

NSCLS COUNCIL OF LIBRARIANS

WebEx Virtual Meeting AGENDA

February 4, 2011
9:00 am – 11:00 am

To join the WebEx online meeting:

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=164964137&UID=489649202&RT=MiM0>
2. Enter your name and email address
3. Click "join"

To join the audio conference:

Call-in toll-free number (US/Canada): 1-866-699-3239
Call-in toll number (US/Canada): 1-408-792-6300

Access code: 573 815 606

Call to order: Cheryl Baker, Chair

1. Roll Call
2. Introductions: Council Members and State Library Staff
3. Public invited to address the Council
- ACTION 4. Approval of Agenda**
- ACTION 5. Approval of Minutes of December 2, 2010 meeting**
- ACTION 6. Consent Calendar**
 - A. Financial Statement ending December 31, 2010**
 - B. CalPERS Tax Defer Member Paid Contributions Resolution**
- 7. CLSA Funding Discussion – Cheryl Baker/Annette Milliron**
- 8. Executive Director's Report – Annette Milliron and Participants**
 - A. Koha ILS Open Source Open Library Project
 - B. Job Accelerator Database
 - C. OverDrive NLS Shared Collection
- 9. Membership Fees for FY 2011/12** Can be found on the 2nd page of agenda item #7
10. Announcements (if time is available): Council Members
11. Adjournment

NEXT MEETING: NorthNet Library System Council - February 11, 2011 @ 9:30 am
Woodland Community Center, 2001 East Street, Woodland, CA
WebEx participation will not be provided

Bold indicates document included in meeting packet

Support materials for agenda available for review at NSCLS Headquarters Office
and Website http://www.northnetlibs.org/NSCLS_Meetings

Ralph M. Brown Act

Section 54953

Meetings to be public; attendance by phone

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

Teleconference Meeting Locations

- NLS Headquarters 55 E Street Santa Rosa, Ca
- Butte County Library 1820 Mitchell Ave. Oroville, Ca
- Del Norte County Library District 190 Price Mall Crescent City, Ca
- Humboldt County Library 1313 Third St. Eureka, Ca
- Lassen Library District 1618 Main Street Susanville, Ca
- Modoc County Library 212 W. 3rd St. Alturas, Ca
- Orland Free Library 333 Mill St. Orland, Ca
- Plumas County Library 445 Jackson St. Quincy, Ca
- Shasta Public Libraries 1100 Parkview Ave. Redding, Ca
- Siskiyou County Library 719 4th St. Yreka, Ca
- Tehama County Library 645 Madison St. Red Bluff, Ca
- Trinity County Library 211 N. Main St. Weaverville, Ca
- Willows Public Library 201 N. Lassen St. Willows, Ca
- Butte College Library 3536 Butte Campus Dr. Oroville, Ca
- CSU Chico Library 400 West First St. Chico, Ca
- College of the Redwoods Library 7351 Tompkins Hill Rd. Eureka, Ca
- Lassen College Library 478-200 Hwy 139 N. Susanville, Ca
- Shasta College Library 11555 Old Oregon Trail Redding, Ca
- Simpson University Library 2211 College View Dr. Redding, Ca

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

CONSENT CALENDAR
February 4, 2011

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2010/2011. Period ending December 31, 2010
- B. Resolution to Tax Defer Members Paid Contributions – IRC 313(h)(2) Employer Pick Up

North State Cooperative Library System
 General Ledger
 For the Six Months Ending December 31, 2010

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------------|--------------|-----------------|-------------|-------------|---------------|
| Revenues | | | | | |
| 1700-Interest Earned | \$ 2,000.00 | \$ 155.88 | 1,844.12 | 92.21 | \$ 0.00 |
| 2563-CLSA TBR-ILL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4102-Don/Reimb | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4109-Outdated/Cancelled Warran | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Total Revenues | 2,000.00 | 155.88 | 1,844.12 | 92.21 | 0.00 |
| | | | | | |
| 2803-LSTA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Total LSTA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| 4645-Trust to General Fund | 55,108.00 | 0.00 | 55,108.00 | 100.00 | 0.00 |
| | | | | | |
| Total Trust to General Fund | 55,108.00 | 0.00 | 55,108.00 | 100.00 | 0.00 |
| | | | | | |
| Grand Total Revenues | \$ 57,108.00 | \$ 155.88 | 56,952.12 | 99.73 | \$ 0.00 |

