

Executive Committee Meeting Agenda

Redding Library

Foundation Room
1100 Parkview Ave.
Redding, CA 96001
530-245-7255

Friday, April 3, 2015

9:30 AM – 11:30 AM

- | | | | |
|---------------|--|------------------|--------------|
| | 1. Welcome and Call to Order | Lightbody, Chair | |
| | 2. Public invited to address the Committee | Lightbody | |
| ACTION | 3. Approval of the Agenda | Lightbody | |
| ACTION | 4. Approval of Minutes from January 23, 2015 Meeting | Light | Attachment 1 |
| | 5. Financial Report | Light | Attachment 2 |
| ACTION | A. Approve FY14/15 Budget Adjustments | | Attachment 3 |
| | 6. Open Issues | | |
| ACTION | A. Responses to RFP for NLS Fiscal and Administrative Support | Lightbody | |
| | B. Planning for FY15/16 Budget | Lightbody | |
| ACTION | C. NLS Annual Meeting | Light | |
| | D. Ad hoc 2015 Nominating Committee Charge | Lightbody | |
| | Current Exec Committee:
http://northnetlibs.org/directory/executive-committees/ | | |
| | E. Report from ad hoc subcommittee: | | |
| | 1. Orienting new library directors to NLS | Lightbody | |
| | F. Documenting the value of System participation for Members | Lightbody | |
| ACTION | G. NorthNet LSTA Projects: Pitch-an-Idea | Lightbody | |
| | 7. New Business | | |
| ACTION | A. Executive Committee Meeting Schedule | Lightbody | |
| ACTION | B. Proposed Disaster Preparedness Workshop & Disaster Locker | Lightbody | Attachment 4 |
| | 8. Adjournment | | |

Lunch following at Cheesecake Unlimited, 1135 Pine Street, Redding CA 96001
530-224-1775



Draft Minutes

NLS Executive Committee Meeting Minutes
Roseville Downtown Library
Friday, January 23, 2015

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 9:35 AM and welcomed attendees to the Executive Committee meeting. Present were: Michael Perry, Past Chair; Mary George; Mel Lightbody (Chair); Diane Smikahl; Lisa Dale (Vice-Chair), Natasha Casteel, Victor Zazueta. Also present were Jane Light, Peninsula Library System; Sarah Vantrease, Butte County Library; Erin Francoeur, Shasta Public Libraries; and Darla Gunning, California State Library.
2. **Public invited to address the Committee:** None were present.
3. **Approval of the Agenda:** Moved by George, seconded by Perry, to approve the agenda. Motion unanimously approved.
4. **Minutes of the October 10, 2014 Meeting:** Dale moved, Casteel seconded that the minutes of the Steering Committee meeting of October 10, 2014 be approved. Motion unanimously approved.
5. **Financial Report:** Light reviewed financial reports included in the agenda packet for the period of July 1, 2014 through December 31, 2014. There are no significant variances from the adopted budget.
6. **Open Issues**
 - A. **RFP for NLS Fiscal and Administrative Support**
The Committee reviewed a draft RFP for Fiscal and Administrative Support. It changed the due date for proposals from April 13 to March 27, 2015 and made various other edits. Casteel moved, George seconded approval of RFP as amended. Motion unanimously approved.

Chair Lightbody appointed herself, George, Dale and Casteel as an ad hoc subcommittee to evaluate responses and recommend contractor(s) for Executive Committee approval.

The Committee discussed distribution of the RFP to garner responses. Lightbody will email the final RFP to all the NLS library directors with a cover

note asking them to contact and forward to anyone or organization that may be interested. Additional ideas suggested were: CalOpps, Calix, CLA jobs, PNLA jobs, SLA, INALJ (I Need a Library Job), the Sacramento area nonprofit resource center. Personal contacts by Executive Committee members and other NLS members with their jurisdictions and individuals who may be interested in the administrative function may be most effective.

