

NORTH STATE COOPERATIVE LIBRARY SYSTEM
System Advisory Board Meeting
May 13, 2005

- CONVENING:** The System Advisory Board of the North State Cooperative Library System (NSCLS) met this date at the Redding Branch of the Shasta County Library in Redding, California with Chair Adrienne Haylor presiding. The meeting convened at 9:20 a.m.
- ROLL CALL:** Adrienne Haylor, Willows Public Library – SAB Chair
Laura Ashkin, Plumas County Library – SAB Representative
Pat Bunnell, Shasta County Library - SAB Representative
Jan Mountjoy, Trinity County Library – SAB Representative
David Wilkinson, Butte County Library – SAB Representative
Judith Schmidt, Orland Public Library – SAB Representative
- ALSO PRESENT:** Annette Milliron DeBacker, NSCLS Administrator
Don Hampton, Willows Public Library - Director
- APPROVAL OF AGENDA:** The Agenda was adopted by consensus.
- APPROVAL OF MINUTES OF 03/04/04:** Laura Ashkin reported that on Page 2 of the March 4, 2004 minutes, under Announcements the last line of paragraph two should read “She reported that the Plumas County Board of Supervisors has two new members who are friendly to libraries.” David Wilkinson reported that on Page 3, the second, third and fourth sentences of the fourth paragraph should read “He noted that on the undesirable side, there is heavy use of the meeting room. The City of Chico augments the budget for library operations which has been \$120,000 until now, but may decrease. The book sale provides money to purchase books for Chico.” Motion to approve the minutes as amended was made by Jan Mountjoy and seconded by Robin Stuart. The motion passed unanimously.
- INTRODUCTIONS:** No introductions were required as no new members or guests were presented.
- ACTION ITEMS:**
- a. Plan of Service for 2005/06** The revised 2005/06 Plan of Service included in the meeting packet was discussed. The NSCLS Cost Benefit Analysis for the member libraries was also discussed. The SAB Plan of Action was reviewed. It was noted that the SAB members are welcome to attend the Council of Librarians’ meetings. Everyone should meet with the Board of Supervisor by June 30th and then give NSCLS Headquarters a copy of their report of the meeting. Judy Schmidt’s presentation about the System will be added. Ms. Schmidt will send a CD of the presentation to the SAB and one to NSCLS Headquarters. Ms. Haylor suggested the Committee start the review process of the Plan of Service earlier in the year. A motion to adopt the Plan of Service for 2005/06 was made by Laura Ashkin and seconded by Judy Schmidt. The motion passed unanimously.
- b. Selection of NSCLS Committee Assignments** A NSCLS Committee list with current assignments was passed around. The SAB members self appointed themselves to the NSCLS committees.
- c. Meeting Structure & Schedule** Ms. Haylor suggested that the System Advisory Board and the Council of Librarians’ meetings be combined into one meeting starting at 9 a.m. It was noted that there is a lot of overlap of activities and reporting. Ms. Schmidt noted that it would be good for her librarian to hear what she is reporting. Everyone agreed that would be a nice arrangement. Ms. Haylor also suggested that when the meeting is held in outlying areas, maybe the SAB meeting could be held the night before the Council of Librarian’s meeting. The SAB will recommend that the SAB meeting be held the night when the meeting is held in Eureka and/or try a combined meeting in December. Discussion ensued.

d. Report of Nominating Committee Pat Bunnell reported that the Nominating Committee recommends Adrienne Haylor as the chair and Pat Bunnell as the vice-chair of the committee. A motion to approve the recommendations of Adrienne Haylor as chair and Pat Bunnell as vice-chair of the Nomination Committee was moved by Jan Mountjoy and seconded by David Wilkinson. The motion passed unanimously.

e. Election of Officers for 2005/06 An election for the offices for the 2005/06 year was held. A motion to elect Adrienne Haylor as chair and Pat Bunnell as vice-chair was made by Jan Mountjoy and seconded by David Wilkinson. The motion passed unanimously.

BUSINESS OF THE DAY:

a. Report on CLA Activities David Wilkinson reported that he attended Legislative Day on April 20th in Sacramento and visited the legislators that affected Butte County: Sam Aanestad, Rick Keene, and Doug LaMalfa, with several other people. Each person focused on one topic when visiting with their legislators; either PLF or TBR. Mr. Wilkinson brought the TBR figures with him to share with the legislators their value. This information seemed to have an impact on the legislators. Judy Schmidt called on the rural Riverside County legislator as no one was visiting him at the moment and felt like she had made a difference.

b. NSCLS Workshops Attended There was nothing to report.

c. Report on Committee Meetings Attended There was nothing to report.

ADMINISTRATOR'S REPORT: Ms. Milliron-DeBacker referred the SAB to her Administrator's Notes that she had emailed prior the meeting. She noted that she had nothing else to add to those notes.

David Wilkinson noted under Item C regarding the budget, he noted that taking a \$46,000 Miscellaneous Fund draw is not too bad as it represents using about 10% of the overall reserve.

ANNOUNCEMENTS: Laura Ashkin reported that she received press coverage when she called on the Board of Supervisors to give her report.

Pat Bunnell offered the opportunity for the group to take a look at the Amazon book fundraising project this afternoon.

