

NSCLS COUNCIL OF LIBRARIANS AGENDA

December 2, 2010
WebEx Virtual Meeting
9:00 AM – 11:00 AM

To join the WebEx meeting:

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=160559942&UID=0&RT=MiMO>
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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 September 2nd, 2010 meeting

ACTION 6. Consent Calendar

A. Financial Statement ending October 31, 2010

7. 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

ACTION 8. LSTA Opportunities – Annette Milliron

- A. System LSTA Project
- B. ILL Direct to Patron Pilot Project Proposal
- C. Other LSTA Proposals

ACTION 9. CLSA Funds Allocation for 2011/12

ACTION 10. Membership Fees for 2011/12

11. Announcements (if time is available): Council Members
12. Adjournment

Bold indicates document included

Support materials for agenda available for review at NSCLS Headquarters Office and website

http://www.northnetlibs.org/NSCLS_Meetings

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
September 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 9:05 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	Elizabeth Kelley for Jan Erikson
X		Siskiyou County Library	Lisa Musgrove
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Vacant
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		State Library Representative	Gerry Maginnity
X		SAB Representative	Carol Sharp
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector
X		NSCLS System Headquarters – Admin. Asst.	Kelli Logasa

2. INTRODUCTIONS

Cheryl Baker welcomed everyone to the meeting.

3. PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were in attendance.

4. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Margaret Miles and seconded by Oresta Esquibel. The Motion passed unanimously.

5. APPROVAL OF MINUTES – AUGUST 3, 2010

Margaret Miles requested that under **8. REVIEW OF CLSA FUNDS AVAILABLE FOR USE WITHIN THE PLAN OF SERVICE FOR NORTH STATE REGION**, the second sentence of the second paragraph reads "Ms. Milliron reported that the past chair and current vice chair of NSCLS plus 1 at-large representative serve on the NLS Steering Committee." be changed to read "Ms. Milliron reported that the current chair and vice chair of NSCLS plus 1 at-large representative serve on the NLS Steering Committee. It was further explained that NSCLS has four representatives this year and next year as Margaret Miles is the current vice-president of NLS."

Jeff Hawkins requested that under **8. REVIEW OF CLSA FUNDS AVAILABLE FOR USE WITHIN THE PLAN OF SERVICE FOR NORTH STATE REGION**, the last sentence in the second paragraph states "Margaret Miles is the serving..." be changed to read "Margaret Miles is serving..."

A Motion to approve the August 3, 2010 Council meeting minutes as corrected was moved by Jody Meza and seconded by Caryn Brown. The Motion passed unanimously.

6. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING JULY 31, 2010

Ms. Milliron noted that no revenues have been collected by North State as of yet so any expenses currently will come out of reserves. Ms. Milliron reported that she will hold off on moving the money out of reserves until mid-year in hopes of earning some interest. She reported that North State's only expenses so far have been the retirees' health insurance payments. Ms. Baker asked the Council if they had any questions for Ms. Milliron regarding the financial statement. There were none. A Motion to approve the Consent Calendar was moved by Jeff Hawkins and seconded by Margaret Miles. The Motion passed unanimously.

7. LSTA UPDATE

A. KOHA ILS OPEN SOURCE OPEN LIBRARY PROJECT

Ms. Milliron provided the Council with background on the project. PLS approached NBCLS and MCLS about creating a consortium to look into using OpenSource as an ILS system for its members. As some of the system's ILS systems were near the end of their life cycles, PLS, NBCLS and MCLS contributed money to form the OpenSource Open Libraries (OSOL) consortium and applied for a LSTA grant. The first year of the grant was to make the member libraries more aware of the OpenSource product. The second year of the grant was funding and installing an Open Source system within each mega-system. Ms. Milliron reported that three North State region libraries agreed to join a shared Koha ILS system; Plumas, Trinity, and Del Norte Counties. She noted that in order to make the joint shared catalog system work, the software needs to have a little more development. The State Library has stated that they might have a little LSTA money for this development so NLS or the OSOL consortium will need to put together a proposal once the State Budget is passed to seek that extra funding. The three libraries have not migrated to Koha as of yet as they are currently working on the operational preferences. Margaret Miles, Oresta Esquibel and Linda Kaufmann have met several times to go through the 45-page global system preferences document. Ms. Miles reported that the project has been going well. The target date for Plumas County Library to migrate is December 2010.

