

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**COUNCIL OF LIBRARIANS MEETING**  
**September 2, 2010**

**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 9:05 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	Elizabeth Kelley for Jan Erikson
X		Siskiyou County Library	Lisa Musgrove
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Vacant
<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		State Library Representative	Gerry Maginnity
X		SAB Representative	Carol Sharp
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**

Cheryl Baker welcomed everyone to the meeting.

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

No public were in attendance.

**4. APPROVAL OF THE AGENDA**

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

#### **5. APPROVAL OF MINUTES – AUGUST 3, 2010**

Margaret Miles requested that under **8. REVIEW OF CLSA FUNDS AVAILABLE FOR USE WITHIN THE PLAN OF SERVICE FOR NORTH STATE REGION**, the second sentence of the second paragraph reads "Ms. Milliron reported that the past chair and current vice chair of NSCLS plus 1 at-large representative serve on the NLS Steering Committee." be changed to read "Ms. Milliron reported that the current chair and vice chair of NSCLS plus 1 at-large representative serve on the NLS Steering Committee. It was further explained that NSCLS has four representatives this year and next year as Margaret Miles is the current vice-president of NLS."

Jeff Hawkins requested that under **8. REVIEW OF CLSA FUNDS AVAILABLE FOR USE WITHIN THE PLAN OF SERVICE FOR NORTH STATE REGION**, the last sentence in the second paragraph states "Margaret Miles is the serving..." be changed to read "Margaret Miles is serving..."

A Motion to approve the August 3, 2010 Council meeting minutes as corrected was moved by Jody Meza and seconded by Caryn Brown. The Motion passed unanimously.

#### **6. CONSENT CALENDAR**

##### **A. FINANCIAL STATEMENT ENDING JULY 31, 2010**

Ms. Milliron noted that no revenues have been collected by North State as of yet so any expenses currently will come out of reserves. Ms. Milliron reported that she will hold off on moving the money out of reserves until mid-year in hopes of earning some interest. She reported that North State's only expenses so far have been the retirees' health insurance payments. Ms. Baker asked the Council if they had any questions for Ms. Milliron regarding the financial statement. There were none. A Motion to approve the Consent Calendar was moved by Jeff Hawkins and seconded by Margaret Miles. The Motion passed unanimously.

#### **7. LSTA UPDATE**

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

Ms. Milliron provided the Council with background on the project. PLS approached NBCLS and MCLS about creating a consortium to look into using OpenSource as an ILS system for its members. As some of the system's ILS systems were near the end of their life cycles, PLS, NBCLS and MCLS contributed money to form the OpenSource Open Libraries (OSOL) consortium and applied for a LSTA grant. The first year of the grant was to make the member libraries more aware of the OpenSource product. The second year of the grant was funding and installing an Open Source system within each mega-system. Ms. Milliron reported that three North State region libraries agreed to join a shared Koha ILS system; Plumas, Trinity, and Del Norte Counties. She noted that in order to make the joint shared catalog system work, the software needs to have a little more development. The State Library has stated that they might have a little LSTA money for this development so NLS or the OSOL consortium will need to put together a proposal once the State Budget is passed to seek that extra funding. The three libraries have not migrated to Koha as of yet as they are currently working on the operational preferences. Margaret Miles, Oresta Esquibel and Linda Kaufmann have met several times to go through the 45-page global system preferences document. Ms. Miles reported that the project has been going well. The target date for Plumas County Library to migrate is December 2010.

Details of the Koha system were discussed. Ms. Milliron reported that Bywater Solutions is going to host the catalog and that the cost per year to do so is going to save the 3 libraries almost \$26,000. She noted that this is a significant drop in what the three libraries are currently paying for their ILS' support services. Lori Ayre is the consultant on this project and her opinion, after assessing all the companies that provide support, was that Bywater is reasonably priced and has the skills and expertise that the three libraries need. Ms. Milliron noted that currently there are 9 libraries in NSCLS that use TLC. Over a year ago, Ms. Milliron relayed to the TLC representative that many libraries do not have an IT Department and having a shared system that could be hosted off-site would be a blessing. TLC never got back to her. Discussion ensued.

