

AGENDA
NSCLS COUNCIL OF LIBRARIANS
Friday, December 9, 2005
Orland Free Library, Carnegie Building
Third and Mill Street, Orland, CA
(530) 865-1640

11:00 AM - 3:00 PM

- 8:30 a.m. SAB Meeting
- 11:00 a.m. NSCLS Council of Librarians Meeting
- Call to order: Nancy Brower, Chair
1. Introductions: Council Members
 2. Public invited to address the Board
 3. Approval of agenda
 - ACTION 4. Approval of Minutes of September 8, 2005 Council Meeting
 - ACTION 5. System Advisory Board Report: Adrienne Haylor, Chair
 - ACTION 6. Consent Calendar
- These matters include financial and administrative actions that may be approved by a single majority vote. Any Board member may remove an item from the Calendar.
- A. Change Family Medical Leave documentation to have CalPERS invoice employee directly for employee's portion of medical insurance.
- ACTION 7. Committee Reports/New Business:
- A. Reference Committee: Carolyn Chambers, Chair
 1. Database Contract: Laura Salisbury
 - B. Automation Committee: Nancy Brower, Chair
 1. OCLC California Catalog
 2. Fax Equipment Replacement
 - C. Budget Committee: Ray Schroff, Chair
 1. Audit FY 2004/05
 2. CalPERS Health Insurance and Financial Reserve
 3. Resolution to establish a dollar amount of fixed assets
 4. Resolution to establish depreciation method under GASB 34
 5. Budget FY 2006/07
 - D. Children's Services: Heather Tovey and Laura-Lyn Burch, Co-Chairs
 - E. Program & Services/Networking: Margaret Miles, Chair
 1. Rural Initiative FY 2005/06: Carla Lehn
 2. Rural Initiative FY 2006/07: Carla Lehn
 3. Summer Reading Collaborative: Annette Milliron
 - F. Personnel Committee: Marilyn Cochran, Chair
- Move to closed session
1. COLA for Staff
 2. Health Insurance cost increase
 3. Health Insurance Policy for new staff
- Move to open session
- G. Media Development Committee: Brenda Crotts, Chair
 1. Listen In 1st Qtr. Report
 2. Video/DVD 1st Qtr. Report
8. New Business:
1. Homework Help Joint Project: Nancy Brower
 2. E-rate application: Annette Milliron
 3. TLC demonstration/training session planning (April 4 -6): Annette Milliron
Authority control: catalog configuration; circulation functionality?
 4. Day in the District for Keene and Aanestad
9. Reference Coordinator's Report: Laura L.M. Salisbury

10. System Administrator's Report: Annette Milliron
 1. Useful Discover Station Discounts
11. Announcements (if time is available): Council Members

3:00 p.m. Adjournment

Support materials for agenda available for review at NSCLS Headquarters Office.

NOTES FOR CONSENT CALENDAR:

Due to our recent experience with an employee on Family Medical Leave, we need to change the documentation. In order to be able to cancel insurance for non-payment, CalPERS should be invoicing the employee rather than NSCLS hoping to collect payment. We need to change page 28, #3, sentence #3 (serious is misspelled) change from NSCLS will continue to pay to *NSCLS will continue to contribute the employer's share of the health insurance premiums*. Also Appendix D, Page 5 of the Family and Medical Leave Kit, Health Benefits 2nd sentence needs to be changed to read: *CalPERS will invoice you directly for your portion of medical insurance premiums. You are responsible for contacting Human Resources to pay the employee portion of dental and vision insurance, if required.*

NOTES FOR ADMINISTRATOR'S REPORT

Thanks for the quick chat today. Sounds like getting together a group purchase plan for DiscoverStation is something you're certainly interested in for the libraries in the North State Cooperative. I hope something can materialize and we can use this as a template for the North Bay Cooperative in the future as well.

As I mentioned, I send the same informal proposal to Ray earlier this morning. Please take a look at it and contact me before Friday if you have any questions concerning it.

