

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
March 14, 2008

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Tehama County Office of Education in Red Bluff, California with Chair Betsy Emry presiding. The meeting convened at 11:10 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Butte County Library	Derek Wolfgram
	X	Del Norte County Library District	Russell Long
X		Humboldt County Library	Victor Zazueta
	X	Lassen Library District	John Flaherty
X		Modoc County Library	Cheryl Baker
X		Orland Free Library	Marilyn Cochran
X		Plumas County Library	Margaret Miles
	X	Shasta Libraries	Linda Mielke
X		Siskiyou County Library	Betsy Emry
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Cha Mee Yang
	X	Butte College Library	Luozyu Cen
	X	CSU Chico Library	Carolyn Dusenbury
	X	College of the Redwoods Library	Jason Leppaluoto
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Ray Wang
	X	Lassen College Library	Rosanna Brown
X		Shasta College Library	Janet Albright
X		Simpson University Library	Larry Haight
X		California State Library Representative	Jon Torkelson
X		Plumas County – SAB Representative	Laura Ashkin
X		Humboldt County Library	Rhonda Wittenburg
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector
X		NSCLS System Headquarters – Secretary	Kelli Logasa

1. INTRODUCTIONS:

Introductions were made among the Council of Librarians.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by Marilyn Cochran and seconded by Oresta Esquibel. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF DECEMBER 14, 2007 COUNCIL MEETING:

A Motion to approve the December 14, 2007 meeting minutes was moved by Marilyn Cochran and seconded by Oresta Esquibel. The Motion passed unanimously.

5. SYSTEM ADVISORY BOARD REPORT

Laura Ashkin reported that the SAB discussed SAB recruitment and suggested the directors approach the subs in their library to serve on the SAB. She reported that the SAB is having trouble insuring a quorum for their meetings. The SAB's main action item at their meeting this morning was to approve that the remaining money in their budget be used to support the summer reading programs among the member public libraries. Currently there is \$3800 in the SAB fund but there will be a little less because there is one more SAB meeting in May.

Ms. Ashkin reported that the SAB recently received the library information to report back to their governing bodies. She stated that now is the time for the SAB to advocate for libraries and that the SAB realizes it is particularly important this year because of the State cutbacks. The SAB hopes to get the county and city lobbyists on board as well.

The new SAB chairperson is Sue Gallagher of Tehama County.

The FY 2008/09 Plan of Service needs to be updated and presented for approval at the next Council meeting.

The MVLS SAB is holding an advocacy training workshop and invited the NSCLS SAB to participate. Discussion ensued.

Ms. Ashkin reported that most of the SAB plans to attend Legislative Day in Sacramento. She noted that they all understand how important it is and will try to get some people from the friends group to attend as well.

Ms. Milliron is going to review the SAB bylaws regarding alternates for SAB. The SAB though this would be an excellent way to groom candidates for the System Advisory Board and would assure that there's a quorum.

6. SYSTEM ADMINISTRATOR'S REPORT

A. JOINT STEERING COMMITTEE MEETING

Ms. Milliron reported the Library of California is seeking larger units of service to provide services and that this is happening all over the State due to the lack of increased State funding. Only 4 out of 15 library systems in California are operating as independent units. They are: Inland, Serra, San Joaquin and Black Gold. The 11 other systems are being managed through three groupings. The other systems have come together in units to be managed by a single headquarters operation. Peninsula Library System (PLS) manages MOBAC, BALIS, Silicon Valley as well as PLS, Metropolitan Library System manages South State, Santiago as well as Metropolitan and then NBCLS manages Mountain Valley, North State and NBCLS.

PLS has made quite a bit of progress with consolidation and is moving forward to asking Library of California Board in September to ask for permission to consolidate into a single system. If approved, the consolidation wouldn't take place until July 2009. Metropolitan is also looking to move forward in September to ask

permission to consolidate into a single unit. NBCLS, MVLS and NSCLS are currently meeting to explore consolidation options.

