

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
December 15, 2008

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Redding Public Library located in Redding, California with Vice-Chair Betsy Emry presiding as Chair Derek Wolfgram was participating via telephone. The meeting convened at 1:07 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Butte County Library	Derek Wolfgram
	X	Del Norte County Library District	Kelley Nolan
	X	Humboldt County Library	Victor Zazueta
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
	X	Orland Free Library	Marilyn Cochran
X		Plumas County Library	Margaret Miles
X		Shasta Libraries	Jan Erikson
X		Siskiyou County Library	Betsy Emry
X		Tehama County Library	Caryn Brown
	X	Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Sandra Hobbs
	X	Butte College Library	Luozhu 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		State Library	Jon Torkelson
X		Tehama County Library	Sue Gallagher
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector

1. INTRODUCTIONS:

Introductions were made.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

Betsy Emry amended the agenda to include a discussion of the NSCLS DVD collection. A Motion to approve the agenda as amended was moved by Margaret Miles and seconded by Caryn Brown. The Motion passed

unanimously.

4. APPROVAL OF MINUTES OF SEPTEMBER 24, 2008 COUNCIL MEETING:

A Motion to approve the September 24, 2008 meeting minutes was moved by Margaret Miles and seconded by Jan Erikson. The Motion passed unanimously.

5. SYSTEM ADVISORY BOARD REPORT:

Sue Gallagher reported that attendance has been low at the past two SAB meetings in December and September; only two member were able to attend and they have been unable to conduct business. She asked the library directors to help find volunteers to serve as SAB members and she invited them to e-mail her any ideas to help her find SAB members. Cheryl Baker reported that she has found a person to serve for Modoc County and her Board of Supervisors will vote on appointing the new representative soon. Discussion ensued.

6. COMMITTEE REPORTS:

A. CONSOLIDATION TASK FORCE UPDATES

Ms. Milliron reported that the Consolidation Task Force (CTF) has been working hard and has made significant progress. They have decided that there will be an overarching JPA that each system will join, which means NSCLS will need to vote to join the consolidated JPA. There will still be a small amount of paperwork to maintain the NSCLS JRA, but Ms. Milliron noted it will be a much improved process.

The Council reviewed a comparison of the three systems' membership fee structures. It was noted that NSCLS doesn't charge a member fee; instead they pool their TBR money to use for the overall System. Ms. Milliron is reviewing methods for creating an equitable fee structure. She noted that other systems have used their reserves to pay a member's fees when they are experiencing financial difficulties. Discussion ensued.

The CTF is asking for input on a name for the new mega-system. Suggestions for names should be emailed by January 12th to Derek Wolfgram at dwolfgram@buttecounty.net.

The CTF met at CLA to update the joint systems library directors on the progress of the consolidation. Ms. Milliron noted that everyone was very eager to move forward. At this meeting, the directors decided to have standing rules that address specific items that could potentially need to be changed. The bylaws will then address items that are more permanent and wouldn't need to be changed often. Discussion ensued.

B. REFERENCE COMMITTEE

1. STATEWIDE PROGRAM UPDATE

The State Library held a session at CLA that presented the concepts developed by the Think Tank and asked for input from CLA attendees. This information is available on a social networking site, Ning, but requires an invitation in order to access it. Anyone who is interested in viewing the information should contact Patty Hector as she has the access to issue the invitation. Discussion ensued.

2. GALE DATABASE RENEWAL

The Council affirmed to Ms. Milliron that they would like to renew the Gale database contract. She presented the widgets that Gale has developed and are available to anyone. Ms. Hector created bookmarks to promote the database and she will e-mail the bookmarks to the Council.

3. FREE2.ORG MARKETING CAMPAIGN

The Free2 Marketing Campaign was put together by BALIS and is now available to libraries across the State. Ms. Milliron explained this marketing campaign comes with canned artwork that is available over their intranet at www.free2.org. Participating libraries would also have their web site linked at www.wearefree2.org to serve as another discovery point for the public. Most of the NSCLS libraries would pay \$100. If the system joined as a group, there would be a 10% discount, approximately \$2200. There was no interest in joining as a group. Ms. Milliron will forward the e-mail that contains more information to those who are interested in joining individually.

C. AUTOMATION COMMITTEE

1. OCLC CALIFORNIA CATALOG NCAL GAC

Ms. Hector explained to the Council how the GAC works. Information about the GAC was sent to all North State ILL Committee members earlier in the month.

