

CHICO FRIENDS OF THE LIBRARY

BOARD MEETING MINUTES

FEBRUARY 18, 2014

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Members in attendance:

Margaret Bomberg
Debbie Cobb
Patti Conlin
Brenda Crotts
Gerald Davis

Susan Davis
Ann Elliott
Diane Friedman
Fe Howard
~~Don Kidd~~

Rupert McDowell
~~Marian Milling~~
Joan Ohlmstead
~~Mary Wahl~~

Guests:

Mel Lightbody (mlightbody@buttecounty.net),
Dr. Mike O'Neill (guest speaker),
Jen Rold (jen.rolld@gmail.com),
Jean Andrews (Andrews.jeanlouise@gmail.com),
Kelsey McGee (mcgeek@pacbell.net),
Maureen Jeffers (mj Jeffers@buttecounty.net)

Meeting Called to order

Rupert called the meeting to order at 7:00pm.

Approval of minutes

January Minutes approved (m/s/c SDavis/DCobb).

Treasurer's report

The January 31, 2014, Treasurer's report approved (m/s/c Friedman/Bomberg), *Attachment 1*.

Rebeccas sent a \$500 donation. We received \$300 in puzzle sales.

Librarian's report

Mel Lightbody spoke regarding **digitization** and a new **Reader/Printer** (microfilm). See Preservation Needs Assessment, *Attachment 2*, and Mel's interoffice memorandum, *Attachment 3*.

Oroville's FOL, among others, donated money for a reader/printer ScanPro 3000, and it will be installed in ORO soon. Chico's Microfilm reader/printer is in bad shape. Mel's Proposal: CFOL buys a ScanPro 3000 and the county will maintain it. No motion was made, and we have some time to discuss it.

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Brenda Crotts: 30K people through the door last month, 3,500 internet user sessions, 386 new cards, 600 people through the door one busy Sunday. Approx. 40% of checkouts are done on the self-checkout stations. March begins movies at the library.

Disk cleaning machine is dead. We approved \$560 + tax (m/s/c Bomberg/Cobb) to replace it.

Existing sound system in the meeting room (for visiting speakers) suffers from a feedback problem. Debra proposed a new, portable sound system that can be used in the library as well as in the meeting room. Upcoming event which will benefit from new sound system: Poetry Workshop, coming soon. Other programs are planned and possible because of the new system. We approved purchase of **Desktop Lectern Speaker System (portable)**, \$540+tax (m/s/c Cobb/Bomberg).

Brenda distributed a memo regarding a **Library Improvement Project**, *Attachment 4*, which would cost roughly \$20,000. This project was prompted by Gerald Davis' memo about what to do with our capital building fund, *Attachment 5*.

Oliver Allen requests \$500 to register the Little Free Libraries national registry (<http://littlefreelibrary.org/ourmap/>), plus some supplies (e.g., shingles, etc.). Note: this was already approved. See January minutes.

Book Sale report, no new news.

Library Advisory Board:

Patty Conlin talked about a Community Partners subcommittee of the LAB. She is collecting volunteer data as well as financial information to be used in grant applications.

Ongoing and New Business

Gerald Davis introduced **Guest Speaker Mike O'Neill**, with a background in education. O'Neill talked about a business approach to libraries - products and services, impulse buys to well-researched items. Libraries fall someplace between impulse and well researched, with convenience being important (e.g, within 2 miles of home). The nature of library patronage will change dramatically in the next 25 years (online resources becoming prominent). It's paramount that technology be updated, so concentrate on using our building fund on IT instead of another or a bigger branch. In fact with growth, we may have to redo whatever we do again in 25 years!

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Mel spoke about a Joint Friends of the Library opportunity. **Grant writing training in Chico** is an intense, week long session. Suzie Serano and Carry Gross are signed up to go, and one slot open for Friends. Is CFOL interested in sending somebody to spend an intense week and then train the other FOL groups. April, 2014. Mel will forward info to Diane.

The annual **Volunteer Potluck** is Thursday, 2/20/14, 11:30am.

Assemblyman Logue's assistant will be touring the Chico Branch at 2pm, 2/20/14. Attend if you like, and be ready to tell any personal story you have about the value of the library.

Don Kidd made a nice improvement to the standing display case. He added a cork board so people could attach items to the back of the case.

Annual meeting: May 20. We need **speakers**. Suggestions: 1) Nancy Leek and John Rudderow, authors of *The Miner Poet: Poems of Pres Longley*; 2) Nancy Wiegman, NPR broadcaster and author has walked Spain's fabled Camino de Santiago pilgrimage route; 3) *Erin Lindsay McCabe*, author of *I Shall Be Near You: A Novel*, has info about civil war soldiers who were women disguised as men; 4) *Steve Callan*, Northern California game warden; 5) *Larry Matthews*, author of *Images of America: The Building of the Oroville Dam*.

Priority for invitations:

- 1) McCabe
 - 2) Callan
 - 3) Matthews
- ... Rupert will do the inviting.

The **CARD spring ad**: Do we want to put an ad in about the library's summer reading program? They need to **hear from us ASAP**. Motion: Pay for ad **if staff feels it's worthwhile** (m/s/c Elliott/Bomberg).

Motion approved to donate a **Bag of books** for North State Symphony Gala's silent auction (m/s/c GDavis/FHoward).

Meeting adjourned at 8:49pm.

Next meeting: March 18, 2014, third Tuesday of the month.

