX BALLOT FOR PURCHASE OF VAN**

It was noted that North State received a much better deal on the trade-in of the old van than they would have received had they sold the van at auction. Discussion ensued. A Motion to approve the purchase of the van as referenced in the Consent Calendar was moved by Ray Schroff and seconded by Carolyn Chambers. The Motion passed unanimously.

## **7. COMMITTEE REPORTS/NEW BUSINESS:**

### **A. REFERENCE COMMITTEE**

#### **1. ASKNOW! FOR FISCAL YEAR 2006/07**

Carolyn Chambers referred the Council to the report included in their packet. She reported that the academic libraries are now going to be charged for academic use of the AskNow! service, which will affect the staffing contributions. Laura Salisbury spoke with the AskNow! coordinator for the State of California about North State’s situation with the academic libraries. AskNow! will allow 6 -7 hours for North State’s contribution. Laura Salisbury currently contributes two hours, Humboldt County contributes one hour, Butte County contributes one hour, plus Ray Van Diest at Shasta High School contributes two hours. It was noted that library school students can also fill in on the hours. Butte County currently has 3 staff members attending library school. Carolyn Stacey reported that due to staffing changes, Humboldt County Library’s ability to contribute one hour may be restricted. Discussion ensued. A Motion to continue the AskNow! service was moved by Carolyn Chambers and seconded by Patty Hector. The Motion passed unanimously.

#### **2. SELECTION OF TARGET POPULATION FOR PLAN OF SERVICE**

The Council discussed North State’s target audience for the 2006/07 Plan of Service. The top five percentages in North State’s population were discussed; economically disadvantaged, age 65 and over,

Handicapped, Geographically Isolated, Functionally Illiterate. The Council selected the Geographically Isolated for the designated target population. The website, databases and AskNow! service will serve as the delivery tools for this target population and North State can promote these current resources that are being underutilized to reach the geographically isolated. A Motion to designate the Geographically Isolated as North State's target population for the 2006/07 Plan of Service was moved by Carolyn Chambers and seconded by Cheryl Baker. The Motion passed unanimously.

Ms. Milliron reported that she had joined the last Reference Committee meeting via speakerphone and it worked very well. She noted the call cost approximately \$4 as opposed her having to drive to the meeting. Ms. Milliron looked at North State's records to see what the cost was when they used a conference call center, which is a 800 number where everyone can call in. The cost was approximately \$9.60 per line per hour; so a two-hour meeting would be approximately \$18.20 times the number of lines going in. It was noted that the conference call approach would definitely encourage and enable more participants in committee meetings and activities. Discussion ensued. Ms. Milliron noted that she would write the conference calls into the Plan of Service.

Ms. Salisbury stated that she would like to add something to the Reference Committee notes, where it stated that she does a separate sample count of recycling items. Upon reviewing the current account, it shows that last year's estimate was \$19,792. Ms. Milliron recommended that the Council look and see if there are recycling centers within their community that can be utilized. Discussion ensued. Ms. Salisbury stated that this matter will be discussed in more detail at the next Reference Committee meeting but she wanted to make the Council aware of the dollar amount.

## **B. AUTOMATION COMMITTEE**

### **1. OCLC CATALOGING QUOTE**

Ms. Milliron handed out the revised figures for the OCLC Cataloging quote. She noted that North State received OCLC's bid for cataloging in December and has been discussing it. In the meantime, as it has been almost six months since the bid was given and there was no movement on the first bid, OCLC performed more research as they had new data on North State's usage history and submitted a new bid with a higher price. Discussion ensued. The base price on the first bid was \$29,000 for 2007; the base price on the new bid is now \$39,000. Ms. Milliron noted that the new bid is only valid through August 9, 2006, which means North State runs the risk of another price increase as the OCLC continues to gather more statistics. The revised spreadsheet that demonstrates the newest data OCLC has used to calculate the revised pricing was discussed. If the revised OCLC contract is accepted, North State will know for sure what the pricing will be for the next three years, as OCLC priced out the cost in the multi-year contract. Ms. Milliron stated that she met with the Finance Committee and discussed how to divvy up the OCLC charges by library. Individual library charges were discussed. Ms. Milliron noted that the Finance Committee did come up with a formula to use for the individual library charges and she ran a spreadsheet using this formula. Discussion ensued. Discrepancies in the revised OCLC spreadsheet were discovered and discussed. It was determined that the bid has increased from \$42,000 to \$67,000 for all services including resource sharing and access. Discussion on the individual usage cost was held. It was determined that the Council cannot make a decision on the revised bid at this time. Ms. Milliron will contact Paul Cappuzzello to discuss the data and calculations used in the revised bid. She will also request that Paul provide a price for batch loading only.

