

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**COUNCIL OF LIBRARIANS MEETING**  
**February 4, 2011**

**CONVENING:**

The North State Cooperative Library System (NSCLS) Council of Librarians met this date via WebEx with Chair Cheryl Baker presiding. The meeting convened at 9:07 a.m.

**1. ROLL CALL**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
<b>Public Libraries</b>			
X		Butte County Library	Linda Mielke
X		Del Norte County Library District	Linda Kaufmann
X		Humboldt County Library	Victor Zazueta
	X	Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
X		Orland Free Library	Jody Meza
X		Plumas County Library	Margaret Miles
X		Shasta Libraries	Jan Erickson
	X	Siskiyou County Library	Jon Torkelson
X		Tehama County Library	Jessica Hudson
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
<b>Affiliate Members</b>			
	X	Butte College Library	Luozhu Cen
	X	CSU Chico Library	Sarah Blakeslee
	X	College of the Redwoods Library	MaryGrace Barrick
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Wayne Perryman
	X	Lassen College Library	Rosanna Brown
	X	Shasta College Library	Janet Albright
	X	Simpson University Library	Larry Haight
<b>Other Meeting Attendees</b>			
	X	State Library Representative	Linda Springer
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector
X		NSCLS System Headquarters – Admin. Asst.	Kelli Logasa

**2. INTRODUCTIONS: COUNCIL MEMBERS AND STATE LIBRARY STAFF**

No introductions were necessary. Linda Mielke asked for clarification whether she belonged on this committee. Cheryl Baker clarified that this was a Council of Librarians meeting and that all North State Library Directors serve on the Council; therefore, as the library director of Butte County, Linda Mielke does belong on the Council. The Directors welcomed Jessica Hudson, the new director at Tehama County Library.

**3. PUBLIC INVITED TO ADDRESS THE COUNCIL**

No public were present.

**4. APPROVAL OF AGENDA**

A Motion to approve the agenda was moved by Jan Erickson and seconded by Oresta Esquibel. The Motion passed unanimously.

**5. APPROVAL OF MINUTES OF DECEMBER 2, 2010**

A Motion to approve the minutes of the December 2, 2010 Council meeting was moved by Jan Erickson and seconded by Linda Kaufmann. The Motion passed unanimously.

**6. CONSENT CALENDAR**

**A. FINANCIAL STATEMENT ENDING DECEMBER 31, 2010**

**B. CALPERS TAX DEFER MEMBER PAID CONTRIBUTIONS RESOLUTION**

Ms. Milliron explained that this resolution was passed back in the early 90's and provided an opportunity for employees to make their contribution to CalPERS as tax-deferred since the employer's contribution was tax deferred. If both employee and employer contributions are tax-deferred, it makes it easier for CalPERS to collect the tax and taxes due any interest earned when they pay out the retiree's annuity. CalPERS has advised Ms. Milliron that they haven't been able to find their copy of the NSCLS resolution and need it on file for IRS purposes. Ms. Milliron noted that it doesn't matter that this resolution will be dated this year, just that it states employees' contributions are tax-deferred. A Motion to approve the Consent Calendar was moved by Jody Meza and seconded by Jessica Hudson. The Motion passed unanimously.

**7. CLSA FUNDING DISCUSSION**

Ms. Milliron referred the Council to Agenda Item #7 in the meeting packet. The Council discussed the impact of the proposed CLSA cuts by Governor Brown. She recommended that the library directors use this information when meeting with legislators and local governments. Ms. Baker thanked Ms. Milliron and Ms. Hector for all of the time and dedication on creating and verifying the numbers.