B. Planning for FY15/16 Budget

Lightbody appointed Dale to chair the Finance Committee and Perry and herself to serve as the Finance Committee to work with PLS staff to prepare the draft budget. She will also appoint Kreimeier or Smikahl as available to serve on the committee.

C. Orienting New Library Directors to NLS

Newly appointed directors often know little about NLS or the California Library Services Act. In the past year there have been at least four new directors. Lightbody appointed herself and NLS member library director Erin Francoeur to develop a plan for orienting new directors. Light will assist them. The plan will include developing a packet (kept on the NLS website) of information and assigning a library director to act as a mentor to new ones to review the packet and answer questions as they arise.

D. Documenting the value of System Participation for Members

This item was deferred until the next meeting in the interests of time. Committee members indicated that a document that includes both end-user benefits of participation and the member fees compared to the value of System provided-state funded delivery/communications and other services is needed.

E. NorthNet LSTA Projects

The committee decided not to develop any System Pitch An Idea LSTA grants this year. It was expected that the tasks of transitioning to fiscal and administrative contractor(s) would make managing an LSTA grant difficult.

7. New Business

A. Executive Committee Meeting Schedule

Next Meeting will be April 3, 2015 in Redding and will begin at 9:30 or 10:00 AM. Travel Expenses for Executive Committee members will be reimbursed.

B. Shared ebook collection status

Dale is contacting Califa to obtain information about subscribing to Enki for those NLS library not members through participation in a grant. She and Light will complete a revised claim form for distribution to those members that have not completed one or need to clarify their options and choices.

C. Nominating Committee for FY15/16

Lightbody appointed Francoeur, Perry and Zazueta to serve as an ad hoc committee to nominate officers and Executive Committee members for election at the Administrative Council Annual Meeting.

D. CLA Summer Reading Standards

Vantrease distributed a draft document that lists the proposed standards and asks for specific feedback about each. She asked the committee to send her their comments on the draft.

- 8. Adjournment:** Lightbody adjourned the meeting at 11:33 AM.

NorthNet

Balance Sheet
As of 3/26/15

Assets	Current Year	6/30/14
Current Assets		
Cash & Cash Equivalents		
Cash	<u>1,079,958.29</u>	<u>778,338.25</u>
Total Cash & Cash Equivalents	1,079,958.29	778,338.25
Accounts Receivable		
Accounts Receivable	190,908.87	24,615.31
Interest Receivables		<u>453.64</u>
Total Accounts Receivable	<u>190,908.87</u>	<u>25,068.95</u>
Total Current Assets	<u>803,407.20</u>	<u>803,407.20</u>
Total Assets	<u>1,270,867.16</u>	<u>803,407.20</u>
 Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		<u>30,364.91</u>
Total Accounts Payable		30,364.91
Deferred Revenue		
Deferred Revenue	5,122.50	14,689.15
Deposits Payable	<u>457,107.31</u>	<u>457,107.31</u>
Total Deferred Revenue	<u>471,796.46</u>	<u>471,796.46</u>
Total Current Liabilities	<u>462,229.81</u>	<u>502,161.37</u>
Total Liabilities	<u>462,229.81</u>	<u>502,161.37</u>
 Reserves & Fund Balance		
Total Reserves & Fund Balance	<u>808,637.35</u>	<u>301,245.83</u>

Deposit Payable

MVLS	204,678.51	
NBCLS	233,332.63	
NSCLS	19,096.17	**in Account receivable
TOTAL	457,107.31	

