

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
September 8, 2006

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Humboldt County Library in Eureka, California with Chair Patty Hector presiding. The meeting convened at 9:05 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Butte County Library	Nancy Brower
X		Del Norte County Library District	Patty Hector
X		Humboldt County Library	Cindy Denbo
X		Modoc County Library	Cheryl Baker
	X	Orland Free Library	Marilyn Cochran
	X	Plumas County Library	Margaret Miles
X		Shasta County Library	Carolyn Chambers
	X	Siskiyou County Library	Betsy Emry
	X	Susanville District Library	John Flaherty
X		Tehama County Library	Ray Schroff
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Don Hampton
	X	Butte College Library	Luozhu Cen
	X	CSU Chico Library	Carolyn Dusenbury
	X	College of the Redwoods Library	John Mayeski
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Sharmon Kenyon
	X	Lassen College Library	Rosanna Brown
X		Shasta College Library	Janet Albright
X		Simpson University Library	Larry Haight
X		GUEST: California State Library Consultant	Carla Lehn
X		GUEST: Califa Consultant	Roberto Esteves
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron

1. INTRODUCTIONS:

Roberto Esteves, consultant for the Califa library group, introduced himself to the Council. The Council introduced themselves.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by Carolyn Chambers and seconded by Ray Schroff. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF MAY 12, 2006 COUNCIL MEETING:

A Motion to approve the May 12th meeting minutes as amended was moved by Carolyn Chambers and seconded by

Nancy Brower. The Motion passed unanimously.

5. CONSENT CALENDAR

Ms. Milliron sent out a fax ballot to the Council about the restructuring of the reference personnel. On the ballot was the proposal to increase Cheryl Turnbough's salary and hours as well as create a lead driver position for Dennis Cawthon, so he can supervise the other delivery drivers. These two actions were necessary after Laura Salisbury resigned and moved to Alaska. Ms. Milliron noted that both proposals definitely had a majority vote via fax ballot and now the Council needed to confirm the vote. A Motion to approve the Consent Calendar was moved by Ray Schroff and seconded by Nancy Brower. The Motion passed unanimously

6. SYSTEM ADVISORY BOARD REPORT

It was reported that there was no System Advisory Board report as they are holding their meeting in October. The Council expressed concern that a separate SAB meeting was being held. Discussion ensued.

7. CLSA SYSTEM CONSOLIDATION MEETING REPORT

PLS, MOBAC, BALIS and Silicon Valley called this meeting. A LSTA grant was put together for this meeting and Maureen Sullivan was hired to facilitate. Sandy Cooper, Annette Milliron, Gregg Atkins, Patty Hector of Del Norte County/NSCLS and Mark Parker/MVLS attended. All the systems were represented except for MOBAC – their people had complications and couldn't make it. The Fish Bowl technique used at the meeting was discussed. The meeting started with typical topics then progressed to "**what would be the most meaningful thing for the people of California**" and the focus turned to service. It was also asked if the systems were trying to fix something that's not necessarily broken. Ms. Milliron noted that after the meeting, she realized that they might not be ready to move forward. She noted that NBCLS, MVLS and NSCLS need to sit down and have a discussion on service. She asked the NBC Board for ideas on how the three systems could come together and identify a service that would move us forward as a single or unified system. The project might have a small, one time expense, but should be low cost. The systems would keep in mind the smaller libraries in North State who don't have any money. It was noted that it would be pointless to do a joint one time project that can't be continued due to lack of funds. Ms. Milliron noted that one project possibility would be to have a staff person who is totally focused on rural programs and areas and offers a level of expertise that those libraries can't afford to hire. The NBC Board suggested several things: an annual leadership training to inspire staff and bring everyone together to bond held possibly in Sacramento or Chico, an annual orientation on how things work. It was noted that whatever the project, it should commit to a multi-year timeline to show continuity.