Jan Mountjoy reported that her library is using the California Endowment for the Humanities to bring the library and the environment camps in Trinity County together for a writing program that two teachers are running this summer.

David Wilkinson reported that he is a member of the Chico Friends of the Library group, which is one of the libraries in the Butte County system, but is not a country-wide member. The focus is the city library, so not always in concert with what the County library system wants to do. He reported that they are continuing to explore options on how to expand the Chico library building.

Adrienne Haylor reported that Glenn County was currently reviewing their budget. She reported that in the past, there was a joint library committee that consisted of Orland Library, Willows Library, representatives from the Board of Trustees of both those libraries, the Director's representatives from the appointing boards, the City Councils and representatives from the Board

of Supervisors. The purpose of the Committee was to keep everyone informed about the library's needs, etc. This committee ceased to exist in 1999. She explained that currently, Glenn County receives their monies as they are divided out by the Board of Supervisors. One of the main things that's happening is the shortfalls are falling back on the appointee – for example, the City of Willows is taking care of the shortfalls that are created because the County only receives a certain amount for the branches. She noted that they hope to reconvene the joint library committee. On May 26, the City Council will meet with the Board of Supervisors and this item will be discussed. This will help inform the Board of Supervisors what the needs are for all libraries in Glenn County, since the Board chose to close their County Library in 1968.

Ms. Haylor reported that there was a book sale that generated \$460 for Willows Public Library. She noted there are new people on the Friends of the Library Board as the chair had resigned and the Friends' Board is now functioning.

Judy Schmidt reported that she tried to explain the North State Cooperative Library System at the Orland Commission meeting as they were not aware of the System. Adrienne Haylor, Marilyn Cochrane, Don Wilkinson and Judy Schmidt will talk during lunch about forming a County library system.

Marilyn Cochrane expressed concern from her Council about Board of Supervisors not supporting the libraries as they should.

Judy Schmidt will start attending her County's Board of Supervisor's meetings in the summer. She reported that Orland is starting a Friends' of the City library group. The first meeting will be held on May 19th with Marilyn Reese convening

**AGENDA BUILDING/
NEXT MEETING:**

The next meeting is scheduled for _____, 2005 at _____. The agenda will remain the same for the next meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:52 a.m.

Adrienne Haylor
Chair of the Board
May 13, 2005

Annette Milliron DeBacker
Clerk of the Board
May 13, 2005

**REPORT TO NSCLS SYSTEM ADVISORY BOARD
TRINITY COUNTY LIBRARY**

13 May 2005

TRINITY COUNTY BUDGET

In preparing the budget for year 2005-2006, Trinity County department heads were asked to use the same net costs as last year as a beginning point. Although the library's indirect costs dropped by \$20,000, the gain was negated by the rising cost of utilities, insurance and cost of living increases. The county is more than \$7,000,000 in debt, attempting to find bond financing to refinance current loans due in May and June, and may have to pay up to 12% interest to sell unrated bonds. The outcome of the bond financing issue will affect department budgets and possible future cuts that may include further reduction of library service hours and possibly branch closures.

LIBRARY STAFFING

The library was able to send part time staff member Andrea Alvarez to the Inforpeople workshop on customer service in Redding. She enjoyed it very much, learned new things and was able to meet staff from other libraries. Andrea and volunteer Julie Feely attended the 14th Annual Children's Festival at Lowden Park last week. They promoted the library with children's activities featuring Flat Stanley and drew children's names for prizes. The recorded attendance at the library table was 124.

INDEPENDENT CONTRACTORS

The Friends of the Library (FOL) have raised enough benefit funds to pay contract workers to catalog books and substitute for staff on leave up to ten hours a week respectively.

LIBRARY VOLUNTEERS

Loyal volunteers have been essential to keep the libraries functioning. In Weaverville, 8 volunteers assist in a variety of technical services tasks as well as helping at the desk occasionally. In Hayfork, three volunteers each work about six hours a week, including one who has been trained to cover the front desk so that the staff librarian may take a noon break.

SUMMER READING PROGRAMS

This year's planned summer reading and activities program theme will be "Dragons Dreams and Daring Deeds" and will include the branches. Books to support the reading component have been ordered along with cataloging records to speed the process.

The California Endowment for the Humanities \$10,000 grant program for underserved rural children is being implemented with programs supplementing existing summer environmental camps serving the Hayfork and Weaverville areas. The FOL, acting as grant administrator, is contracting with the Barrows Writing Revival School to provide a six-hour writing element for each of the six camper groups. The products of this effort will be highlighted at an ending camp celebration for the campers, their parents and the public and also published for library and public relations use.

FRIENDS OF LIBRARY FUND RAISING

Used book sales in April: Weaverville FOL raised \$1,400 plus \$220 for their bake sale. At the annual Hayfork Spring Fling the Hayfork FOL raised \$250 from book sales and the Hayfork Rural Arts Guild and Gallery gave them an additional \$165 from the proceeds from their food booth.

Coldwell Banker, Weaverville realtors, has pledged to contribute \$100 from each local real estate sale to the Hayfork FOL and plans similar gifting for the benefit of the Weaverville and Trinity Center libraries.

The Library Benefit and Endowment committee is working on their donor's brochure to present to individuals and businesses. Other benefits for this year are in the planning stage.

Submitted by Jan Mountjoy,
SAB for Trinity County