The idea behind this proposal is to offer libraries the opportunity to get DiscoverStation for the lowest possible price available to them. On top of the Califa member discounts and Gates Replacement Deal we're already offering to California libraries, here are a couple ways we can help reduce the cost of DiscoverStation:

1. Volume Purchases (including Califa member discounts): When libraries purchase our complete solution (hardware, software, and support) and buy together we can extend volume discounts to them. Our volume discounts are:

- 8% for purchases between 10-19 stations
- 16% for purchases between 20-39 stations
- 20% for purchases between 40-59 stations
- 24% for purchases between 60-100 stations
- 28% for purchases between 100-150 stations
- 30% for purchases over 150 stations

2. On-site Site Setup and Training:

-It is much more cost effective for all parties involved to do the On-site Setup and Training for all libraries around the same time. It is optional to have group training sessions at a few libraries where those attending will learn how to properly setup DiscoverStation and learn some of the key functional differences between using Linux and Windows. These people would then be properly trained to return to their libraries, set up their own systems, and train their staff on proper use. Training costs can be split between the number of libraries attending.

- If libraries want to have a Useful Rep go to their library to have their own on-site setup and training session with staff, a discounted rate can be applied and travel costs will be shared between all libraries buying into onsite setup and training.

I look forward to talking with you concerning this early next week after the meeting.

Duane Clemens
Useful Discovery Station

NOTES FOR AGENDA ITEM #7 A

The following report was recently prepared by Marin County Free Library reference staff. Marin County recently decided to move from EBSCO to Gale based on the comparative study conducted by their staff. I'm offering this report as the analysis offers good comparisons of specific searches. Sonoma County Library just recently switched from EBSCO to Gale as well. Joe Cochrane and I negotiated a better contract with Deb Austin. We are waiting on approval from Ed McBride for the contract. I will bring the Gale proposal to the meeting

**Comparison between
EBSCO Masterfile Premier &
Gale General Resource Center Gold**

Total # of indexed titles:

EBSCO: 2,721

Gale: 4,495

Total # of FT titles:

EBSCO: 2,002 (also 107,000 photos/maps/flags, 84,000 FT biographies, 86,000 primary source documents, and 433 FT reference books)

Gale: 3,528 (also 21 FT reference books)

Full text coverage for popular periodicals (titles for comparison were selected by walking around the Civic Center branch & noting which magazines that had been left on the tables):

	EBSCO	Gale
<i>Essence</i>	1992-present	1989- present
<i>Field and Stream</i>	2001-present	1994- present
<i>Ladies' Home Journal</i>	1994-1996	None
<i>Motor Trend</i>	None	1992- present
Newsweek	1990-present	1994- present
<i>People Weekly</i>	1994-present	1983- present
<i>Popular Science</i>	2001-present	1983- present
<i>Sunset</i>	None	1983- present
<i>Time</i>	1990-present	1983- present

Note: **Bold**=better coverage

Of these nine titles, Gale has better coverage for seven, while EBSCO has better coverage for two.

Not only does Gale's product offer more titles, the titles covered in Gale's product are more popular for public library patrons as well. And while EBSCO's product can claim 362 FT reference titles, most of them are hugely obscure (such as *Armenian Genocide* and *The Secret Caribbean* and *Color Guard Competition*). Staff also questions their classification of many of these books as "reference" (for example *Techniques of Marching Bands* and *The Adventure Guide to Grenada, St. Vincent & the*

Grenadines and *Protecting Yourself against Criminals*). It is estimated that at least half of these titles are travel guides, and while the remaining half does offer some good titles—such as the *Columbia Encyclopedia* (which Gale also offers); Staff commented that EBSCO may be trying to pull the wool over customers' eyes by claiming so many "reference titles." Gale's FT reference titles (like *Merriam Webster's Dictionary of Quotations* and *The World Almanac Book of Facts*) are titles libraries and librarians have come to respect.

Extra bits

Once you run a search, Gale also offers you a quick link to re-run the search in Google Images. EBSCO provides its own images, but they are very limited. Most searches I ran came back with no hits.

