



**NORTH STATE
COOPERATIVE
LIBRARY SYSTEM**

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TO: Wanda Green, Secretary
Library of California
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

FR: Jim Kirks, System Administrator, NSCLS

DATE: August 20, 1999

RE: Organizational documents

North State Cooperative Library System is one of two Systems in the State of California organized by adoption of "Joint Resolution", rather than Joint Exercise of Powers. This approach was chosen because members of the System are not directly liable as in a JPA where each signatory is directly liable in the event of some legal action involving the JPA and its members. A sample of the resolution is attached. Another advantage of "Joint Resolution" is that any type of organization public or private, non-profit or profit can join by adoption of the "Joint Resolution." A JPA is limited to public entities and is not appropriate for the Library of California.

NSCLS is not incorporated and therefore does not have articles of incorporation.

NSCLS does have a set of Bylaws. A copy is enclosed.

We have two letters concerning membership. NSCLS has a letter concerning eligibility and there is a response letter from the prospective member library. A copy of each is enclosed.

In addition, NSCLS has adopted a Personnel Manual, salary schedules, job descriptions, etc. If you wish a copy of this information, please let me know. It is many pages and may not be of interest to you at the current time.

MEMBER LIBRARIES: Butte County Library; Colusa County Library; Del Norte County Library District; Humboldt County Library; Modoc County Library; Orland Free Library; Plumas County Library; Shasta County Library; Siskiyou County Library; Susanville District Library; Tehama County Library; Trinity County Library; Willows Public Library.

ACADEMIC AFFILIATES: Butte College; California State University, Chico; College of the Redwoods; College of the Siskiyous; Feather River College; Humboldt State University; Lassen College; Shasta College

SUSANVILLE LIBRARY DISTRICT
BOARD OF TRUSTEES

RESOLUTION AUTHORIZING PARTICIPATION
IN THE NORTH STATE COOPERATIVE LIBRARY SYSTEM

WHEREAS, a cooperative library system has been organized covering the counties of Butte, Colusa, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity, together with the cities of Crescent City, Orland, and Willows; and

WHEREAS, the Susanville Library District has been recently formed to replace the public library operated by the City of Susanville which library was formerly operated by Lassen County; and


WHEREAS, the Plan of Service for such a cooperative library system is now operative, a copy of which is attached hereto and marked Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Susanville Library District, that the Library Manager of the Library District be, and is hereby authorized and directed to participate in the North State Cooperative Library System. The Plan of Service of said System is hereby incorporated by reference.



President, Marshall S. Leve, Jr.

ATTEST:



SECRETARY, Joel Stovall

BY-LAWS
for the
NORTH STATE COOPERATIVE LIBRARY SYSTEM

PREAMBLE:

The free and independent public libraries of California's thirteen northern counties, having formed the North State Cooperative Library System under the terms of the California Library Services Act (Education Code Section 18700 et seq.), do hereby enact the following By-Laws for governing the structure, operation, and management of the System.

ARTICLE I: NAME

The name of this organization shall be the "North State Cooperative Library System", hereinafter called the "System".

ARTICLE II: PURPOSE

The objectives of this organization shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member libraries consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Powers).

ARTICLE III: MEMBERSHIP

Section 1. Members

The following public agencies have entered into a written agreement to implement a Plan of Service and shall be designated members of the System: Butte County, Colusa County, Del Norte County Library District, Humboldt County, Lassen County, Modoc County, Plumas County, Shasta County, Siskiyou County, Tehama County, Trinity County, and the cities of Orland and Willows (Education Code Section 18710(i)).

Section 2. Additional Members

Additional public agencies, such as university, college, school and special libraries may become Affiliate Members of the System if, in the opinion of the Council of Librarians, membership would be mutually beneficial.

Section 3. Withdrawal from Membership

Any participating agency may withdraw from membership in the System by resolution of its governing body. Notice of withdrawal of any member of the System will be given in writing to the council of Librarians on or before February 1 of the current fiscal year according to the provisions of Section 14, paragraph (c) of the Plan of Service for the System

ARTICLE IV: COUNCIL OF LIBRARIANS

Section 1. Governing Body

The System shall be governed by a Council of Librarians composed of the head librarian of each public agency participating as a member of the System. In additions, academic and other libraries accepted as affiliates of the System by the Council of Librarians may have a representative.

