

NorthNet Library System

Steering Committee

WebEx Desktop Meeting Agenda

Wednesday, January 26, 2011

2:30 PM – 4:00 PM

Meeting Number: 570 197 984

To join the online meeting:

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=163993082&UID=489649202&RT=MiM0>
2. Enter your name and email address.
3. Click "Join"

To join the meeting via audio conference:

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

1. Welcome and Introductions Gregg Atkins, Chair
2. Public invited to address the committee
- ACTION** 3. Approval of the Agenda Gregg Atkins
- ACTION** 4. Approval of Minutes from October 27, 2010 Meeting Gregg Atkins
- ACTION** 5. Consent Calendar Annette Milliron
 - A. Financial Statement ending December 31, 2010
 - B. Revised FY 2010/11 Budget
6. News from the State Library Linda Springer
- ACTION** 7. CLSA Funding System Strategy Planning Gregg and Annette
 - A. Review by Region
 - B. Planning for NLS Council meeting
- ACTION** 8. Legislative Day Meeting Planning Annette Milliron
9. Next Meeting Date
10. Agenda Building

11. Adjourn

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.

Meeting Locations

Colusa County Library - 738 Market Street Colusa, CA 95932

Dixon Public Library - 230 North First Street Dixon, CA 95620

El Dorado Public Library - 345 Fair Lane Placerville, CA 95667

Folsom Public Library - 411 Stafford Street Folsom, CA 95630

Humboldt County Library - 1313 Third Street Eureka, CA 95501

Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903

Modoc County Library - 212 W. 3rd Street Alturas, CA 96101

Napa City-County Library - 580 Coombs Street Napa, CA 94559

Plumas County Library - 445 Jackson Street Quincy, CA 95971

Orland Free Library - 333 Mill Street Orland, CA 95963

St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574

NorthNet Steering Committee Meeting

ADMINISTRATIVE NOTES

January 26 2010

CONSENT CALENDAR

- A. The statement of expenditure and revenue for December 31, 2010 is in the packet along with the NBCLS Salaries and Benefits ledger as salaries are shown as a contract in the NLS budget.
- B. There is another revision of the FY 2010/11 budget that is needed. Two LSTA grants have been finalized by the State Library. The grants are Library Access and Innovation Fund - California Rural and Tribal Communities (LAIF) and Library to Go: Expanding Access to Digital Resources. Also, North State must contribute \$6,599 to PERS to cover their portion of the market losses as shown on the most recent actuarial study. A portion of the North State region delivery funds are being used to cover the expense.

CLSA FUNDING – SYSTEM STRATEGY PLANNING

- A. An analysis of the CLSA Service cuts by region is in the packet. For each region there is a chart of population and the budget for local funds for all libraries. There is also an estimate of 2010/11 PLF and actual 2009/10 TBR income. These four figures are the most current from the State Library.

Also on the sheet are the CLSA funds as spent by each region. The Admin amount shown in that box is *not* the CLSA allocation but is the local membership dues or member share amount contributed. North State has been contributing \$30,000 from their reserves for the past several years. That is the amount shown as their Admin amount. North Bay members pay for a number of databases that are licensed to North Bay. Those costs are not shown on their sheet.

The final section of the sheet is OverDrive ongoing costs and renewal fees for Job Accelerator. Those costs have been allocated by the population and budget formulas.

The cash with the county reconciliation is included for each region and NLS. This is not a 100% accurate reflection of the reserves as it includes funds as they move through the accounts. The audit for 2009/10 is underway and we will have the actual reserve numbers for the full Council meeting. The numbers are very close to accurate for NSCLS, NBCLS, and MVLS. NorthNet's number should be \$300,000 but are not. We have paid some grant expenses without receiving the grant income. This situation will resolve itself within a month or so.

Expenses that NLS will have to pay if operations are shut down due to lack of funding include \$72,000 for sick leave and vacation payoffs. There may be some penalty for the lease which ends in December 2012. However, we have a clause that notes if we lose state funding we need to break the lease. There are fiscal and personnel files in storage for all 4 organizations at a rate of \$60 per month. Also an audit at about \$12,000 would be necessary.

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
October 27, 2010**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Vice Chair Margaret Miles presiding. The meeting convened at 2:05 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Dixon Public Library	Gregg Atkins - Chair
X		Plumas County Library	Margaret Miles – Vice Chair
X		Colusa Public Library	Wendy Burke
X		Humboldt County Library	Victor Zazueta
X		El Dorado Public Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
X		Orland Free Public Library	Jody Meza
X		St. Helena Public Library	Jennifer Baker
X		NLS System Headquarters – Executive Director	Annette Milliron
X		NLS System Headquarters – Assistant Director	Patty Hector
X		California State Library Representative	Jon Torkelson for Linda Springer
X		i2i	Dan Theobald

1. WELCOME & INTRODUCTIONS:

Ms. Miles welcomed everyone and introduced Dan Theobald who was there to check out how WebEx was working for the system as a meeting tool.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No public were present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was made by Ms. Amos and seconded by Ms. Cheryl Baker. The Motion passed unanimously.

4. APPROVAL OF SEPTEMBER 3, 2010 STEERING COMMITTEE MINUTES

A Motion to approve the September 3, 2010 Steering Committee minutes was made by Ms. Amos and seconded by Ms. Cheryl Baker. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2010

B. REVISED FY 2010/11 BUDGET

The FY 2010/11 budget was revised to include the money that was raised for materials by the libraries who are participating in the Overdrive grant. A Motion to approve the Consent Calendar was made by Ms. Meza and seconded by Ms. Amos. The Motion passed

unanimously.