2. DELIVERY STATISTICS

Ms. Milliron reported that the Reference Committee has commented that delivery is going really well. Items are getting delivered between the three systems much more efficiently with Sprint overseeing the delivery for all three systems. The recent delivery analysis from Sprint demonstrates how much delivery is actually costing on the different routes. NSCLS spends \$3300/week for one delivery stop per library, but receives an allocation from the State that funds \$1990 per week. TBR money is used to make up the difference. The Consolidation Task Force (CTF) is working on a method for an equitable delivery cost. Ms. Milliron reported that the MVLS and NBCLS libraries currently purchase additional delivery service. The CLSA C&D funding does not cover the complete delivery costs for any of the systems. The system can continue to underwrite the delivery costs with TBR funds, but NSCLS is not generating the same amount of TBR as in the past due to the dismantling of the media center. Without the TBR funds from the media center, NSCLS isn't generating the amount of TBR needed for the cash flow. This year, NSCLS generated approximately \$7000 in the 1st quarter; the system needs to generate \$90,000 this year to achieve the revenue level needed as noted in the budget. The Council discussed creating a consolidated video collection policy; if all libraries loaned their videos within NSCLS, the system could then earn more TBR money. Discussion ensued.

Ms. Milliron reported that Marilyn Cochran has advised her that Orland Public Library is in danger of losing the staff person who runs the DVD loan program. Ms. Emry offered to house the DVD collection at the Dunsmuir branch, but it was noted that NSCLS would not earn TBR when loaning items to a Siskiyou County branch and they are one of the bigger borrowers of the collection.

Derek Wolfgram asked the directors which member libraries currently lend media. The results are as follows: Siskiyou, no; Modoc, yes; Plumas, the old listen-in collection only; Tehama, no lending or borrowing; Butte, yes; Shasta, yes; Lassen, yes. Mr. Wolfgram noted that libraries who charge for ILL materials might want to consider dropping that charge in order to increase borrowing and thus increase TBR. He volunteered to put together a subcommittee to look into how to increase TBR. Ms. Emry and Ms. Miles volunteered to serve on the committee. Mr. Wolfgram stated he would like a balance of committee members; those who do loan and those who don't. Discussion ensued. The sub-committee volunteers are: Betsy Emry, Cheryl Baker and Margaret Miles. Victor Zazueta will be asked to join the committee.

3. OPEN SOURCE PROJECT

Ms. Milliron reported that NBCLS will most likely proceed with the Open Source project. She noted that having NBCLS as a founding member of the project, may allow NSCLS, as part of the consolidated system, to be grandfathered in on any Open Source product that comes out of it. Ms. Milliron further reported that NBCLS has finally received the new version of URSA and testing will begin soon. She will keep the

Council updated on how the new release is working. Discussion ensued.

D. BUDGET AND PERSONNEL COMMITTEE

1. FY 2007/08 AUDIT

Ms. Milliron provided the Council with printed copies of the audit. Mr. Wolfgram reported that Ms. Milliron believes the system has less reserves than is shown in the audit and that the number should be \$500,000. Ms. Milliron believes the auditor included some funds from the Rural Initiative that were spent in September 2008 or returned to the State library, but either way, it is still a very healthy fund reserve. Ms. Milliron will continue to work to keep the spending down in order to reduce the amount that has to be pulled from the reserves. A Motion from the Budget and Personnel Committee recommended the Council accept the audit. No second was needed and the Motion passed unanimously.

2. Revised FY 2008/09 Budget

The Committee has worked to reduce the budget so less money would need to be pulled from reserves. They set money aside to fund staff registration for an online cataloging workshop or any other workshop that wouldn't require travel. This money would be in addition to the Rural Initiative workshops that are offered. The Committee also cut the puppet budget. Ms. Miles questioned why NSCLS funds health insurance for retirees who are over the age of 65. Discussion ensued. Ms. Milliron will contact PERS to see what changes can be made. Caryn Brown asked if a supplemental policy for Medicare might be possible. AARP might also have a cost effective supplemental plan. A Motion to approve the revised FY 2008/09 budget was moved by Caryn Brown and seconded by Betsy Emry. The Motion passed unanimously.

E. CHILDREN'S SERVICES

The Children's Services Committee reported that Julie Mitchell of Siskiyou County Library is the new committee chair. It was noted that last year's summer reading program statistics looked really good. Discussion ensued.