Sample Searches

- Staff ran a simple keyword search for "Martha Stewart" in both databases.
 - Gale retrieved 6382 hits. The most recent article was actually from a date one week in the future. Of the first 20 results, all were available in full text.
 - EBSCO retrieved 5441 hits. The most recent article was from today. Of the first 20 results, only 7 were available in full text.
- Staff ran a simple keyword search for "Iraq torture" in both databases.
 - Gale retrieved 236 hits. The most recent article was from February 27. Of the first 20 results, 10 were available in full text.
 - EBSCO retrieved 382 hits. The most recent article was from "March." Of the first 20 results, 8 were available in full text.
- Staff ran a subject search for "Ohio" in both databases (as though for a state report).
 - Gale retrieved 1 Encyclopedia excerpt, 10 Reference Book excerpts, 1336 Newspaper references, and 6071 Periodical references. Looking through the results staff quickly found more than enough for a child's state report.
 - EBSCO retrieved 2 book references, 1 almanac reference, 24 newspaper references, 431 periodical references, as well as 10 academic journal references, 26 trade publication references, 1 database reference (which ended up taking me to half a dozen short biographical sketches of actors & musicians from Ohio), and 7 book review references. After wading through all the useless results (such as book reviews & trade publications), staff found the almanac reference to be useless, and the book references to be scattered. There was no one main entry for Ohio. Instead, staff had to go in for Ohio's economy, Ohio's environment—all separately. This would not be an ideal tool for a child's state report.

For all 3 of these searches, staff was much more impressed with the results from Gale. Even though with the second search, EBSCO retrieved more hits, less of the results were available in full text, which is almost always what our patrons are interested in.

Interfaces

Both of the interfaces are similar, but the Gale interface is much more intuitive and results in less hang-ups when moving from step to step in a search & retrieve process. Also, Gale displays 20 results per page, while Masterfile only displays 10 per page (a definite plus). This may be changeable though. The Gale results list also indicates if there are graphics in the article, and the search history is kept on the bottom of the search page. Masterfile does not do either of these things. Staff didn't like that Gale is defaulting to searching "subject guide," instead of defaulting to "keyword search," but this is something we can easily change.

Summary

Staff preferred Gale hands-down, both for content and usability. Unless EBSCO is immensely cheaper, Staff believes our users would benefit more from the content and usability of the Gale product. Staff votes to switch from EBSCO to the Gale

NSCLS COUNCIL OF LIBRARIANS MEETING
December 9, 2005
ADMINISTRATIVE NOTES

AGENDA ITEM #7 COMMITTEE REPORTS

- A. Reference: A decision on a database purchase needs to be made at this meeting. Joe and I are meeting with a Gale representative on Friday to discuss a better selection of databases for the same prices. We will have details to review at the meeting.
- B. Automation: To support the CALCAT project, OCLC sent a proposal for flat rate cataloging costs for North State libraries. I need further explanation of the spreadsheet. If it makes financial sense I will bring the information to the meeting.

A few libraries are beginning to have trouble with their fax machines. Income for NSCLS is down and fax is becoming a secondary method of communication. The Council needs to decide if NSCLS should continue replacing fax equipment for members.

- C. Budget: A paper copy of the FY 2004/05 audit was sent to each library via delivery. The auditor has asked the Council to consider adopting two resolutions. The first is a resolution to set the value of fixed assets at \$2,500 and higher. The second resolution is set a depreciation method under GASB 34. The resolutions are included in the packet. The auditor also recommended establishing an employee benefit "trust" account to cover the value of sick leave and vacation. The amount is \$35,397 as stated on Exhibit One under Liabilities and Net Assets. This can be done by setting aside that amount from the Miscellaneous Account or by setting aside a 0.5% of each payroll until the account is built.

As part of our long range financial plan, an actuarial study of retiree health insurance obligations has been completed. The obligation is projected out for expected life expectancy of each participant. The study included both Tom and Brenda because they are eligible to retire, if they chose to do so. The total amount is nearly \$5.6 million dollars over a 37 year period. We do NOT need to have this cash in hand, but we do need to be aware of the financial obligation. In three years, NSCLS will have to start reporting the obligation on our balance sheet. The Personnel Committee is considering a change in policy about health insurance coverage for future hires.

Again for planning purposes, NSCLS needs to establish a general reserve. Based on the last two years a general reserve of \$160,000 would carry NSCLS from July 1 through October 31, if no income was received. That amount would carry all expenses except the Rural Library Initiative. The RLI costs for that same time period are an average of \$24,000. The RLI cost is covered by the grant. However, grant money can't be issued until the State budget is passed. Perhaps a reserve of \$185,000 would be very realistic. The Miscellaneous Fund could be the source for

this reserve.

It is time to begin the development of a FY 2005/06 budget. Please think about items/issues for NSCLS to consider for inclusion in the budget.