6. NEWS FROM THE STATE LIBRARY

Jon Torkelson reported there will be a webinar about applying for LSTA grants on November 1st. There will also be several State Library events during the CLA conference being held in Sacramento this November. The State Library will be holding a reception during the conference on Saturday from 6-7 p.m. and then a town hall meeting from 3:30-4:30 p.m. on Sunday.

Ms. Milliron asked about plans for a resource sharing task force. Mr. Torkelson didn't have any information about it.

7. REGIONAL REVIEW & ADMINISTRATION REPORT

The MVLS Council hasn't met yet and is currently trying to find a date to meet in November. Ms. Milliron reported on a broadband meeting that she attended for some of the libraries in the MVLS region who will be getting high speed broadband at their headquarters from a federal grant submitted by CENIC.

The NBCLS Council has not met and doesn't have a firm date set for a future meeting.

The NSCLS Council recently met to try to figure out how it will pay next year's membership fees for NLS. NSCLS has depleted their reserves that they had been using to pay for the membership fees for all its member libraries. They need a way to generate revenue or for NLS to provide services that free up local revenue. Discussion ensued.

8. REVIEW OF STRATEGIC PLANNING ACTION PLAN ACTIVITIES

A. DELIVERY TASK FORCE CHARGE

Evidence so far indicates that the new delivery mechanism for NSCLS libraries is working. Ms. Milliron believes that more time is needed to analyze how UPS Campus Ship is working. She also thought it would be a good idea to watch what Massachusetts is doing with their new delivery concept. They have a RFP out right now. Ms. Milliron compared delivery costs from a report compiled by Lori Ayre and found that NLS costs were much lower than most other systems. Our cost is \$.06 an item and most others are \$.20 and over. With such a low rate, Ms. Milliron wasn't sure what the Task Force should be studying. It was suggested that they review how much staff time is being used for shipping items via UPS and how to get more days of delivery for libraries that don't have daily delivery. The NLS Steering Committee determined the Delivery Task Force's charge is to identify procedures that can be used within local libraries to streamline ILL handling and analyze use of UPS/USPS for delivery.

B. FEE STRUCTURE COMMITTEE UPDATE

Ms. Miles and Ms. Milliron would like to put this off until Gregg Atkins can participate in the discussion. He should return to work in November. It would also give NSCLS time to find a solution.

Ms. Milliron reported on her conversation with Ms. Jennifer Baker concerning advocacy. They decided that there isn't a one-size fits all solution and that there are already a number of advocacy efforts available for libraries. They wondered if there is a possible grant application idea to get a consultant to tailor a marketing campaign for each library.

Ms. Curl suggested obtaining a communications tool that shares ideas on what's been done by individual libraries. Ms. Milliron suggested posting press releases and other marketing materials on the NLS webpage.

Ms. Cheryl Baker and Ms. Miles reported on an advocacy workshop from the ARSL conference where Jamie La Rue was the speaker. He reminded people that usage doesn't equal support as there are supporters who don't use the library. Mr. La Rue's themes were:

- Libraries change lives.
- Libraries build community.
- Libraries mean business.
- Libraries are a smart investment.

He advocated asking your patrons: Where are you putting your money and how does it help where you live? To read more about Mr. La Rue, visit: <http://bhagcolorado.blogspot.com>

9. RESOURCE SHARING POLICY

NLS staff took the three regions' ILL policies and merged them into one policy for resource sharing in the system. It has been reviewed by individual ILL staff and the NLS Technology and Resource Sharing Community of Interest. A Motion to approve the NLS Resource Sharing Policy was made by Ms. Cheryl Baker and seconded by Ms. Burke. The Motion passed unanimously.

10. NOVEMBER COUNCIL OF LIBRARIANS MEETING PLANNING

Ms. Milliron is working with OCLC to schedule a demonstration of their new webscale product during the NLS Council meeting in November.

11. MAY COUNCIL OF LIBRARIANS MEETING PLANNING

Ms. Milliron reported that she is looking for a speaker for the annual system meeting in May 2011, which will be an all-day event. The actual meeting date will be discussed at the November NLS Council meeting.

12. NEXT MEETING DATE

Ms. Milliron will send out a survey to determine the next NLS Steering Committee date, which will be held the week of January 17-21, 2011.

13. AGENDA BUILDING

Items for the January 2011 NLS Council Meeting agenda:

- Develop Membership Fee Structure
- Preliminary Budget

14. ADJOURN

There being no further business, the meeting was adjourned at 3:39 p.m.

Annette Milliron DeBacker
Clerk of the Committee
October 27, 2010

CONSENT CALENDAR
January 26, 2011

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2010/11. Period ending December 31, 2010. Salaries and benefits from NBCLS.
- B. Revised FY 2010/11 Budget

