

NORTH STATE COOPERATIVE LIBRARY SYSTEM
System Advisory Board Meeting
December 14, 2007

CALL TO ORDER:

The System Advisory Board of the North State Cooperative Library System (NSCLS) met this date at the Chico Branch of the Butte County Library in Chico, California with Chair Laura Ashkin presiding. The meeting convened at 8:39 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Butte County Library	Patricia Koskinen
	X	Del Norte County Library District	Vacant
	X	Humboldt County Library	Vacant
	X	Modoc County Library	Jan Romero
	X	Orland Free Library	Vacant
X		Plumas County Library	Laura Ashkin
X		Shasta County Library	Pat Bunnell
	X	Siskiyou County Library	Vacant
	X	Susanville District Library	John Flaherty
X		Tehama County Library	Sue Gallagher
X		Trinity County Library	Jan Mountjoy
	X	Willows Public Library	Vacant
	X	Tehama County Library – Director	Caryn Brown
X		California State Library Representative	Jon Torkelson
X		NSCLS System Headquarters – Executive Director	Annette Milliron
X		NSCLS System Headquarters – Asst. Director	Patty Hector

1. APPROVAL OF MINUTES OF OCTOBER 19, 2007 COUNCIL MEETING:

A Motion to approve the minutes as written was made by Jan Mountjoy and seconded by Sue Gallagher. The Motion passed unanimously.

2. INTRODUCTIONS:

Jon Torkelson from the California State Library was introduced to the System Advisory Board.

3. ACTION ITEMS:

A. CLA LEGISLATIVE DAY IN THE DISTRICT

The dates for the 2008 CLA (California Library Association) Legislative Day in the District are January 25th and February 1st. Ms. Milliron will make the appointments if any SAB members are interested in meeting with their legislator. She stressed that it is important to show up if an appointment is made. Discussion ensued. CLA has materials available that include talking points for the meetings. Ms. Milliron explained to the SAB that PLF (Public Library Foundation) and TBR (Transaction-Based Reimbursement) are really important state funding sources for libraries and both were cut this year. Library funding has taken huge cuts, much larger than other programs, for years. CLA is focusing their efforts on restoration of funding or at least not cutting it further. Wednesday, April 16th is Legislative Day in Sacramento

B. REVIEW OF NSCLS COMMITTEES & GOALS

The NSCLS committees and goals were discussed. Laura Ashkin will serve on the Reference Committee. Jan Mountjoy and Sue Gallagher will serve on the Legislative Committee.

C. RECRUITMENT OF SAB MEMBERS

Ms. Milliron proposed starting an SAB Blog on the NSCLS webpage. SAB members could post on a monthly basis to share information about events at their libraries. The SAB members were very interested and would like the blog placed on the public part of the web page. Discussion ensued.

4. REPORTS:

A. BOARD MEMBER REPORTS

1. NSCLS Workshops Attended

Laura Ashkin reported that she is taking CORE Reference classes.

2. Committee Meetings Attended

Laura Ashkin reported that she had attended a Reference Committee.

3. CLA Activities

Ms. Milliron will send out information regarding contacting the Governor concerning PLF and TBR budget cuts.

B. ADMINISTRATOR'S REPORT

1. Media Study

Ms. Milliron reported that the final media study report will be presented at the Council meeting later today. The Study recommended closing down the Video Center and Listen-In. Plumas County Library is taking all the Books on CD and is asking to take the music CD collection also. They will get an additional day of delivery to be able to share the collections with other NSCLS libraries. Plumas County will also be providing publicity materials to the other libraries so they can promote the collections. The DVD collection will be going to Orland. The videos are being dispersed to various libraries. The Study also concluded that the best long term method of resource sharing for the System is to have a single, shared interlibrary (circulation) system for all the libraries. This would need to be phased in over a number of years. It would be similar to the system in operation at Sacramento Public Library. Discussion ensued.

2. FY 2006/07 Audit

Ms. Milliron reported that the System is in good shape. NSCLS ended the year with about \$500,000 in reserve. Some of that money will be used to pay PERS for staff members. The auditor didn't have any issues that needed to be addressed. Now that there will not be any programs (Video Center and Listen-In) operating in a deficit, Ms. Milliron noted that she hopes the System will remain in good shape.

5. ANNOUNCEMENTS

Sue Gallagher reported that Caryn Brown is in the process of filling the technical services position at Tehama County Library. The library was also given two extra help positions. Tehama County is working on their new website and making some changes in the facility to freshen up the décor. For Christmas, they are raising money for books by putting up an "angel" tree with tags which correspond to a book title that the library would like to purchase. They are working with the county on its light fest. A written report will be sent in to be included with the SAB minutes.