Details of the Koha system were discussed. Ms. Milliron reported that Bywater Solutions is going to host the catalog and that the cost per year to do so is going to save the 3 libraries almost \$26,000. She noted that this is a significant drop in what the three libraries are currently paying for their ILS' support services. Lori Ayre is the consultant on this project and her opinion, after assessing all the companies that provide support, was that Bywater is reasonably priced and has the skills and expertise that the three libraries need. Ms. Milliron noted that currently there are 9 libraries in NSCLS that use TLC. Over a year ago, Ms. Milliron relayed to the TLC representative that many libraries do not have an IT Department and having a shared system that could be hosted off-site would be a blessing. TLC never got back to her. Discussion ensued.

B. JOB ACCELERATOR DATABASE

Ms. Milliron explained that the Job Accelerator database was purchased by NLS with State grant monies. Two on-ground training sessions for using the Job Accelerator database were held this past week; Monday in Redding and Tuesday in Lincoln. Many libraries felt the online training/tutorials were sufficient and did not attend the trainings. Over 60% of the NLS libraries have the database up and running. Ms. Milliron noted that the first 5 libraries that were connected to the database were community colleges and thought it was a positive thing that we were able to include the academic libraries in the database license. Many of the college career counselors attended the training. Caryn Brown reported that she sent 3 staff members to the training in Redding and gave it high marks. The database is already on Tehama County's website and available for public use. Ms. Brown noted that she spoke with Learning Express about password protecting the database as currently anyone can access it. Learning Express told her that if she had a password program, she could run it but that they weren't interested in pursuing that at this time. Jeff Hawkins stated that he was under the impression that when he sent Learning Express the information they requested (IP address and library card numbers), it was so a library card would be required to access the database. He noted that he isn't sure why they would need this information if a library card is not needed. Ms. Brown stated that this was her understanding as well. Ms. Milliron noted that SJVLS and Serra System also went with Learning Express so they might be so busy setting up accounts and getting everyone connected that they're not worried about setting up password protection right now. Discussion ensued.

C. OVERDRIVE NLS SHARED COLLECTION

Ms. Milliron reported that NLS is about to get started with the Overdrive project. She noted that she hasn't heard from a few libraries in North State and she will contact them individually to see if they wish to participate. Out of the 41 public libraries in NLS, over half have responded and are very eager to participate. Five NLS libraries, Yolo, Sonoma, Sacramento, Butte and Shasta won't be participating as they are very large and have stand alone platforms.

Ms. Milliron noted that she has already shared with the Council what the future costs will be and has created several different formulas to see how it would work for the entire system. NLS would need to figure out how to pay for the platform costs once the grant ends. Joe Cochrane negotiated with OverDrive to get the numbers down to where they might be feasible for libraries to ask Friends' groups or other service clubs for help with the cost.

Ms. Milliron reported that once all of the participating libraries have been determined, they'll form a Collection Development Committee, which will be representative of all types of public libraries. All of the titles will not be added at once but throughout the year so patrons and libraries will be able to tell that titles are being added on a regular basis. The download times of

audio books were discussed.

