

NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
December 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 9:00 a.m.

1. ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
Public Libraries			
	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 Erikson
	X	Siskiyou County Library	Lisa Musgrove
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
Affiliate Members			
	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
Other Meeting Attendees			
	X	State Library Representative	Linda Springer
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
	X	NSCLS System Headquarters – Asst. Dir.	Patty Hector

2. INTRODUCTIONS:

No introductions were necessary.

3. PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

4. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Jody Meza and seconded by Jan Erikson. The Motion passed unanimously.

5. APPROVAL OF MINUTES OF SEPTEMBER 2, 2010 MEETING

A Motion to approve the minutes of the September 2, 2010 Council meeting was moved by Margaret Miles and seconded by Oresta Esquibel. The Motion passed unanimously.

6. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING OCTOBER 31, 2010

A Motion to approve the Consent Calendar was moved by Jeff Hawkins and seconded by Margaret Miles. The Motion passed unanimously.

7. ADMINISTRATOR'S REPORT

A. KOHA ILS OPEN SOURCE OPEN LIBRARY PROJECT

Margaret Miles and Oresta Esquibel discussed with the Council the Koha ILS Open Source Open Library Project that Trinity County, Plumas County and Del Norte County libraries are participating in. Del Norte and Plumas County Library will go live January 3, 2011. Discussion ensued. If other libraries are interested in being added, Ms. Miles advised them to talk to Ms. Milliron. Once Plumas County has it up and running, their site can be the demo site for other libraries to view and see how it works. Ms. Miles noted that her staff has already had their training on the new software and found that her staff was able to pick up the new processes rather quickly. Further discussion ensued.

B. JOB ACCELERATOR DATABASE

Ms. Milliron reported that the database is installed and available at all public libraries. Many of the community college members also have the database up and running. The statistics are low at some libraries and very high at others. Joe Cochrane is gathering best practices information to share with everyone. Margaret Miles asked about the difference between the materials available on the database during the first few weeks and what is available now. She was concerned that the practice test section of the database disappeared. Ms. Milliron responded that she will check with Mr. Cochrane and ask him to give everyone an update.

C. OVERDRIVE NLS SHARED COLLECTION

The Collection Development Committee has been working diligently to develop a plan on how to spend the money and determined approximately \$18,000 will be spent on the opening day collection. The Committee is meeting later today at 2 p.m. The selection will be finalized at this meeting. There will be a healthy e-books collection as well as downloadable audio materials. Some YA materials have been included. The remaining \$18,000 for materials will be spent over the next few months. The Committee wants to review some use statistics before adding too many more titles. Discussion ensued.

8. LSTA OPPORTUNITIES

A. SYSTEM LSTA PROJECT

NLS will receive an LSTA grant in the amount of \$98,140 to use to pilot projects and/or services for all members. Operation funding and money for materials was the most common response to the survey sent to all directors asking for their input on their library's needs. Normally the State Library doesn't support funding operations with LSTA. However, perhaps the funds can be used to purchase e-materials for all members. Every public library member is participating in an OverDrive platform either as a stand alone or shared. The Council discussed the lack of ability to sustain any new project with either staff or funds to pay for renewal of additional databases.

Acquiring e-materials that are a one-time cost was very appealing. The consensus of the Council was to rank the e-materials purchase as a priority. The grant application is due on January 14, 2011 and funds have to be spent by August 31, 2011. Discussion ensued.

B. ILL DIRECT TO PATRON PILOT PROJECT PROPOSAL

The State Library is offering a new approach to competitive LSTA grants. Libraries or groups of libraries are invited to "Pitch an Idea." An actual grant will not be written until the idea has been approved by the State Library as a viable project. Proposals are due at CSL via e-mail by 4:00 p.m., December 8, 2010. This is the first round of *Pitch an Idea*, so if we aren't ready there will be another round in the Spring.

While discussing the North State area delivery options, interest was expressed by the Council in piloting ILL direct-to-patrons as a delivery option. The State Library will not approve the use of CLSA funds for this method of delivery as CLSA funds are only for library headquarters to library headquarters delivery. If North State were to pitch this idea, an ongoing funding method must be identified. Ms. Milliron reported that she had spoken with Lori Ayres about the concept. The BALIS group with PLP received an LSTA grant to pilot the delivery of materials to patrons via USPS. Ms. Ayres was the consultant on the project. She determined that the only way to make this affordable is to use bulk mail. Bulk mail requires 10 items addressed to the same zip code and packages must be dropped off at the post office. The Innovative Interfaces ILS of the participating libraries could not produce the mailing labels required to make the project feasible. The funds were returned to the State Library. Encouragement was offered by Ms. Ayres as the shared Koha group might be able to pilot the project as Koha could produce the labels without additional programming. Discussion resulted in postponing this proposal for the next round of funding to allow more research and development of the concept and the further exploration of ongoing funding sources.

C. OTHER LSTA PROPOSALS

The Council did not suggest any other proposals.

