

**NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS**

WebEx Virtual Meeting

**May 5, 2010
9:30 AM -11:30 AM**

To join the online meeting (Now from iPhones too!)

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1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=146497877&UID=1140406157&RT=MIMO>
 2. If requested, enter your name and email address.
 3. This meeting does not require a password.
 4. Click "Join".

You will be connected to audio using your computer's microphone and speakers (VoIP).
A headset is recommended.

AGENDA

1. Introductions: Council Members
2. Public invited to address the Board
- ACTION** 3. **Approval of agenda**
- ACTION** 4. **Approval of Minutes of April 26, 2010 Council Meeting**
- ACTION** 5. **Delivery Issues Review – Annette Milliron/Patty Hector**
- ACTION** 6. **Budget FY 2010/11 – Annette Milliron**
- ACTION** 7. Election of NSCLS Officers and NLS Steering Committee Representatives – M. Miles
8. Announcements (if time is available): Council Members
9. Adjournment

Bold indicates document included

**Support materials for agenda available for review at NSCLS Headquarters Office
and at www.nscls.org**

NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
April 26, 2010

CONVENING:

The North State Cooperative Library System (NSCLS) Council of Librarians met this date via WebEx online with Chair Margaret Miles presiding. The meeting convened at 10:05 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
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	Sandie Hobbs
	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
X		State Library	Linda Springer
X		Modoc County Library	Joanne Cain
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector

1. WELCOME & INTRODUCTIONS:

Ms. Milliron introduced MaryGrace Barrick, the new director of College of the Redwoods. Prior to this, Ms. Barrick was the director of a community college library in Colorado.

2. PUBLIC INVITED TO ADDRESS THE COUNCIL

There was no public in attendance.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Rosanna Brown and seconded by Caryn Brown. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF APRIL 7, 2010 COUNCIL MEETING

A Motion to approve the minutes of the April 7, 2010 Council meeting as corrected was moved by Jody Meza and seconded by Jeff Hawkins. The Motion passed unanimously.

5. NEWS FROM THE STATE LIBRARY

Linda Springer didn't have anything new to report since the last time the Council met on April 7th. Ms. Milliron asked about the State Library's strategic planning meeting that was supposed to take place May 17 – 19 as she received an email from the State Librarian advising her that it will probably be moved to June 14 – 15. Ms. Springer said more information will be forthcoming.

6. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING MARCH 31, 2010

Ms. Milliron reported that the interest rate has risen to 0.9% and that the TBR listed on the statement is the final payment from last fiscal year. Discussion ensued. A Motion to approve the Consent Calendar was moved by Rosanna Brown and seconded by Jeff Hawkins. The Motion passed unanimously.

7. RETIREE'S HEALTH CARE RESOLUTION

Last year the Council voted to freeze retiree health care expenses. The resolution presented today will reduce the System's health care contribution by 25%. This decision was made last year, but requires the Council to submit a resolution annually. Next year there will be a 50% reduction and the following year a 75% reduction. A Motion to approve the Resolution Fixing the Employer's Contribution Under the Public Employee's Medical and Hospital Care Act was moved by Rosanna Brown and seconded by Linda Mielke. The Motion passed unanimously.

8. LSTA GRANT PROPOSAL

The System surveyed members twice and found that there is great interest in purchasing a career/jobs training database. We have received proposals from two different companies and insisted that the contract be for an 18-month period, hoping that member libraries would be able to find money within their own budgets in order to continue the database once the grant monies are depleted. The System is looking at an online language learning tool similar to Mango. The System is also considering the purchase of netbooks and/or iPads for patrons to use in conjunction with the language learning tool and/or job training database. Ms. Springer noted that the netbooks and iPads would be an allowable LSTA expenditure; the only caveat would be CIPA requirements. Also, to date, there is no filtering available for the iPad. Discussion ensued. The library directors were very happy with the choice of a job training database.