D. ILL DIRECT TO PATRON PILOT PROJECT PROPOSAL

Ms. Milliron reported that there was some interest expressed by libraries in North State, since they are now using US mail in taking delivery direct to the patron. While discussing the idea with the State Library, Ms. Milliron as advised that the system cannot use CLSA money to fund that type of delivery. She spoke with Stacy Aldrich who clarified that CLSA money is meant for delivery from library headquarters to library headquarters. Ms. Aldrich is willing to review a proposal from North State; would give thought to it and might give as LSTA grant if she felt this project would be a good pilot. Ms. Milliron asked if any of the libraries would like her to pursue this grant with the State Library. The patron information can be passed along with the ILL request so libraries can generate a mailing label and you will also know what library is assuming responsibility for that patron; you would check out the item to the requesting library but would be shipped directly to the patron and bypass the library headquarters. Discussion ensued.

Ms. Milliron highly recommends that if direct patron mailing goes into effect, UPS is used instead of US mail. She shared that NLS received a phone call from the Redding UPS office regarding a NLS bag that had arrived without any paperwork as the front pocket was empty. UPS was unable to deliver the bag without any paperwork. NLS staff were able to use the UPS online campus ship information to track a shipment from Sonoma County Library heading to Shasta Public Libraries that hadn't been delivered as of yet and we were able to get the package to where it needed to go.

OCLC paid for a pilot project in Montana to allow them to ship directly to the patron. Ms. Milliron would like to speak with them to see what safety/tracking measure they use to track their items. If using this tracking measure, more staff time would be required.

Caryn Brown stated that 30% of Tehama ILLs are never picked up – if these items are shipped, those patrons might just say they never received them. She also noted that rural postal items that are sent certified or UPS are usually just left on the porch. It was felt that only a small percentage of patrons would potentially abuse the system. Lisa Musgrove relayed that when Siskiyou began charging \$1 for out of county ILLs that are not picked up, the number of no show was drastically reduced. Cheryl Baker reported that Modoc had a \$2 non-pick up fee for several years as well. Ms. Milliron stated that patrons would receive the item(s) directly, so non pick up might not be an issue.

Ms. Milliron is seeking to find out what libraries would be interested in participating in an ILL direct-to-patron pilot project. The libraries also need to be aware that as this would be a grant project at some point the grant would end and the library would have to assume the cost.

Elizabeth Kelley said that Jan Erikson is very interested in this and would be willing to participate in the pilot. Annette will also check in with the only two member public library directors not in attendance today; Victor Zazueta at Humboldt County Library and Linda Mielke of Butte County Library to see if they're interested. Modoc, Plumas and Lassen expressed interest; will get back to Annette. Conference call will be set up.

8. EVALUATION PROCESS OF MEMBERSHIP IN NORTHNET LIBRARY SYSTEM

Ms. Baker reported that after the last Council meeting on August 3rd, she conducted a straw poll

through Survey Monkey that had 3 options:

Option 1 – I want North State Cooperative Library System (NSCLS) to remain a member of the NorthNet Library System (NLS).

Option 2 – I want North State Cooperative Library System (NSCLS) to explore the possibility of leaving the NorthNet Library System (NLS).

Option 3 – I want North State Cooperative Library System (NSCLS) to withdraw from the NorthNet Library System (NLS) and form its own system.

The poll was anonymous so directors could express their opinion anonymously. Ms. Baker reported that 13 directors responded to the poll; 11 chose option 1 and 2 chose option 2.

Ms. Baker asked the Council if they had any questions, comments or wanted to add anything to the discussion. Ms. Milliron stated that before the discussion to started, the NLS staff would leave meeting so the Council could speak more freely. Discussion ensued. The consensus of the Council was that they didn't feel it was necessary for the NLS staff to leave the meeting. A Council member asked Ms. Baker that since the majority of the directors voted that they would like North State to remain with NLS, does this issue still need to be discussed or can it be considered that the decision to stay with NLS as the outcome.

