

**NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 Council of Librarians Meeting  
 March 20, 2009**

**CALL TO ORDER:**

The Librarians' Council of the North State Cooperative Library System (NSCLS) met this date at the Redding Public Library located in Redding, California with Chair Derek Wolfgram presiding. The meeting convened at 12:05 p.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Butte County Library	Derek Wolfgram
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	Marilyn Cochran
X		Plumas County Library	Margaret Miles
X		Shasta Libraries	Jan Erikson
X		Siskiyou County Library	Betsy Emry
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Sandra Hobbs
	X	Butte College Library	Luozyu Cen
	X	CSU Chico Library	Carolyn Dusenbury
	X	College of the Redwoods Library	Jason Leppaluoto
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Ray Wang
X		Lassen College Library	Rosanna Brown
X		Shasta College Library	Janet Albright
	X	Simpson University Library	Larry Haight
X		State Library	Jon Torkelson
X		SAB Member – Tehama	Sue Gallagher
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector
X		CA Center for the Book	Mary Menzel
X		SAB Member Modoc	Carol Sharp

**1. INTRODUCTIONS:**

Introductions were made.

**2. PUBLIC INVITED TO ADDRESS BOARD:**

No public was in attendance.

**3. APPROVAL OF AGENDA:**

A Motion to approve the agenda was moved by Marilyn Cochran and seconded by Caryn Brown. The Motion

passed unanimously.

#### **4. APPROVAL OF MINUTES OF DECEMBER 15, 2008 COUNCIL MEETING:**

A Motion to approve the December 15, 2008 meeting minutes was moved by Marilyn Cochran and seconded by Cheryl Baker. The Motion passed unanimously.

#### **5. SYSTEM ADVISORY BOARD REPORT:**

Sue Gallagher reported that there was a quorum for the meeting. They had two new members; one from Modoc and one from Siskiyou. The SAB discussed the new consolidated system and what their new role will be.

#### **6. CONSOLIDATION TASK FORCE:**

##### **A. GOVERNANCE**

##### **1. BYLAWS**

Derek Wolfgram reported that an incredible amount of progress has been made on the consolidation. The name chosen by members is NorthNet Library System and the first meeting will be held on May 8<sup>th</sup> at the Upper Valley Campus of Napa Valley College in St. Helena. The Task Force is recommending that each of the systems approve the bylaws and eventually the new entity, NLS, will vote on them. Marilyn Cochran voiced her appreciation for the work of the Task Force. It was noted that there is an error in the bylaws: Article VI the date should be 2011 not 2111.

##### **2. STANDING RULES**

Mr. Wolfgram explained that the CTF removed any procedures from the bylaws so that they can be modified much more easily. Any changes or comments regarding the Standing Rules should be sent on to Ms. Milliron. Discussion ensued.

##### **3. JPA**

Ms. Milliron explained the reasoning behind the three systems joining a new JPA instead of having each library join individually. She noted that libraries must be a member of one of the three systems in order to join NorthNet. There will still need to be a Chair and Vice-Chair for each of the systems in addition to the officers and representatives from each system to serve on the NLS Council. Committees will become Communities of Interest and the Chairs of each System's Committees will be asked to serve on the corresponding NLS Community of Interest. The JPA needs to be approved at the Council's April 24<sup>th</sup> meeting in order to move forward with the consolidation.

##### **B. FINANCIAL ISSUES**

##### **1. EQUITABLE SERVICES/COSTS**

##### **2. EQUITABLE FEE STRUCTURE**

##### **3. FORMULAS FOR SERVICES**

Mr. Wolfgram explained the fee structure and noted that each of the three systems calculated their fees differently. For this first year as NLS, the Task Force recommends taking the amount each library paid in member fees last year and using the reserves to make up the difference needed for the budget. NSCLS would be responsible for \$29,094. NBCLS will need to pay \$112,402 and MVLS will need to pay \$71,118. The NLS Council will have to work on a new formula that will provide equity for all. Ms. Milliron presumes that the Finance Committee will review this issue each year. In times of economic hardship, it will be possible for a library to request help with their member fee if they are unable to pay it. NSCLS will

need to come up with a new formula instead of using their TBR. A Motion to accept this recommendation for membership fee for the first year of NLS was moved by Marilyn Cochran and seconded by Betsy Emry. The Motion passed unanimously.