Section 2. Voting Member

Each public and affiliate member library shall have one vote. Only members of public library jurisdictions may vote on issues related to the California Library Services Act. All members may vote on issues that do not relate to the California Library Services Act, including any fees, dues and/or assessments. In the case of unavoidable absence from a meeting, the head librarian may designate an alternate to attend the meeting and cast a vote. No proxies will be allowed.

Section 3. Administrative Council

The System's Council of Librarians shall serve as the "Administrative Council" for the System (Education Code Section 18747 (a)).

Section 4. Policy and Duties

The Council of Librarians shall establish policy and prepare plans for the continued development and growth of the System within the regulations of the Education Code Section 18700 et seq. and within the rules and regulations adopted by the California Library Services Board. The Council of Librarians shall direct, and through the System personnel, administer the program stipulated by the Plan of Service. The Council of Librarians shall be responsible for the allocation, and through the Fiscal Agent for the System, the disbursement of monies received from federal, state, and/or local

sources. The Council of Librarians shall determine, if and when necessary for the continued operation of the system, the frequency and amount of any assessment required of its members. The Council of Librarians shall select and appoint the System personnel.

ARTICLE V: OFFICERS AND DUTIES

Section 1. Officers

a. A Chairman and vice-Chairman shall be elected from the Council of Librarians.

b. The Council of Librarians shall contract for a Fiscal Agent.

c. The Council of Librarians shall appoint a Fiscal Agent Liaison.

d. The Council of Librarians shall appoint a Secretary for the Council of Librarians.

Section 2. Duties

a. The Chairman shall preside at all meetings of the Council of Librarians.

b. The Chairman shall appoint members to committees authorized by the Council of Librarians.

c. The Chairman shall be the authorized representative of the Council of Librarians.

d. The Chairman shall serve as representative to the Congress of Systems or appoint an alternate.

e. The Vice-Chairman shall act in the absence of the Chairman.

f. The Fiscal Agent Liaison shall maintain communication with the Fiscal Agent.

g. The Fiscal Agent shall receive and disburse System funds as required in the implementation of the California Library Services Act.

h. The Secretary shall be responsible for minutes of the meetings, reports, and correspondence.

Section 3. Nominations and Elections

a. At the regular meeting in March or at a time designated by the Council of Librarians, a Nominating Committee of three members shall be appointed by the Chairperson. It shall be the duty of this committee to nominate candidates for the offices of Chairman and vice-Chairman. The Nominating Committee shall report to the Council of Librarians by April 15. Additional nominations may be made in writing by members of the Council of Librarians to the Chairman of the Nominating Committee no later than May 1.

b. The officers shall be elected at the meeting in May or at a time designated by the Council of Librarians, by a majority of the members present at the meeting, to serve from July 1 to June 30 or until their successors have been elected.

Section 4. Succession

No Chairman or Vice-Chairman shall succeed himself in office.

Section 5. Vacancies

If for any reason the office of Chairman falls vacant, the Vice-Chairman shall serve as Chairman for the remainder of that term. If the office of Vice-President becomes vacant, a special election shall be held to fill the office for the unexpired term.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings

Meetings shall be held at least four (4) times yearly.

Section 2. Determination of Meetings

The power to determine the date and place of Council of Librarians meetings shall be vested in the Council of Librarians. The Council of Librarians may also meet upon the call of the Chairman, or upon petition of the majority of the members. The purpose of the meeting shall be stated in the call. In cases of emergency, at least three days' notice shall be given.

Section 3. Notice

Notice and agenda of each regular meeting of the Council of Librarians shall be in writing and transmitted at least ten (10) days prior to each meeting. In cases of emergency of at least three days' notice shall be given. The members, at their option, may in writing waive the requirements of notice for meetings.

Section 4. Quorum

At any regular meeting of the Council of Librarians, a simple majority of the total membership shall constitute a quorum .

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

The Council of Librarians shall establish standing committees, indicating their objectives and responsibilities.

Section 2. Ad Hoc Committees

The Council of Librarians shall authorize such ad hoc committees as it deems necessary.

Section 3. Ex Officio Committee Members

The Chairman shall serve as an ex officio member of all committees. System employees may serve as ex officio members of committees.