Ms. Baker said that what she took from the last meeting and the straw poll is that a strong majority of directors want to continue with NLS and feels that it would be a waste of the Council's time and energies towards pursuing something that the majority of the Council doesn't want. Ms. Baker stated that her impression from the last Council meeting was that the Council had expressed their desire to review the North State's CLSA regional budget and how the monies are distributed between the four programs. Oresta Esquibel stated that she agrees with Ms. Baker and feels that NLS has done a great job of bringing technology, programs and money to North State. Caryn Brown stated that she agrees with Ms. Esquibel. Margaret Miles agreed with Ms. Baker's understanding of the last Council meeting as well. Ms. Miles stated that she felt the Council's energies should be focused on the regional budgets and four program silos. The Council reviewed North State's regional budget and four program silos: administration, reference, communication and delivery and SAB. Ms. Milliron reviewed with the Council how the monies are spent for each program silo. Gerry Maginnity added to the review that administration is not a funded component of CLSA; it's an allowance. The way the act is set up, CLSA only funds three components: reference, C&D and SAB. The systems are then allowed to use up to 25% from each of those three components to shift into the administration program. He stressed that the State does not determine the dollar amounts allocated to administration; the system makes that decision. Discussion ensued.

Mr. Maginnity clarified that North State can move money between the three CLSA-funded components, but any money above the designated 25% could not be moved towards funding system administration. Ms. Miles noted that North State's reserves are going to run out next year and reserves are where the system pays its supplemental administration fees from. Ms. Milliron reported that the current un-audited amount in reserves is \$77,000. She noted that \$57,000 of that money will be used for funding the retirees' health insurance through 2012. North State did pass a resolution this year that within the next 5 years, the retirees will eventually be paying for their own health insurance. The Council asked Ms. Milliron about where NBCLS and MVLS got their

money to pay their administration fees. Ms. Milliron reported that many years ago, both NBCLS and MVLS established either a membership fee and/or a member share fee to support their administration fees. Jeff Hawkins asked Ms. Milliron how NBCLS and MVLS fund their various programs outside of the CLSA money they receive. Ms. Milliron explained that the libraries in the two systems that have shared systems receive TBR money. Some use TBR money to pay for their delivery, staffing and membership fees. Other libraries absorb those membership fees in their local operating budget. Ms. Milliron was asked how MVLS and NBCLS determine their member dues. She explained that MVLS' dues are based on population and NBCLS dues are based on the size of the budget. Those numbers are as follows:

NBCLS uses \$38,906 from their CLSA money and \$111,070 in membership dues and pays a total of \$149,976 in membership fees.

MVLS uses \$42,686 from their CLSA money and \$69,029 in member share dues and pays a total of \$111,715 in membership fees.

Ms. Baker reported that at the last Council meeting in August, the Council determined they should meet the first Thursday of each month through the end of the year. She asked the Council if they would still like to meet monthly; October 7, November 4 and December 2. Or as an alternative, the Council could still meet on those dates but as a committee and review the CLSA budget allotments. If they meet as a committee, then the NLS staff won't need to be present. It was noted that monthly Council meetings can be burdensome for NLS as they also administrate for NBCLS and MVLS. She also asked if the meetings should be virtual or face to face. Discussion ensued.

Linda Springer clarified the offer of funding a facilitator to attend the NSCLS Council meeting was when they thought North State wanted to explore moving away from NLS. The State Library was focusing on NSCLS request for LSTA support for a facilitator to help them with exploring leaving NLS. Gerry Maginnity noted that reviewing the CLSA regional budget is more of an internal process for NSCLS to evaluate how they spend their money to serve their patrons. Margaret Miles noted that a facilitator is not required to focus on their budget; that this role used to be filled by North State's Budget Committee. The entire council can act as that committee as they already have the numbers in front of them. Jeff Hawkins noted that the system has plenty of time to do this since no changes can be made to the current year. Mr. Maginnity stated that North State can start the planning process using the 2010/11 CLSA numbers but with flexibility that was recently given back to the systems, Stacy Aldrich has asked the State Library consultants to review the CLSA formulas for 2011/12 to see if further adjustments can be made. Discussion ensued.