CHICO FRIENDS OF THE LIBRARY
BALANCE SHEET
JANUARY 31, 2014

ATTACHMENT 001:

ASSETS

Current Assets:

Cash - book sale change	\$	24.00
Checking acct-Pay Pal		3,881.42
Checking acct-Tri Co Bank		41,634.79
Investment account - St Nic		694,080.29

TOTAL ASSETS

\$ 739,620.50

ALLOCATIONS

Allocations:

Nancy Williams Trust Fund	1,111.00
Endowment - Langen Trust	32,202.27
C F O L Endowment Fund	33,156.00
C F O L Building Fund	615,000.00
Unallocated funds	26,365.51
Current Net Receipts	28,004.80
Change in value of investments	3,780.92

TOTAL ALLOCATIONS

\$ 739,620.50

This report was prepared without audit from the records
of the corporation. Susan Davis, Treasurer

CHICO FRIENDS OF THE LIBRARY
COMPARATIVE STATEMENT OF REVENUES & EXPENSES
INCOME TAX BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JANUARY 31, 2014 AND 2013

	C U R R E N T P E R I O D				Y E A R T O D A T E			
	This Year	Percent	Last Year	Percent	This Year	Percent	Last Year	Percent
Revenues:								
Book sales	\$ 4,873.05	56.0	\$ 4,566.70	50.7	\$ 32,357.42	48.9	\$ 31,527.25	45.3
Membership dues - general	430.00	4.9	3,355.00	37.2	1,050.00	1.6	4,701.50	6.8
Memberships - \$37.25 club	37.35	0.4	447.00	5.0	68.60	0.1	590.00	0.8
Donations	3,256.24	37.4	349.00	3.9	11,329.56	17.1	6,965.10	10.0
Memorials	0.00	0.0	225.00	2.5	610.00	0.9	1,872.25	2.7
Fall Festival fundraiser	0.00	0.0	0.00	0.0	449.50	0.7	530.80	0.8
Christmas book gifts	101.00	1.2	44.00	0.5	1,543.00	2.3	4,095.00	5.9
Cookbook sales	0.00	0.0	0.00	0.0	0.00	0.0	8.00	0.0
Puzzles	0.00	0.0	0.00	0.0	594.00	0.9	0.00	0.0
Quilts and Crafts	0.00	0.0	24.00	0.3	791.05	1.2	1,000.00	1.4
T Shirts	0.00	0.0	0.00	0.0	18.00	0.0	8.00	0.0
Steve Ferchaud prints	0.00	0.0	0.00	0.0	0.00	0.0	80.00	0.1
Earphones	0.00	0.0	0.00	0.0	186.00	0.3	76.00	0.1
Craft Fair	0.00	0.0	0.00	0.0	0.00	0.0	373.50	0.5
License Plate Holders	0.00	0.0	0.00	0.0	30.00	0.0	47.00	0.1
Tote Bags	0.00	0.0	0.00	0.0	102.00	0.2	36.00	0.1
Interest	0.66	0.0	0.80	0.0	17,017.94	25.7	17,692.33	25.4
Total Revenues	8,698.30	100.0	9,011.50	100.0	66,147.07	100.0	69,602.73	100.0
Expenses:								
New book purchases	7,247.02	83.3	7,009.77	77.8	27,127.56	41.0	20,120.27	28.9
Digital Media purchases	0.00	0.0	0.00	0.0	1,765.93	2.7	0.00	0.0
Magazine subscriptions	29.95	0.3	18.00	0.2	1,463.51	2.2	278.03	0.4
Christmas book purchases	0.00	0.0	1,001.13	11.1	2,187.24	3.3	3,415.00	4.9
Book sale expenses	0.00	0.0	0.00	0.0	63.05	0.1	136.07	0.2
Bank charges	0.00	0.0	65.25	0.7	0.00	0.0	65.25	0.1
Equipment purchases	0.00	0.0	0.00	0.0	329.40	0.5	2,373.85	3.4
Fall festival expenses	0.00	0.0	0.00	0.0	879.60	1.3	332.51	0.5
Fund raising expenses	0.00	0.0	0.00	0.0	0.00	0.0	103.41	0.1
Library programs	333.28	3.8	48.39	0.5	2,235.97	3.4	698.76	1.0
Maintenance/repairs	154.83	1.8	0.00	0.0	154.83	0.2	0.00	0.0
Miscellaneous	0.00	0.0	0.00	0.0	350.13	0.5	697.34	1.0
Printing and copies	1.77	0.0	0.00	0.0	4.28	0.0	0.00	0.0
Printing Carrel	0.00	0.0	341.79	3.8	626.42	0.9	1,001.21	1.4
Postage	0.00	0.0	4.50	0.0	339.85	0.5	518.10	0.7
Coporate reg fees	0.00	0.0	0.00	0.0	60.00	0.1	55.00	0.1
Teen Volunteer program	0.00	0.0	0.00	0.0	100.00	0.2	181.18	0.3
Vol & Donor Recognition	28.00	0.3	14.00	0.2	454.50	0.7	1,086.36	1.6
Total Expenses	7,794.85	89.6	8,502.83	94.4	38,142.27	57.7	31,062.34	44.6
Excess of Revenues Over Expenses	\$ 903.45	10.4	\$ 508.67	5.6	\$ 28,004.80	42.3	\$ 38,540.39	55.4

See accompanying accountants' compilation report

Preservation Needs Assessment of the Butte County Public Library Californiana Collection

Barclay Ogden
California Preservation Program

September 7, 2013

This assessment was supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.

On August 30, 2013, a consultant from the California Preservation Program (CPP) conducted a preservation needs assessment of the Californiana materials and storage areas in three branches of the Butte County Public Library (BCPL) to assess risks to the long-term survival of the collection and to recommend actions for risk mitigation or elimination.

This assessment was occasioned by BCPL's participation in the CPP's California Preservation Assessment Project to address its concern that it is taking appropriate actions to preserve and to ensure that these materials (mostly newspapers and city directories) continue to be able to be used by current and future researchers. Some of the newspapers and directories may be among the few publicly accessible copies in Butte County and some materials are unique (e.g., the Butte County Library history file). Since they support the information needs of a broad local and regional constituency, taking appropriate actions to ensure the protection of these information assets is a business interest of the Library and the County.

The process used for the preservation needs assessment consisted of three activities: an inspection of materials in storage to get a sense of the scope and scale of preservation needs; an interview with the Library Director and staff to identify preservation needs not able to be identified by an inspection; and an assessment of the storage areas to review the buildings' ability to protect the materials from damage. Major findings and recommendations to optimize preservation of the collection for long-term access are itemized below.

Findings and Recommendations

Findings and recommendations, with justifications, are informed by the principle of maximizing benefits for the collection while minimizing costs, thus ensuring the greatest possible protection of assets with available resources. Some recommended actions can be accomplished with few resources; others require significant resource commitments. The next logical step, a review of the feasibility of taking the recommended actions, could lead to implementing first those recommendations requiring only resources currently available to the Library, and to leave to special funding opportunities those recommended actions requiring additional resources.