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 3/26/2015

001 - General Fund
915 - LOCAL

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursale Costs	<u>115,830.48</u>	<u>115,830.48</u>	<u>150,000.00</u>	<u>(34,169.52)</u>
Total Other Income	<u>115,830.48</u>	<u>115,830.48</u>	<u>150,000.00</u>	<u>(34,169.52)</u>
Total Revenue	<u>115,830.48</u>	<u>115,830.48</u>	<u>150,000.00</u>	<u>(34,169.52)</u>
Expenditures				
Other Charges				
Reimburseable - Library	<u>96,118.83</u>	<u>96,118.83</u>	<u>150,000.00</u>	<u>53,881.17</u>
Total Other Charges	<u>96,118.83</u>	<u>96,118.83</u>	<u>150,000.00</u>	<u>53,881.17</u>
Total Expenditures	<u>96,118.83</u>	<u>96,118.83</u>	<u>150,000.00</u>	<u>53,881.17</u>
Changes in Fund Balance	<u>19,711.65</u>	<u>19,711.65</u>	<u>0.00</u>	<u>19,711.65</u>

001 - General Fund
916 - Communication

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	<u>541,770.00</u>	<u>541,770.00</u>	<u>339,471.00</u>	<u>202,299.00</u>
Total Grant Revenue	<u>541,770.00</u>	<u>541,770.00</u>	<u>339,471.00</u>	<u>202,299.00</u>
Other Income				
Reimbursale Costs	<u>147,181.54</u>	<u>147,181.54</u>	<u>190,000.00</u>	<u>(42,818.46)</u>
Total Other Income	<u>147,181.54</u>	<u>147,181.54</u>	<u>190,000.00</u>	<u>(42,818.46)</u>
Total Revenue	<u>688,951.54</u>	<u>688,951.54</u>	<u>529,471.00</u>	<u>159,480.54</u>
Expenditures				
Services & Charges				
Communication	419.41	419.41	600.00	180.59
Contractual Services	304,375.42	304,375.42	524,471.00	220,095.58
Office Expense	3,143.08	3,143.08	1,200.00	(1,943.08)
Postage	<u>1,209.90</u>	<u>1,209.90</u>	<u>3,200.00</u>	<u>1,990.10</u>
Total Services & Charges	<u>309,147.81</u>	<u>309,147.81</u>	<u>529,471.00</u>	<u>220,323.19</u>
Total Expenditures	<u>309,147.81</u>	<u>309,147.81</u>	<u>529,471.00</u>	<u>220,323.19</u>

001 - General Fund
918 - Administration

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 3/26/2015

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	107,692.00	107,692.00	84,868.00	22,824.00
Federal Grants	<u>5,238.00</u>	<u>5,238.00</u>	<u>5,238.00</u>	<u>0.00</u>
Total Grant Revenue	112,930.00	112,930.00	90,106.00	22,824.00
Fees				
JPA Member Fees	<u>104,270.00</u>	<u>104,270.00</u>	<u>104,709.00</u>	<u>(439.00)</u>
Total Fees	104,270.00	104,270.00	104,709.00	(439.00)
Use of Money & Property				
Interest Income	<u>478.39</u>	<u>478.39</u>	<u>500.00</u>	<u>(21.61)</u>
Total Use of Money & Property	<u>478.39</u>	<u>478.39</u>	<u>500.00</u>	<u>(21.61)</u>
Total Revenue	<u>217,678.39</u>	<u>217,678.39</u>	<u>195,315.00</u>	<u>22,363.39</u>
Expenditures				
Services & Charges				
Professional Services	406.20	406.20	11,000.00	10,593.80
Contractual Services	127,032.46	127,032.46	175,665.00	48,632.54
Office Expense	24.02	24.02	0.00	(24.02)
Travel & Meetings	2,310.55	2,310.55	6,500.00	4,189.45
Service Fees	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>	<u>50.00</u>
Total Services & Charges	129,773.23	129,773.23	193,215.00	63,441.77
Other Charges				
General Insurance	<u>2,139.00</u>	<u>2,139.00</u>	<u>2,100.00</u>	<u>(39.00)</u>
Total Other Charges	<u>2,139.00</u>	<u>2,139.00</u>	<u>2,100.00</u>	<u>(39.00)</u>
Total Expenditures	<u>131,912.23</u>	<u>131,912.23</u>	<u>195,315.00</u>	<u>63,402.77</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 3/26/2015