## **C. PROGRAM & SERVICES/NETWORKING:**

### **1. RURAL INITIATIVE FY 2005/06**

Carla Lehn reported that the Rural Library Initiative grant has been submitted. She further reported that all of the workshops have been scheduled for the year. The Council thanked Nancy Brower for arranging the workshops. Ms. Lehn reported that the Clearinghouse will have an online newsletter with the first edition being sent out before the end of June. Ms. Lehn noted that the budget for the travel mileage reimbursement had barely been touched. Ms. Milliron noted that there were numerous

scheduled workshops in the upcoming months and that that would probably change. Ms. Lehn noted that workshops can be scheduled in September and October and possibly in late August as well. Discussion ensued. Ms. Lehn stated that there was a strong showing of registration for online classes. Ms. Brower noted the Children's lit 101 class is doing well.

Ms. Lehn reported that for the RLI 2006/07 grant, she reduced the number of workshops to save \$100,000. She noted that two regions that were recently added were cut from the grant; North Bay and Central Coast and she will help arrange the attendance with the two regions using a scholarship approach. Ms. Lehn reported that also she cut some Clearinghouse expenses in the grant so the costs are lower. There will also be more virtual meetings held. She noted that this will be the last year for the Book Club in a Box and the program needs to find a home.

Ms. Lehn reported that she met with the Rural, Small, Tribal etc. committee through OLAS at the ALA conference. She noted that there is no centralized place for people to learn about this committee and she is working with a librarian from New Mexico to focus on a Tribal committee. Ms. Lehn was invited to speak at a conference in Columbus, Ohio about California library activities. Discussion ensued.

Ms. Lehn reported that Web Junction has formed a rural watch committee and Betsy Emry and Susan Hanks were accepted to serve on the committee. Susan Hanks reported that there have been two conference calls so far but that Web Junction appears to be a little slow in following through on what they have promised. She noted there is a discussion space for the committee as of now. Ms. Hanks noted that Web Junction is difficult to use and the materials are dated. Discussion ensued. The Gates Foundation money was discussed. The Tribal needs assessment was also discussed.

## **2. PLAN OF SERVICE**

Ms. Milliron reported the important piece of the Plan of Service is done since the Council identified the target audience. The *Service to the Underserved* section will be rewritten and then sent into the State. She noted that no great changes have been made to the Plan since no additional funding has been received. Discussion ensued. A Motion to accept the 2006/07 Plan of Service with changes was made by Margaret Miles and seconded by Ray Schroff. The Motion passed unanimously.

Ms. Brower reported that Infopeople is holding a videoconference June 15<sup>th</sup> on *Getting the Library Message Across* which will be archived at InfoPeople as a webcast. She noted the Nancy Pearl videoconference will also be archived as a webcast.

## **D. BUDGET COMMITTEE**

### **1. BUDGET FY 2005/06**

Ray Schroff reported that the Budget Committee approved the 05/06 budget. As the Motion came from the Budget Committee, no second was needed. The Motion passed unanimously.

### **2. CONTRACT FOR ADMINISTRATIVE SERVICES**

A motion to approve the contract for administrative services with North Bay Cooperative Library System was made by Margaret Miles and seconded by Ray Schroff. The Motion passed unanimously.

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

Ray Schroff reported that the Budget Committee approved the 06/07 budget. As the Motion came from the Budget Committee, no second was needed. The Motion passed unanimously.

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

### **1. PUBLIC SERVICE ANNOUNCEMENT DISTRIBUTION**

Ms. Brower reported that the Children's Services is still negotiating with Gay Ducey about presenting a Children's workshop in October; the target date is October 20<sup>th</sup> with a fallback date of October 27<sup>th</sup>. She noted that Ms. Ducey was ill and Heather Tovey was unable to complete the negotiations. Ms. Ducey is a professional storyteller and children's librarian and comes highly recommended. The workshop will be held at the Chico Branch of the Butte County Library.

