

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**System Advisory Board Meeting**  
**March 14, 2008**

**CALL TO ORDER:**

The System Advisory Board of the North State Cooperative Library System (NSCLS) met this date at the Tehama County Office of Education in Red Bluff, California with Chair Laura Ashkin presiding. The meeting convened at 8:50 a.m.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>MEMBER LIBRARY</b>	<b>REPRESENTATIVE</b>
	X	Butte County Library	Patricia Koskinen
	X	Del Norte County Library District	Colleen Luttrell
	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		California State Library Representative	Jon Torkelson
X		Plumas County Library - Director	Margaret Miles
X		Shasta County Library – Future SAB Replacement	Linda Mandere
X		Tehama County Library – Director	Caryn Brown
X		NSCLS System Headquarters – Executive Director	Annette Milliron
X		NSCLS System Headquarters – Secretary	Kelli Logasa

**1. APPROVAL OF MINUTES OF DECEMBER 14, 2007 COUNCIL MEETING:**

A Motion to approve the December 14, 2007 minutes was made by Pat Bunnell and seconded by Sue Gallagher. The Motion passed unanimously.

**2. INTRODUCTIONS:**

Pat Bunnell introduced Linda Mandere, her replacement on the System Advisory Board for Shasta County Library. She worked for the Shasta County Library for 15 years and retired in 2004. Ms. Mandere started out in the library's technical services department, received her reference CORE certificate and worked the reference/circulation desk. She also worked with the State and Federal depository. Ms. Mandere will serve Ms. Bunnell's remaining 1 year term and then will become eligible to serve a two year term. The SAB welcomed Ms. Mandere to the meeting.

**3. ANNOUNCEMENTS:**

Pat Bunnell, Shasta County Library, will send her written report to Kelli Logasa to be attached to the minutes.

Jan Mountjoy of Trinity County Library will also send her written report to Kelli Logasa to be attached to the minutes.

Sue Gallagher of the Tehama County Library will also send her written report to Kelli Logasa to be attached to the minutes.

Laura Ashkin of Plumas County reported that Library Director Margaret Miles agreed to take all of the music CDs from the NSCLS collection. The CDs have been integrated with the library's catalog and are now available to lend. Plumas County library also has the Books on CD and playaways. MS. Miles sent out promotional flyers to all NSCLS libraries and is also going to hand out bookmarks that give instructions on how to borrow the new items. Ms. Ashkin reported that Plumas County recently initiated online holds for patrons, which will save a lot of work for the library staff. Ms. Miles is 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. Ms. Ashkin reported that she was unable to attend legislative day due to snow, but she did call and speak with an aide from Assemblyman Keene's Chico office. She noted that she felt the aid was tuned in to the conversation and were aware of the issues facing libraries.

#### **4. ACTION ITEMS:**

##### **A. SUMMER READING PROGRAM SUPPORT**

Ms. Milliron explained that typically at the April or May SAB meeting, the SAB designates that any money left over in the SAB fund be distributed equally to all jurisdictions. The current amount in the fund is \$3,800.00. A Motion for any surplus funds in the SAB fund be divided equally among the 12 member public libraries was moved by Jan Mountjoy and seconded by Pat Bunnell. The Motion passed unanimously. It was noted that if the SAB money is not spent by June 30<sup>th</sup>, it has to be returned to the State. Discussion ensued.

##### **B. REPORTS TO APPOINTING AUTHORITIES**

Ms. Milliron reported that this past week, she had emailed the SAB members their most recent numbers on their libraries that they can use in their reports to their appointing authorities. Pat Gallagher noted that she has not made a report to her appointing authority as of yet. With the transition of directors at her library, she wasn't sure who she should report to. Ms. Gallagher noted that she will garner advice on who to make her report to which probably will be the city of Redding. She will make the report prior to Ms. Manderla assuming her position on the SAB. Ms. Milliron noted that it's important to focus on this year when making the report and that the reports should be made to the Board of Supervisors or City Council prior to the governor signing next year's budget. The System recently found out from the State library that systems' funding is not going to be cut, but that TBR rates are going to be reduced again. The TBR reduction came as a directive from the State Department of Finance; 12% is to be cut in TBR on top of the bad cut TBR realized last year. The Library Board of California was extremely upset by this news and directed the library staff to write letters. Ms. Milliron noted that most cities and counties have lobbyists so it would be a good idea to expose them to the TBR cuts so they can get to work on lobbying. TBR helps to fund system programs that are used by all libraries. Ms. Milliron was asked by what date should the SAB representatives have their reports done by since the budget is supposed to be signed by June 30<sup>th</sup>, but it has been as late as October. Ms. Milliron stated that the sooner the reports are made, the better. Legislative day at the State Capitol is being held on April 17<sup>th</sup> and Systems are going to lobby hard to try and get the TBR cuts changed.