Ms. Milliron explained the need to consolidate, the duplication of administrative services. Currently, NBCLS must create three plans of service, three budgets, three audits and much of the administrative time is spent doing things in triplicate.

When MVLS first approached NBCLS for management, they stated that their long term goal was consolidation. Recently, MVLS approached NBC and said that the management contract is working and that with two years experience of working with NBC under their belt, they would like to move forward on consolidating. NBCLS received a networking grant from the State library which helped pay for Maureen Sullivan to act as facilitator to oversee the first consolidation discussion meeting in February. Ms. Sullivan had previously worked with two other systems considering consolidation. The consolidation meeting was held in February with the MVLS and NBCLS Steering Committees in attendance. NSCLS members were also invited and Derek Wolfgram and Marilyn Cochran attended as well. Ms. Cochran stated that both she and Derek Wolfgram thought the meeting was great.

At their most recent meetings, both MVLS and NBCLS Councils voted to move forward on consolidation. They are eager and ready to move forward with consolidation and plan to request consolidation in September as well if the State can answer questions regarding financial liabilities, etc. Ms. Milliron is also speaking with an attorney regarding consolidation implications. The offer of consolidation is extended to NSCLS but both MVLS and NBCLS understand that North State may not be ready. NBCLS is willing to still manage them through contract if they are not ready. A second consolidation meeting is being planned for May and will be held somewhere in the North State area. All three systems will be represented again.

Ms. Milliron referred the Council to the documents included in the meeting packet that were used in the first consolidation meeting. Discussion ensued. She noted that the NSCLS Council needs to hold a discussion to decide if they want to continue down this path because the planning needs to begin. Ms. Milliron asked the Council if they had any questions, issues and/or suggestions regarding the consolidation.

Ms. Milliron stated that the consolidation would result in a nice mix of libraries and academics. She believes that NSCLS would benefit from a great deal from the consolidation. It was noted that one of the most negative aspects of the consolidation would be the distances of NSCLS from the other system libraries. Travel for meetings would be an issue. Discussion ensued. The possible loss of NSCLS' identity was also noted. Ms. Cochran noted that she thought that this would be balanced by the positive effects of pooling resources, etc. Discussion ensued regarding membership fees and how the three systems differ in that area. Ms. Milliron noted that how to determine membership fees, etc. will be the types of discussions that are going to be held at the next consolidation meeting. It was noted by several directors that NSCLS' affiliation with NBCLS has been beneficial with many of the libraries receiving additional grant monies that they weren't previously aware of.

Victor Zazueta expressed his desire to be able to offer to NSCLS patrons e-book and audio book programs similar to PLS. Ms. Milliron noted that the three systems amount to 45 libraries altogether, which creates a lot of buying power. Discussion ensued.

Janet Albright stated that she would like the academic libraries to be kept in mind as well. Ms. Milliron noted that academic libraries are very important to MVLS and NBCLS as well. Sacramento State and UC Davis are very active within MVLS and Napa Valley College and Solano Community College are actually part of the NBCLS shared online system of the Napa – Solano SNAP group, who share online databases. The NBCLS Board voted and committed funds for Ms. Milliron and Ms. Hector to begin talks with an attorney. Discussion

ensued.

Cheryl Baker stated that she was concerned about the cost of travel and where the consolidated system meetings are held. She also was worried that the directors might lose their networking abilities if the Council only meets once a year which is PLS' proposed model. MVLS would like to continue a regional meeting as well as an annual meeting. Ms. Milliron stressed that the networking capabilities would not be lost and that the groups would be meeting regionally as well as in a larger setting. Videoconferencing could be used between the three groups. Ms. Milliron reported that MVLS is being considered for a grant for the testing of videoconferencing equipment over an IP address, which would cost considerably less than using ISDN lines. Discussion ensued. The MVLS Council suggested everyone meet as a group at CLA.