001 - General Fund
921 - NBCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	226.07	226.07	400.00	(173.93)
Total Use of Money & Property	226.07	226.07	400.00	(173.93)
Other Income				
Other Agencies	68,010.14	68,010.14	0.00	68,010.14
Reimbursale Costs	1,628.16	1,628.16	3,346.00	(1,717.84)
Total Other Income	69,638.30	69,638.30	3,346.00	66,292.30
Budgeted Fund Balance				
Budgeted Fund Balance	0.00	0.00	26,354.00	(26,354.00)
Total Budgeted Fund Balance	0.00	0.00	26,354.00	(26,354.00)
Total Revenue	<u>69,864.37</u>	<u>69,864.37</u>	<u>30,100.00</u>	<u>39,764.37</u>
Expenditures				
Personnel Expenses				
Retire Benefits	15,527.98	15,527.98	30,000.00	14,472.02
Total Personnel Expenses	15,527.98	15,527.98	30,000.00	14,472.02
Services & Charges				
Membership Fees/Dues	0.00	0.00	100.00	100.00
Total Services & Charges	0.00	0.00	100.00	100.00
Total Expenditures	<u>15,527.98</u>	<u>15,527.98</u>	<u>30,100.00</u>	<u>14,572.02</u>
Changes in Fund Balance	<u>54,336.39</u>	<u>54,336.39</u>	<u>0.00</u>	<u>54,336.39</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 3/26/2015

001 - General Fund
922 - MVLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	207.05	207.05	350.00	(142.95)
Total Use of Money & Property	207.05	207.05	350.00	(142.95)
Budgeted Fund Balance				
Budgeted Fund Balance	0.00	0.00	6,650.00	(6,650.00)
Total Budgeted Fund Balance	0.00	0.00	6,650.00	(6,650.00)
Total Revenue	207.05	207.05	7,000.00	(6,792.95)
Expenditures				
Personnel Expenses				
Retire Benefits	8,544.00	8,544.00	7,000.00	(1,544.00)
Total Personnel Expenses	8,544.00	8,544.00	7,000.00	(1,544.00)
Total Expenditures	8,544.00	8,544.00	7,000.00	(1,544.00)
Changes in Fund Balance	(8,336.95)	(8,336.95)	0.00	(8,336.95)

001 - General Fund
923 - NSCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Other Agencies	452.33	452.33	0.00	452.33
Reimbursale Costs	19,670.02	19,670.02	19,670.00	0.02
Total Other Income	20,122.35	20,122.35	19,670.00	452.35
Total Revenue	20,122.35	20,122.35	19,670.00	452.35
Expenditures				
Personnel Expenses				
Retire Benefits	44,011.81	44,011.81	19,670.00	(24,341.81)
Total Personnel Expenses	44,011.81	44,011.81	19,670.00	(24,341.81)
Total Expenditures	44,011.81	44,011.81	19,670.00	(24,341.81)
Changes in Fund Balance	(23,889.46)	(23,889.46)	0.00	(23,889.46)

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 3/26/2015

100 - Grant Fund
847 - PLSEP 14/15

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
Federal Grants	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Total Grant Revenue	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Total Revenue	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Expenditures				
Services & Charges				
Contractual Services	<u>11,386.88</u>	<u>11,386.88</u>	<u>0.00</u>	<u>(11,386.88)</u>
Total Services & Charges	<u>11,386.88</u>	<u>11,386.88</u>	<u>0.00</u>	<u>(11,386.88)</u>
Total Expenditures	<u>11,386.88</u>	<u>11,386.88</u>	<u>0.00</u>	<u>(11,386.88)</u>
Changes in Fund Balance	<u>35,669.12</u>	<u>35,669.12</u>	<u>0.00</u>	<u>35,669.12</u>