Jan Mountjoy pointed out that SAB members should ask their local candidates who are running for office to take a stand on libraries. Discussion ensued.

Sue Gallagher will talk with Caryn Brown about talking points for her report to the Board of Supervisors. She noted that Tehama County also has three friends groups so she will look into bringing them with her when making her report. It was noted that it might also be a good idea to bring them with her to Legislative Day in April. Discussion ensued.

##### **C. NOMINATING COMMITTEE**

The Nominating Committee nominated Sue Gallagher for Chair of the System Advisory Board for the FY 2008/09. The Motion passed unanimously. The SAB also needs a Vice-Chair. It was noted that there are currently five vacancies on the SAB. Recruitment of SAB representatives were discussed.

## **5. BUSINESS OF THE DAY:**

### **A. PLAN OF SERVICE 2008/09**

Ms. Milliron noted that she should receive the mailing in the next few weeks from the State that contains the figures for FY 2008/09 programs. She noted that they will be similar to last year's figures. Ms. Milliron explained that in the past, when developing the Plan of Service (POS), the current year's SAB section in the POS is sent out via email for the SAB to review. The SAB will then email their comments back to Ms. Milliron, stating which items should be added or deleted. Sometimes a subgroup of the SAB meets to discuss the POS. The SAB needs to have their portion of the POS ready for presentation at the May 16<sup>th</sup> Council of Librarians meeting in order for the Council to approve it. The SAB agreed that reviewing the document via email would work the best for them. Ms. Milliron will try to send out this document by the end of the month. This will give the SAB all of April to work on it and then get it back to her in time for May's Council meeting. The Reference Committee will make the recommendation on designating the target group for NSCLS. The SAB will make recommendations for the target group in their counties/areas. Ms. Milliron will also get direction from the Council at their meeting later today to see if there are any upcoming special projects that should be included in the POS. She will compile the input from the SAB and Reference Committee and bring a draft of the POS to the May meeting for the Council's approval. The report must be to the State by June 1<sup>st</sup>.

### **B. REPORT ON NSCLS WORKSHOPS ATTENDED**

No workshops were attended. Ms. Milliron discussed a hands on technology workshop that Infopeople will be bringing to NSCLS. She recommended that the SAB attend the workshop if they are able. Margaret Miles has been working with Infopeople on scheduling the on-ground workshops.

At their meeting in May, the SAB will review the SAB handbook and update as needed.

### **C. REPORT ON COMMITTEE MEETINGS ATTENDED**

The Finance Committee consisting of Sue Gallagher, Betsy Emry, Marilyn Cochran and Annette Milliron met via phone conference to discuss the budget that is being brought to the NSCLS today for their approval. Ms. Gallagher noted that meeting via the phone and email worked well. There are two versions of the budget. One version shows NSCLS contracting out their entire delivery service and also setting aside some money for UPS shipments. Discussion ensued. Ms. Milliron spoke with Lassen Community College and Lassen District Library regarding shipping their ILL materials via UPS with NSCLS paying the expense. The UPS expenses will be less expensive than paying for delivery to those two locations. A day of delivery was added to Plumas County so they will get 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. NBLCS and Ms. Milliron have worked with Sprint Courier Service for over 15 years. Discussion ensued.

## **6. ADMINISTRATOR'S REPORT:**

### **A. SYSTEM CONSOLIDATION**

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 stand alone systems. They are: Inland, Serra, San Joaquin and Black Gold. The 11 other systems are being managed through three groupings. Within those three groupings, are Peninsula Library System (PLS), who manages MOBAC, BALIS, Silicon Valley as well as PLS, Metropolitan

Library System, who manages South State, Santiago as well as Metropolitan and then NBCLS who manages Mountain Valley, North State and NBCLS.