9. CLSA FUNDS ALLOCATION FOR 2011/12

The NSCLS Finance Committee met on Wednesday, December 1st, to continue the planning discussion of CLSA funds use to support needed services in North State in FY 2011/12. Current projections based on the first 4-months of statistics of postage reimbursement for delivery indicate that there will be surplus funds that could be redirected to other CLSA activities. CLSA funds may not be used to reimburse members for staff time involved in the packaging of materials for mailing.

Ms. Milliron suggested transferring some of the delivery funds into the reference program to use to reimburse members for the purchase of electronic materials that improve local reference service and service to the underserved. Results of a recent survey indicated that every member could use some help with their materials budgets. Suggestions of the types of eligible materials included databases licensed by the individual libraries such as NovelList, e-books, Ancestry.com, etc. A formula based on population and budget would be used to appropriate the funds to libraries. NLS could reimburse the member for a portion of the cost of materials if the full cost is greater than the amount available to the library. NLS could also pay the vendor directly if instructed to do so by the member library. The consensus of the Council was to check with the State Library to see if this would be a permissible approach to using CLSA funds.

A Motion to shift a portion of the CLSA Communication and Delivery program funds into the Reference program to support the purchase of electronic materials for North State area members was moved by Margaret Miles, seconded by Caryn Brown. The Motion passed unanimously.

10. MEMBERSHIP FEES FOR 2011/12

For a number of years, North State has paid \$30,000 from their own reserve funds to supplement the CLSA allocation for administration. In FY 2011/12, reserve funds are not available. In FY 2009/2010, \$22,000 was collected in TBR money, which leaves a shortfall of \$8,000 that must be allocated back to the individual members. Using a formula that factors population and local income for each member's operations budget, Ms. Milliron presented a draft proposal of a fee structure. The highest fee amount is \$2,066 and the lowest is \$167. Discussion ensued. The Council was reminded that North State is the only one out of the fifteen CLSA Systems that has not adopted a membership fee or dues structure. North Bay members pay dues determined by budget and Mountain Valley members pay a member share determined by population. Ms. Milliron suggested a combination of the two factors which would reflect the size of the jurisdiction and its ability to pay. If CLSA funds may be used to supply electronic materials to members to support reference and underserved populations, local funds may become available to assist with the membership dues. A Motion to accept the membership fee proposal for FY 2011/12 pending approval of the shift of the CLSA funds into reference support for electronic materials was made by Jody Meza and seconded by Oresta Esquibel. The Motion passed unanimously. Ms. Milliron commented that the Finance Committee suggested calling a meeting with the academic North State members to specifically discuss membership fees and services for affiliate members. Ms. Milliron acknowledged that CLSA funds may not be used to support academic members, but LSTA grants certainly can and do. The academic members are some of the biggest users of the Job Accelerator database. Janet Albright, Shasta College representative to the Council, agreed that a meeting to discuss the services and fees would be very helpful. It was suggested to schedule a meeting in mid to late January.

The Council then discussed the concept of establishing a fixed bracket of membership fees that would be more stable if TBR funding increases or decreases. Local income fluctuations would also make the membership fee change annually. There is value to having a fixed membership fee number when building a multi-year budget cycle. For example, the three smaller libraries that would pay \$167, \$185, and \$173, might be better served to expect to pay \$200 for the next few years. It is probably best to establish a fee for a 2 – 3 year period. Ms. Milliron will continue the development of the concept if the State Library supports the use of CLSA funds for e-materials. Discussion ensued.

11. ANNOUNCEMENTS

Caryn Brown said goodbye to the Council as a new Library Director has been hired for Tehama County Library. The Council wished Ms. Brown the best of luck and thanked her for all of her hard work at her library as well as with North State.

Janet Albright noted that she didn't have anything to report for Shasta College Library.

Jeff Hawkins reported that he's been extremely busy at Lassen Library District. A few months ago, library technician Becky Terwilliger assumed the responsibilities for the management of the circulation desk and the programming of the library. Mr. Hawkins resumed his former role of business manager for the library. For now, Mr. Hawkins will continue to represent Lassen Library

District at the North State Council meetings. Discussion ensued. Mr. Hawkins advised the Council that Lassen Library will become a lender sometime next week.

Margaret Miles reported that Plumas County Library is currently focusing on the Koha project.

Oresta Esquibel reported that the CAO for Trinity County, whom she reports to, is retiring at the end of the year. Discussion ensued.

Cheryl Baker reported that Modoc County is still in a financial crisis. Her Friends of the Library group has held numerous successful book sales; they held a 2-week book sale in September which raised \$1700 and another 4-day book sale in November raised \$500. The group is encouraged by their sales and is going to hold another week long sale in December.

Ms. Baker reminded the Council that she and Ms. Milliron will be speaking with the academic libraries sometime in January. As soon as the next NSCLS Council meeting date is set, Ms. Milliron will send out that information.

12. ADJOURN

There being no further business, the meeting ended at 11:00 a.m.

Annette Milliron DeBacker
Clerk of the Board
December 2, 2010