Ms. Milliron explained the various columns and dollar amounts and stated that the spreadsheet gives the truest picture for each library. Reserve money was discussed. Ms. Milliron explained that each year, North State uses \$30,000 from reserves to fund their administration. This is what the first column shows. Then each subsequent column shows how CLSA funds each library. Discussion ensued. Ms. Milliron explained that these dollar amounts are what it will cost each library to backfill the money they are currently receiving from CLSA funding. Ms. Milliron noted that if North State chooses to dissolve as a system, then the libraries will not need to worry about covering the CLSA Admin fee. Jan Erickson asked what the difference was between CLSA Admin column and the Member Admin column. Ms. Milliron explained that CLSA Admin money is the money that the State provides each library to go toward funding administrative services. The Member Admin money is the money North State has chosen to pull from its reserves each year to go toward administrative services. Ms. Milliron noted that she has researched and found as far back as the early 1990s is when North State begin using \$30,000 from reserves each year to supplement administrative services. Discussion ensued.

Ms. Erickson reported that the city of Redding has charged her with finding a way to pay the ILL processing fees. She asked who currently pays the First Search fees for North State and if there are no CLSA funds, will libraries not have access to First Search? Ms. Milliron explained the State holds a statewide contract and is paying for First Search for all public libraries in California at a cost of over \$1.7 million. Ms. Erickson noted that she doesn't believe her library can process ILLs without First Search.

Ms. Mielke asked about OCLC fees and services and is opting to catalog offline and not use OCLC as an option. Ms. Milliron stated that to determine the cost of cataloging offline but keeping ILL, add the OCLC ILL column and the OCLC access column on the spreadsheet. Ms. Mielke stated that Butte County Library is not going to be able afford those fees and wanted to know who she needed to contact to advise them of this fact. Ms. Milliron said she wasn't sure of the process and Ms. Mielke might want to explore the matter further.

Ms. Erickson reported that at a recent meeting with her legislators, they didn't appear aware that the libraries would be losing the match money from the State and asked if Ms. Milliron had found this to be true with the representatives she's met with. Discussion ensued. Ms. Milliron, Patty Hector and Jennifer Baker of St. Helena Public Library will be meeting with Michael Allen today to discuss the proposed cuts.

Ms. Milliron listed the current North State databases and their expiration dates:

- Gale Reference Gold database - paid through December 2011
- Job Accelerator database - paid through March 2012
- Chilton and Testing database plus annual e-book hosting fee - paid through May 2012

Ms. Erickson and Mr. Zazueta asked Ms. Milliron to email them additional information about the various database contracts after the meeting. Ms. Milliron noted that the system implemented reduced work hours and that the staff member who has the information leaves at noon today. Ms. Milliron will have Joe Cochrane email the database information on Monday morning. Ms. Milliron explained that she is unable to compile the information as she is scheduled to meet with a local legislator today as well as compile the meeting packet for the NLS Council meeting next Friday.

Cheryl Baker asked the Council if any of them are planning on attending the NLS Council meeting in Woodland next Friday, 2/11/11. The following directors stated they would be attending the meeting: Margaret Miles, Victor Zazueta, Jan Erickson, Linda Kaufmann, Linda Mielke, Jessica Hudson, Jody Meza. Ms. Milliron noted that Jon Torkelson's work week at Siskiyou County Library is Monday through Thursday but he had stated he would try to flex his hours so he can attend the meeting. At the NLS meeting, NSCLS will be asked to prioritize what is most important in a partially CLSA-funded environment and a non-CLSA funded environment so it's extremely important to have a North State quorum/consensus there. If libraries are totally cut from the State budget, it might behoove NSCLS to approach the State Library and ask for 1-year grant. NSCLS will also need to decide, if there is no funding, if North State will remain a member of NLS. MVLS and NBCLS currently pay membership dues and that is how they will be able to maintain their participation in NLS. Both systems contribute funds for their delivery and have stated that delivery is a priority. Ms. Milliron stated that in a scaled back environment, she projects that MVLS and NBCLS will probably be able to afford to pay a ¾ to full-time

full-time administrator and a 6-hours account clerk position.