NorthNet Library System
General Ledger
For the Six Months Ending December 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	10,572.00	1,184.22	9,387.78	88.80	0.00
2560-CLSA Reference	313,648.00	0.00	313,648.00	100.00	0.00
2562-CLSA SAB	9,209.00	0.00	9,209.00	100.00	0.00
2563-CLSA TBR-ILL	500.00	7,966.14	(7,466.14)	(1,493.23)	0.00
2565-CLSA Comm. &	298,873.00	0.00	298,873.00	100.00	0.00
Total CLSA	622,230.00	7,966.14	614,263.86	98.72	0.00
2803-LSTA	90,080.00	113,022.00	(22,942.00)	(25.47)	0.00
Total LSTA	90,080.00	113,022.00	(22,942.00)	(25.47)	0.00
3480-Contract Fees	359,760.00	324,132.70	35,627.30	9.90	0.00
3482-Membership Fees	151,225.00	140,178.50	11,046.50	7.30	0.00
Total Member Share	510,985.00	464,311.20	46,673.80	9.13	0.00
4040-Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	0.00
4102-Donations/Reimbursments	34,393.00	5,874.52	28,518.48	82.92	5,225.03
4157-Member Reimbursement	269,041.00	120,675.53	148,365.47	55.15	5,097.00
Total Donations & Reimbursements	303,434.00	126,550.05	176,883.95	58.29	10,322.03
4620-Transfer between funds	64,347.00	0.00	64,347.00	100.00	0.00
Total Transfer Between Funds	64,347.00	0.00	64,347.00	100.00	0.00
4645-Trust to General Fund	0.00	0.00	0.00	0.00	0.00
Total Trust to General Fund	0.00	0.00	0.00	0.00	0.00
Grand Total Revenues	\$ 1,601,648.00	\$ 713,033.61	888,614.39	55.48	\$ 10,322.03

NorthNet 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					
5900-Payoff Account	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5910-Perm Positions	0.00	0.00	0.00	0.00	0.00
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	0.00	0.00	0.00	0.00	0.00
5924-MediCare	0.00	0.00	0.00	0.00	0.00
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	0.00	0.00	0.00	0.00	0.00
5931-Disability Insurance	0.00	0.00	0.00	0.00	0.00
5932-Dental Insurance	0.00	0.00	0.00	0.00	0.00
5933-Life Insurance	0.00	0.00	0.00	0.00	0.00
5934-Vision Insurance	0.00	0.00	0.00	0.00	0.00
5935-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
5940-Workers Compensation	0.00	0.00	0.00	0.00	0.00
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Total Salaries & Benefits	0.00	0.00	0.00	0.00	0.00

NorthNet 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-Comm. - E Mail	800.00	560.37	239.63	29.95	274.90
6045-Comm. - Telephone	2,939.00	75.24	2,863.76	97.44	4.72
6085-Adm Janitorial	1,500.00	600.00	900.00	60.00	120.00
6100-Insurance	3,589.00	3,589.00	0.00	0.00	0.00
6140-Maint. of Equipment	2,142.00	1,615.63	526.37	24.57	359.38
6280-Memberships	150.00	225.00	(75.00)	(50.00)	0.00
6302-Adm Debt Revolve	50.00	0.00	50.00	100.00	0.00
6400-Office Expense	4,809.00	5,476.94	(667.94)	(13.89)	201.40
6410-Postage	58,568.00	25,223.44	33,344.56	56.93	3,220.34
6415-Library Materials	600.00	354.95	245.05	40.84	0.00
6461-Purchases for Members	410,733.00	157,882.89	252,850.11	61.56	0.00
6500-Other Prof. Services	92,073.00	116,412.74	(24,339.74)	(26.44)	1,232.60
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCLC	57,416.00	22,632.31	34,783.69	60.58	0.00
6521-County Services	14,394.00	0.00	14,394.00	100.00	0.00
6540-Contract Services	883,292.00	367,231.66	516,060.34	58.42	70,587.90
6800-Duplicating / Photocopies	6,605.00	2,353.26	4,251.74	64.37	392.21
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	23,296.00	13,414.73	9,881.27	42.42	3,832.78
7000-Special Dept. Expenses	16,990.00	0.00	16,990.00	100.00	0.00
7110-Staff Development	2,150.00	580.00	1,570.00	73.02	0.00
7120-In-Service Training	31,888.00	4,312.76	27,575.24	86.48	1,877.32
7302-Conferences & Travel	44,160.00	75,279.44	(31,119.44)	(70.47)	2,193.36
7303-Private Car Expense	6,131.00	2,236.16	3,894.84	63.53	558.00
7320-Utilities	5,136.00	2,386.18	2,749.82	53.54	638.98
Total Services & Supplies	1,669,411.00	802,442.70	866,968.30	51.93	85,493.89
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	38,885.00	38,885.00	0.00	0.00	0.00
Total Fixed Assets	38,885.00	38,885.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 1,708,296.00	\$ 841,327.70	866,968.30	50.75	\$ 85,493.89

NorthNet 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>1,708,296.00</u>	<u>841,327.70</u>	<u>866,968.30</u>	<u>50.75</u>	<u>85,493.89</u>
Grand Total Revenues	<u>1,708,296.00</u>	<u>819,681.61</u>	<u>888,614.39</u>	<u>(52.02)</u>	<u>10,322.03</u>
Difference	<u>\$ 0.00</u>	<u>\$ (21,646.09)</u>	<u>21,646.09</u>		<u>\$ (75,171.86)</u>
Net Change in Journals	<u>\$ 38,885.00</u>	<u>\$ 17,238.91</u>	<u>21,646.09</u>		<u>\$ (75,171.86)</u>

