

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**System Advisory Board Meeting**  
**September 24, 2004**

**CONVENING:** The System Advisory Board of the North State Cooperative Library System (NSCLS) met this date at the Trinity County Library in Weaverville, California with Chair Adrienne Haylor presiding. The meeting convened at 9:00 a.m.

**ROLL CALL:** Pat Bunnell, Shasta County Library - SAB Representative  
Adrienne Haylor, Willows Public Library - SAB Representative  
John Flaherty, Susanville Library District - Director  
Cheryl Baker, Modoc County Library - Director  
Margaret Miles, Plumas County Library - Director  
Oresta Esquibel, Trinity County Library - Director  
Pat Harper, Siskiyou County Library - Director

**ALSO PRESENT:** Annette Milliron DeBacker, North State Cooperative Library System

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

**APPROVAL OF MINUTES OF 05/14/04:** A Motion to approve the Minutes of 05/14/04 as presented was made by Pat Bunnell, and seconded by Adrienne Haylor. The Motion passed unanimously.

**INTRODUCTIONS:** The Board welcomed Annette Milliron DeBacker, the new NSCLS Administrator Mrs. Milliron DeBacker discussed North Bay Cooperative Library System's System Advisory Board and history. She discussed how the management contract with North State Cooperative Library System came about and elaborated on her qualifications and work history.

The Board also welcomed John Flaherty, Director of the Susanville Library District. John Flaherty works as the Law Librarian at the High Desert Facility, which saw over 58,000 users in the last fiscal year. They are currently looking at extending their service area. He noted that the District has its own tax base and owns the building they're in, so they don't need to worry much about money.

**ANNOUNCEMENTS:** Pat Bunnell reported the Shasta County Library has reduced hours in effect; from 63 hours down to 24. She noted that library attendance is the same so it makes it difficult. The Children's Program is suffering since the library is only open in the afternoon and story hour is now scheduled at 1:30 p.m. when the children are taking their naps. Also, the Children's Librarian has retired, so volunteers will be stepping in to help. The Amazon books online project is doing well and making over \$1,000 per month. The Amazon book online project was discussed.

Adrienne Haylor reported the Willows Public Library receives money from the city. The Willows Library Board was anticipating a 50% cut in library budget. The money was restored after lengthy hearings with the Board of Supervisors. She reported that Elk Creek was closed last year due to cuts. Bayliss, which is used a great deal by home school children, is open one day a week for 8 hours. Mrs. Haylor noted that employee hours not service hours were cut. She further noted that they were not filling a vacant position, but were possibly looking for an intern. She discussed a Glenn County student work program.

John Flaherty stated that the Susanville Public Library has joined the small district association and saved thousands of dollars in worker's comp and building insurance costs. He noted that the purchase of a specific type of water heater saved the library quite a bit of money as well. The library is also saving money by having two students from the community college work in the library. The local electric company also matches the library's savings for conversion to LED lighting rather than use florescent.

Those savings paid for the purchase of the hot water heater. Mr. Flaherty noted that Paul Allan, of Microsoft, has a foundation for Northern California and recommended that the other libraries check it out.

Margaret Miles reported 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. She noted that the Chester branch was celebrating its 75-year anniversary. Mrs. Miles reported that Saturday hours were restored to the library branches helped in part by a \$100,000 appropriation from Senator Doolittle, which backfilled the library's book and supply budget.

Rose Boulade, the SAB representative sent a report for Cheryl Baker to read. Mrs. Baker reported that the Friends of the Library for Modoc County Public Library held two book sales. Proceeds from the two sales totaled \$626. The Holiday Market Script sales continue to be profitable as well, with \$11,150 in sales, which the library will receive 10%. 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 Friends of the Library also won a second place prize of \$200 for their booth at the County fair. Mrs. 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. Details of the grant were discussed. It was noted that North Bay Cooperative Library System is the fiscal agent for the grant and their staff is helping in the database negotiations. The need for a resource guide for libraries was discussed. Mrs. Baker noted that the last training she had gone to, by Jeff Lambert, recommended that you go to the MCLS website and click on their reference center, they have small business information. A global language grant was discussed. Mrs. 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. Mrs. Baker explained that the Library is considered a County department but do not receive general funds. She noted that their funding is primarily through Mello-Roos. However, anything negotiated for general fund departments applies to the library. She reported that the library is at the tipping point with matching income to expenses, with \$400,000 in a reserve account. Upcoming Friends of the Library events were discussed. John Flaherty discussed health saving accounts. For more information on health spending accounts, go online and type in those words.