Ms. Milliron reminded the Council that North State does have CalPERS obligations so if they no longer use NLS for administrative purposes; North State will need to step up and take over those duties. Ms. Milliron detailed the CalPERS administrative duties and requirements. A recent CalPERS actuarial study determined that NSCLS owed \$6,599. North State had some extra money in the budget due to postage savings, so Ms. Milliron did not have to pull money from reserves to cover that amount.

CalPERS estimates that NSCLS will owe \$16,131 next year. If the market improves, that amount could be less; if the market goes down, it could be more. If the CalPERS contract is terminated, then NSCLS retirees' payments will be reduced. Another option is to have an actuarial study done in today's dollars and ask PERS to buy out the contract then PERS would assume all of the risk of any future losses. Ms. Milliron noted that it takes one year to do that study and feels that it would be worthwhile for NSCLS to undertake the study as it costs nothing. A resolution has to be passed by the Council that states its intent to terminate the CalPERS contract. Once the number is determined, the Council will have the option to terminate or not. Ms. Milliron noted that other agencies in the same situation are being adopted by parent companies. If NSCLS was interested in this scenario, CalPERS indicated that they would need to approach the State library. To summarize, NSCLS has three options:

1. Pay off CalPERS contract and have CalPERS accepts the responsibility.
2. Terminate the contract and the NSCLS retirees will lose income.
3. Approach the State library and see if they can adopt NSCLS.

The NLS Council is meeting next Friday, 2/11/11 at the Woodland Community Center in Woodland, CA. Ms. Milliron explained that in the first hour of the meeting, the group will meet as a whole to review the issues facing the systems and field questions that affect all three systems. During the second hour of the meeting the group will split into three system groups. In the third hour, the group will meet as a whole again to set an action and priority plan for NorthNet. Ms. Milliron stated that it is her understanding that Linda Springer from the State Library is planning to attend the meeting.

Ms. Mielke stated that she feels the libraries should be realistic; even if they get fully funded, NSCLS needs to have a tough discussion and it shouldn't be predicated on if libraries get funded or not. She noted that the system was broke before the current budget crisis and that although NLS has been great for group pricing for databases and OCLC but now NLS is asking for dues from North State to help defray costs and North State just doesn't have it.

Ms. Baker noted that the NSCLS Council can set priorities during the NLS meeting but until the State budget cuts are known, the Council can't really make any decisions. Ms. Erickson said that she doesn't know how to determine membership dues if the libraries don't know what funding they're going to receive. She stated that she can't make that decision until she knows for sure. Ms. Erickson acknowledged that the State hopes to have the budget passed by March so she can't decide on fees until she knows for sure. She noted that she doesn't know how the Council could possibly determine what fees will work for what libraries until they know if they're funded. Discussion ensued. Ms. Milliron clarified that if NSCLS decides to stay a part of NLS, they would need to pay membership dues beginning July 1, 2011. The NSCLS membership dues were

dues were determined using the library's percentage of population and the budget in each library's ranking. Ms. Million explained that she used an average so libraries won't be penalized for having a large population and small budget. Discussion ensued. She noted that these are ballpark numbers and once the final numbers were determined, they could be set in place for several years for budget planning purposes.

Victor Zazueta stated that he was sure all public libraries are running a worst case scenario. For Humboldt County Library, no funding support means they can't participate in ILL or database purchases. He asked if there is no CLSA funding, does that nullify our agreement with the State Library to provide Equal Access, Universal Borrowing, ILL, Direct Loans, etc. He asked if North State was sustainable at this point and stated that if he can't afford ILLs, his library just won't do it. CLSA money provided the incentive for libraries to participate in equal access. Ms. Milliron stated that she will let Linda Springer know that she should come prepared to answer the question of what is the advantage of being an Equal Access Library Partner and what would libraries lose if they aren't. Mr. Zazueta asked if the membership dues could be broken out and billed quarterly. Ms. Milliron stated that this would be possible as we've done this for other member libraries.