North Bay 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					
5900-Payoff Account	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5910-Perm. Positions	395,913.00	212,586.82	183,326.18	46.30	30,586.38
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	58,065.00	29,813.03	28,251.97	48.66	4,242.00
5924-Medicare	6,918.00	3,625.49	3,292.51	47.59	617.22
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	97,590.00	43,748.38	53,841.62	55.17	709.96
5931-Disability Insurance	5,939.00	1,518.11	4,420.89	74.44	301.91
5932-Dental Insurance	8,625.00	4,059.42	4,565.58	52.93	682.14
5933-Life Insurance	1,919.00	883.07	1,035.93	53.98	176.61
5934-Vision Insurance	1,286.00	479.65	806.35	62.70	81.45
5935-Unemployment Insurance	3,921.00	1,555.00	2,366.00	60.34	311.00
5940-Workers Compensation	3,916.00	1,178.40	2,737.60	69.91	0.00
Total Salaries & Benefits	584,092.00	299,447.37	284,644.63	48.73	37,708.67

Agenda Item #5B

Budget10/11
rev:1/19/11

NorthNet Library System
Revised Budget 2010/11
Presented January 26, 2011

REVENUES

		LSTA-LAIF	LSTA-Lib 2	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SUPERS	REF	COM	SAB	ADMIN :	PROJECTED
													BUDGET
	Rev Carried Forward				43,780	62,868	0	0	0	0	0	0 :	106,648
4620	Transfer from members	0	0	0	0	0	0	0	0	0	0	64,347 :	64,347
1700	Interest Earned	0	0	0	0	0	0	0	0	0	0	5,000 :	5,000
	TOTAL INTEREST	0	0	0	0	0	0	0	0	0	0	5,000 :	5,000
2560	CLSA Reference	0	0	0	0	0	0	0	250,918	0	0	62,730 :	313,648
2562	CLSA SAB	0	0	0	0	0	0	0	0	7,367	1,842 :	9,209	
2563	CLSA TBR-ILL	0	0	0	0	0	0	0	500	22,000	0 :	22,500	
2564	CLSA Data Base	0	0	0	0	0	0	0	0	0	0 :	0	
2565	CLSA Comm. & Del.	0	0	0	0	0	0	0	0	239,098	0	59,775 :	298,873
	TOTAL CLSA	0	0	0	0	0	0	0	251,418	261,098	7,367	124,347 :	644,230
2803	LSTA LAIF	241,000	0	0	0	0	0	0	0	0	0	24,100 :	265,100
2803	LSTA Library to Go	0	98,104	0	0	0	0	0	0	0	0	9,814 :	107,918
2803	LSTA 21st Century	0	0	64,164	0	0	0	0	0	0	0	6,416 :	70,580
2803	LSTA RLI	0	0	0	0	0	0	0	0	0	0	0 :	0
2803	LSTA Health	0	0	0	0	0	0	0	0	0	0	0 :	0
2803	LSTA TOTAL	241,000	98,104	64,164	0	0	0	0	0	0	0	40,330 :	443,598
3480	Contract Fees MVLS	0	0	0	0	0	0	0	0	20,384	0	0 :	20,384
	Contract Fees NBCLS	0	0	0	0	0	0	95,191	0	243,785	0	0 :	338,976
	Contract Fees NSCLS	0	0	0	0	0	0	0	0	0	0	0 :	0
	Black Gold Contract	0	0	0	0	0	0	0	300	0	0	100 :	400
3482	Membership Fees MVLS	0	0	0	0	0	0	0	0	0	0	52,315 :	52,315
	Membership Fees NBCLS	0	0	0	0	0	0	0	0	0	0	95,494 :	95,494
	Membership Fees NSCLS	0	0	0	0	0	0	0	0	0	0	3,416 :	3,416
4025	Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0	0	0 :	0
4030	Sales - Taxable	0	0	0	0	0	0	0	0	0	0	0 :	0
4040	Miscellaneous	0	0	0	0	0	0	0	0	0	0	0 :	0
4102	Donations/Reimb	0	0	0	0	0	0	976	3,366	16,080	0	13,971 :	34,393
4157	Member Reimb	0	0	0	0	0	269,041	0	0	0	0	0 :	269,041
	TOTAL LOCAL	0	0	0	0	0	269,041	96,167	3,666	280,249	0	165,296 :	814,419
Equip. Reserve													:
-----													:
GRAND TOTAL REVENUES		241,000	98,104	64,164	43,780	62,868	269,041	96,167	255,084	541,347	7,367	399,320 :	2,078,242