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

Ms. Milliron explained that the Job Accelerator database was purchased by NLS with State grant monies. Two on-ground training sessions for using the Job Accelerator database were held this past week; Monday in Redding and Tuesday in Lincoln. Many libraries felt the online training/tutorials were sufficient and did not attend the trainings. Over 60% of the NLS libraries have the database up and running. Ms. Milliron noted that the first 5 libraries that were connected to the database were community colleges and thought it was a positive thing that we were able to include the academic libraries in the database license. Many of the college career counselors attended the training. Caryn Brown reported that she sent 3 staff members to the training in Redding and gave it high marks. The database is already on Tehama County's website and available for public use. Ms. Brown noted that she spoke with Learning Express about password protecting the database as currently anyone can access it. Learning Express told her that if she had a password program, she could run it but that they weren't interested in pursuing that at this time. Jeff Hawkins stated that he was under the impression that when he sent Learning Express the information they requested (IP address and library card numbers), it was so a library card would be required to access the database. He noted that he isn't sure why they would need this information if a library card is not needed. Ms. Brown stated that this was her understanding as well. Ms. Milliron noted that SJVLS and Serra System also went with Learning Express so they might be so busy setting up accounts and getting everyone connected that they're not worried about setting up password protection right now. Discussion ensued.

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

Ms. Milliron reported that NLS is about to get started with the Overdrive project. She noted that she hasn't heard from a few libraries in North State and she will contact them individually to see if they wish to participate. Out of the 41 public libraries in NLS, over half have responded and are very eager to participate. Five NLS libraries, Yolo, Sonoma, Sacramento, Butte and Shasta won't be participating as they are very large and have stand alone platforms.

Ms. Milliron noted that she has already shared with the Council what the future costs will be and has created several different formulas to see how it would work for the entire system. NLS would need to figure out how to pay for the platform costs once the grant ends. Joe Cochrane negotiated with OverDrive to get the numbers down to where they might be feasible for libraries to ask Friends' groups or other service clubs for help with the cost.

Ms. Milliron reported that once all of the participating libraries have been determined, they'll form a Collection Development Committee, which will be representative of all types of public libraries. All of the titles will not be added at once but throughout the year so patrons and libraries will be able to tell that titles are being added on a regular basis. The download times of

audio books were discussed.

#### **D. ILL DIRECT TO PATRON PILOT PROJECT PROPOSAL**

Ms. Milliron reported that there was some interest expressed by libraries in North State, since they are now using US mail in taking delivery direct to the patron. While discussing the idea with the State Library, Ms. Milliron as advised that the system cannot use CLSA money to fund that type of delivery. She spoke with Stacy Aldrich who clarified that CLSA money is meant for delivery from library headquarters to library headquarters. Ms. Aldrich is willing to review a proposal from North State; would give thought to it and might give as LSTA grant if she felt this project would be a good pilot. Ms. Milliron asked if any of the libraries would like her to pursue this grant with the State Library. The patron information can be passed along with the ILL request so libraries can generate a mailing label and you will also know what library is assuming responsibility for that patron; you would check out the item to the requesting library but would be shipped directly to the patron and bypass the library headquarters. Discussion ensued.

Ms. Milliron highly recommends that if direct patron mailing goes into effect, UPS is used instead of US mail. She shared that NLS received a phone call from the Redding UPS office regarding a NLS bag that had arrived without any paperwork as the front pocket was empty. UPS was unable to deliver the bag without any paperwork. NLS staff were able to use the UPS online campus ship information to track a shipment from Sonoma County Library heading to Shasta Public Libraries that hadn't been delivered as of yet and we were able to get the package to where it needed to go.

OCLC paid for a pilot project in Montana to allow them to ship directly to the patron. Ms. Milliron would like to speak with them to see what safety/tracking measure they use to track their items. If using this tracking measure, more staff time would be required.

Caryn Brown stated that 30% of Tehama ILLs are never picked up – if these items are shipped, those patrons might just say they never received them. She also noted that rural postal items that are sent certified or UPS are usually just left on the porch. It was felt that only a small percentage of patrons would potentially abuse the system. Lisa Musgrove relayed that when Siskiyou began charging \$1 for out of county ILLs that are not picked up, the number of no show was drastically reduced. Cheryl Baker reported that Modoc had a \$2 non-pick up fee for several years as well. Ms. Milliron stated that patrons would receive the item(s) directly, so non pick up might not be an issue.

Ms. Milliron is seeking to find out what libraries would be interested in participating in an ILL direct-to-patron pilot project. The libraries also need to be aware that as this would be a grant project at some point the grant would end and the library would have to assume the cost.

