

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Council of Librarians Meeting**  
**September 24, 2004**

**CONVENING:** The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Trinity County Library in Weaverville, California with Chair Pat Harper presiding. The meeting convened at 11:05 a.m.

**ROLL CALL:**

Oresta Esquibel, Trinity County Library  
Cheryl Baker, Modoc County Library  
Margaret Miles, Plumas County Library  
John Flaherty, Susanville Library District  
Patty Hector, Del Norte County Library  
Carolyn Chambers, Shasta County Library  
Luo Zhu Cen, Butte College Library  
Pat Harper, Siskiyou County Library  
Ray Schroff, Tehama County Library

**ALSO PRESENT:** Adrienne Haylor, Willows Public Library - System Advisory Board Representative  
Pat Bunnell, Shasta County Library - System Advisory Board Representative  
Annette Milliron DeBacker, NSCLS Administrator  
Laura Salisbury, NSCLS Reference Coordinator

**INTRODUCTIONS:** The Board welcomed Annette Milliron DeBacker, the new NSCLS Administrator and Luo Zhu Cen, Director of Butte College Library.

**PUBLIC INVITED TO** No public in attendance.  
**ADDRESS THE BOARD:**

**APPROVAL OF AGENDA:** The Agenda was adopted by consensus.

**APPROVAL OF MINUTES OF 05/12/04:** A Motion to approve the minutes of 05/12/04 as presented was made by Margaret Miles, and seconded by Cheryl Baker. The Motion passed unanimously.

**SYSTEM ADVISORY BOARD REPORT:** Adrienne Haylor reported that the System Advisory Board currently has three vacant positions: Susanville, Trinity, and Siskiyou, which means they do not have a quorum at this time. It is the System Advisory Board's recommendation that the bookmarks purchased for Children's Week once again be distributed by population. As there was no quorum, the Board could not take any action at their meeting. The recommendation to distribute the bookmarks was supported by the Board unanimously.

Ms. Haylor stated that she is willing to attend the CLA Conference in San Jose, November 13-16. It was noted that Dr. Kevin Starr, the former State Librarian, will be receiving an award on Friday, November 12. This will be the only opportunity to see Dr. Starr speak during the conference.

**CONSENT CALENDAR:** The Consent Calendar consisted of two items: to confirm the fax ballot vote of the authorization to contract with the NBCLS for administrative services and to confirm the fax ballot vote to hire a driver for the North Coast route. A Motion to approve the Consent Calendar as presented was made by Carolyn Chambers, and seconded by Ray Schroff. The Motion passed unanimously.

**REFERENCE COMMITTEE:** Pat Harper reported that the Reference Committee did not meet over the summer. She reported that they do have goals and objectives. The hand-out was discussed. Laura Salisbury reported that the Reference Committee had discussed an Inter Library Loan (ILL) workshop with the Reference staff. Ms. Salisbury also reported that she had updated the information in the ILL Manual and has sent it to the secretary at NBCLS to format. Discussion on posting the manual online and various web hosts and servers ensued. Ms. Salisbury and Ms. Milliron DeBacker will continue to work on moving the CPLN and NSCLS web pages.

**AUTOMATION COMMITTEE:** In the absence of the Chair Nancy Brower, Annette Milliron DeBacker reported that the public likes the updated software.

**BUDGET COMMITTEE:** Ray Schroff reported that the only change in the budget is in the salaries due to raises that were approved for all staff members..

**CHILDREN'S SERVICES:** Ray Schroff reported that a number of libraries did not have the staff to conduct a Summer Library Program. The Children's Services Committee is seeking a new chair. It was noted that the Del Norte literacy person would like to help and will attend the October meeting. It was stated that there is not many children's librarians left in the area. The chair position has 2-year term on a rotating basis. Mileage for one car from each library jurisdiction is reimbursed for the Children's Services Committee workshops by the NSC Headquarters. The budget for travel and workshops was discussed. It was noted that Tom McCormick is available for doing workshops.

Ms. Milliron DeBacker discussed two possibilities for the 2005 Summer Reading Program. One program is being developed by Metropolitan Cooperative Library System (MCLS). MCLS is asking the systems to be the drop point for all orders. Then the systems would send out the posters, etc. use their various delivery systems. The materials must be ordered through MCLS by December 15<sup>th</sup>. The other program is being organized by Stephanie Stokes, which some of the North State Libraries used this year. With that program, the libraries are more independent; the System is not involved. If a library chooses the MCLS program, the library should notify NSCLS so they can coordinate the shipment and delivery.

Ms. Milliron DeBacker discussed Tutor.com, which a portion of is currently available through 24/7. The sales representative for Tutor.com would like to speak at a Council Meeting or meet with the Children's Services Committee to discuss what is available. Joe Cochrane, NBCLS Reference Coordinator, is available to negotiate the contract and license for North State if the Council were interested in pursuing Tutor.com. Discussion ensued. Ms. Salisbury will also contact the sales representative for more details.