EXPENDITURES

		LSTA-LAIF	LSTA-Lib 2	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SSearch	REF	C&D	SAB	ADMIN	PROJECT.
								:			:	:	BUDGET
								:			:	:	
Salaries and Benefits:													
5900	Payoff Acct	0	0	0	0	0	0	0	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0	0	0	0	0	0	0	0
5911	Extra Help	0	0	0	0	0	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0	0	0	6,599	0	0	6,599
5924	Medicare	0	0	0	0	0	0	0	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	0	0	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0	0	0	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0	0	0	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0	0	0	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0	0	0	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0	0	0	0	0	0	0	0
5940	Workers Comp	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	0	0	0	6,599	0	0	6,599
Services and Supplies:													
6040	Comm. - E Mail	0	0	0	0	0	0	0	0	800	0	0	800
6045	Comm. - Tphone	0	0	0	0	0	0	0	0	2,939	0	0	2,939
6085	Janitorial Service	0	0	0	0	0	0	250	500	500	0	250	1,500
6100	Insurance	0	0	0	0	0	0	0	1,250	1,760	579	0	3,589
6140	Maint. of Equip.	0	0	0	0	0	0	0	0	2,142	0	0	2,142
6280	Memberships	0	0	0	0	0	0	0	75	0	0	150	225
6302	Dept Revolving	0	7,000	0	0	0	0	0	0	0	0	50	7,050
6400	Office Expense	0	0	0	0	0	0	140	700	3,060	500	409	4,809
6410	Postage	0	0	0	0	0	0	0	0	60,000	0	0	60,000
6415	Library Mat.	0	0	0	0	0	0	0	0	600	0	0	600
6461	Purchases for Members	0	91,104	64,164	0	0	269,041	0	77,528	0	0	0	501,837
6500	Other Prof Serv	75,000	0	0	43,780	23,868	0	0	14,861	0	0	9,564	167,073
6516	Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0	0	75	57,266	0	0	57,341
6521	County Services	0	0	0	0	0	0	0	6,760	0	0	7,634	14,394
6540	Contractual Services Delivery	0	0	0	0	0	0	0	0	367,306	0	0	367,306
	Contractual Services Payroll	0	0	0	0	0	0	49,620	111,353	0	0	355,013	515,986
6800	Dup/Photocopy	0	0	0	0	0	0	0	134	5,120	1,351	0	6,605
6820	Rental of Equip	0	0	0	0	0	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0	0	4,547	4,993	11,067	2,243	446	23,296
7000	Special Dept.Exp.	0	0	0	0	0	0	0	0	21,188	0	18,613	39,801
7110	Staff Devel.	0	0	0	0	0	0	0	500	0	0	1,650	2,150
7120	In-Serv Training	0	0	0	0	0	0	0	31,888	0	0	0	31,888
7302	Conf. & Travel	166,000	0	0	0	39,000	0	625	1,000	0	1,035	2,500	210,160
7303	Private Car Exp.	0	0	0	0	0	0	1,244	1,887	0	500	2,500	6,131
7320	Utilities	0	0	0	0	0	0	856	1,580	1,000	1,159	541	5,136
TOTAL	SERV & SUPPLIES	241,000	98,104	64,164	43,780	62,868	269,041	57,282	255,084	534,748	7,367	399,320	2,032,758
Fixed Assets:													
8560	Equipment	0	0	0	0	0	0	0	0	0	0	0	0
TBD	Operational Reserve	0	0	0	0	0	0	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0	38,885	0	0	0	0	38,885
TOTAL	FIXED ASSETS	0	0	0	0	0	0	38,885	0	0	0	0	38,885
GRAND TOTAL EXPENDITURES		241,000	98,104	64,164	43,780	62,868	269,041	96,167	255,084	541,347	7,367	399,320	2,078,242

IF CLSA FUNDING GOES AWAY...

If California Library Services Act (CLSA) funding is completely eliminated, what programs/services are actually affected? For NLS, the following will be affected:

- Equal access – the ability for any resident served by an NLS member library to receive services from other member libraries. Several library directors have expressed concerns about non-resident fees being put in place if CLSA (e.g., TBR) is eliminated.
- Staff development – we work with Infopeople and other organizations to bring workshops and training opportunities at a reduced cost or no cost!
- Delivery – our vans and drivers touch almost every library jurisdiction in the North Bay and Mountain Valley regions at least two times each week. We move library materials from one library to another, saving each of your libraries hundreds, if not thousands, of dollars in shipping costs.
- Libraries in the MVLS region use \$30,110 of CLSA money to pay for the Chilton's Database; Libraries in the NSCLS region use CLSA money to pay \$50,000 for Gale Databases and OCLC Resource Sharing and Group Catalog.

Literacy programs are also threatened. Every literacy dollar of state funding generates \$4 locally.

But more than just CLSA is at stake here! If CLSA funding goes away, LSTA funding is also jeopardized. And LSTA funds are used to fund many statewide programs:

- Califa
- California Center for the Book
- California of the Past Digital Storytelling Program
- California's Family Place Library Program
- Eureka Leadership Institute
- Infopeople
- Local History Digital Resources Project
- Making a Difference in Your Community
- Out of School Time Online Homework Help Program
- Public Library Staff Education Program

The above list is a sampling of programs that will be jeopardized. Many localized grants are also funded through LSTA. For example, for NLS members the 18-month subscription to Learning

Express' Job Accelerator and the shared OverDrive platform was funded through LSTA (\$70,580). The rural libraries in NLS are also part of the Library Access and Innovation Fund (formerly the Rural Library Initiative) that is providing \$166,000 this year for rural and tribal libraries. The System has applied for \$98,104 in LSTA grant funds for electronic resources for 2011. As a state, California receives over \$16M in LSTA funds. We need to do whatever we can to keep that money coming to us.

NORTH NET LIBRARY SYSTEM

COUNTY CASH RECONCILIATION

DECEMBER 2010

Revenue

Year to Date Revenue (PeachTree)	\$713,034	
		\$0
TOTAL NLS Revenue	\$713,034	
Year to Date County Revenue	\$713,034	
TOTAL COUNTY Revenue	\$713,034	

Expenses

Year to Date Expenses (PeachTree)	\$841,328	
Pending Correction		
		\$0
TOTAL NLS Expenses	\$841,328	
Year to Date County Expenses	\$841,328	
Accured Expense		
TOTAL COUNTY Expenses	\$841,328	

CASH WITH COUNTY RECONCILIATION

NLS CASH

Unreserved Cash	\$378,318	
Year to Date Revenue	\$713,034	
Year to Date Expenses	(\$841,328)	
Reserved for Encumbrances	\$2,627	
Subtotal - Unreserved Cash	\$252,651	
Reserves		
Reserved for Retirement Benefits		
Reserved for Future Commitments		
Subtotal - Reserved Cash	\$0	
TOTAL CASH WITH COUNTY	\$252,651	(\$0)