Ms. Milliron stated that MVLS and NBCLS need to know if this is of interest to NSCLS and if they would like to be part of the planning process. If so, members of the NSCLS Council should attend the next consolidation meeting with Maureen Sullivan in Redding. NBCLS and MVLS have committed \$25,000 each towards the consolidation planning process and the State networking grant funds can also be called upon. Ms. Milliron stated that NSCLS should contribute funds towards the planning as well. Discussion ensued. Ms. Cochran noted that if NSCLS wants to have an influence in how this consolidation would look/work, then they need to put some money in to help with the start up creative process. Ms. Miles also noted that if NSCLS is going to benefit from the consolidation, they are going to also need to invest in it as well. Ms. Baker stated that she would like NSCLS' initial investment to be based on either NSCLS population or their operating budget. Further discussion ensued.

A Motion for NSCLS to continue to participate in the planning process of the system consolidation and to contribute an amount not to exceed \$15,000 towards the planning and research was made by Marilyn Cochran and seconded by Cheryl Baker. The Motion passed unanimously.

The Council directed Ms. Milliron to contact the Butte County Law Librarian, John Zorbus (sp) as he has helped the Library of California in the past with issues of this nature. He might be able to be used with this consolidation as well. Ms. Milliron stated that the consolidation is governed by CLSA law. Discussion ensued.

B. SPRING MEETING

Ms. Milliron reported that NBC and MVLS are looking at holding a resource sharing convocation in April that will have vendors demonstrating their software, providing a side-by-side comparison of products. MVLS would like to purchase some software for their non-Innovative libraries. Currently their Innovative libraries share one ILS system and they would like all of their libraries to tie in.

NBCLS currently has the URSA product but it hasn't been updated in years and the Board is not happy with it's performance. The URSA program is rapidly losing it's functionality.

The resource sharing convocation is scheduled for April 17th in Sacramento, immediately following Library Legislative day. The meeting will be from 9:30 to 3:30 at the Sacramento Public Library. Two of their wired meetings rooms have been reserved and vendors will hold live demonstrations. Each room holds 80 people so groups will be able to move back and forth between the rooms to keep the demonstrations moving. Vendors have donated \$500 each to buy breakfast, lunch, and snacks for meeting participants. OCLC, Autographics, TLC/CARL and SirsiDynix will definitely be holding demonstrations. A request has been made to Innovative Interfaces and they will most likely participate, but it has not been confirmed. A block of 10 rooms in Sacramento have been reserved at \$109/night. Reservations need to be made by the end of March. The meeting will be a full day. The long term goal for NBCLS and MVLS is to discuss the demonstrations and pick a product. Both systems will be using their reserve money to purchase a product. Ms. Milliron noted that

the systems might not necessarily choose the same product. The difference between resource sharing software and OCLC was discussed.

C. LIBRARY OF CALIFORNIA BOARD REPORT

Patty Hector reported that the LoC Board was presented with the Library budget and that the Department of Finance told them the 10% cut would be taken from the TBR budget. The NSCLS budget will remain the same as last year's, but the TBR amount will be reduced. PLF experienced a 10% cut. The LoC Board is not happy with yet another reduction in TBR and instructed the State library staff to write letters. The CLA Legislative Committee is working on a waiver for MOE so libraries won't be affected further this year. Discussion ensued.

D. REFERENCE REPORT

Ms. Hector reported that the State library conducted a survey online by Zogby and then another survey for library patrons linked to library websites asking for feedback regarding libraries. A think tank comprised of 6-7 people, from risk takers to people outside the library field, is going to be created to assist with the statewide reference project. The hope is that the think tank will be able to come up with a different solution or recommendation rather than doing the same thing over again. One of the MVLS librarians is on the committee that is going to select the think tank members. Ms. Hector is not sure of the procedures for the selection process and doesn't know whether people will need to apply or if they will be appointed. Discussion ensued.