- 1. Finding: In the event of a collection disaster, the Library is not prepared to salvage collections.** Disaster response plans help protect collections because they prepare the staff to respond effectively and efficiently; if significant portions of the collection were to get wet, the guidance of a concise and current written disaster response and salvage plan for the collection, plus training to implement it, would allow the Library staff to make optimal use of the short time before water and mold cause irreparable collection damage. Three days is a normal window for salvage operations, but this time may be longer or shorter depending on the prevailing environmental conditions.

Recommendations:

- 1a. Consider adopting a simple and compact disaster response plan format**, such as the fill-in-the-blanks "Pocket Response Plan for Collections" at the California Preservation Program website, http://calpreservation.org/information_resources/emergency-prep-and-response/pocket-response-plan-for-collections/. Following a disaster, it is very difficult to remain calm and

rational; the plan should be kept very short and very directive with regard to key actions. Experience teaches that simple instructions limited to major needs lead to greater overall success than longer, comprehensive instructions that address all possible collection needs. Further, the time and cost to keep a short plan current are much reduced. Review documents on collection response and salvage at the above-mentioned web site for essential information to complement the “pocket” plan.

1b. Assign maintenance of the plan to a staff member and include it in the staff member's performance evaluations. Plans quickly go out of date; contact information goes first and location of salvage priorities (because collections are shifted) follows quickly thereafter. Unless the plan is current, it offers only a false sense of protection for the Library.

1c. Mount staff education and training events on disaster preparedness and response like those offered by the California Preservation Program. See the CPP's webpage (<http://calpreservation.org/disasters/exercise.html>) for an example of a staff education and training event. Prepare a combination of drills (evacuation, fire extinguisher, disaster) and tabletop exercises to train Library staff to respond to the most likely emergencies. Currently, the CPP is offering a free two-part workshop on writing disaster response plans in Petaluma (September 18 and November 13) and in Pleasant Hill (September 17 and November 12). See <http://calpreservation.org> to sign up for the workshop and http://calpreservation.org/programs_workshops/#protectingcultural for the workshop description.

1d. Purchase polyethylene sheeting to be used to cover collection materials in an emergency to prevent their getting wet from roof leaks, pipe leaks, or other water-related problems. At least one roll, 10' x 100', 2 mil plastic sheeting should be maintained in each library building.

1e. Investigate pre-registration agreements with commercial disaster response and collection salvage companies. Companies with good track records for salvage of archives collections include BELFOR and Polygon. Some companies, e.g., BELFOR, offer no-cost pre-registration agreements to ensure the Library gets priority attention should a region-wide disaster make multiple simultaneous claims on local resources.

1f. Ensure that the County's self-insurance policy includes coverage for post-disaster salvage of irreplaceable materials in the collection.

Justification for recommendations 1a-f: These recommendations provide the greatest protection for the collection at the lowest possible cost. If these actions are undertaken with participation of other Library staff, all staff become sensitized to potential problems before they become disasters. Insurance companies take written plans into account when writing collections' insurance policies; however, since the County self-insures its library assets, and thus risks significant out-of-pocket costs in the event of a disaster, being prepared to respond to disaster by maintaining a disaster response and salvage plan for the collections is even further justified.

- 2. Finding: the collection is at risk from fire.** The collection is exposed to risk of damage and loss because the Oroville building lacks fire detection (but has suppression), the Chico building lacks fire suppression (but has detection), and the Durham building lacks both automatic fire detection and

suppression systems. Library and archives fires are much more common than popularly believed: National Fire Protection Association statistics indicate that in the United States a library fire occurs every 1.8 days, and that arson is suspected in many of them.

Recommendations:

2a. Investigate installation of a fire detection system (smoke, productions of combustion, or rate-of-rise temperature changes) in buildings where it is lacking to provide early warning for the safety of staff, users, and collections. Wireless systems are available, making installation of detection systems less expensive than hard-wired systems. The detection should be set up to automatically alert the fire department in the event the system goes into alarm mode as well as to sound local alarms. Automatic detection systems alert occupants in the building and the fire department, buying time for personnel to escape and the fire department to respond.

2b. Investigate installation of an automatic fire suppression system in the Library buildings as part of future major building renovation and construction programs. “Wet pipe” sprinkler fire suppression systems (the system is fully charged with water at all times) are the least expensive to maintain as well as the most reliable when needed.

Justification for recommendation 2a-b: Automatic fire protection systems (suppression as well as detection) are essential to protect collections, equipment, staff, and patrons. With libraries a frequent target for arson and collections a highly combustible fuel source, automatic fire detection and suppression systems are recommended for library and archives facilities. Damage to collections from water is an issue with water-based suppression systems; however, wet materials can be salvaged, whereas burned materials generally cannot.

- 3. Finding: The Californiana (newspapers and city directories) are top priorities for preservation action. They are on deteriorated newsprint and consequently are able to support only limited access due to their fragility.**

Recommendations

3a. To provide Web access and searchability, digitize both newsprint and commercially made microfilms. If possible, borrow the original camera masters of the microfilms to ensure the highest quality transfer of information. Inquire at the Center for Bibliographical Studies and Research (CBSR) at UC Riverside, <http://cdnc.ucr.edu/cgi-bin/cdnc>, about options and costs for digitization, hosting for Web access, and digital preservation for Butte County materials as part of the California Digital Newspaper Collection.

3b. Consider partnering with other institutions to fill in titles or missing issues, including Chico State, the Bidwell Mansion, and Far West. Using the persuasive strength of the group, seek permission from the IP holders to digitize years of the titles still covered by copyright.

3c. Consider partnering with historical newspaper digitization services that for exclusive sales rights for a limited time (5 years with some services) will digitize selected newspapers

for free, provide the Library with a digital database for use in-house only for the restricted period, and thereafter allow the Library to provide free access to all users. Again, explore adding titles to the California Digital Newspaper Collection to ensure ongoing access and preservation services.

3d. Digitize the city directories and phone books if they are not already available online, perhaps building on work done for the Chico city directories and funded by the Friends of the Butte County Library, Chico branch, and the Merriam Library,

<http://www.csuchico.edu/lspr/bcd/>. Additionally, the State Library has expressed interest in systematically scanning city directories statewide; BCPL might be wise to track on the State Library's plans with an eye toward participation before committing to its own project.