Elizabeth Kelley said that Jan Erikson is very interested in this and would be willing to participate in the pilot. Annette will also check in with the only two member public library directors not in attendance today; Victor Zazueta at Humboldt County Library and Linda Mielke of Butte County Library to see if they're interested. Modoc, Plumas and Lassen expressed interest; will get back to Annette. Conference call will be set up.

#### **8. EVALUATION PROCESS OF MEMBERSHIP IN NORTHNET LIBRARY SYSTEM**

Ms. Baker reported that after the last Council meeting on August 3<sup>rd</sup>, she conducted a straw poll

through Survey Monkey that had 3 options:

Option 1 – I want North State Cooperative Library System (NSCLS) to remain a member of the NorthNet Library System (NLS).

Option 2 – I want North State Cooperative Library System (NSCLS) to explore the possibility of leaving the NorthNet Library System (NLS).

Option 3 – I want North State Cooperative Library System (NSCLS) to withdraw from the NorthNet Library System (NLS) and form its own system.

The poll was anonymous so directors could express their opinion anonymously. Ms. Baker reported that 13 directors responded to the poll; 11 chose option 1 and 2 chose option 2.

Ms. Baker asked the Council if they had any questions, comments or wanted to add anything to the discussion. Ms. Milliron stated that before the discussion started, the NLS staff would leave meeting so the Council could speak more freely. Discussion ensued. The consensus of the Council was that they didn't feel it was necessary for the NLS staff to leave the meeting. A Council member asked Ms. Baker that since the majority of the directors voted that they would like North State to remain with NLS, does this issue still need to be discussed or can it be considered that the decision to stay with NLS as the outcome.

Ms. Baker said that what she took from the last meeting and the straw poll is that a strong majority of directors want to continue with NLS and feels that it would be a waste of the Council's time and energies towards pursuing something that the majority of the Council doesn't want. Ms. Baker stated that her impression from the last Council meeting was that the Council had expressed their desire to review the North State's CLSA regional budget and how the monies are distributed between the four programs. Oresta Esquibel stated that she agrees with Ms. Baker and feels that NLS has done a great job of bringing technology, programs and money to North State. Caryn Brown stated that she agrees with Ms. Esquibel. Margaret Miles agreed with Ms. Baker's understanding of the last Council meeting as well. Ms. Miles stated that she felt the Council's energies should be focused on the regional budgets and four program silos. The Council reviewed North State's regional budget and four program silos: administration, reference, communication and delivery and SAB. Ms. Milliron reviewed with the Council how the monies are spent for each program silo. Gerry Maginnity added to the review that administration is not a funded component of CLSA; it's an allowance. The way the act is set up, CLSA only funds three components: reference, C&D and SAB. The systems are then allowed to use up to 25% from each of those three components to shift into the administration program. He stressed that the State does not determine the dollar amounts allocated to administration; the system makes that decision. Discussion ensued.

Mr. Maginnity clarified that North State can move money between the three CLSA-funded components, but any money above the designated 25% could not be moved towards funding system administration. Ms. Miles noted that North State's reserves are going to run out next year and reserves are where the system pays its supplemental administration fees from. Ms. Milliron reported that the current un-audited amount in reserves is \$77,000. She noted that \$57,000 of that money will be used for funding the retirees' health insurance through 2012. North State did pass a resolution this year that within the next 5 years, the retirees will eventually be paying for their own health insurance. The Council asked Ms. Milliron about where NBCLS and MVLS got their

money to pay their administration fees. Ms. Milliron reported that many years ago, both NBCLS and MVLS established either a membership fee and/or a member share fee to support their administration fees. Jeff Hawkins asked Ms. Milliron how NBCLS and MVLS fund their various programs outside of the CLSA money they receive. Ms. Milliron explained that the libraries in the two systems that have shared systems receive TBR money. Some use TBR money to pay for their delivery, staffing and membership fees. Other libraries absorb those membership fees in their local operating budget. Ms. Milliron was asked how MVLS and NBCLS determine their member dues. She explained that MVLS' dues are based on population and NBCLS dues are based on the size of the budget. Those numbers are as follows:

NBCLS uses \$38,906 from their CLSA money and \$111,070 in membership dues and pays a total of \$149,976 in membership fees.

MVLS uses \$42,686 from their CLSA money and \$69,029 in member share dues and pays a total of \$111,715 in membership fees.