Ms. Baker suggested that the Council could hold a committee meeting at the upcoming ARSL conference in October or the CLA conference in November. It was noted that quarterly Council meetings have been the standard practice. Ms. Miles stated that the Council should meet as a committee and focus on two areas: determining the budget amounts in the three CLSA program silos and how NSCLS is going to pay its administrative fees next year.

Ms. Miles asked Ms. Baker to send out a survey to determine how many NSCLS directors are attending the ARSL conference (10/14 – 10/16) and if so, would they want to hold a face-to-face meeting there in lieu of holding the scheduled virtual meeting on October 7th. Ms. Milliron asked if all libraries present had applied for a scholarship to attend the ARSL conference. Ms. Hector stated that anyone who applied for one will most likely receive it. Currently Shasta and Willows do not

have representation at the conference. It was noted that both Tehama and Humboldt are sending staff members rather than directors. Ms. Esquibel stated that she won't be able to attend as there are too many projects and too little staff members at Trinity County Library right now. Ms. Hector will be attending and Ms. Milliron suggested that the directors meet as a committee face-to-face at ARSL and have the directors who are not attending join the meeting via WebEx. Ms. Hector noted that the wireless connection at the hotel is free. Ms. Baker asked the directors who are not attending the ARSL conference if meeting virtually as a committee with the ARSL attendees would work for them and they said yes. It was determined that Ms. Baker will not need to send out a survey regarding the October Council meeting. The Council will not meet virtually on October 7th but will instead meet as a committee via WebEx or face to face sometime during the ARSL conference which is being held 10/14 – 10/16. Ms. Baker asked the Council if any of them were not in favor of this and there was no response.

Ms. Baker asked the Council if they wanted to keep the scheduled Council meeting dates of November 4th and December 2nd. It was noted that the two meetings could either be eliminated now or the Council could make a decision after the October meeting. Discussion ensued. Ms. Baker asked each director present individually if they agreed with dropping the November 4th meeting. Each director stated that they agreed with the decision to drop the November 4th meeting. The Council then agreed to meet on December 2nd but to also meet mid-January 2011 since the governor's 2011/12 budget will be presented the second week of January 2011.

Jeff Hawkins asked what the Council should do in preparation for the October Committee meeting. Ms. Milliron noted that she will provide the Council with various formulas they can use to determine potential NSCLS membership dues. Cheryl Baker will also work with Patty Hector to determine a date and time for the committee to meet at the ARSL conference. Ms. Miles noted that the regional budget document was really helpful and asked for a copy. Kelli Logasa stated that she would email the document to the entire NSCLS Council once the meeting was over.

9. ANNOUNCEMENTS

No announcements were made.

10. ADJOURN

A Motion to adjourn the meeting was moved by Linda Kaufmann and seconded by Caryn Brown. The Motion passed unanimously. Ms. Baker thanked Gerry Maginnity and Linda Springer for attending the Council meeting. She also thanked Annette Milliron for all of her hard work over the past few months. There being no further business, the meeting was adjourned at 11:00 a.m.

Annette Milliron DeBacker
Clerk of the Board
September 2, 2010

CONSENT CALENDAR
December 2, 2010

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2010/11. Period ending October 31, 2010.

North State Cooperative Library System
 General Ledger
 For the Four Months Ending October 31, 2010

Agenda Item #6A

	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	\$ 155.88
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
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Total Revenues	2,000.00	155.88	1,844.12	92.21	155.88
2803-LSTA	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Trust to General Fund	55,108.00	0.00	55,108.00	100.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Grand Total Revenues	\$ <u>57,108.00</u>	\$ <u>155.88</u>	<u>56,952.12</u>	<u>99.73</u>	\$ <u>155.88</u>

North State Cooperative Library System
 General Ledger
 For the Four Months Ending October 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	9,159.60	11,240.40	55.10	2,075.88
5940-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
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Total Salaries & Benefits	20,400.00	9,159.60	11,240.40	55.10	2,075.88
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North State Cooperative Library System
General Ledger
For the Four Months Ending October 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-OCLC 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
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
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 57,108.00	\$ 9,159.60	47,948.40	83.96	\$ 2,075.88