Ms. Erickson asked the current status of North State's reserves. Ms. Milliron reported that there will be approximately \$22,700 left by the end of this fiscal year; June 30, 2011. That amount may end up being slightly higher. North State obligations will use the balance of that money as currently there is a \$14,000 obligation to retirees' health insurance. Discussion ensued. Mr. Zazueta asked if the System burned through the reserve money by using it on delivery. Ms. Milliron confirmed that it was used on delivery and as well as administrative costs. Mr. Zazueta noted that this answered his question about the sustainability of NSCLS. Ms. Milliron advised the Council that NLS has \$300,000 in reserves of which each system contributed \$100,000. This money is used for the system cash flow as payroll and system costs start 7/1 but CLSA and LSTA money doesn't always arrive in a timely manner. For instance, this year, the CLSA check didn't arrive until December. Also, NLS funded North State's ARSL trips and have reimbursed the directors but NLS still hasn't received that LSTA money so it's important to have that reserve money.

If the State cuts system funding from the budget and NLS closes, the \$300,000 in NLS reserves money would be used for shutting down the system; paying out vacation/sick/unemployment insurance. Ms. Milliron noted that North State would most likely have some of the \$100,000 returned but that would need to be decided by the entire NLS Council. Ms. Milliron estimates that \$30,000-\$40,000 would be returned to North State and noted that if NLS remained in place to serve the MVLS and NBCLS region, the system will most likely have up to one full-time person and 2 part-time people in administration and the 3 other current NLS employees will be on unemployment.

Ms. Erickson stated that she doesn't have enough information to make a decision on anything and she won't know anything until the budget is passed. She can't say if her library can afford to pay a membership fee if she doesn't know what her library's actual costs are going to be. Margaret Miles stated that the library directors need to have their library's priorities ready to discuss at next week's NLS Council meeting.

## **8. ADMINISTRATOR'S REPORT**

#### **A. KOHA ILS OPEN SOURCE OPEN LIBRARY PROJECT**

Ms. Milliron asked Linda Kaufmann and Margaret Miles to give an update on the project as both of their libraries are up and running on Koha. Trinity County Library will start migrating to Koha in March. Ms. Miles stated that Plumas County's migration went well; they receive the information they needed from the TLC database and they were able to pull reports as needed. TLC was also able to run any reports that the library was unable to do. There were a few little glitches but they were fixed very fast. Ms. Miles stated that she is very happy with it and that it's working very well. Ms. Miles feels that Trinity County's migration will most likely go a little smoother because Del Norte and Plumas County were able to work out the bugs during their migration. Ms. Miles noted that this is the value of cooperation as you don't have to reinvent the wheel. Ms. Kaufmann stated that Del Norte County's first day was pretty hard but the patrons were very patient and it didn't take long to get everything straightened out. Ms. Milliron said she is working with the State Library to get Siskiyou County up and running and then they'll be added to the same platform. Ms. Milliron noted that she is grateful that Jon Torkelson will be the interim library director during the project and that if OCLC is not viable, at least these four libraries who share a platform will be able to loan if they can afford the postage. Discussion ensued. Jody Meza asked if Orland Public Library would be able to join the Koha project at a later date if they should become interested. Ms. Milliron stated that this project was through a grant with the State Library with a price quote from Bywater that was pretty affordable. She noted that if there's LSTA money, the State Library might be interested in getting libraries into a lower cost ILS and that the State Library looks very favorably upon Open Source projects.