ARTICLE VIII: ADVISORY BOARD

Section 1. Representatives

There shall be an Advisory Board to the Council of Librarians made up of lay representatives for each jurisdiction. (Education Code Section 18747 (b)).

Section 2. Appointments

One Advisory Board member shall be appointed by the governing body of each jurisdiction. An alternate may be appointed (Education Code Section 18747 (b)).

Section 3. Term of Office

The term of any member of the Advisory Board shall be for two years, and each member shall serve no more than two consecutive terms. Staggered terms shall be

established by drawing of lots at the first meeting of the Advisory Board so that a simple majority of the members shall initially serve a two-year term, and the remainder initially a one-year term. (Education Code Section 18749)

Section 4. Qualifications

The appointing jurisdiction shall ensure that members of the Advisory Board are representative of the public-at-large and of the underserved residents in the system service area. (Education Code Section 18749)

Section 5. Duties

The duties of each system advisory board shall include, but are not limited to, the following:

a. Assisting the Council of Librarians in the development of the system plan of service.

b. Advising the Council of Librarians on the need for services and programs.

c. Assisting in the evaluation of the services provided by the system. (Education Code Section 18750)

Section 6. Library Employees

No library employees of a member jurisdiction shall serve on the Advisory Board.

Section 7. Meetings

The Advisory Board shall meet at least twice annually.

ARTICLE IX: SYSTEM STRUCTURE AND ORGANIZATION

Section 1. System Personnel

The System personnel shall consist of the System Coordinator and such other professional, clerical and operating staff as are stipulated in the Plan of Service. When a vacancy exists, the Chairman shall assume the duties usually assigned to the System Coordinator. System personnel shall be selected according to job description and recruitment announcements approved by the Council of Librarians. Appointment of personnel to positions shall be approved by the Council of Librarians.

Section 2. Personnel Manual

The Council of Librarians shall establish and maintain a personnel manual which shall contain a record of the policies concerning dismissal, resignation, salaries and benefits and such other personnel policies as the Council of Librarians shall deem necessary.

Section 3. Travel Expenses

The Council of Librarians shall establish and maintain a schedule of reimbursements for authorized travel expenses for the Council of Librarians, system personnel, and the Advisory Board members. The Council Chairman and members of the Council of Librarians may receive reimbursement for extraordinary expenses incurred in the fulfillment of System responsibilities at the discretion of the Council of Librarians.

Section 4. Inventory

An annual inventory of equipment under System jurisdiction shall be made available to the Council of Librarians by the Secretary.

Section 5. Ownership and Distribution

Any materials and equipment purchased for a member library with System funds shall remain the property of that library. System property shall be distributed on an equitable basis as determined and agreed to by the Council of Librarians. This determination shall be recorded in the minutes of the Council of Librarians.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Law

The Council of Librarians shall be governed in all its meetings by parliamentary law as contained in Robert's Rules of Order (current edition).

Section 2. Higher Authority

Should these By-Laws conflict with applicable laws of the member jurisdictions or the State of California, those of the higher authority shall prevail.

ARTICLE XI: AMENDMENTS

These By-Laws can be amended at any regular meeting of the System by a two-thirds vote of the total membership of the Council of Librarians, provided that the amendment has been submitted in writing to the members through the Secretary at least three weeks before the time to vote, and is a part of the call for the meeting.

Adopted by the Council of Librarians 4/20/79
Revised and Adopted by the Council of Librarians 3/18/88

SUSANVILLE LIBRARY DISTRICT
BOARD OF TRUSTEES

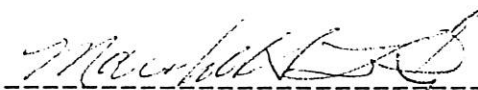
RESOLUTION AUTHORIZING PARTICIPATION
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WHEREAS, the Susanville Library District has been recently formed to replace the public library operated by the City of Susanville which library was formerly operated by Lassen County; and

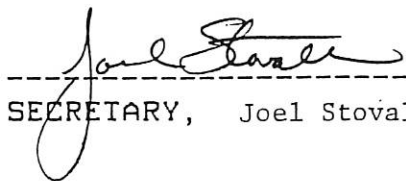
WHEREAS, the Plan of Service for such a cooperative library system is now operative, a copy of which is attached hereto and marked Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Susanville Library District, that the Library Manager of the Library District be, and is hereby authorized and directed to participate in the North State Cooperative Library System. The Plan of Service of said System is hereby incorporated by reference.