North State Cooperative Library System
General Ledger
For the Six Months Ending December 31, 2010

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|-----------------------------|------------|-----------------|-------------|-------------|---------------|
| Salaries & Benefits | | | | | |
| 5911-Extra Help | \$ 0.00 | \$ 0.00 | 0.00 | 0.00 | \$ 0.00 |
| 5922-FICA Retirement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5924-Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5930-Health Insurance | 20,400.00 | 10,768.59 | 9,631.41 | 47.21 | 1,608.99 |
| 5940-Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Salaries & Benefits | 20,400.00 | 10,768.59 | 9,631.41 | 47.21 | 1,608.99 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

North State Cooperative Library System
General Ledger
For the Six Months Ending December 31, 2010

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------------|--------------|-----------------|-------------|-------------|---------------|
| Services & Supplies | | | | | |
| 6040-Communications | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6140-Maint. of Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6280-Memberships | 3,416.00 | 0.00 | 3,416.00 | 100.00 | 0.00 |
| 6400-Office Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410-Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6415-Prof. Literature | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6461-ChildBks & Puppets/DBs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6500-Other Prof Services | 2,000.00 | 0.00 | 2,000.00 | 100.00 | 0.00 |
| 6517-OCCLC ILL/Catalog Access | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6521-Fiscal Agent Fee | 2,349.00 | 0.00 | 2,349.00 | 100.00 | 0.00 |
| 6540-Contract Services | 28,943.00 | 0.00 | 28,943.00 | 100.00 | 0.00 |
| 6800-Duplicating / Photocopies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7000-Special Dept. Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7120-Workshps/Prof Literature | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7302-Conference & Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7303-Private Car Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Services & Supplies | 36,708.00 | 0.00 | 36,708.00 | 100.00 | 0.00 |
| Fixed Assets | | | | | |
| 8620-Undesignated reserve fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8640-Operational Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Grand Total Expenditures | \$ 57,108.00 | \$ 10,768.59 | 46,339.41 | 81.14 | \$ 1,608.99 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

North State Cooperative Library System
General Ledger
For the Six Months Ending December 31, 2010

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------|------------------|-----------------------|------------------|----------------|----------------------|
| Grand Total Expenditures | <u>57,108.00</u> | <u>10,768.59</u> | <u>46,339.41</u> | <u>81.14</u> | <u>1,608.99</u> |
| Grand Total Revenues | <u>57,108.00</u> | <u>155.88</u> | <u>56,952.12</u> | <u>(99.73)</u> | <u>0.00</u> |
| Difference | \$ <u>0.00</u> | \$ <u>(10,612.71)</u> | <u>10,612.71</u> | | \$ <u>(1,608.99)</u> |
| Net Change in Journals | \$ <u>0.00</u> | \$ <u>(10,612.71)</u> | <u>10,612.71</u> | | \$ <u>(1,608.99)</u> |

NORTH STATE COOPERATIVE LIBRARY SYSTEM

55 E Street, Santa Rosa, CA 95404-4728, VOICE: 707-544-0142 FAX: 707-544-8411

Resolution Number: 2011-01

Dated: February 4, 2011

RESOLUTION TO TAX DEFER MEMBER PAID CONTRIBUTIONS – IRC 414(h)(2) EMPLOYER PICK-UP

WHEREAS, the governing body of the North State Cooperative Library System has the authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the North State Cooperative Library System has determined that even though the implementation of the provisions of section 414(h)(2) IRC is not required by law, the tax benefit offered by section(h)(2) IRC should be provided to all employees who are members of the California Public Employees’ Retirement System;

NOW, THEREFORE, BE IT RESOLVED:

- I. That the North State Cooperative Library System will implement the provisions of section 414(h)(2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20691 to the California Public Employees’ Retirement System. “Employee contributions” shall mean those contributions to the Public Employees’ Retirement System which are deducted from the salary of employees and are credited to individual employee’s accounts pursuant to California Government Code section 20691.

- II. That the contributions made by the North State Cooperative Library System to the California Public Employee’ Retirement System, although designated as employee contributions, are being paid by the North State Cooperative Library System in lieu of contributions by the employee how are members of the California Public Employees’ Retirement System.