At the meeting, Susan Hildreth stated that she is willing to seek additional funding from CLSA for certain components such as delivery costs and that there is support from the State Library to continue to explore different areas. Ms. Milliron reported that the NBC Board asked her to discuss the joint project idea with the NSCLS Council as well as the MVLS Board to see if the systems want to look at this issue and sub-issues together as three systems. Delivery and databases were two key areas that were brought up as being good subjects to explore. She explained that, between the three systems, they are spending between \$500,000 - \$750,000 on databases, which are not getting the public use that justifies that kind of expenditure. The NBC Board suggested holding a joint meeting on databases. Ms. Milliron asked the Council for their feedback on what areas the systems should focus on. Discussion ensued. After the joint systems meeting with Joan Frye-Williams, a committee was formed consisting of Kathy Jansen and Carol Starr of NBC and Ray Schroff and Nancy Brower. The Committee looked into Tutor.com but found that it would be cost-prohibitive. Mr. Schroff reported that online Arco books had been discussed. Further discussion ensued. An Ad Hoc Committee will be formed between the systems to work on the development of shared services. Mrs. Brower offered to serve on the committee until her retirement in December. Another possible shared service could be legal self-help materials via ebooks or databases. Ms. Milliron informed the Board that later in the meeting, they will need to reallocate the salary savings from the Reference Coordinator position as it is CLSA money; if the System doesn't use it, they will need to return it to the State. Ms. Milliron suggested that as a plan is being developed, possibly using the money for one of the database ideas that was suggested over the next year. Ms. Milliron noted that the Ad Hoc Committee can meet via email and conference call but that there would need to be several meetings throughout the year. Once a topic and/or concepts are developed, Ms. Milliron would like to hold a facilitated meeting with the three systems, probably in the Central Valley; Chico or Redding. Ms. Schroff recommended that the member libraries staff be surveyed for their input on the libraries needs. Cindy Denbo will survey all of the libraries.

8. COMMITTEE REPORTS/NEW BUSINESS

A. REFERENCE COMMITTEE

The Reference Committee has no report

B. AUTOMATION COMMITTEE

1. OCLC CALIFORNIA CATALOG

Roberto Esteves distributed a handout to the Council. He reported that a few years ago Steve Coffman found that the world's largest library and union list is through OCLC World Cat. OCLC now has an open portal for the public. Mr. Esteves is in the process of creating a newsletter for World Cat to help explain the program. He walked the Council through the World Cat program.

Mr. Esteves reported that Google Book Search is now giving some competition to OCLC. Currently, Google shows only 4 million out of 70 million records. Google also shows where the user can buy the book and/or find it in the library. He noted that WorldCat.org has a Google-like tool that searches all of the records of all libraries that use a First Search subscription so it will have an advanced search capability. It will also have articles like First Article. He noted that the target audience is the public, not libraries. The Beta 2 release will be in the Summer of 2007. They are looking at Wikis and RSS feeds to add.

Mr. Esteves explained that CalCat has a remote patron authentication requirement for access to WorldCat. Funding for the next year is dependant on the level of activity in the program. A California address will allow the user to get to public and academic holdings. There is a commitment from Susan Hildreth to get funding for the program if it is used. Califa is creating marketing tools that will be released after CLA. One of the marketing tools will be to ask for teen input on MySpace.com. One of the questions asked will be "How to get an 'A'". Discussion ensued.

Ms. Milliron informed the Council that they must decide by this December regarding the cancellation of the TLC union catalog. Ray Schroff reported that Tehama County is going to switch to OCLC only as the cost difference is \$200. There is money in the budget to help with the transition to OCLC. Ray Schroff noted that he has two issues; adding new records in OCLC, yet still being able to use TLC to put them into the catalog. ITS Marc is online then goes to OCLC. Training issues for staff were voiced as a concern. It was noted that TLC says it is simple and libraries don't have to change the way they catalog. Libraries just have to pay to have support. The charge is for the MARC records; not the cataloging service with TLC. A Motion to discontinue the NetPac contract with TLC and have all libraries enter their records into the OCLC catalog was made by Nancy Brower and seconded by Ray Schroff. The Motion passed unanimously.

C. BUDGET COMMITTEE

1. BUDGET FY 2005/06

Ray Schroff reported that the Budget Committee projects a small surplus from the 2005/06 budget, but that the auditor will be in soon and should be able to confirm if that is true.

Mr. Schroff reported that the Budget Committee approved the 05/06 budget. As the Motion came from the Budget Committee, no second was needed. The Motion passed unanimously.