COUNTY CASH

County Ending Cash Balance	\$250,024	
Less Fund Balance Reserved for Encumbrances	\$2,627	
Less Accrued Expenses	\$0	
TOTAL CASH WITH COUNTY	\$252,651	

**MT VALLEY LIBRARY SYSTEM
COUNTY CASH RECONCILIATION
DECEMBER 2010 - No Monthly Activity**

Revenue

Year to Date Revenue (PeachTree)	\$495	
		\$0
TOTAL MVLS Revenue	\$495	
Year to Date County Revenue	\$495	
TOTAL COUNTY Revenue	\$495	

Expenses

Year to Date Expenses (PeachTree)	\$0	
		\$0
TOTAL MVLS Expenses	\$0	
Year to Date County Expenses	\$0	
Accrued Expenses		
TOTAL COUNTY Expenses	\$0	

CASH WITH COUNTY RECONCILIATION

MVLS CASH

Unreserved Fund Balance	\$2,776	
Year to Date Revenue	\$495	
Year to Date Expenses	\$0	
		\$0
Subtotal - Unreserved Cash	\$3,271	
Reserves		
Reserved for Contingencies	\$128,356	
Reserved for Future Commitments	\$50,000	
Reserved for Future Cash Flow	\$61,500	
Subtotal - Reserved Cash	\$239,856	
TOTAL CASH WITH COUNTY	\$243,127	

COUNTY CASH

County Ending Cash Balance	\$243,127	
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**Mountain Valley Region
Analysis of CLSA Service Cuts**

Formula for assigning costs for produces and services

Member Library	Population	% of Total	Budget 2009/10	% of Total	Average %
Alpine County	1,222	0.05%	274,131	0.49%	0.27%
Colusa County	21,910	0.87%	552,906	0.99%	0.93%
El Dorado County	179,722	7.14%	2,579,427	4.62%	5.88%
Folsom Public	72,590	2.89%	1,551,700	2.78%	2.83%
Lincoln Public	39,758	1.58%	870,490	1.56%	1.57%
Mono County	9,702	0.39%	1,001,301	1.79%	1.09%
Nevada County	184,489	7.33%	1,854,687	3.32%	5.33%
Placer County	184,489	7.33%	3,947,148	7.07%	7.20%
Roseville Public	103,154	4.10%	2,803,266	5.02%	4.56%
Sacramento Public	1,351,825	53.73%	31,436,078	56.32%	55.03%
Sutter County	95,878	3.81%	1,175,519	2.11%	2.96%
Woodland	55,867	2.22%	1,591,181	2.85%	2.54%
Yolo County	143,199	5.69%	5,589,557	10.01%	7.85%
Yuba County	71,929	2.86%	592,977	1.06%	1.96%
Total	2,515,734	100.00%	55,820,368	100.00%	100.00%

Funding Reduction	TBR 9/10	PLF-Est 10/11
Alpine County	521	398
Colusa County	19,110	7,426
El Dorado County	1,510	60,869
Folsom Public	114,395	23,895
Lincoln Public	9,141	13,748
Mono County	14,384	4,554
Nevada County	1,087	32,999
Placer County	2,520	63,608
Roseville Public	50,198	38,718
Sacramento Public	243,717	459,436
Sutter County	67,525	33,158
Woodland	87,986	19,158
Yolo County	1,410	48,712
Yuba County	11,104	24,539
Total	624,608	831,218

CSLA Databases	
2010/11 costs	
Chilton	28,910
hosting fee	1,200
Total	30,110

CLSA Costs per Lib * Admin is the local dues/member share not CLSA PC&E allocation

Member Library	Databases	Delivery	Ref Training	Admin*	Total
Alpine County	81	1,356	1,003	847	3,287
Colusa County	280	5,096	1,054	1,284	7,714
El Dorado County	1,771	3,437	1,440	5,034	11,682
Folsom Public	853	5,096	1,173	2,542	9,664
Lincoln Public	473	5,096	1,098	1,284	7,951
Mono County	328	2,667	1,033	1,284	5,312
Nevada County	1,604	5,096	1,241	2,542	10,483
Placer County	2,169	5,096	1,457	5,034	13,756
Roseville Public	1,373	5,096	1,274	5,034	12,777
Sacramento Public	16,568	5,096	4,324	12,714	38,702
Sutter County	891	5,096	1,236	2,542	9,765
Woodland	763	5,096	1,137	2,542	9,538
Yolo County	2,364	5,096	1,352	5,034	13,846
Yuba County	590	5,096	1,178	2,542	9,406
Total	30,110	63,516	20,000	50,259	163,885

LSTA Project Renewal Costs March 2012

OverDrive 2011/12				
Member Library	Platform	Materials	EzProxy hosting	Total
Alpine	43	197	50	290
Colusa County	94	351		445
El Dorado	1,982	2,681	50	4,713
Folsom	861	1,276		2,137
Lincoln	531	334	50	915
Mono County	224	491	50	765
Nevada County	1,632	1,997	50	3,679
Roseville	1,612	2,183		3,795
Sutter County	865	1,280		2,145
Willows Public	203	468		671
Woodland	624	1,021		1,645
Yuba County	746	1,152		1,898
Total	9,417	13,431	250	23,098