#### **B. JOB ACCELERATOR DATABASE**

Ms. Milliron reported that she had looked into the question from Ms. Miles about what happened to the tests that were on the job accelerator site and have now disappeared. The tests were only available during the trial period. Ms. Milliron stated that she will need direction from the Council in the near future regarding the Gale Education and Testing database as it's coming up for renewal in May 2011. Ms. Milliron noted that if the Council wants to switch to the Job Accelerator database and have that piece bundled, they will need to do an evaluation period, which would need to begin within a few weeks in order to determine which database to renew. This needs to be determined because the Job Accelerator costs will become a local cost in March 2012. Ms. Milliron noted that if some North State libraries choose to drop out of the Job Accelerator database, then the costs probably will increase for the remaining libraries. Currently the job accelerator database is on a 18-month contract that expires in March 2012 and is paid for with LSTA grant money. Discussion ensued.

#### **C. OVERDRIVE NLS SHARED COLLECTION**

Ms. Milliron reported that NLS is in the process of finalizing the Library to Go system-wide grant. As a system-wide grant, funds will be used to purchase digital materials for all public library members. The funds must be spent on contracts held by NLS. The shared OverDrive platform will have \$50,000 for materials. Shasta and Butte have their own OverDrive contracts and are not eligible to use the LSTA funds for materials. NLS will offer to purchase virtual reference materials or partially fund a database for those two libraries. In 2011/12, the system will need to build a number into the budget that will be part of the ongoing cost to maintain the OverDrive collection. Ms. Milliron stated that this will be tricky if North State is no longer a member of NLS. She stated that it's possible that NSCLS could become an associate member for a small fee. Discussion ensued. Ms. Mielke said that she had contacted OverDrive and that the price they

the price they quoted to her was about the same as the individual cost. Ms. Milliron noted that the charge is \$1500/month. Mr. Zazueta stated that he also had looked into the pricing and it was cost prohibitive for his library. He suggested that Humboldt, Butte, Siskiyou Counties and Shasta Public Libraries discuss this matter separately as Mr. Torkelson has expressed an interest in sharing resources. It was noted that both Butte County and Shasta Public Libraries does not currently participate in the shared OverDrive collection. Ms. Milliron reported that the NLS staff has been speaking with the reference staff at both libraries regarding the grant funds. Ms. Mielke stated that she would like Ms. Milliron to speak with the library directors directly and noted that she wants to be involved with the Reference Committee. Ms. Milliron explained that Brenda Crofts currently represented Butte County Library on committee. Ms. Mielke stated that she wasn't aware of Ms. Crofts serving on the committee as she is no longer a reference person but a branch manager. Discussion ensued.

#### **9. MEMBERSHIP FEES FOR FY 2011/12**

Ms. Milliron reiterated that the membership fees listed on the spreadsheet are not set in stone but are more of a discussion starting point. She noted that there is room for discussion and different types of pro-ration, etc. Ms. Erickson asked what the outcome would be if there is not a consensus of North State priorities at next week's NLS meeting. If some North State libraries want to pay membership dues and others libraries do not. Ms. Milliron noted that NLS might entertain the idea of allowing NSCLS to pay an associate fee to remain part of the OverDrive program but NSCLS would no longer be a part of NLS. NSCLS would no longer be a voting member and would only be allowed to participate in that particular program. Discussion ensued. The NLS Council will need to decide as a whole what to do with NSCLS if they are unable to decide if they want to pay a membership fee. Ms. Miles noted that NSCLS needs to pay to play and that she can't imagine that NLS would be willing to carry North State if they are not willing to pay membership dues as both MVLs and NBCLS have been paying membership fees for years. Ms. Milliron clarified that NSCLS as a whole is the member of NLS, not the individual NSCLS libraries. This is how the JPA is currently set up and individual libraries are not members. A Council Member asked if NSCLS chooses not to pay membership dues, does this mean that they are no longer members of NLS. Ms. Milliron stated that the NLS Council would need to make that determination. Ms. Miles suggested that the libraries who aren't willing to pay membership dues withdraw from NSCLS and go it alone. Then the remaining libraries of NSCLS would be those that are willing to pay membership dues and be a contributing member to NLS. Ms. Miles noted that the NSCLS Council can't move forward until they determine which libraries want to remain members of North State and therefore NLS. The Council decided they need time to explore other resource sharing models and review last year's budget, before making that determination.