F. PROGRAM & SERVICES/NETWORKING

Ms. Miles reported that the 2008/09 Rural Library Initiative grant, which was reduced like all LSTA grants, does have funds for on-ground and online workshops. Originally, there was only enough grant money to pay for 19 slots in online workshops and 6 on-ground workshops; two of which were very similar. The Committee asked to drop one on-ground workshop and use the funds for more online workshops. Discussion ensued. The State Library will also be offering a web training on remodeling libraries that is not part of the RLI. Jon Torkelson noted that the "Get Involved" webinar about the new volunteer program is well-worth watching. It is archived on the Infopeople website. He also noted that the State Library is buying copies of the "Libraries Prosper with Passion, Purpose and Persuasion" and will sponsor a webinar about using the materials in February. Recently an e-mail was sent out relaying this information. Mr. Torkelson stated that he is unable to report on any changes to the 2009/2010 RLI grant as he is unsure of what they are. Ms. Milliron mentioned that if the State Library decides not to fund FirstSearch, then those costs could be requested in the RLI grant.

G. MEDIA DEVELOPMENT COMMITTEE

This matter was discussed under **C. AUTOMATION COMMITTEE, 2. DELIVERY STATISTICS.**

H. COMMITTEE REORGANIZATION AND STRUCTURE

Mr. Wolfgram sent the Council a committee list that consolidated several of the committees. Under the new structure, there are only three committees. Ms. Emry asked for Lisa Musgrove to be added to the Collections, Technology and Service Committee. Ms. Brown noted that the Youth Services Committee chair needs to change in order to reflect the new person for this year. Ms. Erikson noted that Diane Gustafson should be

listed as Shasta County's representative for the Youth Services Committee. A Motion to accept the new committee structure was moved by Margaret Miles and seconded by Cheryl Baker. The Motion passed unanimously.

7. NEW BUSINESS:

A. DAY IN THE DISTRICT APPOINTMENTS

Mr. Wolfgram will contact Assemblyman Jim Neilson's office. Patty Wong of Yolo County will contact Assemblyman Dan Logue's office. Ms. Brown will also assist with Assemblyman Logue. The Legislative Committee has advised that they will send out their talking points for directors this year earlier than normal. Mr. Wolfgram noted that he will also set up a meeting with Senator Aanestad. Mel Lightbody, Director of Mendocino County Library, will contact Wes Chesbro's office.

B. DREXEL UNIVERSITY PARTNERSHIP PROGRAM

Ms. Milliron reported that MVLS and NBCLS decided to defer a decision on a partnership with Drexel University until their next meeting because a document was missing from the paperwork. The two systems were also concerned about endorsing an out-of-state school, but not the two in-state schools. NSCLS concurred.

8. SYSTEM ADMINISTRATOR'S REPORT

A. REFERENCE ACTIVITY REPORT

Ms. Milliron referred the Council to the reference report included in the meeting packet. She noted that reference usage for NSCLS has really increased, which is good to see. Discussion ensued.

9. ANNOUNCEMENTS

Betsy Emry reported that Siskiyou County Library now has wifi in all of their branches.

Margaret Miles reported that a group of non-profits pooled their money and purchased the Foundation Center Database for Plumas County Library, which can only be used in the library. She stated that it looks like it will be a great resource for the community.

Jon Torkelson reported that Wendy Penrose is the new director for Colusa County Library.

Cheryl Baker reported that Modoc County library has completed their migration to a new ILS and she has already witnessed its many benefits. She further reported that the County's Office of Education had a lease agreement with the library to lease space for many years. Recently, the new head of that department asked if the library would like the space back and Ms. Baker is happy to report that having the space back has been a great help.

Derek Wolfgram reported that Butte County Library is really proud of Cary Gross, a staff member who won an award at the CLA conference. He noted that the library's budget situation continues to decline.

Caryn Brown reported that Tehama County Library is looking at a 3% cut before June and a 5-8% cut for next year. She is reorganizing in anticipation of the cuts.

Jan Erikson reported that Shasta County Library has completed a customer service survey with great results. They've heard wonderful things from patrons who are really pleased with the library and their usage has been phenomenal. The library did have an unanticipated cost due to the number of library cards they've had to purchase! The library is also working toward "going green" and uses e-mail notification as much as possible. They are also combining their newsletters.

Janet Albright reported that Shasta College Library is getting ready for a remodel, but everything else is at a standstill due to a lack of funding.

The next Council of Librarian's meeting is scheduled for March 20th in Redding and then on April 24th in Red Bluff at the Department of Education.

ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Derek Wolfgram
Chair of the Board
December 15, 2008

Annette Milliron DeBacker
Clerk of the Board
December 15, 2008