3e. Send a staff member to the CPP free one-day workshop on preservation grantwriting called "Creating and Funding Preservation Projects to Enhance Collection Care,"

http://calpreservation.org/programs_workshops/#creatingandfunding. The workshop currently is offered four times/year in four different locations. The 2013 workshops have been delivered; the 2014 workshops have yet to be sited and scheduled, but likely will be scheduled January through March 2014. Periodically check the homepage at <http://calpreservation.org/> for listings of workshops.

Justification for recommendations 3a-e: Ironically, given their inherently ephemeral nature, back issues of newspapers and old city directories are among the most heavily used of historical records. The materials are very fragile and vulnerable to damage. Digitization of the newsprint materials has multiple access and preservation benefits with which to justify an investment in a digitization project.

4. Finding: None of the Library's buildings is able to provide environmental conditions conducive to long-term preservation or security appropriate for special collections.

Appropriately, the Library attends primarily to a broad range of public library services and has facilities designed to optimize those services, but these are quite different from the needs of special and artifactual materials that need to be preserved and used under specially designed conditions.

Recommendation:

4. Arrange with the Butte County Historical Society to transfer print copies of newspapers and city directories for preservation and access to the materials in original form. Issues of newspapers documenting significant events may have value for research and exhibition even after the newspapers and directories become available online. Since the Historical Society has many other materials that need to be preserved in original form, the opportunity for a partnership where the Library focuses on digital access and the Historical Society focuses on access to originals enables each organization to deliver services most relevant to its mission.

Justification for recommendation 4: The Californiana collection materials in original form take up space that could be used for other Library functions and they need ongoing care to be used safely by library patrons. Insofar as the Butte County Historical Society already provides preservation services for historical materials, the Library could focus on Web access while the

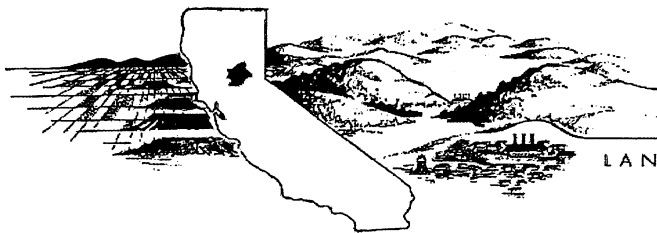
Historical Society could focus on access to historically significant originals, avoiding duplication of effort.

The key risks to which the Butte County Public Library's Californiana materials are exposed, and the benefits of actions to eliminate or reduce the risks, are clear. In addition to Library resources, funds with which to address some of these recommendations may be available through grants because the collection materials by their historical nature are recognized to be held in trust for the benefit of the Butte County community and the citizens of California. The California Preservation Program stands ready to offer further information and assistance with implementation of key recommendations when the Library wishes to proceed, and to assist it identify future actions following completion of higher priority actions addressed in this report.

I wish to thank Butte County Library Director Melanie Lightbody, retired Director Nancy Brower, and especially Library Assistant Sky Campbell, for making this assessment possible; they were enormously helpful and generous with their time and counsel.

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CPAP Butte Co. PL report 2013sep7doc



Butte County

LAND OF NATURAL WEALTH AND BEAUTY

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ATTACHMENT 003:

INTEROFFICE MEMORANDUM

TO: CHICO FRIENDS OF THE LIBRARY
FROM: MELANIE W. LIGHTBODY, COUNTY LIBRARIAN
SUBJECT: DIGITIZATION AND READER PRINTER RECOMMENDATIONS
DATE: FEBRUARY 18, 2014
CC:

Bryan Geiger

Digitization. The Butte County Library recently received a Preservation Needs Assessment from the California Preservation Program, outlining recommending steps to preserve our Californiana Collection. In Finding 3, Mr. Ogden, the author of the assessment, recommends that we digitize and make available our collection.

Some of this process will require two steps 1) converting paper to microfilm and then 2) digitizing from microfilm. This is because the methods and results are of far higher quality. I spoke with Dr. Brian Geiger, head of the California Digital Newspaper Collection (UC-Riverside) regarding the best way to go about this process. In bullet points here is his advice:

- Recommendations*
- 1) Do LSTA grant to get print microfilmed into what is called a "master negative" (highest quality) at two pages per frame and have the master negative converted to digital files.
 - 2) Contract with outside source to have this microfilm digitized. Quality of current digitization machines is not good and there are additional hidden costs.

In converting microfilm to digitized, accessible files he had two more recommendations:

- 3) Use of volunteers has proved to cause a very protracted, inefficient process.
- 4) CDNC will host and provide access to these files for free and will provide a free back up of the data for us to mount if necessary.

Therefore, BCL's current plans call for the professional conversion of our print to microfilm and then to digital files. We will be looking for donations and grants.

Microfilm Reader/Printer.

Dr. Geiger's recommendation for a reader/printer is to go with the least expensive one possible. As on the attached worksheet that would be the **ScanPro 800**. I am recommending that we upgrade to the **2000** or **3000** for better lens and the productivity suite which includes optical character recognition, cut/paste and internet searching. Please see more information attached.

Butte County Library -- Reader/Printer Options

ScanPro 3000

Reader Printer	\$10,795.00	Includes base, PowerScan3000 software, 7x-54x Zoom Lens, and UCC 310 combination fiche and motorized 16/35mm roll film carrier. ScanPro 3000 comes with 10-image automatic-scanning feature.
Installation/Shipping/Training	\$600.00	
	<u>\$11,395.00</u>	
Taxes (at current rate)	\$854.63	Current Butte County tax rate is 7.5%
Computer	\$500.00	
Monitor	\$300.00	Adds Info-link (internet searching), Word Search from the screen, copy to clipboard cut and paste ability, and multi-page OCR PDF function.
Productivity Suite	\$795.00	
Total (without add-ons)	<u>\$13,844.63</u>	
Auto-Scan Plug-in	\$2,950.00	