North State Cooperative Library System
 General Ledger
 For the Four Months Ending October 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>57,108.00</u>	<u>9,159.60</u>	<u>47,948.40</u>	<u>83.96</u>	<u>2,075.88</u>
Grand Total Revenues	<u>57,108.00</u>	<u>155.88</u>	<u>56,952.12</u>	<u>(99.73)</u>	<u>155.88</u>
Difference	<u>\$ 0.00</u>	<u>\$ (9,003.72)</u>	<u>9,003.72</u>		<u>\$ (1,920.00)</u>
Net Change in Journals	<u>\$ 0.00</u>	<u>\$ (9,003.72)</u>	<u>9,003.72</u>		<u>\$ (1,920.00)</u>

**NSCLS COUNCIL MEETING
December 2, 2010
Executive Director's Report**

AGENDA ITEM #6 CONSENT CALENDAR

- A. The statement of expenditure and revenue for October 31, 2010 is in the packet. The interest rate for the final quarter of the year is 0.809% after fees. The Sonoma County investment continues to be higher than that of LAIF.

AGENDA ITEM #7 EXECUTIVE DIRECTOR'S REPORT

- A. Plumas and Del Norte are hard at work on record conversion and set up to go live on Koha by the end of December. Trinity County will follow by the end of March. Cheryl Gould conducted an on ground training session with Plumas County and will do the same for Del Norte in a few days.
- B. The Learning Express Database is up and running at all 41 public NLS libraries. Joe is working the libraries to share tips for successful use of the database.
- C. The OverDrive project is nearly ready for launch. There are 24 libraries participating. The website for the collection has been designed. At the December 1st meeting of the Collection Development Committee the selection of the opening day collection will be finalized. The collection will open to the public before Christmas. Next week there will be a meeting with the directors of the participating libraries to present a brief tour of the site and to review policies.

AGENDA ITEM #8 LSTA OPPORTUNITIES

- A. NLS will receive an LSTA grant in the amount of \$98,140 to use to pilot projects and/or services for all members. Patty sent a survey to all directors on November 19th asking for input on library's needs. If you haven't responded to the survey, please take a moment and tell us the top three priorities for your library. We are looking for a common need or trend that can be developed in a grant project. Our application is due on January 14th. We will have to spend the funds August 31, 2011.
- B. 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 North State area delivery options there was interest 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 HQ to library HQ delivery. If North State would like to pitch this idea, an ongoing funding method must be identified.

- C. Other ideas?

AGENDA ITEM #9 CLSA FUNDS ALLOCATION for 2011/12

At the last few meetings the Council has been discussing the use of CLSA funds within the North State region. As NLS is starting the budget process it is time for North State to identify preferences for services. The Council is meeting as the Finance Committee at 9 AM on Weds, Dec.

1st to discuss the CLSA funds and membership fees issue.

AGENDA ITEM #8 MEMBERSHIP FEES for 2011/12

In the packet is that uses population and budget as factors in a formula to determine a membership fee. We will continue to explore how CLSA funds may be used to enhance support of member services. It may be possible to identify a service that is eligible for CLSA funding that would allow member to re-direct funds to member fees.

**North State Cooperative Library System
Regional Budget**

	Administration			Reference			Communication & Delivery			SAB		
	2008-09	2009-10	2010-11	2008-09	2009-10	2010-11	2008-09	2009-10	2010-11	2008-09	2009-10	2010-11
Income Sources												
CLSA												
Operating Expenses	\$42,758	\$42,758	\$42,758	\$16,167	\$16,508	\$16,508	\$98,321	\$98,321	\$98,312	\$5,102	\$5,102	\$5,102
Materials	\$0	\$0	\$0	\$51,445	\$51,104	\$51,104	\$0	\$0	\$0	\$0	\$0	\$0
LSTA	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TBR (CLSA)	\$0	\$0	\$0	\$0	\$0	\$0	\$19,158	\$8,723	\$0	\$0	\$0	\$0
Local Reserves	\$26,995	\$32,512	\$32,512	\$0	\$0	\$0	\$48,751	\$44,685	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total/Program/Year	\$84,753	\$75,270	\$75,270	\$67,612	\$67,612	\$67,612	\$166,230	\$151,729	\$98,312	\$5,102	\$5,102	\$5,102