- III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the North State Cooperative Library System to the California Public Employees’ Retirement System.

- IV. That the North State Cooperative Library System shall pay to the California Public Employees’ Retirement System the contributions designated as employee contributions from the same source funds as used in paying salary.

- V. That the amount of the contributions designated as employee contributions and paid by the North State Cooperative Library System to the California Public Employees’ Retirement System on behalf of an employee shall be the entire contribution required of the employee by the California Public Employees’ Retirement Law (California Government Code Sections 20000, et seq.).

- VI. That the contributions designated as employee contributions made by the North State Cooperative Library System to the California Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the California Public Employees' Retirement System.

PASSED AND ADOPTED by the governing body of the North State Cooperative Library System this day of February 4, 2011.

By:

Signature _____

Cheryl Davis Baker, Chair
NSCLS Council of Librarians

Signature _____

Annette Milliron DeBacker
Secretary/Clerk of the Board

RETURN ADDRESS:

North State Cooperative Library System
55 E Street
Santa Rosa, CA 95404

FOR CALPERS USE ONLY

RESOLUTION TO TAX DEFER MEMBER PAID CONTRIBUTIONS – IRC 414(h)(2)

Approved by: _____

Title: _____

North State Region **Analysis of CLSA Service Cuts**

Formula for assigning costs for products and services

| | Population | % of Total | Budget 2009/10 | % of Total | Average % |
|---------------------|-------------------|-------------------|---------------------------|-------------------|------------------|
| Butte County | 220,407 | 28% | 2,440,423 | 23.94% | 26% |
| Del Norte County | 29,147 | 4% | 182,668 | 1.79% | 3% |
| Humboldt County | 132,821 | 17% | 2,374,251 | 23.29% | 20% |
| Lassen Library | 35,757 | 5% | 115,454 | 1.13% | 3% |
| Modoc County | 9,702 | 1% | 320,000 | 3.14% | 2% |
| Orland Free Library | 15,023 | 2% | 275,918 | 2.71% | 2% |
| Plumas County Lib | 24,297 | 3% | 558,769 | 5.48% | 4% |
| Shasta Public Librs | 182,236 | 23% | 1,896,828 | 18.61% | 21% |
| Siskiyou County Lib | 45,971 | 6% | 961,867 | 9.44% | 8% |
| Tehama County | 62,419 | 8% | 525,659 | 5.16% | 7% |
| Trinity County | 13,966 | 2% | 295,566 | 2.90% | 2% |
| Willows Public | 14,172 | 2% | 245,691 | 2.41% | 2% |
| Total | 785,918 | 1.00 | 10,193,094 | 1.00 | 1.00 |

Funding Reduction

| | TBR 9/10 | PLF-Est 10/11 | Total | % of Budget* |
|---------------------|-----------------|----------------------|--------------|-------------------------|
| Butte County | 3,347 | 74,161 | 77,508 | 3.2% |
| Del Norte County | 751 | 9,923 | 10,674 | 5.8% |
| Humboldt County | 3,631 | 44,610 | 48,241 | 2.0% |
| Lassen Library | 0 | 12,002 | 12,002 | 10.4% |
| Modoc County | 2,025 | 3,270 | 5,295 | 1.7% |
| Orland Free Library | 2,929 | 5,088 | 8,017 | 2.9% |
| Plumas County Lib | 1,932 | 7,936 | 9,868 | 1.8% |
| Shasta Public Librs | 3,192 | 61,614 | 64,806 | 3.4% |
| Siskiyou County Lib | 1,043 | 15,386 | 16,429 | 1.7% |
| Tehama County | 959 | 21,101 | 22,060 | 4.2% |
| Trinity County | 458 | 4,648 | 5,106 | 1.7% |
| Willows Public | 1,761 | 4,755 | 6,516 | 2.7% |

| | | | | |
|-------|--------|---------|---------|--|
| Total | 22,028 | 264,494 | 286,522 | |
|-------|--------|---------|---------|--|