NorthNet Library System BUDGET ADJUSTMENTS

COMMUNICATION & DELIVERY		FY 14/15	Change	Adjusted Amount	
3667	CLSA State Library	339,471	202,299	541,770	
3674	Reimbursable Costs	190,000			from NBCLS & MVLS members
	TOTAL REVENUES	529,471	202,299	731,770	
4212	Communication	600			conference calls, listserves,
4220	Contractual Services	524,471	202,299	726,770	Delivery, Website maint.
4230	Office Supplies	1,200			
4233	Postage	3,200			postage, UPS
	TOTAL EXPENDITURES	529,471	202,299	731,770	
ADMINISTRATION		FY 14/15	Change	Adjusted Amount	
3510	Interest Earned	500			
3661	Membership Fees	104,709			
3667	CLSA-State Library	84,868	22,824	107,692	extra indirect from CLSA grant
3668	LSTA-Indirect	5,238			for PLSEPT grant FY 13/14 (Public Library Staff Education Program)
	TOTAL REVENUES	195,315	22,824	218,139	
4219	Other Prof Serv	11,000			audit
4220	Contractual Service	175,665	22,824	198,489	extra fund for staff development
	PLS contract :\$116,769				PLS Contract: \$123,627
	\$41,749 for other projects/staff development				\$52,038 for other projects
4301	Insurance	2,100			
4303	Travel & Meeting	6,500			annual meeting
4373	Service Fees	50			bank fees
	TOTAL EXPENDITURES	195,315	22,824	218,139	
PLSEP GRANT 14/15		FY 14/15	Change	Adjusted Amount	
3668	Federal Grant			47,532	Public Library Staff Education Program
	TOTAL REVENUES			47,532	
4220	Contractual Services			47,532	scholarships
	TOTAL EXPENDITURES			47,532	

Cao, Wendy

From: Lightbody, Melanie <MLightbody@buttecounty.net>
Sent: Monday, March 23, 2015 2:42 PM
To: Cao, Wendy
Cc: 'Jane Light'
Subject: FW: Disaster container and workshop for North state region
Attachments: DisasterContainerInventory11-03.xls; WESTPAS Hybrid publicity template FINAL.doc; Disaster container Simpson College Redding.pdf

For NLS packet...

From: Julie Page [mailto:julieallenpage@gmail.com]
Sent: Wednesday, March 18, 2015 7:49 AM
To: Lightbody, Melanie
Cc: library@co.modoc.ca.us; Lisa Dale; Terada, Kevin
Subject: Disaster container and workshop for North state region

Hi all -

I looked through my files on the container that was placed at Simpson College in 2003. Larry Haight, Director of Library Services lhaight@simpsonca.edu is the contact.

I worked with Miriam Milling at Cascade Pacific before it closed later that year. She wrote a really nice cover story for the CPLN News & Notes for Fall 2013 (attached) and the group was working on a mutual aid agreement though I don't know if that was formalized. I have also attached the container contents list which should be close to what was originally stocked in the container.

I would like to bring the disaster preparedness, response and recovery workshop back to the Redding region (last in 2002). Would ask you to place it at the best location for participation by libraries, museums, historical societies, etc. I am looking at fall 2015 or spring 2016. This is now a one day workshop, preceded by attendees watching two 1 1/2 hour archived webinars which take the place of the original first workshop day. Therefore, attendees only have to travel to attend one full day workshop which includes a tabletop exercise and hands-on disaster salvage of wet materials.