2. BUDGET FY 2005/06: RELOCATION OF REFERENCE COORDINATOR'S SALARY

Mr. Schroff reported that the FY 2006/07 budget needs to relocate at least \$15,000 of CLSA funds. The Reference Coordinator salary and position was discussed. The State has not clarified their position on reference, therefore the Council is unsure if they should fill the Reference Coordinator position. The CLSA funds that were used as part of the Reference Coordinator's salary do need to be reallocated or they will revert back to the State. Discussion ensued. Ms. Milliron reported that she had explained North State's quandary about filling the position with Susan Hildreth. Ms. Hildreth strongly suggested that the position not be filled and that, instead, North State look at a contract situation. Yesterday, Ms. Milliron received the Library of California Board packet, which included a ten-page report about developing a new reference model and includes a scope of work statement from Ruth Metz, who used to be the director of the BALIS library system. Ms. Metz has been hired to redesign the

reference program. A timeline is also included in the document which states that Ms. Metz will present in March an optimum model, and Ms. Hildreth stated her goal is to roll out the new model in July of 2007. Currently North State only has one full-time second level reference employee, Cheryl Turnbough. The Council recently authorized an increase in her hours since the Reference Coordinator had left. 15 hours were authorized, but Ms. Turnbough has been working only ten hours most weeks. Discussion ensued. Ms. Milliron will investigate with Mr. Esteves the possibility of purchasing a database license through Califa just for NSCLS headquarters.

Carolyn Chambers is retiring at the end of December, so the Reference Committee will need a new chairperson. Nancy Brower is retiring as well, so the Automation Committee will need a chairperson. Betsy Emry volunteered to chair the Automation Committee.

3. NORTH COAST/MVLS DELIVERY PROPOSAL

The proposal from Sprint Courier Service was discussed. Sprint Courier Service would replace delivery routes 4a and 4b. The current NSCLS delivery van will continue to be used for recycling. It was noted that the contract may cost North State more money now, but could save money down the line on van maintenance, purchases, etc. Ms. Milliron noted that Susan Hildreth will most likely seek additional funding for delivery programs in the future. Discussion ensued. Ms. Milliron suggested that the initial contract be for one year. After that, if the Council likes the service, the contract can go to a three-year basis, similar to NBCLS. Sprint would be able to start the new delivery service within 30 days; Ms. Milliron suggested it start no later than November 1st. It was noted that \$760 needs to be cleared out from the CPLN account. This money can be used toward the new delivery contract costs. Discussion ensued. A Motion to contract with Sprint for one year for the coast route was made by Ray Schroff and seconded by Nancy Brower. The Motion passed unanimously. A Motion to accept the contract with Cascade Pacific for delivery to Colusa in order to connect with the MVLS and North Bay Library Systems was made by Ray Schroff and seconded by Carolyn Chambers. The Motion passed unanimously. It was noted that holiday schedules need to be reviewed.

4. FURNITURE/EQUIPMENT FOR LISTEN-IN

A conference call was held with Luozhu Cen from Butte College Library regarding the Listen In furniture. Butte College has selected the furniture for the new library and would now like North State to select the furniture for Listen In. Discussion ensued. North State has until the end of October to decide if they would like to purchase the furniture. North State has \$13,000 budgeted, which would require them to downsize the furniture from the original architectural design. Ms. Milliron recommended that an Ad-hoc Committee be formed to review the Listen In, DVD and Video programs and plan for the future. Discussion ensued. An Ad Hoc committee was formed, consisting of Brenda Crotts, Ray Schroff, Cindy Denbo, Cheryl Baker and Nancy Brower. A Motion to spend \$13,000 to rescale the furniture to meet the budget allocation for Listen In was made by Nancy Brower and seconded by Cheryl Baker. The Motion passed unanimously.

D. CHILDREN'S SERVICES

Ms. Milliron was approached by MVLS and asked if they could send some of their people to attend the Chico workshop. MVLS offered to help fund a portion of the workshop. Gay Ducey is the speaker at the workshop and 43 people have signed up so far. MVLS will replicate the workshop in the Spring.