CLSA Costs per Lib Admin is the amount contributed from reserves in lieu of dues

| | <i>Member Admin **</i> | <i>CLSA Admin</i> | <i>Est. 10/11 Postage</i> | <i>OCLC Cat</i> | <i>OCLC ILL ***</i> | <i>OCLC Access</i> | <i>Databases</i> | <i>Reference</i> | <i>Total</i> |
|---------------------|------------------------|-------------------|---------------------------|-----------------|---------------------|--------------------|------------------|------------------|--------------|
| Butte County | 7,798 | 11,991 | 3,033 | 4,882 | 4,138 | 3,242 | 13,195 | 1,404 | 49,683 |
| Del Norte County | 825 | 1,586 | 1,652 | 1,055 | 1,619 | 1,477 | 1,396 | 1,404 | 11,014 |
| Humboldt County | 6,029 | 7,226 | 3,978 | 4,882 | 1,607 | 262 | 10,202 | 1,404 | 35,589 |
| Lassen Library | 852 | 1,945 | 1,405 | 1,073 | 1,960 | 741 | 1,442 | 1,404 | 10,823 |
| Modoc County | 656 | 528 | 2,835 | 584 | 1,103 | 199 | 1,110 | 1,404 | 8,419 |
| Orland Free Library | 693 | 817 | 1,768 | 3,751 | 1,025 | 73 | 1,172 | 1,404 | 10,703 |
| Plumas County Lib | 1,286 | 1,322 | 2,393 | 3,751 | 1,082 | 74 | 2,176 | 1,404 | 13,488 |
| Shasta Public Librs | 6,269 | 9,915 | 5,257 | 3,751 | 1,386 | 1,929 | 10,609 | 1,404 | 40,519 |
| Siskiyou County Lib | 2,293 | 2,501 | 832 | 4,889 | 305 | 135 | 3,880 | 1,404 | 16,239 |
| Tehama County | 1,965 | 3,396 | 1,794 | 1,595 | 708 | 353 | 3,325 | 1,404 | 14,540 |
| Trinity County | 702 | 760 | 1,866 | 1,878 | 601 | 177 | 1,187 | 1,404 | 8,574 |
| Willows Public | 632 | 771 | 1,804 | 1,957 | 716 | 270 | 1,069 | 1,404 | 8,624 |
| Total | 30,000 | 42,758 | 28,617 | 34,048 | 16,249 | 8,930 | 50,763 | 16,849 | 228,215 |

| LSTA Project Renewal Costs March 2012 | | | | |
|--|-----------------|------------------|------------------------|--------------|
| OverDrive 2011/12 | | | | |
| | <i>Platform</i> | <i>Materials</i> | <i>EzProxy hosting</i> | <i>Total</i> |
| Del Norte County | 201 | 467 | | 668 |
| Humboldt County | 861 | 1,276 | | 2,137 |
| Lassen Library | 90 | 347 | 50 | 487 |
| Modoc County | 106 | 264 | 50 | 420 |
| Orland Free Library | 78 | 334 | | 412 |
| Plumas County Lib | 158 | 420 | | 578 |
| Siskiyou County Lib | 633 | 1,031 | 50 | 1,714 |
| Tehama County | 438 | 821 | 50 | 1,309 |
| Trinity County | 147 | 409 | | 556 |
| Willows Public | 203 | 468 | | 671 |
| Total | 2,915 | 5,837 | 200 | 8,952 |

| Job Accelerator | |
|------------------------|-------|
| Butte | 980 |
| Del Norte | 131 |
| Humboldt | 590 |
| Lassen | 159 |
| Modoc | 43 |
| Orland | 67 |
| Plumas | 108 |
| Shasta | 810 |
| Siskiyou | 204 |
| Tehama | 426 |
| Trinity | 62 |
| Willows | 63 |
| Total | 3,643 |

| CSLA Databases 2010/11 costs | |
|---------------------------------|--------|
| Gale Ref Gold | 24,709 |
| Test & Educ | 13,689 |
| Chilton | 11,165 |
| hosting fee | 1,200 |
| Total | 50,763 |

* Doesn't include Admin taken from Reserves

** Taken from Reserves

*** Dependent on State paying for FirstSearch ~ \$25,000 for all libraries in system

NORTH STATE COOPERATIVE LIBRARY SYSTEM COUNTY GENERAL LEDGER RECONCILIATION

DECEMBER 2010 - No Monthly Activity

Revenue

| | | |
|----------------------------------|--------------|-----|
| Year to Date Revenue (PeachTree) | \$156 | |
| | | |
| TOTAL NSCLS Revenue | <u>\$156</u> | |
| Year to Date County Revenue | \$156 | \$0 |
| | | |
| TOTAL COUNTY Revenue | <u>\$156</u> | |