7. COMMITTEE REPORTS/NEW BUSINESS

A. REFERENCE COMMITTEE

Scott Sherman resigned as Chair of the Reference Committee stating that he's always felt the committee should be chaired by a director on the Council. The Reference Committee is trying to schedule a meeting in early April because we have to start working on their piece of the 08/08 Plan of Service. Ms. Milliron asked for a volunteer to serve as the Reference Committee Chair. She explained that the Committee meets twice a year; once in fall and once in spring. She noted that this year will be especially important as NSCLS is going to receive a one-time fund of \$27,000 that will need to be spent on some type of electronic resource such as e-books. Victor Zazueta stated that will consider serving as the Reference Committee Chair.

1. NSCLS PERIODICAL COLLECTION

Patty Hector reported that it has been resolved where all the periodicals are going to be housed. Four different libraries are going to be the recipients of the NSCLS subscription magazines after they have been circulated amongst the libraries. Ms. Hector surveyed system libraries on which periodicals they would like to review and then created routing slips so once a library has read the periodical, they can check their name off and send it to the next library on the list. Ms. Hector will email to the Council the list of periodicals and their final resting place.

2. NSCLS WEBSITE

Ms. Milliron reported that the current NSCLS webpage has been hacked three times and that it will most likely move to a new hosting site in the near future. InfoPeople has been experiencing problems with many of their websites getting hacked. The web address will remain the same but the website might look a little different. The Council will be alerted when the change has been made. Discussion ensued.

B. AUTOMATION COMMITTEE

1. OCLC CALIFORNIA CATALOG

Ms. Emry reported that Siskiyou County is unable to access their OCLC from their homes. She has contacted OCLC. Ms. Miles talked to Roberto at Califa regarding the search function in OCLC and he

stated that the search function would operate much better in March. Ms. Milliron will contact him and find out where they are at in the process.

C. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN IN 2ND QUARTER REPORT

Ms. Milliron referred the Council to the report that was included in the meeting packet. The numbers are down because the program was closed and moved. Hopefully the numbers will go up again now things are settled.

2. VIDEO/DVD 2ND QUARTER REPORT

Ms. Milliron referred the Council to the report that was included in the meeting packet.

3. COMMITTEE CHARGE

Ms. Milliron asked the Council if the Media Development Committee should be given a new charge and what the committee should focus on. Discussion ensued. Suggestions were for the committee to follow trends, keep the Council informed and patron demands. Ms. Milliron will speak with Brenda Crotts regarding the drafting of a committee charge and bring it back to the Council meeting in May. Ms. Miles noted that another possibility would be to fold the committee into Programs and Services. Further discussion ensued.

4. DVD COLLECTION UPDATE

Ms. Cochran stated that the DVD collection is in their workroom and ready to be loaned out. She still needs to resolve the issue with OCLC of adding the DVDs to their catalog. While the catalog issue is being resolved, an email address has been set up so libraries can send in requests for NSCLS DVDs orlib@yahoo.com. She clarified that the videos collection was split between the libraries and that Orland is not housing the videos; just DVDs.

5. LISTEN-IN COLLECTION UPDATE

Plumas County now houses the music CDs, books on CD and playaways. It took TLC several weeks to migrate those records to Plumas County's database, which was much longer than they said it would take. Ms. Miles has sent out flyers to the other libraries to let them know that Listen In is up and running. In Plumas' catalog, the items will be listed under "branch" when searching. NSCLS agreed to pay for an additional day of delivery to Plumas County in order to facilitate the loaning of the collection. An additional day was added to Orland since the Willows delivery stop was dropped as it's important to keep materials moving. Ms. Miles noted that the vast variety of the Listen In collection surprised her and she could tell that Tom McElroy put his heart into creating and maintaining this collection. She explained that every library has a pin number with Plumas County (it's the same one that is used when requesting videos) so holds can be placed online.

Modoc County has the unabridged books on audiotape. Ms. Baker stated that she did not take many of the books on tape as the majority were abridged. The books on tape have not been added to her catalog as of yet as Modoc County's library is moving to a new ILS system, so they are doing minimal cataloging.