I am ready to site and schedule this workshop if you will help with publicity and getting regional cultural institutions to attend).. Do you think the region would benefit from this workshop (generic blurb attached Thank you, jp

On Mon, Mar 16, 2015 at 1:27 PM, Lightbody, Melanie <MLightbody@buttecounty.net> wrote:

We can add this to our next meeting. As a coincidence, that meeting will be held in Redding. mel

From: Modoc County Library [mailto:cherylbaker@co.modoc.ca.us]
Sent: Friday, March 13, 2015 12:04 PM
To: Lightbody, Melanie; Lisa Dale
Cc: Julie Page
Subject: Fwd: Disaster Locker

Hi Mel and Lisa,

Quantity	Unit	Item	Size/Notes
2500	ea.	Box, cardboard, folding	15x12x10"
500	ea.	Box, cardboard, folding	16" sq.
1	ea.	Broom	
10	ea.	Bucket with lid, white	5 gal.
1	ea.	Cleaner-Simple Green	1 gal.
50	ea.	Clothes Pins	
4	ea.	Clipboard	letter size
1	roll	Cord, nylon	
4	ea.	Crate, plastic for storage	12 gal.
3	ea.	Extension cords, 14 gauge, in/outdr.	1-100 ft.,2-50 ft.
1	ea.	Flashlight, lantern w/battery	6V
3	bx.	Gloves-latex	Large, 100 ea.
2	pr.	Gloves-leather	Large
5	pr.	Goggles & Glasses, Safety	
1	ea.	Hand truck	
5	ea.	Handi Wipes	for flat air drying
5	ea.	Hardhat, red	
15	ea.	Hardhat, white	
4	pkg.	Index cards for box labeling	3x5"
26	ea.	Light bulbs for string lights	100W
1	ea.	Lite-A-Site string lights	100 ft. (10 sockets)
1	can	Lubricant (WD-40) for lock	small
6	ea.	Marker, black permanent, broad tip	
5	bx	Masks, dust	20/box
4	ea.	Paper-freezer (white, waxed side)	15" wide
3	ea.	Paper-newsprint	24x36", 30#
6	ea.	Paper pad, white	letter size
12	ea.	Paper towels	
12	ea	Pens & No. 2 Pencils, sharpened	
10	roll	Plastic - 4 mil	10X100 ft.
1	bx.	Plastic bags, trash	32
1	bx.	Rags, cotton knit	50#
4	pr.	Scissors	
2	ea.	Sponge-cellulose	
18	ea.	Sponge, Smoke-Off	
3	ea.	Spray bottle (for Simple Green)	
2	roll	Tape, Caution "Do Not Enter"	
1	roll	Tape, Duct	
2	ea.	Tape gun	
20	roll	Tape-clear packing	2" wide
1	ea.	Trash Can, Red-Rolling	

Additional Resources: "Emergency Response and Salvage Wheel".
 CCAHA "Salvaging Books"
 WACC "Salvage at a Glance" Chart and Newsletter

11/1/2003

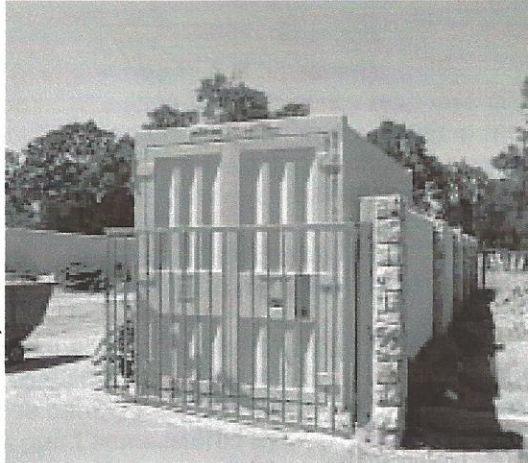
Cascade Pacific Library Network



NSCLS News & Notes

Supply Container Now at Simpson College

A new branch library?? No, actually the building pictured here is the new Disaster Supply storage container given to North State area libraries through an LSTA grant being administered by the California State Library for the implementation of the California Preservation Program Plan. Since the Emergency Preparedness Workshops held last year, preparations have been under way to place one of these containers in the region. Similar storage units have been placed around the state in the Bay Area, Imperial County, Modesto, Sacramento, San Diego, and Tulare.