- D. Children's Services: Heather Tovey and Laura-Lyn Burch, both of Butte County Library, are co-chairs of the Committee for the next year.
- E. Program & Services/Networking: Margaret will be on her way to New Zealand, but Carla Lehn will join us for the meeting. Please come prepared to discuss needs and projects for the FY 2006/07 grant proposal.
- F. Personnel: Staff has requested both a COLA and increased payment of health insurance costs. The Personnel Committee hasn't met as of this date, but will prior to the Council meeting. A recommendation will be discussed with the Budget Committee and will be presented at the Council meeting.
- G. Media Development Committee: Reports from both Listen In and the Video/DVD program are included in the packet. Listen In circulation to students is down, but the NSCLS libraries have picked up some of the slack. However, overall circulation for Listen In is down 14% when compared to Q1 of FY 2004/05. The Video/DVD Center's circulation is down 9% from Q1 of FY 2004/05. We really need to consider making the collection more available to direct public access in light of the reduced TBR payments and declining circulation.

AGENDA ITEM #8: NEW BUSINESS

Please come prepared to discuss the possibility of joining NBCLS in an LSTA funded proposal to extend Live Homework Help to all public libraries within the North Bay and North State counties. Susan Hildreth is very supportive of the concept. Solano County has offered the program through an LSTA project this fiscal year. The project is very popular and successful. Solano County is willing to open the project to more participants in an application for a second year of funding.

I haven't yet, but I plan to apply for E-rate for POTS for the NSCLS office.

At CLA, Gar Sydnor, offered to come to North State to conduct a TLC training session. We need to determine a best date, location, and topics that are of interest.

CLA's Day in the District is scheduled for January 27th and February 3rd. We need to decide who is available to visit which legislator on which dates.

AGENDA ITEM #9 REFERENCE COORDINATOR'S REPORT

A written report is included in the packet. The number of questions is up 20% over Q1 of FY 2004/05. A list of materials added to the Reference Center collection is also included.

AGENDA ITEM # 10 ADMINISTRATOR'S REPORT

The Library of CA Board met in Sacramento on October 20th. The Board meets only once a year now. Paymaneh Maghsoudi, Director of Whittier Public Library was elected Board Chair. Sarah Pritchard, Director of the UC San Barbara Library, was elected Vice-Chair. September 13 and 14 in Sacramento were selected as tentative meeting dates and location for 2006.

At its October 20, 2005 meeting, the Library of California (LoC) Board adopted Interlibrary Loan (ILL) and Direct Loan reimbursement rates for the 2005/06 fiscal year based on the results of the annual cost studies that were completed in April 2005. The Department of Finance has concurred with the Board-adopted rates and approved ILL reimbursement at \$4.95 per eligible transaction and \$.89 for each net imbalance Direct Loan transaction. The CLSA Transaction Based Reimbursement (TBR) budget was reduced by 4.5% in fiscal year 2005/06; the annual appropriation is now at \$11,616,000. Undoubtly the appropriation will fall short of reimbursing all participants at the adopted rates. The LoC Board authorized the State Library to withhold 60% from each quarterly reimbursement payment. A prorated fifth payment will be issued to each participating jurisdiction appropriation, if there are sufficient funds at the end of FY 2005/06. As TBR is very important to the NBCLS members, we should request that CLA to full funding of TBR to their list of legislative priorities.

Included in the packet are the flipchart notes from the Joint Planning meeting held on October 28th. The meeting was a good exercise to prepare us for the CLSA Service Forums that are currently being held. Both the North Bay and North State library directors discover how similar the problems, concerns, and values are for both systems. A joint letter noting needs and priorities for consideration during the current review of services was sent to Susan Hildreth signed by Nancy Brower, NSCLS Chair, and Carol Starr, NBCLS Chair. Susan was very pleased to have received the letter. Additionally she praised the two Systems for their pro-active approach to planning.

November 14th and 15th I attended a meeting in Chicago that is of great significance to both North Bay and North State as well as all of California. I was invited to join an international ad hoc group that is trying to develop a statement of service requirements for resource sharing software and protocols. There were representatives from Europe and Australia as well as from all areas of the USA. Unfortunately, the group was comprised of mostly academic librarians. Not a single public library director was present at the meeting. The group will meet again in Chicago in February. We hope to remedy the lack of public library decision makers sitting at the table. The goal of the group is to draft a statement on resource sharing that can be endorsed by ALA, PLA, ARCL, etc. Then we want to convene a meeting with library vendors to try to solve the interoperability issues that plague resource sharing. It is through a process like this that the Z39.50 standard was drafted, adopted and put into operation. I will keep you posted on our progress.