Ms. Milliron reported that since North State is participating in the State Library's funded reading program, *Paws, Claws, Scales and Tales*, they are able to use a professionally produced Public Service Announcement (PSA) created for the program. Ms. Milliron reported that the following stations will run the PSA through July 15<sup>th</sup>: KCBU, KRVU, KUCO, KHSL, KRCR, KIWB, KAEF. She noted that all major areas for North State appear to be covered. She further noted that copies of the PSA are available in DVD, VHS and Beta format for the Council to borrow and make copies. Discussion ensued. Directors can contact Kelli Logasa at NBC Headquarters for copies of the PSA if they would like to view it.

## **F. PERSONNEL COMMITTEE**

### **1. MOVE TO CLOSED SESSION FOR DISCUSSION OF HEALTH INSURANCE AND ADDING DEPENDENTS POST-RETIREMENT**

A Motion to move to closed session was made by Ray Schroff and seconded by Margaret Miles. The Motion passed unanimously.

A Motion to reconvene to open session was made by Carolyn Chamber and seconded by Ray Schroff. The Motion passed unanimously.

### **2. MOVE TO OPEN SESSION**

The meeting reconvened to open session at 2:10 p.m. A Motion for a resolution for North State to pay up to a maximum of 80% of the cost of the lowest cost health plan for the employee plus 60% of the additional premiums for employee plus one or employee and family was made by Personnel Committee and no second was needed. The Motion passed unanimously.

## **G. MEDIA DEVELOPMENT COMMITTEE**

### **1. LISTEN IN 3<sup>RD</sup> QUARTER REPORT**

### **2. VIDEO/DVD 3<sup>RD</sup> QUARTER REPORT**

### **3. DISCUSSION OF UPDATING ROTATING COLLECTIONS**

Nancy Brower referred the Council to the reports included in their Council Packet. She stated that the Media Development Committee wanted to have a discussion regarding updating the rotating collections. There are a significant number of videos that have not circulated that can go into the rotating packets. Ms. Brower suggested that maybe the libraries that have the packets could review them and see if they need to be refurbished. They could advise NSCLS Headquarters of any titles that might need to leave the packet, and then more items could be selected to round out more general categories. Discussion ensued. Laura Salisbury noted that she and Brenda Crotts are halfway through their project of weeding out titles and have removed approximately 150 -175 videos. Discussion ensued. When the weeding project is completed, libraries will be instructed to proceed with the updating process. Details on procedures will be sent to all libraries that have rotating packets.

Ms. Salisbury noted that the Listen In 2<sup>nd</sup> Quarter Report was included in the Council's meeting packet. Ms. Brower asked if the cassettes from Listen In were being used as it was noted that the checkouts have dropped in half. Ms. Salisbury reported that very seldom are instructional tapes borrowed. Ms. Brower noted that it would be a good time to purge. Discussion ensued.

## **8. NOMINATING COMMITTEE APPOINTMENT**

### **A. MEETING DATES FOR 2006/07**

Nancy Brower reported that the Nominating Committee, comprised of herself and Margaret Miles, met and nominated Patty Hector for Chair and Marilyn Cochran for Vice-Chair. There were no nominations from the floor.

A Motion to elect Patty Hector for Chair and Marilyn Cochran for Vice-Chair was moved by the Nominating Committee and no second was required. The Motion passed unanimously.

Chair Patty Hector will set the meeting dates for 2006/07. Ms. Milliron noted that the SAB had requested the Council set their September meeting date. The Council needs to check their calendars and will send their available dates to Ms. Hector. The final date will be sent out via email. Ms. Milliron suggested that the September meeting be held on the coast and it was noted that September would be a nice time to do it there. It was suggested that a phone conference can be held for the business meeting.

Ms. Brower reported that her retirement party is being held at the Gold Country Casino on Friday, December 1<sup>st</sup> in Oroville. It was noted that it might behoove the Council to hold their meeting on that day so they could attend.

## **9. REFERENCE COORDINATOR'S REPORT**

### **A. REPLACEMENT VAN PURCHASE**

Ms. Salisbury noted that the van information was included in the Council's meeting packet. This matter was discussed at the beginning of the meeting under Item #6.

### **B. NSCLS WEBSITE**

Ms. Milliron encouraged the Council to start using the new web page using the directions Ms. Salisbury had sent out. Lori Bowen-Ayre apologized for the delays in getting the web page up and running as she had encountered several setbacks on the project.

Ms. Salisbury demonstrated the redesigned NSCLS web page. She noted the sign-ins she sent to each Director are all lower case. Discussion ensued. The Council was requested to inform her if any items on the site needed to be placed in another location on the site as North State does have a maintenance contract that will allow items to be placed where appropriate.