Julie Page, Head of the Preservation Department at Geisel Library, UC/San Diego, says Preparedness and training are at the heart of libraries' emergency response plans. Having a ready source of supplies to handle a collections-related disaster can make the difference between effective response and recovery --or collection loss. Julie was a presenter at Preparedness workshops held in May and September of 2002 in Redding. She identified the need and facilitated procurement and placing of the North State shed.

The most important detail to know about the new container is "Where is it?" When sites were sought, Simpson College in Redding stepped forward and volunteered to be host. The container is in its maintenance yard, an ideal location that is unobtrusive to Simpson, but close to I5 and other major access roads. Larry Haight, College Library Director, worked closely with Julie to coordinate placement and delivery. The container arrived in May; supplies were delivered to it in July and now include everything from unassembled cardboard boxes (400 of them!) to plastic sheeting, plastic buckets, paper towels and magic markers. The most common library disaster is water damage, and the supplies in the container were chosen to help libraries properly treat materials that are wet.

The disaster supply container is like insurance -- something that is needed but is hopefully never used. Regional library staff will have an opportunity to see it close up, inside and out, at an informal CPLN Council meeting at Simpson College on the morning of Friday Oct. 10. Procedures for access to the container and its supplies will be explained there. Libraries will be expected to sign a simple agreement form before receiving a key. Thanks go to Simpson College for its generosity in space and staff time and to Julie Page and her committee for their commitment to protecting library collections in California.

Fall 2003

Inside this issue:

Infopeople rural labs	2
Spotlight on Member Library	4
News from the Members	5-6
Focus on Youth	7
NSCLS Video Center Report	8
NSCLS Reference Center Report	9
NSCLS Listen-In Quarterly Report	10
Future Meetings & Workshops	10



News & Notes
online newsletter is
published quarterly by
NSCLS staff

NSCLS is located at:
259 North Villa Ave
Willows, California
95988

The newsletter is online
at:
www.cascadepacific.org.

Thanks to Jean Lewis, Butte County Library, for her assistance with the newsletter!

**Protecting Cultural Collections:
Disaster Prevention, Preparedness, Response & Recovery**

Part 1: ON-LINE WEBINARS - Prevention & Preparedness (archived 2½ hours total)

Part 2: IN-PERSON WORKSHOP - Response & Recovery (choose one location/date):

City: Day, Date – 9:00 a.m.-4:00 p.m. – **Location**

OR

City: Day, Date – 9:00 a.m.-4:00 p.m. – **Location**

Participation in the in-person workshop requires viewing the archived Part 1 webinars BEFORE attending the Part 2 in-person workshop AND completing the workshop assignments. Any exception requires the permission of the instructor.

Sponsored by Western States & Territories Preservation Assistance Service (WESTPAS)

Instructor:

The “Protecting Cultural Collections” training is presented in a sequence of two archived webinars plus one in-person workshop to produce the following outcomes:

- Complete a disaster response & collection salvage plan
- Learn how to train staff to implement your plan effectively
- Set pre- and post-disaster action priorities for your collections
- Understand practical decision-making skills needed during an emergency
- Experience salvage procedures for books, documents, photos & objects

The webinar sessions and the in-person workshop are scheduled to enable participants to prepare short assignments between sessions, resulting in a completed disaster plan. Participating institutions will be invited to join an informal network of WESTPAS trained personnel to provide mutual aid in the event of emergencies involving collections in your region.

Who should attend: Administrators and staff responsible for emergency preparedness, response and decision-making, in all types of cultural institutions. By registering for the workshop, the institution commits to supporting the attendee(s) to achieve the workshop's disaster preparedness goals. When possible, please commit two attendees so they can work together on the disaster preparedness activities.

Cost: No charge to the institution. Funding provided by the National Endowment for the Humanities.

Registration: Pre-registration required. Register online for an IN-PERSON session at: [WESTPAS workshop http://tinyurl.com/ot4kve2](http://tinyurl.com/ot4kve2)

For registration assistance contact: Alexandra Gingerich gingerich@plsinfo.org

For general & content information contact **instructor:**