**PROGRAM & SERVICES/NETWORKING:** Margaret Miles reported there are ten Infopeople sessions planned specifically for NSCLS; nine will be in person. There are also fifty spots available in online courses. You can sign up for the course online and put NSCLS in the "bill" line. It was noted that if a workshop is full, you can put your name on the wait list. Another program, *Book Club in a Box*, was discussed. Brenda Crotts is coordinating this program for North State. Each location that signs up for doing *Book Club in a Box* will receive money to send a person to be trained on how to implement the program. If your library is interested, contact Brenda Crotts. Ms. Miles will ask Brenda to write up the details of the program and email the information to everyone. It was reported by Cheryl Baker that there is extra grant money from the Rural Initiative this year for tribal libraries. Bonnie Biggs is conducting a needs assessment for this and will work with Infopeople to develop a three and a half day boot camp for tribal librarians. The focus will be on Southern California this year and will be expanded to North State next year if the Rural Initiative is funded. It was reported that the Young Adult workshops will be shown via video conference. Ms. Miles reported on the Clearinghouse, which is an online database of policies and procedures for handling library issues, which will be unveiled at CLA. Demonstrations of the database will be held at the Rural Initiative booth. Marketing for the booth was discussed.

- PERSONNEL COMMITTEE:** Ms. Milliron DeBacker introduced personnel issues in the absence of the Chair Marilyn Cochran. She reported that there will be a medical insurance increase from PERS of 25%. The retired employees will see a 10% decrease in their PERS insurance rate. Ms. Milliron DeBacker surveyed the Council via e-mail regarding insurance options and did not find a less expensive insurance to move to. She noted that North Bay Cooperative Library System received a 19% increase on their medical insurance. The Personnel Committee is going to try and find money in the budget to help the employees deflect the cost of the increase. She noted that this would not be a one-time thing, but an ongoing expense. Current employee insurance rates were discussed. Past precedent has been that when insurance rates increased, employees paid for it. The Personnel Committee will work with the Budget Committee and bring the figures to the December Council meeting.
- Ms. Milliron DeBacker reported at a training session she had attended recently, she learned that the Federal government is moving towards government agencies into reporting on their audits like businesses. This is a good thing, but it means the library systems will need to report pension liability and those sorts of things on the audit sheets. This will affect cities as well as counties. In 2007 or 2008, both North State and North Bay, due to the size of their budgets, will have to list what their System's liability is to fund retiree's health insurance payments. A fund will need to be established to balance your obligation or the System will have a negative balance audit. She noted that North Bay set aside \$150,000 several years ago, but looking at the current rates, doubts that will be enough. Ms. Milliron DeBacker asked that the Personnel Committee think about this; currently the System has a cash reserve around \$400,000. She noted that some of the cash may need to be earmarked to hold for future years to meet the requirements for this audit. Discussion ensued.
- MEDIA DEVELOPMENT COMMITTEE** Ms. Milliron DeBacker reported that the Committee is on track with the goals that had been sent out as a result of the first round of suggestions in the absence of chair Brenda Crotts. She also passed out the *Book Club in a Box* titles.
- CLSA ANNUAL REPORT:** Ms. Milliron DeBacker referenced the System Annual Report that was included in the Board Packet. She shared North Bay's Inter Library Loan activity with the Council as compared to North State. She discussed the financial impact of resource sharing for NBCLS libraries, which generated \$1.7 million for the North Bay. Discussion ensued on TBR and what libraries are paid. Ms. Milliron DeBacker stated she wanted the Council to be aware of this because there is a new upgrade with the ILL software; the URSA 4.0 release. Once NBCLS has beta tested the software, she will update the Council and let them know if it would benefit them. It was noted that Siskiyou County pays \$1209 to North State but doesn't receive the OCLC subsidy. Discussion ensued.
- SIGNATURE AUTHORIZATION FOR BILL PAYMENT:** Ms. Milliron DeBacker explained that the authorization is necessary as she is not present at North State on a daily basis and the City of Willows must have on record a list of who is authorized to sign claims for the System. A motion was made by Ray Schroff and seconded by Margaret Miles. The motion passed unanimously.
- LISTEN IN/BUTTE COLLEGE** Luozhu Cen reported that Listen In at Butte College is currently undergoing a renovation. They will move out of the building in January 2005 and will return in January 2007. They will move into three portable buildings. Listen In and Reference will be located on the second floor in the new building. There will also be a Special Collection area, with bound periodicals. There will also be a conference room that can host the NSCLS Council meeting. There is a small collection that is currently housed in Oroville, which will move to the portables. The video collection was discussed. It was noted that the video collection is housed separately because no one has the space to house the collection or the staff and time to administer it. Ms. Cen noted that there is an academic hold for students that haven't returned an item. Ms. Harper stated that if a CD is loaned to a patron from Listen In and it is lost, the library pays North State, just like any other lost inter library loan. Mr. Cen noted that the patrons do have a card for Listen In and items are tracked with it. Students cannot receive their grades, etcetera unless fines are paid off.
- DISCOVERY STATION:** Ms. Milliron DeBacker referenced the Discovery Station information that was included in the Council