E. PROGRAMS & SERVICES/NETWORKING

1. RURAL INITIATIVE FY 2005/06

2. RURAL INITIATIVE FY 2006/07

Carla Lehn reported that Susan Hildreth is available for a future Council meeting via video conference, if the Council would like to have her attend. She noted that RLI is going to have a booth at CLA again this year and Ms. Lehn would like some help with the planning. She asked anyone who is interested to let her know and she will set up a 15 minute conference call. It was noted that maybe one of the Book Club in a Box samples could be on display. Ms. Lehn reported that she was invited to attend the Association of Small & Rural Libraries (ASRL) conference in Columbus, Ohio. They asked her to speak for an hour on the history of rural library programs. Ms. Milliron assisted Ms. Lehn with finding Rural Initiative money to pay for the conference to be podcast and videotaped. It will not be available live, but will be available shortly after the conference for viewing. While at the conference, Ms. Lehn is also going to hold a planning meeting with important players, including Web

Junction and some representatives from the Gates Foundation. Ms. Lehn asked the Council to forward her any comments on rural library programs that they might have that she could advocate for on their behalf during the meeting. Discussion ensued.

Ms. Lehn discussed the Rural Initiative for 2006/07. She reported that visits to the rurallibraries.org website is up 1000% over last year. She noted that money was overspent at the virtual level for travel reimbursements and the clearinghouse. She reported that the budget for the Rural Initiative was reduced from \$305,000 to \$225,000 and that Infopeople workshops have been scaled back in the 06/07 budget. She noted that this decision was made partly because of the plethora of other workshops that are available; staff can also be sent to other sites for workshops. There are partial scholarships available for attendance at the Eureka workshops. She suggested that the libraries reach out and invite tribal libraries to attend the workshops. She is currently working on a needs assessment for North State. A boot camp will be held soon; Susan Hildreth can get the libraries connected. Ms. Lehn reported that this needs to be the last year for the book club in a box. Discussion ensued. It is time to update the 3 year rural library initiative plan and the meeting to do so will be held on April 19th, which is the day after Legislative Day. The meeting will be held in Sacramento. Please send Ms. Lehn an email if you are able to attend.

F. PERSONNEL COMMITTEE

1. REVISED DRIVERS MANUAL – RIDE ALONG PASSENGERS AND NON-LIBRARY ITEMS

There was a request from Jim Kirks that he be allowed to ride along as a passenger in one of the delivery vans. Upon further investigation, North State's insurance does not cover non-North State System employees. Discussion ensued. A policy is currently in place that states non-North State employees are not allowed to ride in the delivery vans. Discussion ensued. A Motion to reconfirm the ride along policy that states non-system employees are not allowed to ride in the North State employees was made by Nancy Brower and seconded by Ray Schroff. The Motion passed unanimously.

The On-Demand Delivery section was discussed by the Council. It was decided that the On-Demand Delivery policy was no longer relevant and will be removed from the Delivery Manual. Ms. Milliron will also draft a policy that states non-library (ILL) items can be included on the delivery trucks, if the trucks have room and if the delivery is library to library. The new policy will be brought to the next Council meeting.

2. LEAD DRIVER JOB DESCRIPTION

Ms. Milliron reported that the Personnel Committee had met via email to review the Lead Driver job description. She noted that as this is a new job description and a driver is currently performing the duties as listed, the job description needs to be adopted by the Council. Ms. Brower reported that the Personnel Committee recommended the job description for adoption. A Motion to adopt the Lead Driver job description was made by the Personnel Committee Chair Nancy Brower. As the Motion came from a committee, no second was needed. The Motion passed unanimously.

G. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN IN 4TH QUARTER REPORT

2. VIDEO/DVD 4TH QUARTER REPORT

Ms. Milliron noted that the Listen In and Video/DVD 4th Quarter reports were included in the Council's meeting packet.

It was reported that Brenda Crotts needs help in some subject areas. Discussion ensued. If anyone is interested in assisting Brenda Crotts with acquiring items in specific subject areas, please contact her.

Ms. Milliron has observed a decline in circulation in the Listen In and Video/DVD program over the past three years. At this point, the programs are generating enough TBR to pay for operations, but may not in the near future. The appointment of an ad hoc committee to review the current status of the programs and to conduct an environmental plan of the current trends would provide valuable planning information. Patty Hector called for volunteers to serve on the committee. The committee can meet virtually via email and phone. Nancy Brower recommended Brenda Crotts for the committee. Cheryl Baker and Oresta Esquibel also volunteered. Ms. Milliron will provide some data for preliminary review prior to the December Council meeting.