PLS is going to the State in September to request consolidation. Metropolitan is also considering consolidation into a single unit. NBCLS, MVLS and NSCLS are currently meeting to explore consolidation options. Ms. Milliron explained that there is a lot of 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, they stated that their long term goal was to look at 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 a facilitator to oversee the first consolidation discussion meeting in February. The MVLS and NBCLS Steering Committee also invited NSCLS members to attend as they didn't want to leave them out so Derek Wolfram and Marilyn Cochran attended the first consolidation meeting. Both systems, MVLS and NBCLS, 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. A second consolidation meeting is being held in May where all three systems will meet again. The Council will discuss this matter today during their meeting and Ms. Milliron hopes to find out today what their feelings are toward consolidation. Ms. Milliron doesn't anticipate the three systems consolidating their SABs as both MVLS and NBCLS System Advisory Boards are inactive. The NSCLS SAB would continue as it is. Discussion ensued.

Ms. Milliron reported that MVLS has planned a SAB workshop using their SAB funds. The advocacy workshop will be held hopefully sometime in May or June. She noted that the NSCLS SAB could use their SAB money for travel to this workshop, which is being held in Sacramento at a Sacramento Public Library branch that will most likely be located right off of I-5 or Hwy 80. The workshop will focus on library advocacy. Ken Haycock will be the keynote speaker, plus a key legislative staff person will be asked to attend as well. It would take place at a branch of the Sacramento Public Library. MVLS bought an advocacy manual last year that was published by the PLA. The manuals are \$125 each and the workshop facilitator will walk the workshop attendees through the manuals and talk about various activities. A legislative staff person is also going to be asked to attend the workshop and meet with everyone. The workshop will be held from 9:30 a.m. to noon with a boxed lunch. Ms. Milliron noted that NBCLS and NSCLS will be invited to attend as well. The NSCLS SAB asked if they could help contribute some of their SAB funds towards this meeting. Ms. Milliron recommended that if the NSCLS SAB wants to contribute SAB funds, she would like to encourage them to purchase an advocacy manual for each library. Jon Torkelson reported that the State library plans to purchase an advocacy toolkit and use it toward a training project next year. He suggested that the Rural Library Initiative might look into purchasing the advocacy manuals for the libraries but it would need to be in conjunction with a project. The State would like to train rural libraries as well. Discussion ensued.

## **B. LEGISLATIVE DAY**

Ms. Milliron reported that Legislative Day is being held on Wednesday, April 16<sup>th</sup> 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 will be sent the CLA registration information, which does include a small registration fee. NSCLS will reimburse any SAB member who attends for their meals and mileage as well as the registration fee. Ms. Milliron encouraged SAB attendance and suggested that some friends groups attend. She stressed that it's extremely important that library voices are heard and legislators need to hear that libraries were hurt by last year's budget cuts and now they want to take another 10%. Laura Ashkin would like talking points that can be quantified when talking specifically to the legislators. Ms. Milliron noted that the Library Directors could assist their SAB

representatives with compiling notes on how their libraries have been adversely affected due to the cutbacks. Discussion ensued.

### **C. NSCLS WEB PAGE**

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. The address will remain the same but the website might look a tad bit different. Ms. Milliron noted that a SAB Blog is still in the works and was one of the driving ideas behind the new website. Discussion ensued.

### **7. AGENDA BUILDING/NEXT MEETING**

The next SAB meeting will be held on May 16, 2008 at the Redding Public Library. The FY 2008/09 Plan of Service and budget will be on the agenda for May's meeting. The weather should be nice in May so videoconferencing will most likely not be used as travel won't be much of an issue. Redding library does not have their videoconferencing set up as of yet so the site would need to be changed if the group wanted to do it again.

Laura Ashkin wondered why there are so many SAB vacancies and suggested that the Council approach their library subs regarding serving on the SAB.

Ms. Mandere asked if she could send a representative/alternate if she wasn't available to attend a meeting. The SAB thought it was a great question and suggested that an alternate could then also be trained as a successor. In the past, a librarian has attended in the SAB representative's absence. Ms. Gallagher asked if the SAB bylaws address the alternate issue and asked Ms. Milliron to explore this idea. It was noted that the appointing authority would most likely need to appoint the alternate. Jan Mountjoy encouraged SAB members to bring friends/guests to the meetings to possibly groom them for future SAB positions. SAB recruitment was discussed.