***NORTH BAY
COOPERATIVE
LIBRARY SYSTEM***

***Retiree Health Care
Liability Study
2005***

Prepared by:

***Robert E. Shirrell, President
Shirrell Consulting Services, Inc.
3630 Montgomery Drive
Santa Rosa, CA 95405***

SCS

Shirrell Consulting Services, Inc.

ADMINISTRATION - ACTUARIAL - CLAIMS

3630 MONTGOMERY DRIVE, P. O. BOX 329, SANTA ROSA, CA. 95405

TELEPHONE - 707/544-1801

FAX - 707/544-1804

September 15, 2005

Attn: Annette Milliron, Administrator
North Bay Cooperative Library System
55 East Street
Santa Rosa, CA 95404-4428

Dear Annette,

I'm computed the costs of keeping the retirees insurance in effect for their life expectancy using the latest table available from the Social Security System. Those employees that are under 65 I used a 10% increase per year on the Blue Shield program. For the employees/retirees on Medicare and going on Medicare I used 8% compounded annually. These are pretty horrific numbers, however, the present system is not sustainable and something will happen. At least this gives you an idea of what you will be faced with if you get an actuarial evaluation of your obligations. Nothing ever happens the way we think it will, so, this turns out to be a best actuarial guess.

Thank you for this opportunity to be of service to you. I would be happy to explain any of these eliminates which might need explaining.

Sincerely,
Shirrell Consulting Services, Inc.



Robert E. Shirrell
President
License # 0090632

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Retiree Benefit Lifetime Cost

Retiree Name	Estimated Lifetime Cost
Kirks, Jim	\$ 84,108.00
Landberg, Phyllis	\$ 50,664.00
McElroy, Thomas	\$ 1,550,112.00
Schulze, Pat	\$ 156,955.00
Sparks, Laura	\$ 143,345.00
Stanbery, Brenda	\$ 3,554,824.00
Streit, David	\$ 50,664.00
Estimated Total Cost	\$ 5,590,672.00

NORTH BAY COOPERATIVE LIBRARY SYSTEM

RETIREE BENEFIT LIFETIME COST

Employee Name:	Jim Kirks
Date of Birth:	9/19/1937
Gender:	Male
Date of Retirement:	Retired
Date of Elig. For Medicare:	Now
Spouse:	NA
Carrier:	Blue Shield
Employee Age Nearest Birthday:	68
Life Expectancy:	14
Spouse, Life Expectancy:	NA
Liability:	\$ 84,108.00

NORTH BAY COOPERATIVE LIBRARY SYSTEM

RETIREE BENEFIT LIFETIME COST

Employee Name: Phyllis Landberg

Date of Birth: 9/12/2026

Gender: Female

Date of Retirement: Retired

Date of Elig. For Medicare: Now

Spouse: NA

Carrier: Blue Shield

Employee Age Nearest Birthday: 79

Life Expectancy: 10

Spouse, Life Expectancy: NA

Liability: \$ 50,664.00

NORTH BAY COOPERATIVE LIBRARY SYSTEM

RETIREE BENEFIT LIFETIME COST

Employee Name:	Thomas McElroy
Date of Birth:	3/31/1949
Gender:	Male
Date of Retirement:	2008
Date of Elig. For Medicare:	2014
Spouse:	NA
Carrier:	Blue Shield
Employee Age Nearest Birthday:	56
Life Expectancy:	23
Spouse, Life Expectancy:	NA
Liability:	\$ 1,550,112.00

NORTH BAY COOPERATIVE LIBRARY SYSTEM

RETIREE BENEFIT LIFETIME COST

Employee Name:	Pat Schulze
Date of Birth:	11/28/1945
Gender:	Male
Date of Retirement:	Retired
Date of Elig. For Medicare:	2010
Spouse:	NA
Carrier:	Blue Shield
Employee Age Nearest Birthday:	60
Life Expectancy:	20
Spouse, Life Expectancy:	NA
Liability:	\$ 156,955.00