## **10. SYSTEM ADMINISTRATOR'S REPORT**

Ms. Milliron referred the Council to her report included in the Council's meeting packet.

## **11. ANNOUNCEMENTS**

Patty Hector reported that Del Norte County will place a ¼ cent sales tax on the June Ballot and that so far, there hasn't been any opposition. She noted that the retiree population is growing in the county. Ms. Hector reported that the ADA and Children's remodel are done.

Carolyn Chambers reported that the Shasta County library building is two-thirds of the way complete. It was reported that the library is going to be changed over from County to City ownership. Ms. Chambers noted

that there are contract issues with the transfer of employees. Discussion ensued. The grand opening will be in February.

Cheryl Baker reported that the Modoc County Library had a booth at the Modoc County home show to feature home improvement books. She passed out a picture of the booth. The library also had a booth at the County's job expo, which was organized by the Alliance for Workforce Development. She used the booth to promote the materials in the library's collection for people to learn about careers and become or stay employable. She reported that the Friends of the Library are planning the second annual June Jamboree, which is a library fundraiser to be held at Ms. Baker's house. It is the third weekend in June, 6/24, and will include a barbecue lunch and a train ride. There will be musical entertainment and the Friends will hold a book sale. Tickets are \$12 each and last year over \$3,000 was raised. She noted most of the food and supplies are donated. Ms. Baker reported that the library salary survey was taken to the Board of Supervisors and they approved a 10% increase for the County librarian. Discussion ensued.

Margaret Miles reported that she attended Legislative Day in Sacramento with Laura Ashkin, her SAB member. She reported that the Plumas County Friends of the Library sponsored a student and a parent to attend Legislative Day; the student's name was Wyatt and he was in the 3<sup>rd</sup> grade. Wyatt was able to meet with some of the legislators' aides. Ms. Miles reported that she met with an aide in the Governor's office. She also attended the Federal Legislative Day and met with Senator Barbara Boxer and Senator Diane Feinstein. Ms. Miles reported that Plumas County Library received an LSTA grant this year for computer education. The laptops and the wireless web connection are up and running. She noted that the grant ends in June so the library won't be able to pay the instructor to teach classes, but three branch people have taken the online course in how to train people so they will be able to instruct some classes. Ms. Miles reported that the library held a *Turn Off the TV for a Week* promotion. Discussion ensued.

Ray Schroff reported that Tehama County held their 150<sup>th</sup> anniversary celebration in April and the library put together a photo display of the history of the library. The celebration was held at the fairgrounds and there was a very large turnout. The library held their 16<sup>th</sup> annual Cowboy Poetry and about 200 people attended. Mr. Schroff reported that the some stucco fell off of the library's building entrance a few weeks ago; fortunately it happened on a Sunday afternoon when the library was closed. Currently patrons are entering the library through the library's workroom. The temporary repair work is done on the entrance and the final repair will be done after the summer reading program. Mr. Schroff reported that the Sheriff Deputies weren't able to negotiate a guaranteed raise from the County so a measure will be placed on the ballot, which may impact the library. A new mother who has been attending the pre-school story hour with her child was very upset when she heard it may impact the library's funding. She gathered \$4,200 in donations from friends and businesses for the Friends group for children's services.

Nancy Brower reported that the Red Tavern Restaurant in Chico has put in a bocce ball court and have decided to hold an annual tournament fundraiser to benefit local non-profits in the community. The first tournament was held for KZFR, which is the community-access radio station, and the Library Literacy Program. The final tallies aren't in, but it looks like they raised \$12,000 and the Library Literacy Program will receive about \$6,000. Ms. Brower reported that the PALS After School Literacy Program will continue next year but not at the same level. Discussion ensued. It was noted that Ms. Brower's son suggested that she should treat this year like her senior year in high school in terms of pushing the County on funding issues. Discussion ensued. Ms. Brower reported that the *Loved to Death Books* program raised approximately \$5,000. She noted that seven kittens were born in the library yesterday.

The next Council of Librarians meeting will be determined at a later date and an email will be sent to the System Advisory Board and the Council of Librarians.

**ADJOURNMENT:**

The meeting adjourned at 3:30 p.m.

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Nancy Brower  
Chair of the Board  
May 12, 2006

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Annette Milliron DeBacker  
Clerk of the Board  
May 12, 2006