Ms. Baker reported that at the last Council meeting in August, the Council determined they should meet the first Thursday of each month through the end of the year. She asked the Council if they would still like to meet monthly; October 7, November 4 and December 2. Or as an alternative, the Council could still meet on those dates but as a committee and review the CLSA budget allotments. If they meet as a committee, then the NLS staff won't need to be present. It was noted that monthly Council meetings can be burdensome for NLS as they also administrate for NBCLS and MVLS. She also asked if the meetings should be virtual or face to face. Discussion ensued.

Linda Springer clarified the offer of funding a facilitator to attend the NSCLS Council meeting was when they thought North State wanted to explore moving away from NLS. The State Library was focusing on NSCLS request for LSTA support for a facilitator to help them with exploring leaving NLS. Gerry Maginnity noted that reviewing the CLSA regional budget is more of an internal process for NSCLS to evaluate how they spend their money to serve their patrons. Margaret Miles noted that a facilitator is not required to focus on their budget; that this role used to be filled by North State's Budget Committee. The entire council can act as that committee as they already have the numbers in front of them. Jeff Hawkins noted that the system has plenty of time to do this since no changes can be made to the current year. Mr. Maginnity stated that North State can start the planning process using the 2010/11 CLSA numbers but with flexibility that was recently given back to the systems, Stacy Aldrich has asked the State Library consultants to review the CLSA formulas for 2011/12 to see if further adjustments can be made. Discussion ensued.

Ms. Baker suggested that the Council could hold a committee meeting at the upcoming ARSL conference in October or the CLA conference in November. It was noted that quarterly Council meetings have been the standard practice. Ms. Miles stated that the Council should meet as a committee and focus on two areas: determining the budget amounts in the three CLSA program silos and how NSCLS is going to pay its administrative fees next year.

Ms. Miles asked Ms. Baker to send out a survey to determine how many NSCLS directors are attending the ARSL conference (10/14 – 10/16) and if so, would they want to hold a face-to-face meeting there in lieu of holding the scheduled virtual meeting on October 7<sup>th</sup>. Ms. Milliron asked if all libraries present had applied for a scholarship to attend the ARSL conference. Ms. Hector stated that anyone who applied for one will most likely receive it. Currently Shasta and Willows do not

have representation at the conference. It was noted that both Tehama and Humboldt are sending staff members rather than directors. Ms. Esquibel stated that she won't be able to attend as there are too many projects and too little staff members at Trinity County Library right now. Ms. Hector will be attending and Ms. Milliron suggested that the directors meet as a committee face-to-face at ARSL and have the directors who are not attending join the meeting via WebEx. Ms. Hector noted that the wireless connection at the hotel is free. Ms. Baker asked the directors who are not attending the ARSL conference if meeting virtually as a committee with the ARSL attendees would work for them and they said yes. It was determined that Ms. Baker will not need to send out a survey regarding the October Council meeting. The Council will not meet virtually on October 7<sup>th</sup> but will instead meet as a committee via WebEx or face to face sometime during the ARSL conference which is being held 10/14 – 10/16. Ms. Baker asked the Council if any of them were not in favor of this and there was no response.

Ms. Baker asked the Council if they wanted to keep the scheduled Council meeting dates of November 4<sup>th</sup> and December 2<sup>nd</sup>. It was noted that the two meetings could either be eliminated now or the Council could make a decision after the October meeting. Discussion ensued. Ms. Baker asked each director present individually if they agreed with dropping the November 4<sup>th</sup> meeting. Each director stated that they agreed with the decision to drop the November 4<sup>th</sup> meeting. The Council then agreed to meet on December 2<sup>nd</sup> but to also meet mid-January 2011 since the governor's 2011/12 budget will be presented the second week of January 2011.

Jeff Hawkins asked what the Council should do in preparation for the October Committee meeting. Ms. Milliron noted that she will provide the Council with various formulas they can use to determine potential NSCLS membership dues. Cheryl Baker will also work with Patty Hector to determine a date and time for the committee to meet at the ARSL conference. Ms. Miles noted that the regional budget document was really helpful and asked for a copy. Kelli Logasa stated that she would email the document to the entire NSCLS Council once the meeting was over.

## **9. ANNOUNCEMENTS**

No announcements were made.

## **10. ADJOURN**

A Motion to adjourn the meeting was moved by Linda Kaufmann and seconded by Caryn Brown. The Motion passed unanimously. Ms. Baker thanked Gerry Maginnity and Linda Springer for attending the Council meeting. She also thanked Annette Milliron for all of her hard work over the past few months. There being no further business, the meeting was adjourned at 11:00 a.m.