Sue Gallagher discussed a newspaper article that she had read regarding the State closing two California Youth Authority (CYA) facilities and sending the juvenile inmates back to the Counties from which they originated. The CYA, which has a population of 5,000 receives \$216,000 per youth from the State. Ms. Gallagher stated that she was appalled at the dollar amount and proceeded to send letters to two legislative aides. She was frustrated that State legislators make libraries "beg for peanuts" but allow the prison budgets to soar. The legislators are supposed to be watching how tax dollars are spent and should balance their priorities. She noted that she has not received a response from the legislative aides as of yet.

Jan Mountjoy commended Laura Ashkin for a great job as the SAB Chair. The System Advisory Board concurred.

### **8. ADJOURNMENT**

The meeting adjourned at 10:40 a.m.

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Laura Ashkin  
Chair of the Board  
March 14, 2008

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Annette Milliron DeBacker  
Clerk of the Board  
March 14, 2008

**PLUMAS COUNTY SAB REPORT**  
**3/14/08**

Plumas County Library agreed to take the music CDs, books on CD, and Playaways belonging to the Listen-In collection. The collections have been moved to Quincy from Butte College Library, and are now available for patrons in North State libraries to borrow. We have sent promotional fliers to every branch library in North State, and will be sending bookmarks.

We started accepting online holds this month, and they are already very popular. Branches are encouraging patrons to get PIN numbers, and demonstrating in-branch how to use the system. We're distributing bookmarks that say "got PIN?" to spread the word.

The Library is holding an "I Love My Library" contest this month, and is giving away free book bags to anyone who enters. Local bookstores have donated certificates for a free book of the winner's choice, and winners' entries will be published in the newspaper. The intent of holding the contest is to collect testimonials from library patrons countywide which can then be used to promote the library in patrons' own words. We're hoping to receive hundreds of entries which we can use as proof that the library is a valuable and well-used resource.

**SHASTA PUBLIC LIBRARIES REPORT**  
**MARCH 14, 2008**  
**Pat Bunnell**

Shasta Public Library celebrated its one year opening anniversary on March 3, 2008. Since it opened a year ago, use of the Redding Library has steadily increased. The following figures compare the 12 months ending February 2, 2008 with the calendar year 2006, when the library occupied its former building.

	<u>New</u>	<u>Old</u>
• Materials checked out:	541,183vs	215,397
• New cards issued:	18, 138 vs	3,604
• Total door count:	442,761vs	191,875
• Internet sessions:	120,515vs	26,036

Library activities include:

- Best of the West Book discussion group - 2<sup>nd</sup> Wednesday of the month
- Free Computer classes
- National Library Week, April 13-17. Activities planned each day for 7 days.
- Three sessions of Story Time each week
- Summer Reading will takes place again this year, including a Teen Program

Friends of Shasta County Libraries (FOSCL) is providing the following, taken from the Wish List provided by the Library staff:

- Hot off the Press. 144 books per month. 1728 books per year. \$17.38 per book, shelf ready. FOSCL pay \$30,000 per year or \$2,500 per month
- Novelist, a database of fiction. Branches will be able to access this program. Cost: \$4,000 per year.
- Children's dept.: die cut press and 4 different patterns. \$2,000.00
- Children's dept. Board games - \$200.00
- Children's dept. guitar game. Three versions at @\$90,000. - \$270.00

Total amount expended by the FOSCL for calendar year 2008-09: \$40,470.00

**Report for NSCLS  
SAB meeting  
March 14, 2008  
Sue Gallagher, Tehama County member**

County Librarian Caryn Brown acquired 15 units of free shelving when Walden Books closed their store in the Chico Mall. Caryn and the County Maintenance Dept. personnel hauled the shelving to Red Bluff for further disposition. Seven units went to Corning to replace older wooden shelves. Four units went to Los Molinos to extend space.

Another Caryn coup was the turnout at Library Legislative Day in the District held at the Red Bluff Library on Feb. 8<sup>th</sup>. Legislative Aides Willie Preston for Doug LaMalfa and Preston Dickinson for Senator Aanestad listened to 36 citizens who advocated for library services. Volunteers, parents, three County Librarians, members of Friends of the Library, a County Supervisor and the local Department of Education Librarian all participated in this opportunity. Parents spoke in support of the Children's Library services which are so beneficial and joyful for their children. The ability to access resources both locally and from other Libraries in the system was supported by many readers and by parents who depend on those and other library resources to home school their children. A reporter from the Red Bluff Daily News attended and published an article and picture in the paper.