President, Marshall S. Leve, Jr.

ATTEST:



SECRETARY, Joel Stovall

EXHIBIT "A"

PUBLIC LIBRARY SERVICES ACT
PLAN OF SERVICE

PLAN OF SERVICE

1. SELECTION OF MATERIALS

Member libraries will retain the right to choose all materials for inclusion in their own collections. To avoid unnecessary duplication of titles within the System, and to enlarge the scope of materials added to the System as a whole, a degree of subject specialization will be encouraged as the System develops. At least 4000 new titles will be added each year to the total number of volumes in the System, through the usual individual purchases by member libraries and through System acquisitions.

System personnel will assist in the cooperative evaluation of current materials.

Continuing studies should be made to develop new and improved methods of coordinating book-selection.

The Selection Policy

It shall be the purpose of the book selection policy of this Cooperative Library System to represent the informational, educational and recreational aspects of public library service.

This policy re-affirms the importance of the freedom to read all points of view concerning the problems and issues of our times.

It has as its goal a library collection comprised of materials serving community purposes and needs, while providing a balanced and enriched collection on a System-wide basis.

2. ACQUISITION OF MATERIALS

The acquisition of books by member libraries will continue through processing services in accordance with individual arrangements.

Acquisition of non-book library materials will be promoted and coordinated in so far as this is possible.

3. ORGANIZATION AND PHYSICAL PREPARATION OF MATERIALS

The organization and physical preparation of books will be coordinated through access to processing services. Members of the System not now utilizing a processing service will be encouraged to join.

The handling of non-book materials will be reviewed periodically and the System will provide guide lines for processing as needed.

4. LENDING OF MATERIALS

Lending of materials will be permitted freely throughout the System subject always to the rules and regulations of the member libraries. While each member library may continue its current lending policies and procedures, such continuation in no way precludes the investigation and possible adoption of uniform procedures throughout the System, should such procedures be found advantageous to both patrons and member libraries.

Materials borrowed from any one service outlet (Main library, branch, station, bookmobile) may be returned to any other service outlet in the System.

5. REFERENCE AND RESEARCH SERVICE

It is anticipated that the System will provide strong reference centers which will coordinate reference services throughout the System.

At the same time the reference collections of all the member libraries will be strengthened and maintained.

To implement an improved and enlarged reference service program, through collection evaluation and in-service training, specialized System personnel will be employed as funds are available.

System members will be encouraged to channel through the Reference Centers those questions for which they do not have available information. Said Reference Centers will in turn, forward any unfilled requests to the California State Library or other appropriate regional and national sources.

6. INTERAVAILABILITY OF MATERIALS AND INFORMATION

Member libraries may ascertain specific holdings of other member libraries through union lists, current and retrospective, of periodicals and newspapers. As funds become available, teleservice will provide rapid access to the other print and non-print holdings of member libraries, as well as the holdings of the California State Library and those in the California Union Catalog.

Materials & information will be transferred from one service outlet to another by the most appropriate means, eg.: teletype, telephone, mail, and delivery service. Materials and information contained in any one service outlet will be available on the same basis to all library users in the area served by the System.

7. EQUAL ACCESS

All services of each library in the System are available on the same basis to all residents of the area served by the System, in accordance with the definition of "equal access" as defined in the provisions of the Administrative Code, Title-5, Chapter 2, Article-4, Section 20200(c).

8. EXTENSION SERVICES

Recognizing the need for re-assessment of current extension service throughout the System, the Council of Librarians will, over a period of time, make recommendations concerning extension service standards suitable for and applicable to the improvement and enrichment of System extension outlets.

9. MAJOR LIBRARIES

Sacramento City/County Library, California State Library
Until more formal arrangements are found to be necessary, current Interlibrary loan procedures will be followed. Teleservice communications will be established between these libraries and the larger System libraries, as funds permit.

10. AREA-WIDE PROJECTS

Any services which may be planned for the entire area which is in part served by this System, will be welcomed by the System. Participation by member libraries in processing services and a Film Circuit is expected to continue.