Demo ScanPro 3000

Reader Printer	\$10,795.00	Includes base, PowerScan3000 software, 7x-54x Zoom Lens, and UCC 310 combination fiche and motorized 16/35mm roll film carrier. ScanPro 3000 comes with 10-image automatic-scanning feature.
Installation/Shipping/Training	\$600.00	
Computer	\$500.00	
Monitor	<u>\$300.00</u>	
	<u>\$12,195.00</u>	
Productivity Suite	\$795.00	Adds Info-link (internet searching), Word Search from the screen, copy to clipboard cut and paste ability, and multi-page OCR PDF function. <i>This feature is built into the demo unit.</i>
Taxes (at current rate)	\$1,135.50	Current Butte County tax rate is 7.5%
Demo Unit Discount	-\$1,300.00	If add-ons are included, discount will be applied after all components are combined. Discount can be replaced with 1 year of BMI maintenance warranty.
Total (with add-ons)	<u>\$12,825.50</u>	
Auto-Scan Plug-in	\$2,950.00	Adds automatic scanning for 16/35mm roll film. <i>This feature is built into the demo unit.</i>

ScanPro 2000

Reader Printer	\$10,083.00	Includes base, PowerScan2000 software, 7x-54x Zoom Lens, and
Computer	\$500.00	
Monitor	\$300.00	Adds Info-link (internet searching), Word Search from the screen, copy to clipboard cut and paste ability, and multi-page OCR PDF function.
Productivity Suite	\$795.00	
	<u>\$11,678.00</u>	
Taxes (at current rate)	\$801.23	Current Butte County tax rate is 7.5%
Total (without add-ons)	<u>\$11,484.23</u>	
Auto-Scan Plug-in	\$2,950.00	Adds automatic scanning for 16/35mm roll film.

ScanPro 800

Reader Printer	\$6,535.00	Includes base, PowerScan800 software, 7x-54x Zoom Lens, and
Computer	\$500.00	
Monitor	\$300.00	combination fiche and motorized 16/35mm roll film carrier.
Installation/Shipping/Training	<u>\$600.00</u>	
	<u>\$7,935.00</u>	
Taxes (at current rate)	\$535.13	Current Butte County tax rate is 7.5%
Total	<u>\$8,470.13</u>	

Exceptional Image Quality
Ultra High Definition for Microfilm

ScanPro[®] 3000

Bringing Ultra High Definition to Microfilm

The ScanPro 3000 microfilm scanner features a 26 megapixel camera, nearly twice the optical resolution of any microfilm scanner, which provides customers with exceptional image quality never before seen in the micrographics industry. The optical resolution is over 500dpi on a letter page and saved files are both archival-quality and small in size.



24" LCD Monitor (optional) shown with
Ultra High Definition newspaper Image

With a single click, the on-screen magnifier lets you view text and image detail at up to 800%.

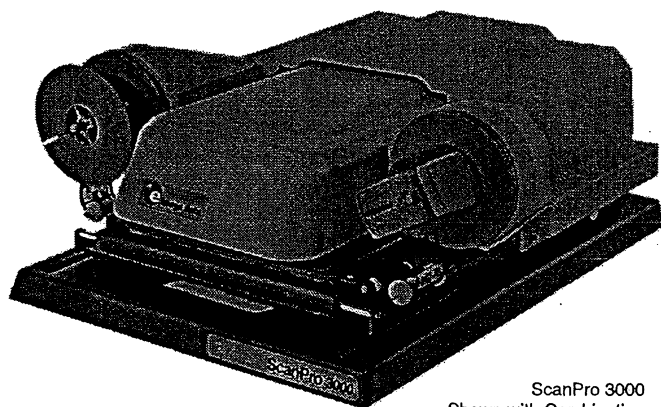
ScanPro 3000*

**"TURANDOT." Beth Greenberg has entirely
redirected the New York City Opera's 1971**

All other microfilm scanners*

**"TURANDOT." Beth Greenberg has entirely
redirected the New York City Opera's 1971**

*actual scanned image segments



ScanPro 3000
Shown with Combination
Fiche, and Motorized 16/35mm Film Carrier



image data
microfilm scanners

ScanPro[®] 3000

Bringing Ultra High Definition to Microfilm

The ScanPro microfilm scanners are chosen by universities, libraries, and corporations around the world for their ease of use, performance and value. The ScanPro microfilm scanners receive high praise for their cutting-edge design and the powerful software capabilities that have revolutionized the way patrons and researchers work with microfilm.

Easy to Use

The ScanPro 3000 software is an intuitive Windows[®] computer application with familiar icons and text labels that reduces the learning curve for both occasional and first time users. The customizable interface keeps the tool bar simple by allowing for the selection of just the controls needed for your application. To get started, just CLICK the Film Selection Wizard to automatically set up your scanner. Then use the interactive on-screen help menu, always at your fingertips, to provide details on how to use any button control.

Performance

Small and compact, the ScanPro 3000 fits almost anywhere and it is Library Quiet[™]. Our patented FOCUS-Lock technology keeps your microfilm image always in focus so you can complete look ups and research quickly and efficiently. And, the combination carriers, considered the best in the industry, are easy and fast to operate and make it possible to precisely position your film image on the view screen.

Value

The ScanPro 3000 keeps the same sleek and durable design as you have come to expect from the ScanPro series. It is designed and built to stand up to the rigors of public use by incorporating heavy gauge steel throughout for long term reliability. It is not unusual to find ScanPro scanners with over 1,000,000 scans and working just like new.

The ScanPro products have a proven track record of performance and reliability backed by factory trained and certified dealers.

ScanPro 3000 Product Information*

OPERATION

Ultra High Definition scanning for all microforms.
Camera optical resolution: 26 mega-pixels.
Optical zoom lenses: 7x-54x or 7x-105x (for Ultra Fiche).
Touch Screen ready.

SOFTWARE PowerScan[™] 3000

Customizable interface for all controls.
Film Selection Wizard: automatic scanner set up.
FOCUS-Lock: (focus maintained at all times).
OCR: Word searchable, single page by ABBYY[®] (included).
Automatic Microfilm Scanning (included).
Languages for: OCR (200+), buttons, menus, instructions.
Magnifier for text and images: Up to 800%.
One Click buttons: Print, HD, CD, USB, e-mail, Cloud storage.
Editing: SPOT-Edit[™] (edits selected images and text).
Automatic Adjust: Brightness, Contrast, Straighten, Crop.
Cropping: Custom (scissor snipping), Automatic, Manual.
Save and Restore settings (applies to all settings).
Brightness and Contrast.
Straighten: Automatic, Line straighten, Manual.
Film Type: Positive, negative.
Rotate 90° clockwise or counter clockwise.
Mirror Image.
Scan Size Adjustment.
Scan Mode (selectable): Gray scale, Enhanced, Biline.
Selectable optical DPI: 150, 200, 250, 300, 400, 600 or 1000.
Vending, payment solutions.
Remote Access.