Oresta Esquibel reported that the Trinity County Library is looking for representative for the SAB. She noted that the library is having problems at their County as well. 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 trying to figure out what to do. The Library's budget has been cut tremendously; the library's hours have also been cut. Mrs. Esquibel's employees are down to 2.15 FTE for staffing system-wide. 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. Mrs. Esquibel noted that the monies the Library receives from the Humboldt Foundation and others grants, will allow the hiring of more staff.

Pat Harper reported that the Friends of the Library are going strong in Yreka. She noted that the Siskiyou County Library is devoting a lot of space within the library to a book sale area. The sales are generate over \$200 a month income. Yreka Friends have committed \$300 a month to book buying for book collections. Mrs. Harper further reported their long-time Reference librarian retired and they are unable to replace her. The Children's Librarian was not replaced last year. The main library once had five full-time librarians, but is now down to two professional librarians. She noted that Yreka volunteered to double their contribution to the library to \$2 per capita, per the Yreka Friends of the Library's request. The Library is

looking to hire someone for after school hours in the Children's Department

#### ACTION ITEMS

- a. Children's Book Week Pat Bunnell moved to distribute bookmarks purchased for the Children's Book Week by population. Seconded by Adrienne Haylor. The Motion passed unanimously.
- b. NSCLS Travel Budget Mrs. Milliron DeBacker reported that the CLA Conference will be held in San Jose this year, November 13 through 16, thus making it more affordable for someone from NSCLS to attend. Early bird registration must be done by September 30. NSCLS participation was discussed. Adrienne Haylor stated that she would like to attend the CLA Conference; she will register online and the System will reimburse her.
- c. System Annual Report for FY 03/04: Mrs. Milliron DeBacker referenced the System Annual Report that was included in the Board packet. Discussion ensued.
- d. Review of NSCLS Committee & Goals The NSCLS Committee and goals were reviewed. The SAB needs three appointments; the Siskiyou representative has resigned and the terms for representatives from Susanville and Trinity expired in June. Another Susanville SAB representative passed away recently.
- e. State Library Board News & Activities Mrs. Milliron DeBacker reported that there will be a meeting of the Library California Board, which has not met in a year, on October 20 and 21 at which she will be in attendance. At that meeting, the Board will adopt a budget. NSCLS did receive funding from the Rural Initiative Grant for Year 7.
- f. NSCLS Workshops It was reported that neither Board members had attended any workshops.
- g. Committee Meetings It was reported that neither Board members had attended any Committee meetings. Adrienne Haylor noted that she typically does not receive workshop and committee announcements in a timely fashion and requested that such notices be faxed directly to her office, rather than through the courier.
- h. 24/7 Reference Service It was reported that the 24/7 (Ask Now) software and the headquarter staff have transferred to OCLC. MCLS and the State transferred/sold the project to OCLC. The State has invested a great deal of money over the years into the development of the software and the content. They have now decided they no longer want to continue to do that and feel that OCLC has much more development money. The hope is to merge the OCLC product and the System's 24/7 (Ask Now) into something that will more nationwide with a better support network and better reciprocal types of question handling. The East Coast and West Coast can swap hours and provide better coverage. Discussion ensued.

#### ADMINISTRATOR'S REPORT

The current goals and objectives for NSCLS were reviewed.

#### AGENDA BUILDING/ NEXT MEETING:

The next meeting is scheduled for Friday, December 10, 2004 at the Tehama County Library in Red Bluff. It was noted that the agenda will remain the same for the next meeting.

#### ADJOURNMENT:

There being no further business, the meeting adjourned at 10:44 a.m.

---

Annette Milliron DeBacker  
Clerk of the Board  
September 24, 2004