It is anticipated that the System will access the bibliographic data base and any other applicable automated services as they become available.

11. COORDINATION OF SYSTEMS

It is anticipated that this System will be interested in cooperation with other existing or developing library systems, as envisaged in the development of public libraries in the State of California.

12. SYSTEM-WIDE SERVICES

a/b. Depository Collections of U.S. Government and California State Publications

Use of Federal and State Documents will be encouraged through access to the depository collections within the System area.

c. Film Collection or Circuit

Member libraries will be encouraged to maintain individual membership in a Film Circuit, and as funds permit the System will maintain and develop film collections.

j. Other special collections

As funds permit, the System will add pooled or rotating collections such as art books, large type books, or materials in other areas needed by the System members.

k. Copying equipment

Suitable copying equipment will be provided and utilized throughout the System as funds are available.

1. Microphotography and Microreproduction

Acquisition and use of microfilm readers, reader-printers and other microphotographic or microreproductive equipment will be acquired as funds permit.

m. Other special equipment

Other special equipment will be provided as funds permit, such as film projectors, other A-V equipment, poster machine, etc.

n. In-Service Training

The most important program proposed for the System beyond the conventional System services, is an in-service training program in-depth to increase the efficiency and knowledge of both professional and non-professional staff, particularly in reference service and work with children.

p. Newspaper Publicity

It is expected that an active program of public information service will be pursued including newspaper publicity issued by the local libraries.

Local libraries will determine what publicity is to be released within the areas of their own jurisdictions.

u. Story Hours and other children's programs

As funds permit and System personnel are available the program of activities for children will be intensified and expanded.

→ 14. LEGAL STRUCTURE

a. The System will be established under the Public Library Services Act, 1963, Chapter 1.5, Division 20, Education Code of the State of California.

b. When public agencies have by reference incorporated this Plan of Service in resolutions approved by their respective city councils or county boards of supervisors, the said resolutions shall constitute agreement by the said public agencies to put this Plan of Service into effect by the creation of a cooperative library system.

c. Any participating public agency may withdraw from membership in the System by resolution of its governing body be it city council or county board of supervisors. Notice of withdrawal of any member of the System will be given in writing to the executive committee of the System on or before February 1, of the current fiscal year.

d. The city or county government of one of the member libraries shall act as fiscal agent on behalf of the System, and shall contract with the State of California for the receipt, disbursement and accounting of all funds allocated for System use.

e. Additional public agencies may join the System provided such agencies qualify for membership under the Public Library Services Act cited above, and are approved for membership by the executive committee; and, provided such agencies have by reference incorporated the Plan of Service in resolutions approved by their respective city councils or county boards of supervisors.

f. The Council of Librarians will be the executive committee for the System and will be composed of the head librarian of each public agency in the System. The executive committee shall plan, and through the system coordinator, administer the program stipulated by this Plan of Service.

15. STAFFING

The Council of Librarians may employ such professional and clerical staff as needed to implement the services and programs as outlined in this Plan of Service.

16. PHYSICAL FACILITIES

Appropriate space and equipment shall be provided for the staff and for any System services.

The California State Library has cataloged this publication as follows:

California. State Library; Sacramento...
Geographic plan for California public library systems approved under the Public library services act. Sacramento, 1972.
9 p. maps.

"Related documents": p. 9.

1. Library-cooperation--California. I. Title.

2678.C3..

021.64

*L575 G3

*Classification number for libraries using California State Library's classification scheme for California State publications. ..

TO: Stuart Compton, Administrative Librarian, Simpson College

FR: Jim Kirks, System Administrator

DATE: May 19, 1997

RE: MEMBERSHIP AFFILIATION WITH NORTH STATE COOPERATIVE LIBRARY
SYSTEM (NSCLS)

NSCLS is very open to library networks that include all types of libraries. In the past the following information has been made available to interested libraries:

1. A library needs to apply for participation in the California Library Services Act (CLSA) programs. Information and forms are available from the CLSA program office at the California State Library.
2. A library needs to be a non-profit corporation or publicly funded entity.
3. A library needs to participate in resource sharing projects such as CULP (California Union List of Periodicals), North State Cooperative Catalog, etc. This promotes resource sharing.
4. NSCLS does not have an annual membership fee. However, NSCLS Council of Librarians voted that libraries pool CLSA Transaction Based Reimbursements with the System.
5. A library not located in a member library would need to pay the average cost of a delivery stop for delivery service. Currently this is \$15.00 per stop. If the volume of activity would not justify a dedicated delivery stop and a nearby library would share its stop, this cost could be avoided.
6. The Program and Services Committee would need to review a library's request to affiliate with NSCLS.
7. If the Program and Services Committee is satisfied that the affiliation would be mutually beneficial, the Council of Librarians would need to vote on the affiliation based on the Committee's recommendation.

Typical conditions for affiliation could be:

- a. The Library shall pool ILL reimbursements with NSCLS according to the policy adopted by the Council of Librarians for member and affiliate libraries.
- b. The library staff will submit request for materials in conformance with the NSCLS Policies and Procedures Manual for ILL, IIR, Listen-In and Videos.

c. NSCLS libraries shall not censor requests submitted by the affiliate. However, the System recognizes the right of the affiliate to restrict patrons and staff from submitting requests for materials in subject areas deemed inappropriate by affiliate authorities.

d. The affiliate will reimburse the lending library for any materials damaged or lost in accordance with the National Interlibrary Loan Code and NSCLS Policies and Procedures Manual.

e. The affiliate will provide a line item in its budget for funding the reimbursement to the lending library for any materials damaged or lost.

f. The affiliate will grant the Head Librarian staff time and expenses to attend NSCLS meetings and workshops in accordance with Education Code, Section 18747.

g. The affiliate will pay \$15.00 per delivery stop or current average cost of a NSCLS delivery stop, a minimum of one stop per week. This applies if the library is not sharing a delivery stop within a member public library.

h. The affiliate will participate in resource sharing projects and have computer and microform reader/printer equipment to utilize cooperative catalogs and data bases.

cc: Program and Service Com. Chair, and Council of Librarians, Chair

WIN WP: members.hip



October 1, 1998

Jim Kirks
System Administrator
North State Cooperative Library System
259 North Villa Avenue
Willows, CA 95988

Dear Mr. Kirks:

I am writing in behalf of the Simpson College library to seek membership in North State Cooperative Library System as an academic affiliate. At its February 17, 1998 meeting, the Simpson College Learning Resources Committee recommended affiliation with North State. The Academic Council approved the recommendation March 3, 1998.

I offer the following responses to the affiliation requirements and conditions outlined in your May 19, 1997 memorandum addressed to Stuart Compton, former Simpson College Administrative Librarian.

1. In March Simpson College applied for participation in the California Library Services Act statewide interlibrary loan program. Our participation became effective September 1, 1998.
2. Simpson College is a non-profit corporation.
3. Simpson College intends to participate in resource sharing projects.
4. Simpson College will pass on CLSA transaction-based reimbursements to NSCLS.
5. Until May 1, 1999 Simpson College requests the option of sharing a delivery stop with either the Shasta College or Shasta County Library. When the budget for the current fiscal year was prepared, participation in NSCLS was not anticipated.
6. We understand that our application will be reviewed by the NSCLS Program and Services Committee and voted upon by the Council of Librarians.
7. Simpson College will comply with the typical membership conditions:
 - a. Pooling CLSA ILL reimbursements with NSCLS
 - b. Submitting ILL requests in conformance with NSCLS policies and procedures
 - c. Not censoring request submitted by NSCLS affiliates



- d. Reimbursing lending libraries for any materials damaged or lost in accordance with the National Interlibrary Loan Code and NSCLS Policies and Procedures Manual
- e. Providing a line item in its budget for funding the reimbursement to the lending library for any materials damaged or lost
- f. Granting the Director of Library Services time and expenses to attend NSCLS meetings and workshops in accordance with Education Code, Section 18747
- g. Paying \$15.00 per delivery stop or current average cost of a NSCLS delivery stop, a minimum of one stop per week—after May 1, 1999
- h. Participating in resource sharing projects and having the computer and microform reader/printer equipment needed to utilize cooperative catalogs and databases.

Thank you for considering our application.

Sincerely,

Larry L. Haight
Director of Library Services