OPTIONS

AUTO-Scan[®] Pro.
PowerScan Productivity Suite: INFO-Link[™], WORD Search,
Copy to Clipboard, Word searchable PDFs (multi page).
Micro Opaques.
Foot switch.

HARDWARE

Film Illumination: Optical green LEDs (lifetime warranty).
Image Capture Speed: One second.
Operating Systems 32/64: XP, Vista, Win 7, Win 8.
Dimensions [HxWxL]: 7.5"x12"x16" (19cm x 31cm x 41cm).
Power: Local AC. Weight: 19.5lbs (9kg).
Interface: High speed firewire (includes card).
Warranty: One year.
Energy Star (labeled): Registered.
Safety Approvals (labeled): UL, CSA, CE.
Emission Approvals (labeled): FCC.

*Preliminary

Patent No. 8,269,890

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image data
microfilm scanners

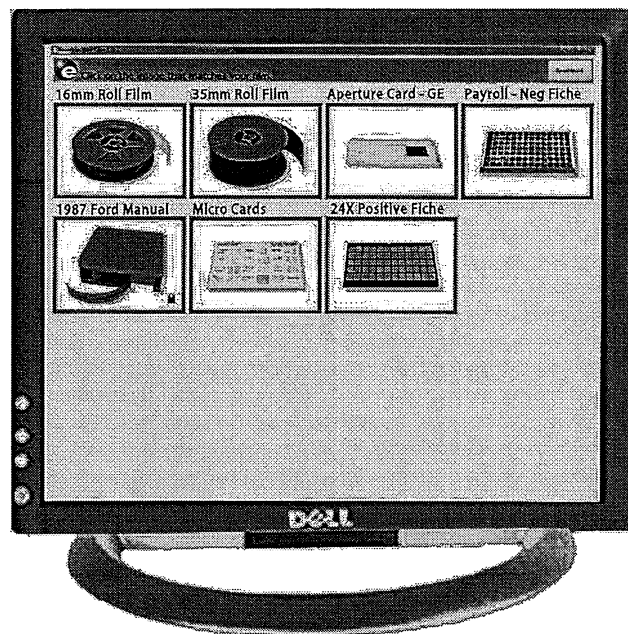
Libraries Choose the ScanPro 2000 for Ease of Use, Performance, and Value

ScanPro[®] 2000

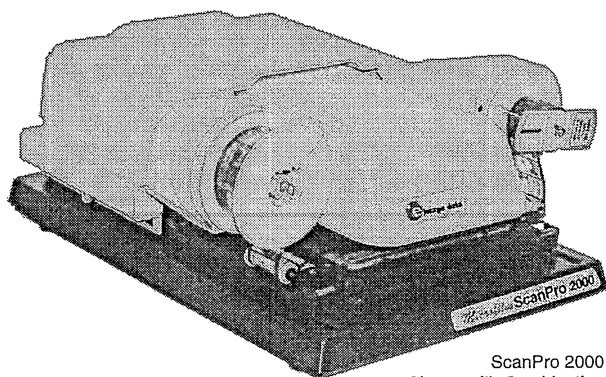
The ScanPro 2000 is the most durable, easy to use, versatile microfilm scanner available. The world's leading universities, libraries and private companies have been choosing e-ImageData microfilm scanners for more than 20 years. No other equipment on the market can match the ScanPro 2000 for its track record of performance and reliability. And, its intuitive software makes working with microfilm fun for both experienced and first-time users.

With the ScanPro 2000, a single click will recall all of the settings to create a scanner designed for any film application. Use powerful features like automatic image adjustment, live editing of selected image areas, and an on-screen magnifier to inspect the smallest text or image detail at up to 500%. At anytime add automatic film scanning, word search, information look ups and OCR for word searchable PDFs.

- Use the Film Selection Wizard to set up your scanner for any film application. Match the film that you will be using with the picture on the screen. With a single click of that picture all of the button controls and scanner settings are ready to use.
- Select and organize button controls under tabs to keep the tool bar simple and easy to use.
- Customizable text labels for easy identification of any button control.
- "Roll over" any button control to see customizable "how-to-use" tool tip instructions.
- On screen help menu at your fingertips provides details on how to use any button control.



Match the picture to the film that you will be using
and with a single click set up your scanner for that application.



ScanPro 2000
Shown with Combination
Fiche, and Motorized 16/35mm Film Carrier



Choose the ScanPro® 2000 for Ease of Use, Performance and Value

"Outstanding! Simple and easy to use ...you don't even have to tell people how to use them."

-Shay Foley
Vassar College

"The software looks and operates like cutting edge web environment programs. It has instant user appeal."

-Karen Oye
Case Western Reserve University.

"Our patrons have taken to them readily... They are unequaled for ease of operation, versatility and image quality."

-Howard Bybee
Brigham Young University

Easy to Use

The ScanPro 2000 software is an intuitive Windows® computer application with familiar icons and text labels to further reduce the learning curve for occasional and first time users. Just CLICK the Film Selection Wizard to automatically set up your scanner. There is an on screen help menu at your fingertips that provides details on how to use any button control.

Performance

Small and compact, the ScanPro 2000 fits almost anywhere. One CLICK on-screen buttons complete look ups and research quickly and efficiently. The combination carriers for all film types are easy and fast to operate.

Value

The ScanPro 2000 is built for durability in public use applications. The construction is heavy gauge steel throughout and all moving parts use steel bearings for long term reliability. One of our customers reports *"Great design, well built, high quality, reliable product"*

-Gerard Drinkard, Rutgers University

The ScanPro products have a proven track record of performance and reliability backed by factory trained and certified dealers.

See the ScanPro video:

http://www.e-imagedata.com/ScanPro_2000.html

ScanPro 2000 Product Information

SOFTWARE: PowerScan™ 2000

Film Selection Wizard: Automatic scanner set up.

Magnifier for text and images, up to 500%.