9. ANNOUNCEMENTS

Ms. Milliron asked the directors to take the Doodle survey she sent out which is to pick a date for the Council to meet and discuss the delivery and budget issues.

Ms. Miles reported that Plumas County Library volunteers have begun holding lunchtime programs and they have been very well received. Since the volunteers take care of the program content, the library is only responsible for handling the publicity. Several of the programs are about travel; people that have visited Nepal and Guatemala. Her local bookstore is giving her \$5

gift certificates for a drawing so she will collect contact information and build a database of people who are interested in such programs.

Ms. Caryn Brown reported that Tehama County Library is holding an amnesty day next month.

Ms. Rosanna Brown announced that she is retiring from Lassen College Library this year.

10. ADJOURN

There being no further business, the meeting was adjourned at 10:45 a.m.

Annette Milliron DeBacker
Clerk of the Board
April 26, 2010

OCLC ILL Activity NSCLS Libraries Jan-Mar 2010

	Interlibrary Loans		Grand Total ILL Activity	Out of System		Total Out of System	Total Delivered	Percent Out of System
	Loaned	Borrowed		Loaned	Borrowed			
Butte	263	238	501	0	0	0	501	0.00%
Del Norte	95	123	218	16	10	26	192	11.93%
Humboldt	335	359	694	137	154	291	403	41.93%
Lassen	0	180	180	0	51	51	129	28.33%
Modoc	160	455	615	62	132	194	421	31.54%
Orland*	144	144	288	0	0	0	288	0.00%
Plumas*	187	191	378	64	11	75	303	19.84%
Shasta	354	465	819	98	59	157	662	19.17%
Siskiyou	179	804	983	54	47	101	882	10.27%
Tehama	125	94	219	0	0	0	219	0.00%
Trinity	51	151	202	10	28	38	164	18.81%
Willows	164	153	317	22	44	66	251	20.82%
Total	2,057	3,357	5,414	463	536	999	4,415	18.45%

*Does not include dvds, cds and playaways loaned through circ systems not OCLC

NSCLS Delivery 2010

Library	3rd Quarter Delivery Volume	3rd Quarter TBR & DL Received	3rd Qtr Delivery via OCLC	Estimated 2010-2011 Delivery**	Estimated 2010-2011 TBR & DL**	State Formula	Number of Stops per Week
Butte Co.	50,727	\$552.17	501	202,908	\$2,208.68	\$14,550.00	8
Del Norte Co.	390	\$111.41	192	1,560	\$445.64	\$9,914.00	1
Humboldt Co.	1,547	\$612.49	403	6,188	\$2,449.96	\$12,435.00	2
Lassen Lib. - UPS	338		129	1,352	\$0.00	\$7,395.00	0
Modoc Co.	13,280	\$328.58	421	53,120	\$1,314.32	\$7,203.00	3
Orland Free Lib	1,073	\$460.03	288	4,292	\$1,840.12	\$5,063.00	2
Plumas Co.	2,145	\$312.68	303	8,580	\$1,250.72	\$7,727.00	2
Shasta Lib.	35,295	\$509.89	662	141,180	\$2,039.56	\$10,331.00	5
Siskiyou Co.	23,010	\$191.68	882	92,040	\$766.72	\$7,429.00	7
Tehama Co.	806	\$153.34	219	3,224	\$613.36	\$6,200.00	2
Trinity Co.		\$67.09	164	0	\$268.36	\$4,599.00	1
Willows Lib.	1,079	\$247.99	251	4,316	\$991.96	\$5,474.00	2
Yuba City (Sutter Co.)	3,510			14,040	\$0.00		1
Headquarters		\$371.78		0	\$1,487.12		4
Subtotal	133,200	\$3,919.13	4,415	532,800	\$15,676.52	\$98,320.00	
Butte Comm College	104	\$47.92		416	\$191.68	\$0.00	1
CSU Chico*	345	*\$289.92		1,380		\$0.00	1
College of Siskiyous*	0			0		\$0.00	0
Feather River College	33			132		\$0.00	1
Humboldt State Univ.*	325	*\$144.96		1,300		\$0.00	1
Lassen College-UPS	338			1,352		\$0.00	0
Shasta College	592			2,368		\$0.00	1
Simpson Univ.*	91	*\$43.13		364		\$0.00	1
Subtotal	1,828	\$47.92		7,312	\$191.68	\$0.00	
Total	136,856	\$4,014.97		540,112	\$15,868.20	\$98,320.00	