packet. It is a single p.c. box that can accommodate up to ten screens with the keyboards attached for \$400 a year. It is a networked station that is internet capable. Discovery Station provides all of the hardware except the screens. They do all of the maintenance and the hardware and software support. They market themselves to under-funded libraries and ask that the libraries commit to three-year contract. Ms. Milliron DeBacker referenced an article from the June edition of *Computers in Libraries* about a company that purchased the Discovery Station and did an evaluation of how it went to install it. Copies of the article were also included in the Council packet. She noted that there is a slight learning curve for the public because it similar to Windows Office, but it is not actually Windows Office. It was noted that the scheduling portion of the software is considered extra and would need cost additional money. Discussion ensued. It was stated that the Council was not interested in Discovery Station at this time.

The Council reviewed the different bookmarks for Children's Book Week and selected two different designs for North State Headquarters to purchase. The Black Lagoon Librarian bookmarks were selected from the Upstart catalog.

**REFERENCE  
COORDINATOR'S  
REPORT:**

Laura Salisbury reported that the System's numbers on the annual report were similar to past years. She noted reference questions were down by seven. Ms. Salisbury shared the Gale statistics with the Council and noted that the use of Gale could be higher. Discussion ensued. Ms. Salisbury is looking at making bookmarks for the promotion of Listen In videos and DVDs. She is going to ask Gale to produce the book marks for the promotion of the Reference Center Gold.

Ms. Salisbury reported that there is a script libraries can use when patrons ask local library questions regarding local policies. She can look at the scripts to see what patrons are asking. Ask Now publicity site has posters that can be printed off. Ms. Salisbury reported that for a library to have Tutor.com button, they must have a separate contract. She can help libraries with getting the icon on their web page. Discussion ensued.

Ms. Salisbury asked for items for the newsletter, which will be coming out in November. She reported that the System has acquired a new van, which will arrive next week. The van will be used for Route One. She stated that during the budget processes, the Council should consider replacing a van on another route as well. Ms. Salisbury will be going to Corning to pick up the van and wanted to know if she could sign for it. The Council decided that would be appropriate. The old van will be auctioned. Delivery and supervision of the drivers was discussed. She noted that she will run the delivery routes in the near future and welcomed any feedback. Ms. Salisbury reported that she had not completed a book order in a quarter. It was noted that the Susanville Library did not have a clear understanding of when the delivery van is going to be present. It was suggested that the library not depend on the van and just ship the books via UPS. It was noted that if the delivery van schedule changes for Susanville, someone from NSC Headquarters must send an e-mail.

**SYSTEM  
ADMINISTRATOR'S  
REPORT:**

It was confirmed that the next Council Meeting will be held in Red Bluff in December. Ms. Milliron De Backer handed out the NSCLS Committee List. She reported that representatives from Califa would like to do a 30-minute presentation on why North State should become members at the December meeting. Califa services were discussed. Ms. Milliron DeBacker asked the Council to give her feedback on anything she should know about or any projects/areas they would like her to work on. She stated the could send her an email should they think of anything after the meeting.

**ANNOUNCEMENTS:**

Carolyn Chambers reported that Shasta County received a McConnell Foundation grant for a self check station. She further reported that a library task force is meeting, with their primary function being to look at governance of the library. Contrary to newspaper reports, the County is not looking at privatization. It is more of a service delivery issue not governance problem. The recently constructed library is receiving credit from the City of Redding's electrical department for putting in an ice storage system. The system "chiller" is buried in the ground and during the off peak hours at night, it makes ice. During the peak hours of the day, it cools the building using the ice. This will enable the library to receive a discounted electrical rate.

John Flaherty discussed the budget situation at the Susanville Library. He reported that one-third of the budget is in the bank and the library would like to expand its hours. He noted that the county schools have agreed to deliver to outlying areas books ordered online from the library. Families would need to purchase a library card from this, which costs \$28. Mr. Flaherty further reported that LAFCO allows formation of a district without a vote by taxpayers. The California Special Districts Association (CSDA) was discussed. Mr. Flaherty reported that the library had purchased workers' compensation insurance through the CSDA at a significant savings. He noted that the library received a \$2000 rebate from their workers' compensation insurance. He further noted that the library has realized a savings in facility insurance as well.