PowerScan Productivity Suite (optional):

INFO-Link™, WORD-Search™, Copy to Clipboard,
Word searchable PDF (single and multi page).

Focus (focus maintained while zooming): Auto, Manual.

Editing: SPOT-Edit™ (edits selected images and text).

Automatic Adjust: Brightness, Contrast, Straighten, Crop.

Cropping: Custom (scissor snipping), Automatic, Manual.

Customizable Toolbar: All controls.

Save and Restore settings (applies to all settings).

Brightness and Contrast.

Straighten: Automatic, Line straighten, Manual.

Film Type: Positive, negative, micro opaque.

Rotate 90°: clockwise or counter clockwise.

Mirror Image.

Scan Size Adjustment.

Scan Mode (selectable): Gray scale, Enhanced, Bitone.

Selectable DPI: 150, 200, 250, 300, 400, or 600.

One Click Buttons: Print, Hard Drive, CD, USB, e-mail.

Automatic Scanning and AUTO-Scan® (optional).

Touch Screen Operation for all controls.

Combination Carriers (motorized):

Precise Slow Speed film control.

Variable Slow Speed film control with Scroll Speed Lock.

Medium & Fast Speed selections.

Automatic rewind with Auto stop.

Vending payment solutions.

Remote Access.

Optional foot switch for volume scanning.

Optical zoom lens: Optical 7x-54x or 7x-105x.

Film Illumination: Cool Green LEDs (lifetime warranty).

Image Capture Speed: 1/10 of a second, 18.9 fps.

Operating Systems 32/64: XP, Vista, Win 7.

Dimensions [HxWxL]: 7.5"x12"x16" (19cm x 31cm x 41cm).

Power: Local AC.

Fire Wire Card (high speed): Included.

Warranty: One year.

Energy Star Compliant: Registered.

Safety Approvals (required): UL, CSA, CE.

Emission Approvals (required): FCC.



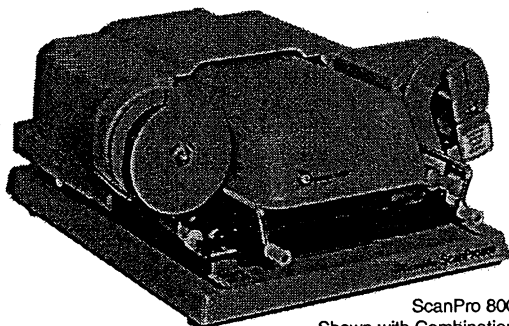
The Low Cost Microfilm Scanner for All of Your Microfilm Types

ScanPro[®] 800

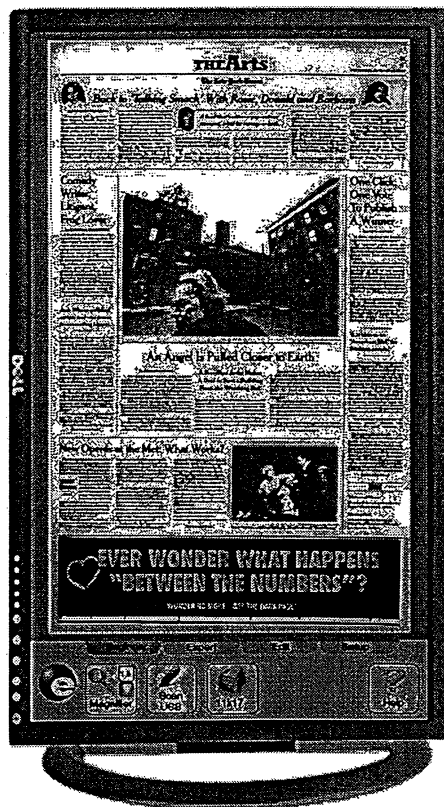
The scanner of choice for a tight budget

The world's leading universities, libraries and private companies have been choosing e-ImageData microfilm scanners for more than 20 years. No other equipment on the market can match the ScanPro for its proven track record of performance and reliability.

- Built for public use applications.
- Easy to use software.
- Combination carriers for all of your microform applications.
- Optical/Digital zoom range 7x to 54x.
- Works with all microfilm types.
- Scan to print, scan to a flash drive or hard drive in less than a second.
- Tool tips and on-screen help for all controls.



ScanPro 800
Shown with Combination
Fiche, and Manual 16/35mm Film Carrier



24" LCD Monitor (optional) Shown with
Newspaper Image



ScanPro 800 -
The complete microfilm answer for tight budgets.



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microfilm scanners

Choose the ScanPro® 800 for Ease of Use, Performance and Value

"There is an app for
everything you want to do
with microfilm, I just love it."

-Lori Bessler
Wisconsin Historical Society

"The software looks and
operates like cutting edge
web environment programs.
It has instant user appeal."

-Karen Oye
Case Western Reserve University

"We have film that's difficult
to work with, the film edit
options are easy to use and
absolutely priceless!"

-Claire Moran
Genealogy researcher

Easy to Use

The ScanPro 800 software is an intuitive Windows® computer application with familiar icons and text labels. All controls are conveniently arranged by folder tabs to insure simplicity and ease of access. And, an on-screen help menu is available for all controls to help any user at any time.

Performance

Small and compact, the ScanPro 800 fits almost anywhere. One CLICK on-screen buttons complete look ups quickly and efficiently. The combination carriers for all film types are easy and fast to operate using on-screen controls (manual buttons are also available). Highest quality imaging with no pixilation.

Value

The ScanPro 800 is built for durability in public use applications. The construction is heavy gauge steel throughout and all moving parts use steel bearings for long term reliability. One of our customers reports "Great design, well built, high quality, reliable product" -Gerard Drinkard, Rutgers University

The ScanPro products have a proven track record of performance and reliability backed by factory trained and certified dealers.

ScanPro 800 Product Information

SOFTWARE: PowerScan™ 800

Magnifier for text and images: up to 90x.

High resolution: 18.9 fps monochrome sensor.

Focus (focus maintained while zooming): Auto, Manual.

Automatic Functions:

Brightness.

Contrast.

Straighten (no loss of resolution).

Cropping: Standard, Custom (scissor snipping).

Customizable Toolbar: Toolbar Tabs, Buttons, Instructions.

Save and Restore: All settings (includes magnification).

Film Type: Positive, negative.

Rotate 90°: clockwise or counter clockwise.