Pat Bunnell will send her written report to Kelli Logasa to be included with the SAB minutes. Ms. Bunnell's report includes information about Overdrive and Tutor.com.

Laura Ashkin will also send a report to be included with the SAB minutes detailing the Plumas County's ELF

grant and their literacy program.

Jan Mountjoy gave a report to the Board of Supervisors in Trinity County on November 4, 2007, which she read to the SAB members.

6. AGENDA BUILDING/NEXT MEETING

The next SAB meeting will be held on March 14, 2008. The location will be announced at a later date.

7. ADJOURNMENT

The meeting adjourned at 10:47 a.m.

Laura Ashkin
Chair of the Board
December 14, 2007

Annette Milliron DeBacker
Clerk of the Board
December 14, 2007

TEHAMA COUNTY LIBRARY SAB REPORT
12/14/07

Caryn Brown, County Librarian, has been working double duty as County Librarian and continuing to fulfill her prior position as Technical Services Coordinator. To support Caryn during this busy transition, County Administration recently provided two extra-help employees to work in circulation and technical services. The interviews for the Technical Services Coordinator have concluded. That position should be filled shortly, hopefully in January.

Caryn has been attending many meetings since her appointment, (spending more time out of the office than in) such as: Budget, Personnel, Safety, Administration issues / Telecommunications applications for discounts / Gale training (Magazine index/Chilton's Motor Manuals, etc.) / Corning Library Commission / Friends of the Library in three areas of the County, and other assorted appointments.

Staff is still working on developing the Library website with Eileen O'Shea of Infopeople. The hope is to be online in January or February.

Since October, efforts have focused on freshening up the library. A brochure rack and new blinds were purchased. New plants replaced some overgrown ones, all as a way to spruce up the place. New signage was put up in all the branch libraries.

A "NO BACKPACKS" rule has been initiated in the libraries since September. This is an effort to make the public aware that a lot of the young adult books are being ripped off. The backpack check-in desk at the main library is manned by an employee of the Federal program Experience Works and has been working well.

Events, etc:

Our Children's Librarian Sally Ainsworth has set up a Holiday tree in each branch library with gift tags on them. Patrons may select a tag which has a Juvenile Book title on it and give the library a check for the cost. The library will put a book plate in the gift book with the donor's name on it. Sally is also participating in the County Department of Education's "LitFest '08", which will be held March 17, 2008. That may bring additional public exposure to the library. The State Library's Center for the Book has just asked Tehama County library to host again the Susan Wooldridge's Poemcrazy, poetry writing workshop sometime between February and June.

The Corning Library Commission is once again thinking of expanding the Corning Branch Library. Approximately \$200,000 is in the Commission fund, which is not enough for expansion at this time. The Commission members have asked Caryn to try to locate some "matching funds" to help. The members did approve the purchase of more shelving for the branch. Those will be ordered within a few weeks.

Friends' activities, etc:

The Tehama County Friends of the Library approved Caryn's request to replace the old Reader/Printer (microfilm/fiche machine) and also the office copier. In this digital age, staff can now network the units, which will save time and equipment costs. The R/P does not need its own built-in printer; it can send the print jobs over to the office copier. This was a costly expenditure, about \$13,000, but one they gave gladly. This Friends group contributes around \$10,000 to the library each year for the purchase of reference books. They have plans for a book sale in February.

The Corning Friends have a new President this year and she is energizing the group. Their annual Christmas buffet was attended by Caryn, three library staff, two County Supervisors, the Corning City Manager and the Secretary of the Corning Chamber of Commerce. A Chamber event will be held at the Library in February, called "Corning in the Morning", a monthly happening at which a local business hosts coffee and tea for the community. Corning Friends are also going to be selling books over the Internet using the Alibris website.

The Los Molinos Friends are a very small group. The funds from the sale of donated books at the branch are used to buy books, movies or audio books. As funds accumulate, the group selects items to meet the needs of local patrons.

Sue Gallagher, Tehama County NSLSAB member

SAB REPORT FOR NSCLS MEETING
December 14, 2007

Pat Bunnell
Shasta Public Libraries

November 2007 Circulation Statistics: available and interesting to read. Increases continue in the categories of New Borrowers, Total Borrowers, New Items Added and number of Books Held. Self Checkout usage is 83% of the total and Circ. Desk Checkout is 17%.