### **C. PLAN OF SERVICE**

Mr. Wolfgram explained that the NLS Plan of Service is an amalgamation of the three system's Plans of Service. It was noted that a correction needed to be made on page 32 2.B ERP-spell out acronym; page 41 contract and built it should be build; adding a section under Automated systems for NSCLS; not all branches have e-mail. Any other errors can be reported to Patty Hector or Annette Milliron.

## **7. COMMITTEE REPORTS/NEW BUSINESS:**

### **A. COLLECTIONS, TECHNOLOGY AND SERVICES COMMITTEE**

#### **1. DATABASE PURCHASE**

The Committee reviewed the training needs for 2009/2010 and possible ways to meet those needs. They recommend holding more online classes. They also had a presentation from Joe Cochran about question handling and referrals for the system. He updated the Committee on the process of prioritizing a list of e-books for possible purchase. There was also a demo of the new NLS reference wiki. The Committee talked about the new committee structure as it relates to the new library system. Ms. Milliron passed around Mr. Cochran's report regarding the reference questions answered for NSCLS. He informed the Committee that if they send him an e-mail and don't hear back fairly quickly, that they should please call. It is his practice to always acknowledge receipt of questions.

#### **2. RURAL INITIATIVE LIBRARY GRANT**

Jon Torkelson passed out a document showing how many classes had been scheduled and how many attendees from each library. He also discussed having Linda Demmers hold a remodeling workshop. He asked for feedback on what people would like to see in that workshop. He will send out an e-mail when he has more information. Mr. Torkelson also noted that there will be money for the ARSL conference in Gatlinburg.

Ms. Milliron reported that the NSCLS Collections, Technology and Services Committee has asked if the RLI Grant could be used to help fund a shared ILS system or some type of resource sharing software. Mr. Torkelson wasn't sure if statewide grant money could be used for that. He noted that the RLI Grant is due May 6<sup>th</sup>.

Mr. Wolfgram reported on an initiative from Infopeople on improving their online training. They are using a tool called Idea Scale—an online suggestion box. You can see other people's suggestions and comment on them.

### **B. PERSONNEL AND BUDGET COMMITTEE**

#### **1. RETIREE'S HEALTH INSURANCE**

Mr. Wolfgram discussed the unfunded liability the system has for retiree health insurance, which costs NSCLS around \$30,000 per year to contribute to the retiree's health care insurance. He informed the Council that NSCLS' funding can no longer sustain this amount. The Committee reviewed the contribution, and realized that NSCLS has a pretty large commitment. It was explained that PERS establishes minimums and that once a retiree reaches 65, Medicare becomes their primary insurance and PERS become their secondary. This only means a drop of \$100 for NSCLS. Ms. Milliron spoke with several private insurers as well as County of Sonoma and they all noted that what PERS is charging is quite reasonable. For 2009, a minimum of \$105 is required as an employer contribution by PERS. NSCLS pays 80%, which is \$401 for

a single person under 65. To change this, NSCLS would need a resolution for PERS. Sandie Hobbs mentioned an option: as spouses become eligible for Medicare, then NSCLS can stop their coverage. She also mentioned that many companies will provide a set amount to reimburse retirees for supplemental insurance. Discussion ensued.

The Committee's recommendation is that for the first year to cap the current contribution, the next five years roll back an additional 20% each year. A Motion for the Council to give the Committee authority to work out a solution and bring back a recommendation to the Council in April was made by Marilyn Cochran and seconded by Sandie Hobbs. The Motion passed unanimously.

## **2. TBR SUB-COMMITTEE**

### **A. DELIVERY PROGRAM**

Mr. Wolfgram discussed the delivery changes that are going to be required. The System has been contributing a tremendous amount of money to pay for delivery above what the CLSA delivery funds pay for. With the loss of TBR to the system, NSCLS cannot afford to pay that extra amount. The CLSA funds will pay for one day of delivery a week to the headquarters of each library. Each library will have to find alternative sources of delivery for branches. Some sources mentioned were the local school district, college or transit agency. Ms. Emry also mentioned people who are contracted with the post office to delivery mail might be able to add library books to their route. One concern would be whether the drivers were bonded. Ms. Milliron will try to bring figures back to the April meeting including more than just the headquarters in case a library wants to pay for that additional delivery.

### **C. YOUTH SERVICES**

No discussion was held.

### **D. ADMINISTRATOR'S REPORT**

Ms. Milliron discussed sharing copies of books across the system. Napa City-County has books that even their Friends are not taking for resell and they are willing to share. All libraries except Humboldt and Shasta County were interested.