Job Accelerator	
Alpine County	5
Colusa County	97
El Dorado County	799
Folsom Public	323
Lincoln Public	159
Mono County	43
Nevada County	581
Placer County	820
Roseville Public	108
Sacramento Public	6,392
Sutter County	426
Woodland	248
Yolo County	636
Yuba County	320
Total	10,957

**NORTH BAY COOPERATIVE LIBRARY SYSTEM COUNTY
COUNTY CASH RECONCILIATION
DECEMBER 2010**

Revenue

Year to Date Revenue (PeachTree)	\$239,391	
		\$0
TOTAL NBCLS Revenue	<u>\$239,391</u>	
Year to Date County Revenue	\$239,391	
TOTAL COUNTY Revenue	<u>\$239,391</u>	

Expenses

Year to Date Expense (PeachTree)	\$300,976	
		\$0
TOTAL NBCLS Expenses	<u>\$300,976</u>	
Year to Date County Expenses	\$300,976	
Accrued Expenses		
TOTAL COUNTY Expenses	<u>\$300,976</u>	

CASH WITH COUNTY RECONCILIATION

NBCLS CASH

Unreserved Cash	\$148,497	
Year to Date Revenue	\$239,391	
Year to Date Expenses	(\$300,976)	
Accrued Expenses		
Subtotal - Unreserved Cash	<u>\$86,911</u>	
Reserves		
Reserved for Retirement Benefits	\$106,620	
Reserved for Future Commitments	\$129,447	
Subtotal - Reserved Cash	<u>\$236,067</u>	
TOTAL CASH WITH COUNTY	<u>\$322,978</u>	\$0

COUNTY CASH

County Ending Cash Balance	\$322,959	
Vouchers Payable	\$19	
Less Accrued Expenses		
TOTAL CASH WITH COUNTY	<u>\$322,978</u>	

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

Formula for assigning costs for products and services

Member Library	Population	% of Total	Budget 2009/10	% of Total	Average %
Bel-Tib	11,175	0.76%	1,432,957	2.38%	1.57%
Benicia	28,086	1.90%	1,916,713	3.19%	2.55%
Dixon	25,850	1.75%	860,512	1.43%	1.59%
Lake Cty	64,053	4.34%	892,681	1.48%	2.91%
Larkspur	12,398	0.84%	674,842	1.12%	0.98%
Marin Cty	143,772	9.75%	11,313,209	18.82%	14.28%
Mendo Cty	90,289	6.12%	1,285,984	2.14%	4.13%
Mill Vily	14,144	0.96%	1,504,785	2.50%	1.73%
Napa City-Cty	132,907	9.01%	6,323,472	10.52%	9.76%
St. Helena	6,010	0.41%	869,125	1.45%	0.93%
San Anselmo	12,744	0.86%	418,515	0.70%	0.78%
San Rafael	58,822	3.99%	2,172,123	3.61%	3.80%
Sausalito	7,596	0.51%	596,934	0.99%	0.75%
Solano Coll	0	0.00%	0	0.00%	0.00%
Solano Cty	373,901	25.35%	15,370,572	25.57%	25.46%
Sonoma Cty	493,285	33.44%	14,485,620	24.10%	28.77%
Total	1,475,032	100.00%	60,118,044	100.00%	100.00%

Funding Reduction	TBR 9/10	PLF-Est 10/11
Bel-Tib	51,393	3,737
Benicia	75,571	9,392
Dixon	35,465	8,644
Lake Cty	206,126	21,264
Larkspur	28,670	4,146
Marin Cty	105,466	48,079
Mendo Cty	210,234	30,193
Mill Vily	42,701	4,730
Napa City-Cty	149,659	44,445
NVC	0	0
NBHSL	0	0
St. Helena	92,680	2,010
San Anselmo	23,254	4,262
San Rafael	36,821	19,671
SRJC	0	0
Sausalito	24,051	2,540
Solano Coll	0	0
Solano Cty	304,536	125,036
Sonoma Cty	214,858	164,959
Total	1,601,485	493,108

CLSA Costs per Lib * Admin is the dues/member share not the CLSA PC& E allocation					
<i>Member Library</i>	<i>Databases</i>	<i>Delivery est. 11/12</i>	<i>SuperSearch</i>	<i>Admin *</i>	<i>Total</i>
Bel-Tib	0	9,002	2,428	4,149	15,579
Benicia	0	17,076	4,586	4,609	26,271
Dixon	0	6,676	1,119	3,841	11,636
Lake Cty	0	34,441	3,333	4,149	41,923
Larkspur	0	7,607	1,385	3,841	12,833
Marin Cty	0	25,120	7,665	12,059	44,844
Mendo Cty	0	36,366	3,939	4,149	44,454
Mill Vily	0	12,587	2,696	4,609	19,892
Napa City-Cty	0	44,430	7,362	4,761	56,553
NVC	0	4,816	1,415	3,841	10,072
NBHSL	0	0	0	771	771
St. Helena	0	13,956	2,489	4,149	20,594
San Anselmo	0	5,937	1,476	3,841	11,254
San Rafael	0	15,271	2,388	4,609	22,268
SRJC	0	2,370	0	771	3,141
Sausalito	0	5,719	1,821	3,841	11,381
Solano Coll	0	2,354	1,328	3,841	7,523
Solano Cty	0	41,430	15,004	12,069	68,503
Sonoma Cty	0	38,829	34,757	12,069	85,655
Total	0	323,987	95,191	95,969	515,147