9. NEW BUSINESS

A. ANNUAL REPORT FY 2005/06

Ms. Milliron reported that the Annual Report for FY 2005/06 was sent to the State Library. A Motion to approve the Annual Report for FY 2005/06 was made by Carolyn Chambers and seconded by Ray Schroff. The Motion passed unanimously.

B. E-RATE APPLICATION

Ms. Milliron reported that if anyone is interested in applying for E-rate, they can call Pac Bell for a contract. Oresta Esquibel reported that she made her E-rate application through a vendor. A webinar with Jackie Siminitus will be scheduled.

10. REFERENCE COORDINATOR'S REPORT

Ms. Milliron referred the Council to the report included in the Council's meeting packet.

11. SYSTEM ADMINISTRATOR'S REPORT

Ms. Milliron referred the Council to her report included in the Council's meeting packet.

12. ANNOUNCEMENTS

Carolyn Chambers announced that she will be retiring soon. The LSSI management contract for Shasta County library was accepted, and the contract will start January 1st. The grand opening of the Shasta County library will be held on March 3rd. The new management will interview library staff in late September to choose who will be hired. They are currently doing RFID tagging and weeding out items that have not circulated in 6 years. It was noted that the timing for the new management takeover is bad. Shasta County is opening a new library, which is larger than the LSSI model. LSSI uses a large number of paraprofessionals in their model.

Betsy Emry reported that the Dorris Branch library is almost finished with its construction and may be able to move into the new building in October. She noted that the Siskiyou County Library has received a live homework help grant. The library is also participating in a city-wide big read project.

Cheryl Baker reported that the June Jamboree raised \$4500. She further reported that Modoc County's summer reading program, which was the Wild, Wild West theme this year, was down in participation this year.

Larry Haight announced that there is a new president at Simpson University. He was the new provost last year, and he is sensitive to the needs of libraries.

Nancy Brower reported that her library was named one of the top ten budget items that need to be addressed by the county. She reported a grass roots campaign prompted the Legislature to add reimbursement for the Fall 2005 special election to this year's budget. This will mean an additional \$438,000 for Butte County, and Ms. Brower would like to see some of that money used for her library. She noted that the Tumblebooks database, which was recently added by Butte County, is very popular and very inexpensive at \$600 for one license.

Janet Albright reported that Shasta College is recruiting for a new president and the whole campus is in transition. The focus is on staffing. Susan Wallace is no longer in ILL. The money for the new building went back to the State's architect office. It was noted that if Shasta College add a new building on campus, and it will be able to move the other users out of the library building and get its space back.

Oresta Esquibel reported that she currently has 2.6 FTE and is open 20 hours per week. Under the recent County reorganization, the library and IT departments were placed under the Recorder/Assessors office. They are looking at an e-government model.

Cindy Denbo reported that her focus is on the staff and that they are currently filling a paraprofessional and a reference librarian position. The new director will be onboard in 6 -8 weeks. Carolyn Stacey and her baby are doing well.

Patty Hector reported that they lost the sales tax vote by 42 votes. Her library no longer has any children's staff. The literacy bus does not exist anymore and the public hours have been cut. The 100th birthday of the library is coming up.

Ray Schroff reported that Proposition A didn't pass and that the library money is safe at the moment. Some money will come from the general fund. An extra \$15,000 in PLF will be spent on books. They received Gates money for 21 computers and monitors as well as a 4-year next day support service. Corning has extra PCs. He is using a Microsoft Internet Tool kit that includes Open Office and MS Word. He reported that it took quite a few hours to do security. They used a Southern California company that had a better price than Dell. It cost \$22,500 and that includes 50 hours of support. There is no filtering on the computers; instead a user agreement was instituted. For the print management, the toolkit has time management and the library is charging patrons \$.05 per page for printing. He reported that Mary Minow's video cast provides a good review for a policy on Internet use.

ADJOURNMENT:

The meeting adjourned at 12:45 p.m.

Patty Hector
Chair of the Board
September 8, 2006

Annette Milliron DeBacker
Clerk of the Board
September 8, 2006