No. of items ILL'd based on TBR: 3rd Qtr

3,351

Est for Year:

13,246

* library keeps its TBR

**based on 3rd Quarter numbers

NSCLS Financial Data for Delivery & ILL

NSCLS_budget_10/11

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2010/11 Preliminary Budget
 Presented April 7, 2010

REVENUES

	LSTA RLI	ILL ACCESS	CHILDREN YA	RETIREEES	REF	C&D	SAB	ADMIN	PROJECTED BUDGET
4645 Trust to General	0	25,107	0	20,400	0	36,835	0	34,708	117,050
1700 Interest Earned	0	0	0	0	0	0	0	2,000	2,000
2560 CLSA Reference	0	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0	0	0	0
3480 Tech. Serv. Fees	0	0	0	0	0	0	0	0	0
3482 Contract Fee/	0	0	0	0	0	0	0	0	0
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0	0
TOTAL LOCAL	0	0	0	0	0	0	0	0	0
GRAND TOTAL REVENUES	0	25,107	0	20,400	0	36,835	0	36,708	119,050

North State Situation	
Cash on Hand 3/31/2010	\$113,845
retire reserves	\$15,600
	\$98,245
OCLC 2009/10	\$33,283
Delivery 2009/10	\$36,835
Remaining Cash 6/30/2010	\$28,127
2010/11 Expenses	
Administration fee	\$28,943
Additional membership fee	\$3,416
OCLC 2010/11	\$25,107
retire medical payments	\$20,400
delivery 2010/11	\$36,835
	\$86,574
No OCLC ILL 2010/11	\$15,689
No supplement delivery	\$36,835
	\$34,050

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2010/11 Preliminary Budget
 Presented May 5, 2010

EXPENDITURES		LSTA	ILL	CHILDREN	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT.
-----		RLI	ACCESS	SERVICES						BUDGET
Salaries and Benefits:										
5911	Extra Help	0	0	0	0	0	0	0	0	0
5922	FICA Retirement	0	0	0	0	0	0	0	0	0
5924	Medicare	0	0	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	20,400	0	36,835	0	0	57,235
5940	Unemployment Ins		0	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	20,400	0	36,835	0	0	57,235
Services and Supplies:										
6040	Comm. - E Mail	0	0	0	0	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	0	0	0	0	0
6400	Office Expense	0	0	0	0	0	0	0	0	0
6410	UPS	0	0	0	0	0	0	0	0	0
6410	Postage	0	0	0	0	0	0	0	0	0
6415	Professional Literature	0	0	0	0	0	0	0	0	0
6461	Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500	Other Prof Serv	0	0	0	0	0	0	0	5,000	5,000
6517	OCLC ILL/Cataloging Access	0	25,107	0	0	0	0	0	0	25,107
6521	Fiscal agent fee	0	0	0	0	0	0	0	2,612	2,612
6540	Contractual Service	0	0	0	0	0	0	0	29,096	29,096
7000	Special Departmental Expense	0	0	0	0	0	0	0	0	0
7120	Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303	Private Car Exp.	0	0	0	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	0	25,107	0	0	0	0	0	36,708	61,815
Fixed Assets:										
	Equipment	0	0	0	0	0		0	0	0
TOTAL	FIXED ASSETS	0	0	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES		0	25,107	0	20,400	0	36,835	0	36,708	119,050
Projected Program Fund Balance end of Fiscal Year			-	-						-