LSTA Project Renewal Costs March 2012				
<i>OverDrive 2011/12</i>	<i>Platform</i>	<i>Materials</i>	<i>Proxy Server</i>	<i>Total</i>
Bel-Tib	0	0	0	0
Benicia	445	728	0	1,173
Dixon	146	407	0	553
Lake Cty	0	0	0	0
Larkspur	0	0	0	0
Marin Cty	0	0	0	0
Mendo Cty	0	0	0	0
Mill Vily	0	0	0	0
Napa City-Cty	1,077	1,608	0	2,685
NVC	0	0	0	0
NBHSL	0	0	0	0
St. Helena	215	381	0	596
San Anselmo	0	0	0	4,411
San Rafael	0	0	0	
SRJC	0	0	0	
Sausalito	0	0	0	
Solano Coll	0	0	0	
Solano Cty	3,784	4,719	0	
Sonoma Cty	0	0	0	
Total	5,667	7,843	0	9,418

Member Library	Job Accelerator
Bel-Tib	49
Benicia	124
Dixon	115
Lake Cty	285
Larkspur	285
Marin Cty	54
Mendo Cty	630
Mill Vily	62
Napa City-Cty	581
NVC	0
NBHSL	0
St. Helena	26
San Anselmo	56
San Rafael	259
SRJC	259
Sausalito	0
Solano Coll	33
Solano Cty	1,658
Sonoma Cty	2,153
Total	6,629

NORTH STATE COOPERATIVE LIBRARY SYSTEM COUNTY GENERAL LEDGER RECONCILIATION

DECEMBER 2010 - No Monthly Activity

Revenue

Year to Date Revenue (PeachTree)	\$156	
		\$0
TOTAL NSCLS Revenue	\$156	
Year to Date County Revenue	\$156	
TOTAL COUNTY Revenue	\$156	

Expenses

Year to Date Expenses (PeachTree)	\$10,769	
		\$0
TOTAL NSCLS Expenses	\$10,769	
Year to Date County Expenses	\$10,769	
TOTAL COUNTY Expenses	\$10,769	

CASH WITH COUNTY RECONCILIATION

NSCLS CASH

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

COUNTY CASH

County Ending Cash Balance	\$69,236	
Pending Deposit Correction	\$0	
Less Accrued Expenses	\$0	
TOTAL CASH WITH COUNTY	\$69,236	

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

Formula for assigning costs for produces and services

Member Library	Population	% of Total	Budget 2009/10	% of Total	Average %
Butte County	220,407	28%	2,440,423	23.60%	26%
Del Norte County	29,147	4%	182,668	1.77%	3%
Humboldt County	132,821	17%	2,374,251	22.96%	20%
Lassen Library	35,757	5%	115,454	1.12%	3%
Modoc County	9,702	1%	320,000	3.10%	2%
Orland Free Library	15,023	2%	421,713	4.08%	3%
Plumas County Lib	24,297	3%	558,769	5.40%	4%
Shasta Public Librs	182,236	23%	1,896,828	18.35%	21%
Siskiyou County Lib	45,971	6%	961,867	9.30%	8%
Tehama County	62,419	8%	525,659	5.08%	7%
Trinity County	13,966	2%	295,566	2.86%	2%
Willows Public	14,172	2%	245,691	2.38%	2%
Total	785,918	100.00%	10,338,889	100.00%	100.00%

Funding Reduction	TBR 9/10	PLF-Est 10/11
Butte County	3,347	74,161
Del Norte County	751	9,923
Humboldt County	3,631	44,610
Lassen Library	0	12,002
Modoc County	2,025	3,270
Orland Free Library	2,929	5,088
Plumas County Lib	1,932	7,936
Shasta Public Librs	3,192	61,614
Siskiyou County Lib	1,043	15,386
Tehama County	959	21,101
Trinity County	458	4,648
Willows Public	1,761	4,755
Total	22,028	264,494

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

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

Est. 10/11

	<i>Databases</i>	<i>Postage</i>	<i>OCLC Cat</i>	<i>OCLC ILL</i>	<i>OCLC Access</i>	<i>Admin *</i>	<i>Total</i>
Butte County	13,109	3,033	4,882	4,138	3,242	7,747	36,151
Del Norte County	1,390	1,652	1,055	1,619	1,477	821	8,014
Humboldt County	10,118	3,978	4,882	1,607	262	5,980	26,826
Lassen Library	1,438	1,405	1,073	1,960	741	850	7,467
Modoc County	1,099	2,835	584	1,103	199	649	6,469
Orland Free Library	1,520	1,768	3,751	1,025	73	899	9,036
Plumas County Lib	2,156	2,393	3,751	1,082	74	1,274	10,731
Shasta Public Librs	10,542	5,257	3,751	1,386	1,929	6,230	29,094
Siskiyou County Lib	3,846	832	4,889	305	135	2,273	12,280
Tehama County	3,306	1,794	1,595	708	353	1,954	9,711
Trinity County	1,177	7,866	1,878	601	177	695	12,394
Willows Public	1,061	1,804	1,957	716	270	627	6,435
Total	50,763	34,617	34,048	16,249	8,930	30,000	174,608

LSTA Project Renewal Costs March 2012

OverDrive 2011/12

<i>Member Library</i>	<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 Library	159
Modoc	43
Orland	67
Plumas	108
Shasta Public	810
Siskiyou	204
Tehama County	426
Trinity County	62
Willows Public	63
Total	3,643