#### **10. ANNOUNCEMENTS**

Jan Erickson reported that Shasta Public Libraries currently has a library policy before their library advisory committee. The policy being review is about use outside of the library as a public forum versus a limited public forum. The city of Redding's position is that it is limited and the local Tea Party group feels it is not limited. Last Wednesday, the Library Advisory Committee heard all view points and will be making a determination in March. The local Tea Party has been distributing materials in front of the library and feels it is a free speech issue. Ms. Erickson noted that it's been interesting to hear both sides of the argument. Ms. Baker asked Ms. Erickson to email the results of the committee's decision to Ms. Milliron so she can communicate it to the Council.

Jessica Hudson reported that she has only been at Tehama County Library for a few weeks and doesn't have any announcements at this time. She stated that things are going well and that the biggest issue before her is trying to decide how to pay for library services. She noted that she is currently weeding the entire library as it hasn't been done in awhile.

Jody Meza stated that she did not have any announcements for Orland Public Library or Willows Public Library.

Linda Mielke did not respond when asked if she had any announcements for her library.

Linda Kaufmann reported that Del Norte County Library's foundation donated \$5,500 to the library for new computers and the Friends' also gave the library a check for \$2,000.

Margaret Miles reported that Plumas County Library received a new grant from USDA world development and it will be used to purchase new computers for the Portola and Chester libraries. The library also purchased a new hub/switch for its Greenville branch. Ms. Miles reported that the library is going to re-vamp their young adult section and may end up eliminating the reference section at her library to make more room for the circulating non-fiction collection.

Oresta Esquibel reported that Trinity County Library is using their broadband grant monies to purchase equipment and moved their public computers in Weaverville to their own network. The library spent their first week trying to figure out what needs to be fixed on the computers. She noted that Trinity County's budget review is scheduled for next Tuesday and there is an anticipated \$1 million dollar deficit for Trinity County.

Victor Zazueta reported that Humboldt County has a \$5 million budget hole and the County is slowly moving toward a decision on how to address it. He noted the library is currently 2% below expenditures as they've reduced hours, eliminated their book budget and reduced their bookmobile hours. The library is holding their own and relying totally on donations for their materials budget. Mr. Zazueta stated that the library is filling whatever vacancies they have as they are not supported by the general fund. He noted that the library received over 150 applications for their bookmobile driver position which requires a Class 2 commercial license. The bookmobile used to travel 15,000 miles per year and has now been reduced to 7,500 miles per year. Mr. Zazueta stated that the library is reducing whatever it can that is under the library's control. He noted the library staff are stepping up and helping wherever they can. Mr. Zazueta has communicated to his library's foundation and friends' groups about the impact of the proposed State budget cuts.

Cheryl Baker reported that the Cedarville branch of the Modoc County Library received a new roof thanks to donations from the Surprise Valley Chamber of Commerce, Rotary, Friends' Group and individual donors. The donations paid for the roofing materials and then four volunteers donated their labor so the new roof didn't come out of the library's budget. The Rotary also purchased a staff computer for the Cedarville branch. The Rotary received a grant and has stated they will purchase another computer for the library to be used for public access. Ms. Baker spoke with her advisory and Friends' groups regarding the proposed State budget cuts and estimates that she reached over 100 people. The Friends' group in turn sent a letter to the editor of the local newspaper advising the community of what they need to do to help the libraries.

**11. ADJOURNMENT**

Ms. Baker thanked Ms. Milliron and Ms. Hector again for all of their hard work in preparing for the North State Council meeting and next week's NLS Council meeting. A Motion to adjourn the meeting was moved by Jan Erickson and seconded by Jessica Hudson. There being no further business, the meeting was adjourned at 11:06 a.m.

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Annette Milliron DeBacker  
Clerk of the Board  
February 4, 2011