Web site: a new and improved web site will be available on December 15.

Overdrive.com: Library Director Joy Sentman-Paz will be discussing this digital media service for public libraries. This digital library reserve service is a web-based digital media system that enable library patrons to download popular audio books, eBooks, music and videos from your library's web site. This can be done and home.

Friends of Shasta County Libraries: (FOSCL) The store continues to do very well, still averaging about \$5,000 a month. The on-line booksales is in the process of reviewing 60 boxes of donated books.

PLUMAS COUNTY SAB REPORT

12/14/07

Based on promotional materials shared at the last Council of Librarians meeting, we have developed bookmarks that help guide patrons in accessing North State databases. We have also dropped off some fliers about the Education and Testing database at the local high schools and Work Connection center.

One of our branches, Chester, applied for and received a grant from a local private foundation. They received funds to install new carpeting. A large group of volunteers came to help staff move out all the books and shelves, keep the books in order, and then reinstall everything when the new carpet was done.

Plumas County's ELF grant (Early Learning with Families) is now into its second year. The library has been successful in our goal of reaching out to young families with infants and toddlers ages 0-3. We have purchased very small tables and more board books for these children, and incorporated more "lapsit" activities aimed specifically at them into the beginning of Storytime. The children's librarian has also started a new program in the main branch children's room called "Discovery Centers". She borrows toys from the local Toy Library and sets up a themed collection of toys and handouts intended to engage children and their parents in play and learning activities. These programs have been very popular.

Plumas County Literacy qualified for \$6, 668 in additional matching funds this year. This money will be used to hire a part time administrative assistant and to increase literacy hours at our branches. One of our branches, Greenville, will be starting literacy services for the first time.

Margaret Miles, our librarian, presented an evening program on Nov. 29 called "Pirates and Pajamas". Children came in their pajamas or dressed as pirates, and Margaret read them books with a pirate theme, taught them to talk like pirates, sang pirate songs etc. The program was a resounding success.

REPORT TO SAB from Jan Mountjoy, Trinity County Library
Quarterly Meeting held at Chico Public Library, 14 December 2007 **Page 1 of 2**

Library Report to Board of Supervisors: I presented the report on December 4, 2007. Library Director, Oresta Esquibel, was present at my request to answer questions. There were no questions. The only response was from one Supervisor thanking me for the report and commenting that volunteers do a great job, i.e. the clean up work at the Hayfork Cemetery.

Humboldt Area Foundation: the new biannual yearbook is out. Jan participated (by teleconference) in a funders group to update content and design format.

Trinity County Friends of the Library (TC FOL) is taking on responsibilities that should be funded by County (see Annual Report).

Friends will fund one half time **Technical Services Assistant** at main library for one year at a cost not to exceed \$10,000. We may run out of funds unless more funding effort is made next year for 1009.

Library data has been moved to a virtual server using VM Ware. No improvement in speed of service but may be due to other connection issues. Library may get one wireless connection from new local server. Proposed broadband service through the new connection from the coast to Redding may benefit the library.

New Books: The Friends have bought Junior Library Guild books and have budgeted to buy two new books a month for library. New Playaways and replacement batteries have been purchased.

Book and Bake sale held once a year in October brought in \$1200.

MORE, see page 2

HAYFORK FRIENDS OF THE LIBRARY

Chairperson Ginny Allen resigned in October. Jan may have to take this position as well as Treasurer. No meetings have been held.

A Sexual deviant polluted two (out of 4) public computers at Hayfork Library and it took 4 weeks for state to cleanse and return computers to library }

Hayfork Log Cabin Quilters Guild donated a library-theme hanging quilt for a fundraising raffle for 2008.

FOL paid for **two exterior lights for library entry** and installed at cost for \$150.

Semiannual book sale held in October brought in \$268 plus two memberships. Monthly books sales net about \$20.

Magazine Subscriptions: FOL renewed 8 magazines for the library (in addition to the subscriptions funded by the TC FOL Hayfork Library staff finds that magazines are seldom being read in library (current issues are not circulated). Newspapers are still popular.

The Weeding and cataloging of books is moving along.

Hayfork Community Spirit Club: I read SAB report to Board of Supervisors to members at meeting of 12/10/07. Members were interested and supportive. Gained one new FOL member (\$25) and one or two volunteers. At previous meeting, the Club donated \$100 for subscriptions.

Hayfork Friends of the Library

Report to the Trinity County Friends of the Library 18 December 2007

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Jan attended meetings of the **North State Cooperative Library System and System Advisory Board** 14 December in Chico.