## **8. NEW BUSINESS**

### **A. LEGISLATIVE DAY APPOINTMENTS**

Ms. Milliron reported that Legislative Day is on April 15<sup>th</sup> in Sacramento and appointments are currently being made. The appointment with Senator Aanestad's office is at 1:30 p.m.

### **B. NOMINATING COMMITTEE**

Ms. Milliron reported that there needs to be officers for NSCLS and three representatives for the Steering Committee for NLS. The two officers could be two of the three representatives. NLS will also need two officers. Mr. Wolfgram asked for volunteers to serve on the committee and he and Marilyn Cochran volunteered to serve. He stated that if anyone else is interested in volunteering to serve as an officer or representative to please let him or Ms. Cochran know.

### **C. CENTER FOR THE BOOK PROGRAMS – MARY MENZEL**

Mary Menzel talked about the Center for the Book program, which is an agency of the State Library and is funded by LSTA. They are affiliated with the Center for the Book at the Library of Congress. They promote free and low cost materials and programs that promote reading. She handed out a packet of information that details their programs. Their focus in the next few years will be working with small and rural libraries and Ms.

Menzel noted that she'd like to have someone travel around the State and hold presentations at libraries. The programs are also available for community college libraries. Discussion ensued.

## 9. ANNOUNCEMENTS

Betsy Emry reported that Siskiyou County Library held a call to action meeting in her community to try to figure out how the library could secure stable funding. Three Board of Supervisor members, one of whom explained the county's budget and the library's role in it, attended the meeting. Ms. Emry noted that it was a very positive experience.

Marilyn Cochran announced that she will be retiring from Orland Free Library on May 1<sup>st</sup>. Jody Meza will be the new director.

Sandie Hobbs reported that six of the City Department heads received 10% cuts to their budgets this year and will also experience the same cuts next year. She noted that usage at Willows Public Library has increased tremendously. They are now open more hours and have doubled the amount of computers.

Caryn Brown reported that Tehama County Library has been very busy as well. The library has experienced cuts as well and will have to make more next year; most likely two positions. The annual Cowboy Poetry event is next month. Ms. Brown is trying to do more community outreach as well.

Butte County Library is looking at a 20% mid-year cut. The library has already lost 3 positions and looks to lose 8 more next week. Mr. Wolfgram is worried the library will only have 9 to 13 staff left by the end of the cuts. He noted the community is ready to fight on behalf of the library. He reported that Cary Gross is one of the new movers and shakers for the Library Journal. Mr. Wolfgram announced that he has accepted a job as Deputy County Librarian for Santa Clara County Library and will begin work there as of June 1<sup>st</sup>.

Rosanna Brown reported that the community college libraries are not in as bad shape budget-wise as the public libraries except that the State is not sending their funding, which has created a cash flow problem. Lassen College Library has not experience any layoffs.

Oresta Esquibel reported that Trinity County Library has had an extremely small budget for the past four years. She noted that the library was one of only two County departments that didn't receive cuts to their budget. The library is currently open 20 hours a week with 2.6 FTEs.

Cheryl Baker reported that Modoc County Library has added a children's program on Monday afternoons for K-5<sup>th</sup> grade and it has been extremely popular. She noted that they haven't had a program for school-age children for a long time. She reported that the library received a Libri grant for children's books and they are very excited to receive them.

Janet Albright reported that enrollment is up 14% at Shasta College and they haven't had to make more cuts. But, their staff is not getting to be restored to their prior staffing levels. The library is also undergoing a remodel which will increase the size of the library substantially.

Jan Erikson reported that Shasta Libraries was in the paper this week with an article highlighting how busy it has been. Usage at the new building has been incredible but the challenge is finding the funding. Shasta County spends \$11 per capita for library funding. LSSI has a contract to run the library through June of 2011. Her Friends group has been a tremendous help and will be giving the library \$90,000 that they raised. The donation will be used for library materials. Shasta Libraries also has a foundation that is doing more long term fundraising.

The library has been holding programs to provide fun, free things for the community and are going to hold an adult summer reading program this year. Ms. Erikson attended a literacy for director's program that really helped her understand the library's literacy program. She noted that illiteracy is extremely high in Shasta County.

**ADJOURNMENT**

The meeting adjourned at 4:15 p.m.

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Derek Wolfgram  
Chair of the Board  
March 20, 2009

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Annette Milliron DeBacker  
Clerk of the Board  
March 20, 2009