Ray Schroff reported that the Tehama budget looks brighter. In adopting the FY 2004/05 budget, they originally had to cut a reference position and furlough 18 days. As of October 1, the cuts and furlough will be rescinded.

Luozhu Cen reported that Butte College Library is looking to increase two part time positions; there will be no cuts to staff. The annual block grant for the college is larger this year than in the past. She noted that the college library has a good materials budget, but are short on people and are trying to rebuild staff. Ms. Cen stated that the library would like to add a reference position and a classified staff position. She noted that she became the interim director in May.

Patty Hector reported that the Del Norte County Library experienced a 20% cut in funding in April, which is the biggest cut they've ever had. She noted that Del Norte charges \$1 for internet use. It was noted that Susanville does as well. Ms. Hector reported that a Klamath Branch is opening that was built by volunteers and will be staffed wholly by volunteers. She noted that a 1/8 cent sales tax increase measure will be placed on the November ballot. The County is seeking also seeking a ½ cent tax on the same ballot. Ms. Hector reported that the library is still struggling with ADA compliance issues that were there when she originally came to the library a year and a half ago.

Margaret Miles reported that Congressman John Doolittle visited the Plumas County Library to see what the library had purchased with the \$100,000 appropriation. She further reported that Saturday hours were restored to the library branches helped in part by the appropriation, which also backfilled the library's book and supply budget. She stated that during the summer, all three of Plumas County's library branches were staffed by substitutes as the three regular employees were out for various reasons. Ms. Chambers noted that Shasta County found a better response to open positions when library experience is removed as a job requirement.

Cheryl Baker reported that a Rainbow gathering had been held in Modoc County; over 19,000 people descended on the county. She noted the Friends of the Library are busy with book sales and are helping to expand the budget for books and media. The Friends won a second place prize of \$200 for their booth at the County fair. There currently is a vacancy for a substitute position at the Davis Creek Library, which is only open two hours a week, plus an extra two hours one evening a month. The Children's Summer Reading Program was a success with 69 children from the Alturas Branch turning in reading records, which accounted for 70,000 pages read. The end of the Summer Reading program was held at Ms. Baker's house and the Friends' helped with the party. Ms. Baker reported that Trendale Insurance has been putting on workshops for county employees that have been very helpful. They currently are offering a series of leadership workshops in the area. Ms. Baker reported the library is receiving a Small Business in a Box Grant; a mini-grant of \$7,000, which she hopes will increase the visibility of the library in the community. The purpose of the grant is to help improve the library services to the small business community. She noted that the grant is taking up quite a bit of time, but is achieving what she has wanted; to get out of the library and into the community. Details of the grant were discussed. Ms. Baker reported that Modoc County recently approved a M.O.U. which in the first years gives employees a 5% salary increase, plus they are covering health insurance increases and restore dental and vision, as well as a small life insurance policy. In the second year, there will be another 5% increase, contingent upon the County receiving full funding from the Rural Law Enforcement Grant. Also, in the second year, they will re-open negotiations to consider coverage of any health insurance increases.

Trinity Public Library is currently laying off staff and Oresta Esquibel reported that this is the hardest thing she has ever done. The Library is a County department and a general fund department. The County has lost State monies, and recently instituted salary increases across the board for all employees under a seven year contract. The County hospital is also grossly in debt and the Board Supervisors have stated they would rather have the County go bankrupt than close the hospital. The Library's budget has been cut tremendously; the library's hours have also been cut. Ms. Esquibel's employees are down to 2.15 FTE for staffing system-wide. The library has a 20 hours part-time person and volunteers for the entire county operations. The volunteers are having experiencing some difficulty in learning all of the software. Trinity County was forced to cancel their Children's Program due to the loss of their Children's Librarian. Teen volunteers are entering paperback information for the online catalog. The Library received two recycled computers from the Tax Collector's office, some 17 inch screens and she's working with the Probation Office to receive some additional computers to beef up the public area of computers to where they're a little bit newer and run faster. The Library also received a color printer thanks to an alert IT employee who found it in a department that wasn't using it. Ms. Esquibel noted that two funds have been set up with monies from the Humboldt Area Trust, an anonymous donor and the Humanities Council. The monies from the funds will allow the hiring of more staff. She stated the Library is looking at hiring back a half-time staff person for cataloging. Ms. Esquibel reported that there is a new core of active Friends and that the Friends are offering a monthly a brown bag series with speakers.

Pat Harper reported the Siskiyou County libraries are experiencing a crisis with their computers, which are so slow that the staff can barely get their work done. Recently she had been advised to switch to high-speed DSL and then have a virtual private network (vpn) in place of the configurations the library currently uses. If this works, the library will actually save money. She wanted to share this information with any other libraries that may be experiencing the same type of problem with their network. She noted that Siskiyou County has four different telephone companies.

ADJOURNMENT:

There being no further business, the meeting adjourned at 3:30 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
September 24, 2004