The Corning Friends hosted the mixer "Corning in the Morning" for the Chamber of Commerce on Feb. 21<sup>st</sup>. The event brought a great crowd. Presentations were given by the Friends' president, Judy Turner, and Caryn Brown. The Friends approved the purchase of a new public copy machine for this branch. Their semi-annual book sale will be held April 11th and 12th and to promote it, the group will be sending a flyer out in the Chamber newsletter to those 350 members.

The Corning Library Commission, fiscally responsible for a significant bequest to the library, approved the purchase of nine units of tall shelving for the Corning Branch. The City of Corning will handle the arrangements.

The Tehama County Friends purchased a new microfilm Reader/Printer and an office copier for Red Bluff in January. They held their semi-annual book sale Feb. 4<sup>th</sup> and 5<sup>th</sup> and made over \$800. With their approval, Sally Ainsworth held a Bunco Bash fundraiser with the Police Activities League (PAL), on Feb. 27<sup>th</sup>, which made over \$1200, to be split between the groups. Sally and PAL members will apply for matching grant funds through the Wal-Mart Foundation. Sally's portion will pay for Children's Programming.

Events coming up include the Litfest for children with the Dept. of Education on March 17<sup>th</sup>, Info People workshop on March 18<sup>th</sup>, and Poemcrazy, a teen poetry workshop on April 25<sup>th</sup>. And, of course, the theme for the Summer Reading program for six weeks will be "Camp Wilderness Watch-Book Your Bunk", June 23<sup>rd</sup> to the end of July.

A new Technical Services librarian, Toni Magaldi, began work Feb. 1st.

Caryn reported that Public Library funds that were received were cut by 35%. No other cuts are expected from the County this year.

Both the Corning and Red Bluff newspapers have kept our Tehama County Libraries in the headlines recently. Caryn and her staff are doing a bang-up job keeping the Library in the news. This has been a

significant improvement in publicity. I appreciate the reports and updates that Caryn provides to each group she meets with, whether the Chamber of Commerce or each Friends of the Library group. She is able to make a connection to the whole system for each volunteer and the community at large.

**TRINITY COUNTY LIBRARY REPORT TO SYSTEM ADVISORY BOARD**  
**Red Bluff**  
**14 March 2008**

From: Jan Mountjoy, SAB member, member of the Friends of the Trinity County Library, and library volunteer

Oresta Esquibel, County Librarian, reported at the Friends' January meeting that the State Library has been asked to reduce funding by 10% and this might mean a reduction in PLF funding. In that case, the library would have a revenue shortfall and would have to seek other funding in order to sustain Maintenance of Effort to qualify for State PLF funds.

Oresta is working with The Library Corporation staff in upgrading the library web site to make it more user and display friendly as well as easier for staff to maintain.

Library cataloging of existing books (recon) has greatly increased since the hiring of a 15 hour per week technical services assistant position paid for by the Friends. Working with Oresta, more than 1,600 books have been cataloged since September 2007. The Friends have made the commitment to provide up to \$10,000 for the technical services assistant position in the 2007/2008 fiscal year in addition to paying for substitute service for staff leave at the Hayfork Library.

Surplus equipment from the closing down of the NSCLS Willows office was received including shelving and used electronic equipment. The surplus equipment will be used to advantage at the Weaverville Library. At a recent Friends meeting, Oresta said that "without adequate funding for updated technology, the library risks becoming an irrelevant warehouse of obsolete computers and books".

Fundraising efforts will continue by the Friends, including investigating local and adjacent county's foundations for financial support. Setting up a technology fund to replace outdated computers or implementing a work-training program to train community members for library work was suggested at a recent Friends meeting.

Both the county and the Hayfork branch libraries are sending out annual letters requesting membership and supporting funds. The Hayfork branch library has received five new or renewed memberships amounting to \$185 and a \$50 match since their letters went out in February. Both libraries are planning book sales in early spring.

Special programs for children will be scheduled and display areas refreshed when staff or volunteers are available at the Hayfork Branch. The Weaverville Library has already begun planning for this year's summer program "Catch the Reading Bug". The Weaverville Library also concluded a successful Family Library Night on March 5th with a turnout of over 150 parents and children. Examples of posters and articles in newspapers will be passed around.