Mirror Image.

Scan Size Adjustment.

Aperture card coverage.

Film Types: Fiche, 16mm and 35mm, Micro Opaques.

Aperture Cards, Jackets.

Scan Mode (selectable): Gray scale, Enhanced, Bi-tone.

Scan DPI: 150, 200, 250, 300, 400, or 600.

ONE CLICK BUTTONS: Print, Hard Drive or USB.

CARRIERS: Fiche, Combo Fiche and 16/35mm roll film.

COMBINATION CARRIER CONTROLS: (Motorized).

Slow, Medium & Fast Speed selections using on-screen controls or manual buttons.

OPTICAL/DIGITAL ZOOM: 7x-54x.

ILLUMINATION: Cool Green LEDs (lifetime warranty).

IMAGE CAPTURE SPEED: 1/10 of a second, 18.9 fps.

OPERATING SYSTEMS 32/64: XP, Vista, Win 7.

DIMENSIONS [HxWxD]: 7.5"x12"x16" (7.5cm x 31cm x 41cm).

WEIGHT: 19.5 lbs. (9kg).

POWER: Local AC.

FIRE WIRE CARD: Included.

WARRANTY: One year.

ENERGY STAR COMPLIANT: Registered.

SAFETY APPROVALS: UL, CSA, CE.

EMISSIONS CERTIFICATION: FCC.



See the ScanPro video:

http://www.e-imagedata.com/ScanPro_2000.html



image data
microfilm scanners

www.e-imagedata.com

340 Grant St. Hartford, WI 53027

Ph 800-251-2261

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DEPARTMENT REQUESTED PROJECT ESTIMATE SHEET

Project Description:

Chico Library. Demo Reference Desk, remove shelving in reference area and at Teen area, repair floor at reference area. Remove an area 12' x 12' of carpet tiles and replace with contrasting carpet tiles. Add electrical and Data to teen area.

Estimate No: Chico Library
 Requesting Dept: GS
 Date Completed: 02/05/14
 Prepared by: MR
 Revision No: none
 Revision Date: _____

Demolition and Construction		\$/unit	Qty	Estimate
1	Remove existing Reference desk & cabinets and dispose	70.00	16	1,120
2	Replace carpet tiles as needed after removal of Reference desk, (Per sq. ft.)	6.00	80	480
3	Secure existing Voice, Data and Electrical in floor (Facilities)	79.00	8	632
4	Remove and relocate Book Shelves	79.00	16	1,264
5				0
6	Remove 12' x 12' area of carpet tiles and replace with new at teen area, (Per sq. ft.)	6.00	150	900
7	Add electrical outlet in floor to teen area	600.00	1	600
8	Add four data to teen area	1,200.00	1	1,200
9				0
10				0
Non-ADA Construction:				6,196
Accessibility Improvements (outside of project area)				
1				0
2				0
3				0
4				0
5				0
ADA Construction:				0
Estimated Accessibility is:				0.0%
Total Construction:				6,196

Services and Non-Construction Costs			
1	Architect Fees (Internal Architect)		0
2	Engineering Fees		0
3	Project/Construction Mgmt fees		0
4	Moving Company Costs (Department agreed to move Furniture)		0
5	Special Inspections		0
6	Furniture		0
7	Telephone changes		0
8	Plan copies		0
non-Construction:			0
Hazardous Materials / Miscellaneous Testing			
1	Hazardous Materials Testing (paid from Haz Mat FS account)		0
2	Hazardous Materials Monitoring		0
3	Report and clearances		0
Hazardous Materials:			0
Total non-Construction Services:			0

Total Contracts: 6,196

General Services Costs				
1	Butte County Project Management - (rate is \$77.00)	77.00	125	9,625
2	Facilities Services Crafts (rate is \$71.07)	72.00		0
3	Permit			0
4	Other		0	0
5	Contingency (percentage)	25.0%		3,955
Total County Estimate:			13,580	

Notes & Comments:

Department Project Budget: 19,800

1 *furniture*
 2
 3
 4
 5

Note: Blueprints available. See Brenda Crotts.

Chico is by far the largest city in Butte County. Population alone has caused the Chico library to do more of everything than the other four branches in the county combined. The Chico Unified School District lists 13 separate elementary schools; there are also several church or charter elementary schools. All are considered "neighborhood" schools (although there are no schools east of Bruce Road). Using major streets as dividing lines, Chico's population areas can be divided into approximately 16 parts. The Chico library is geographically in the center of the city. Heavy use is causing space problems for the library's current size, which gives rise to two alternative questions and scenarios:

1. Should the existing library structure be enlarged and remodeled?
2. Should some type of alternative or "satellite" branches be created?

(1) a. The County will only allow an addition to the East; there isn't enough space in other directions. It cannot go up as ADA requirements would make the cost prohibitive (elevator, stairs, additional bathrooms). The existing structure was intentionally designed to allow for electrical and heating/AC additions. Plumbing ???

b. Should / Can the parking lot also be expanded? The county owns 30 feet of land at the North edge of the existing lot. To the East...? In both projects several trees will have to be removed (and possibly replaced).

c. Should new bathrooms and fire exits be built, and the librarian's office, staff break room, work room, and bathroom be enlarged/moved?

d. Book sale concerns: receiving books, sorting and pricing work space, setting up, taking down, and holding the actual sale; also, much more storage is desired. Can the sale room continue to be a public meeting room?

e. County & City approval: choice of architect, builder, interior space designer; Permits, inspections & approvals, etc.

- (2) a. "Satellites." How many, and where should they be located?
- b. Should they be new, or existing structures bought or leased?
- c. Patrons, staff, and bus parking -- Is space available?
- d. Full-service, or a smaller type of facility? Days & hours?
- e. How many books, magazines, DVDs, computers, etc.?
- f. Staffing: how many people / hours; separate staff room needed?
- g. Operating costs—utilities, cleaning, garbage; who pays for them?
- h. Are separate spaces for adults, teens, children, computers needed?
- i. How many bookshelves, desks, chairs, cubicles, etc. will be required?
- j. Another bookmobile, mini- or portable libraries; staffing, books, etc.?
- k. What are Oliver's plans for alternative-type facilities?

Overall, what will be the total costs and how will they be paid? Will the County pay for items solely for Chico? What might the City pay for?