D. PERSONNEL AND BUDGET COMMITTEE

1. FY 2007/08 BUDGET

Ms. Milliron reported that the system is doing fine in regards to the FY 2007/08 budget. She will report at May's Council meeting if there is any spare funds or extra money for resource purchases in this year's budget.

2. DELIVERY PROGRAM

Ms. Milliron spoke with Lassen Community College and Lassen District Library regarding shipping their ILL materials via UPS with NSCLS paying the expense since both libraries have been delivering small quantities of materials lately. NSCLS will UPS materials to both locations and they will return them the same way. The UPS expenses will be less expensive than paying for delivery to those two locations. Ms. Hector noted that each library already has a UPS account set up that NSCLS pays the bills on since NSCLS libraries should use UPS when shipping materials to other library systems. Ms. Milliron will send out a set of instructions on how to do the UPS shipments online. A Motion to accept the Lassen delivery change was made by Marilyn Cochran and seconded by Cheryl Baker. The Motion passed unanimously. This change in delivery will begin April 1st.

A day of delivery was added to Plumas County so they will receive delivery on Monday and Thursday. The idea of contracting out for delivery came up because two drivers experienced shoulder injuries this year and it is hard to recruit for the driving positions. Ms. Milliron noted that it will cost \$12,000.00 more a year to contract for delivery. She noted that NSCLS is going to overspend their budget allocation for gas and vehicle maintenance this year. With a delivery contract, there would be no overages. NBCLS and Ms. Milliron have worked with Sprint Courier Service for over 15 years. Discussion ensued.

3. FY 2008/09 BUDGET

Ms. Cochran reported that the Budget Committee met via conference call yesterday and created two versions of the FY 2008/09 budget. Budget 2 and Budget 3, that have a revenue page and an expenditure page, were passed out to the Council.

Ms. Cochran explained that budget 2 is status quo with the exception of ILL column, which is based on ILL projections. The committee anticipates that the revenue from ILLs will increase due to the OCLC connection and the lending of the DVDs, etc.

Budget 3 includes the contracting out of delivery services. Ms. Milliron explained that it increases the budget by \$12,000, but reduces several things such as gas, vehicle maintenance, replacement of vans, paying employees and their benefits. She explained that the drivers are comprised of retired gentlemen and that this year alone, two fell and injured their shoulders. Sprint Courier Service, the proposed delivery contractor, pays a reasonable wage and provides benefits to their drivers. Sprint is looking at a long term position in the North State area. The Budget Committee's recommendation is to change NSCLS delivery from a local service to a contracted service. In order to balance the budget, the Council will need to use \$92,000 of reserve money. Ms. Milliron pointed out that reserve money would also need to be used with Budget 2 as well. Discussion ensued. The budget also includes the cost of the OCLC contract for cataloging and ILL for the year so it will not need to come out of the library's local budgets. Ms. Milliron explained that NSCLS has a history of transferring \$50 - \$100,000 each year to balance the budget so this would be consistent. Sprint Courier Service currently provides service to NBCLS and MVLS as well as the coast route of NSCLS. Ms. Milliron believes that Sprint would provide all of the systems a better service as the owner plans to look at the entire route and restructure it to make it more efficient. NBCLS has been doing business with Sprint for 15 years and has never been disappointed. The owner is bright, eager and willing to fix any situation plus he has the resources, fleet and staff. The contract will contain a set price. Ms. Milliron stressed that consolidation of delivery services would be highly desirable to the system and that she planned to speak with the owner about setting up a delivery hub in the North State area where UPS

items could be sent and they would handle the packaging, etc. The contract would not take effect until July 1, 2008. Discussion ensued.

The Council compared the two proposed budgets. On budget 2, \$39,000 is what NSLCS currently pays for the coast route with Sprint. The cost for fuel and maintenance is \$47,279 and what NSCLS paid to the drivers is listed under salaries and personnel. Budget 3 shows \$154,782 for the Sprint contract, which will be approx \$12,000 more than the current delivery expenses but the fuel price will be fixed. Ms. Milliron noted that the system will be over-budget on fuel in the current budget year. Discussion ensued.