Annual Grand Total for all programs		Annual CLSA for all programs	Annual local reserves used in CLSA programs
2008-09	\$323,697	\$213,793	\$75,746
2009-10	\$304,815	\$213,793	\$77,197
2010-11	\$246,296	\$213,793	\$32,512

CLSA Fund Use	Administration			Reference			Communications & Delivery			SAB		
Personnel/office ops	\$42,758	\$42,758	\$42,758	\$16,167	\$16,508	\$16,508						
Databases for Members				\$51,445	\$51,104	\$51,104						
Courier Service							\$154,500	\$134,585				
UPS/Postage							\$2,881	\$7,599	\$49,548			
OCLC Cataloging/ILL									\$39,915			
Office/Program expense							\$8,849	\$8,849	\$8,849			
Meeting/Program Support										\$5,102	\$5,102	\$5,102

Local Reserves Exp	2008/09	2009/10	2010/11
CLSA Program Support			
Administraion	\$26,995	\$32,512	\$32,512
Reference	\$0	\$0	\$0
Comm. & Delivery	\$48,751	\$44,685	\$0
SAB	\$0	\$0	\$0
Total CLSA Programs	\$75,746	\$77,197	\$32,512
Non CLSA Programs			
Retirees	\$36,991	\$28,233	\$20,400
Resource Sharing/ILL	\$67,109	\$28,597	\$0
Listen In (Audio Media)	\$20,642	\$0	\$0
Video Center/Sys. HQ	\$144,769	\$0	\$0
Total Local progams	\$269,511	\$56,830	\$20,400
Total Local Reserves Exp	\$345,257	\$134,027	\$52,912

North State Postage and Delivery Statistics

October 2010

Library	Amount Spent	Number Items Shipped
Butte	\$0.00	128
Del Norte	\$107.79	50
Humboldt	\$387.57	0
Lassen	\$113.24	53
Modoc	\$176.04	113
Orland	\$143.75	106
Plumas	\$201.36	132
Shasta	\$0.00	0
Siskiyou	\$12.78	5
Tehama	\$155.54	63
Trinity	\$137.00	59
Willows	\$105.01	50
<hr/>		
Total	\$1,540.08	759

Dues Allocation versus TBR

	<i>Population</i>	<i>% of Total</i>	<i>Budget 2008/09</i>	<i>% of Total</i>	<i>TBR 9/10</i>	<i>Average %</i>	<i>Dues 11/12</i>
Butte County	220,407	28%	2,440,423	23.60%	3,347	26%	2,066
Del Norte County	29,147	4%	182,668	1.77%	751	3%	219
Humboldt County	132,821	17%	2,374,251	22.96%	3,631	20%	1,595
Lassen Library	35,757	5%	115,454	1.12%	0	3%	227
Modoc County	9,702	1%	320,000	3.10%	2,025	2%	173
Orland Free Library	15,023	2%	421,713	4.08%	2,929	3%	240
Plumas County Lib	24,297	3%	558,769	5.40%	1,932	4%	340
Shasta Public Librs	182,236	23%	1,896,828	18.35%	3,192	21%	1,661
Siskiyou County Lib	45,971	6%	961,867	9.30%	1,043	8%	606
Tehama County	62,419	8%	525,659	5.08%	959	7%	521
Trinity County	13,966	2%	295,566	2.86%	458	2%	185
Willows Public	14,172	2%	245,691	2.38%	1,761	2%	167
Total	785,918	1.00	10,338,889	1.00	22,028	1.00	8,000