Expenses

| | | |
|-----------------------------------|-----------------|-----|
| Year to Date Expenses (PeachTree) | \$10,769 | |
| | | |
| TOTAL NSCLS Expenses | <u>\$10,769</u> | |
| Year to Date County Expenses | \$10,769 | \$0 |
| | | |
| TOTAL COUNTY Expenses | <u>\$10,769</u> | |

CASH WITH COUNTY RECONCILIATION

NSCLS CASH

| | | |
|----------------------------------|-----------------|-----|
| Unreserved Cash | \$79,849 | |
| Year to Date Revenue | \$156 | |
| Year to Date Expenses | (\$10,769) | |
| Subtotal - Unreserved Cash | <u>\$69,236</u> | |
| Reserves | | |
| Reserved for Retirement Benefits | | |
| Reserved for Future Commitments | | |
| Subtotal - Reserved Cash | <u>\$0</u> | |
| TOTAL CASH WITH COUNTY | <u>\$69,236</u> | \$0 |

COUNTY CASH

| | | |
|----------------------------|-----------------|--|
| County Ending Cash Balance | \$69,236 | |
| Pending Deposit Correction | \$0 | |
| Less Accrued Expenses | <u>\$0</u> | |
| TOTAL CASH WITH COUNTY | <u>\$69,236</u> | |

North State Obligations

| | 2010/11 | 2011/12 | 2012/13 | 2013/14 | Total |
|--|-----------|----------|----------|---------|----------|
| Retiree Health Insurance | \$20,423 | \$14,023 | \$10,517 | \$8,630 | \$53,593 |
| obligation continues 3 more years | | | | | |
| PERS Side Fund (13 retirees) | \$6,599 * | \$16,131 | ?? | ?? | |
| 13 retirees and 6 transferred obligation is ongoing unless contract is terminated or transferred | | | | | |
| Audit | \$2,000 | | | | |
| County Fiscal Agent Fee | \$2,349 | | | | |
| NLS Membership | \$3,416 | | | | |
| NLS Administration Contribution | \$28,943 | | | | |

Total: \$57,131

| | | | | | |
|-----------------------|----------|--|--|--|--|
| Reserves | \$79,849 | | | | |
| Projected use 2010/11 | \$57,131 | | | | |

Remaining Reserves: \$22,718

* paid from CLSA Com & Del funds

NSCLS COUNCIL MEETING
February 4, 2011
Executive Director's Report

AGENDA ITEM #6 CONSENT CALENDAR

- A. The statement of expenditure and revenue for December 31, 2010 is in the packet.

- B. CalPERS cannot locate, nor can we, the resolution that authorizes retirement contributions to be pre-tax contributions. When retired, the contribution and the interest earned are then taxed upon distribution. CalPERS must have the resolution document on file even though there are no active employees.

AGENDA ITEM #7 CLSA DISCUSSION

A very detailed analysis of CLSA financial issues is included in the packet. Page 1 is an overview of how many dollars are potentially lost if the Governor's budget is adopted without restoration of CLSA and PLF. We did not include literacy funding in the analysis. On page 2 is an overview of what it would cost to continue the programs currently funded by CLSA. The cost per library is determined by using an average percent of population and budget ranking. Page 3 notes the cost of the individual databases and the footnote explanations.

Also included in the packet is a sheet that outlines the ongoing retiree obligations of NSCLS. The reserves are not adequate to cover the expenses. Medical insurance payments would be covered for 2 more years rather than 3 as anticipated. Also there was no consideration given to the possibility that PERS would seek additional compensation for the down turn in the market through the side fund in the inactive contract pool. The only way to end this obligation to either terminate the contract and pay off any amount owed to make the contract "whole" or to have some other agency (State Library) absorb the contract and obligation. There a lot of details to discuss at the meeting.

AGENDA ITEM #9 MEMBERSHIP FEES FOR 2011/12

In the packet on page 2 of the document is estimate of the membership fee using population and budget as factors in a formula. It is difficult to know what the outcome will be on the State budget, but without CLSA the cost of maintaining some level of reduced level administration is shown for each library.