The Budget Committee recommended approval of Budget 3, which includes NSCLS contracting with Sprint for delivery services. The Motion passed unanimously. Ms. Milliron will bring the contract to the May meeting for the Council's approval.

E. CHILDREN'S SERVICES

No report.

F. PROGRAM & SERVICES/NETWORKING

1. RURAL INITIATIVE FY 2007/08

Margaret Miles reported that the on ground workshops have been scheduled but the remaining Web 2.0 workshop still needs to be scheduled. Discussion ensued on workshops being held at various libraries.

2. ARSL CONFERENCE

Patty Hector reported that the ARSL Conference Planning Committee has a great slate of speakers lined up for the conference including George Needham, Jessamyn West, Bill Harmer (whose library won the Library Journal Best Small Library Award) and Susan Hildreth. There will also be an author luncheon with Nadia Gordon and planned events to help conference attendees network with each other. The State Library is going to offer scholarships again this year so be on the lookout for a letter from them about it. The conference is well worth sending staff to.

3. RURAL INITIATIVE FY 2008/09

Jon Torkelson reported that the State library plans to purchase an advocacy toolkit and use it in conjunction with a training project in 2008/09. He suggested that the Rural Library Initiative might look into purchasing the advocacy manuals for the libraries but in would need to be in conjunction with a project. The State would also like to train rural libraries as well. Discussion ensued.

8. NEW BUSINESS

A. LEGISLATIVE DAY APPOINTMENTS

Legislative Day is being held on Wednesday, April 16th in Sacramento. The day will start with coffee and speakers at 8:30 a.m. – 9:00 a.m. Appointments will be scheduled between 10 a.m. and 2 p.m. with a wrap up session around 2:30 p.m. The SAB were encouraged to attend and were asked to bring some friends groups members as well. It's extremely important that library voices are heard and legislators need to hear that libraries were hurt by last year's budget cuts. Library Directors should assist their SAB representatives with compiling notes on how their libraries have been adversely affected due to the cutbacks. Caryn Brown and Margaret Miles will attend. Discussion ensued.

B. NOMINATING COMMITTEE

Betsy Emry and Marilyn Cochran volunteered to serve on the Nominating Committee.

9. ANNOUNCEMENTS

Margaret Miles reported that Plumas County Library recently initiated online holds for patrons, which will save a lot of work for the library staff. The library is also holding a "I love my library" contest that asks patrons to explain "Why I love my library". Prizes will be given to patrons who have the best testimonials, which Ms. Miles will use when lobbying the State legislature. There was a nice write up in the weekly newspaper regarding the contest.

Cheryl Baker reported that Modoc County Library is migrating to a new ILS system in May.

Larry Haight reported that Simpson University Library has two positions open, which will not be frozen.

Oresta Esquibel reported that Trinity County Library is experiencing severe problems with their budget. The library held a Family Library night that had a large attendance of 150 people. The library is planning their summer reading program which will include music and stories that were recorded by a volunteer.

Caryn Brown reported that Tehama County Library was able to acquire some shelving units from a Walden Books that closed. Her library's legislative day was very successful and included members of the public, the Friends and the local newspaper. Her new catalog/technical services person started in February. The library will hold their Cowboy Poetry event in the middle of April and will also hold another poetry event called Poem Crazy in May.

Marilyn Cochran reported that Orland Free Library's children's librarian received a grant for teens to work on a digital community history project. Ms. Cochran noted that her library is experiencing the usual budget problems. Orland's Friends group is holding a book sale. It was noted that Willows Library is interviewing for a new director today.

ADJOURNMENT:

The meeting adjourned at 3:15 p.m.

Betsy Emry
Chair of the Board
March 14, 2008

Annette Milliron DeBacker
Clerk of the Board
March 14, 2008