Hayfork Log Cabin Quilters Guild donated a library-theme hanging quilt for a fundraising raffle for 2008.

Exterior lights for library entry: Paid Mulvey Electric \$150 for two lights and installation.

Semiannual book sale held in October brought in \$268 plus two memberships. Monthly books sales net about \$20.00.

Magazine Subscriptions: FOL renewed 8 magazines for the library (in addition to the subscriptions funded by the TC FOL. Hayfork Library staff finds that magazines are seldom being read in library (current issues are not circulated). Newspapers are still popular.

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4 December 2007

Trinity County Board of Supervisors
Weaverville, CA 96093

Dear Members of the Board,

Thank you for appointing me as your representative to the System Advisory Board (SAB) of the North State Cooperative Library System (NSCLS). I have served since 2004 and my second two-year term ends in November 2008. I have found serving in this position to be both informative and rewarding and I believe the interaction with other SAB members and library directors at the quarterly meetings has been helpful to our Trinity County Library system through my service as a library volunteer and member of the Trinity County Friends of the Library.

The NSCLS covers the twelve northernmost counties in California and incorporates twelve county and city libraries as well as nine academic affiliates. The NSCLS provides its member libraries with valuable services and resources that could not be possible on an individual basis. The monetary value of these services is related to the individual library system's budget and Trinity County, due to its limited funding of the local library system, receives a smaller proportion of these funds than other better-funded member systems. The 2005-2006 total dollar value North State Cooperative's services to Trinity County is \$10,565 and includes support for children's programs, reference databases, and local delivery of materials among other things. Trinity County library would use the North State Cooperative's services to a greater degree and thus obtain a greater dollar benefit if the libraries were open more and the local staff trained better to provide primary reference intake and request more materials from other libraries for Trinity patrons.

Other benefits received from the North State Cooperative include borrowing books, CDs, videos and DVDs from other libraries in California or the North State's central collection through the use of CalCat, a statewide database. Also available on-line to North State member libraries and patrons is access to key databases such as Chilton's Automotive data, college testing, education and career materials, InfoTrac's full-text periodical article databases for adults and students, a health information database and reference support through the North Bay Cooperative. These programs require adequate library staffing to promote and utilize them, including the training of staff and patrons in their use.

Unfortunately, our libraries' (Weaverville, Hayfork and Trinity Center) limited staffing (full time Library Director, Oresta Esquibel, and three half time and one quarter time library assistants) is not able to take full advantage of these services and struggle to provide even the most basic of services in remaining open to the public. We rely on volunteers who perform much-needed support tasks such as reshelving the books, copying materials, sorting through donations and using their special talents in reading and special programs.

The library has a miniscule book budget and Director Esquibel is always seeking grants to augment the purchase of books and audio materials. The Trinity County Friends of the Library (Friends) provide supplemental funding and support for these materials as well as the many needed maintenance and improvement projects for the libraries including shelving, cabinets, bulletin boards, and basic office supplies. The Hayfork Friends also raise money specifically for Hayfork needs. These monies come from book sales, membership dues, and public donations.

There is no budget to pay for substitute staff for vacation or sick leave. The Friends had been paying two independent contractors to catalog and to help keep the libraries staffed and open but these contractors are no longer available to us. Only one independent contractor is under contract for 15 hours a week to provide back room support for cataloging and other technical tasks. Regarding library hours, the four day, five hour per day schedule for Weaverville and Hayfork and once a week six hour opening for Trinity Center hardly serves the public needs.

The Friends have established two funds with the Humboldt Area Foundation. The Trinity County Library Benefit Endowment Fund, now at \$8,000 has a goal of reaching \$100,000 to provide reliable supplemental income for the library system in the future. The Trinity County Library Benefit Fund, now at \$22,000 is currently being used to pay for the independent contractors and without generous contributions in 2008 will soon run out of funds.

This report is to inform you of the present situation that resulted from the drastic reduction of library funding in June 2004. The Friends and other library supporters will continue to do their part in helping to keep at least basic library services intact until the County's financial crisis is resolved and/or other library funding sources can be found. I understand that at present, there is no way for the County to augment library funding but urge you to at least continue the present funding without any reductions in the future.

Thank you for the opportunity to report to you as a dedicated library supporter.

Jan Mountjoy

Trinity County Representative to the
Systems Advisory Board of the
North State Cooperative Library System

Member of the Trinity County Friends of the Library