

# NorthNet Library System

Thursday, June 9, 2011  
Yolo County Library  
Arthur F. Turner Community  
1212 Merkley Avenue  
West Sacramento, CA 95691  
(916) 375-6465  
707-483-5470 (Annette's Cell)

9:30 AM – 4:00 PM

*\* NLS Steering Committee will conduct a brief meeting at 9:00 am prior to the Council meeting*

**To join the WebEx online meeting:**

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=174175477&UID=489649202&RT=MiMO>
2. Enter your name and email address
3. Click "join"

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Call-in toll number (US/Canada): 1-408-792-6300

**Access code:** 578 805 441

- |                |   |                     |
|----------------|---|---------------------|
| <b>9:30 AM</b> | 1. Call to Order  | Gregg Atkins, Chair |
|                | 2. Welcome & Introductions  | Gregg Atkins        |
|                | 3. Public invited to address the Council  |                     |
| <b>ACTION</b>  | 4. Approval of Agenda   | Gregg Atkins        |
| <b>ACTION</b>  | 5. <b>Consent Calendar</b>  | Gregg Atkins        |
|                | <b>A. Minutes of the February 11, 2011 Council Meeting</b>  |                     |
|                | <b>B. Statement of Revenue, Expenditures &amp; Encumbrance for FY 10/11</b>   |                     |
|                | <b>C. Statement of Salary and Benefits Expenditure for North Bay<br/>        Cooperative Library System April 30, 2011.</b>     |                     |
|                | 6. <b>Revision of Bylaw to Lower Quorum</b>   | Gregg Atkins        |
|                | 7. CLSA Revision Committee introduction   | Gregg Atkins        |
|                | Members: Mary George, Placer County Library,<br>Danis Kreimeier, Napa City-County Library,<br>Bill Michael, Mono County Library |                     |

- 10:00 AM 8. Steering Committee Budget Planning Retreat and Member Priorities Overview** Gregg Atkins
- 9. Detailed review of Steering Committee Budget Planning Session** Diana Paque, Facilitator
- 11:15 AM 10. Small Group breakout session to discuss PERS contract resolution** A. Milliron DeBacker  
Executive Director
- Noon** Lunch and Networking
- 12:45 PM 11. Report from small group sessions**
- 1:00 PM 12. Discussion Preliminary Budget and Plan of Service 2011/12** A. Milliron DeBacker
- ACTION 13. Move to Closed Session: Personnel** Gregg Atkins  
[Pursuant to Government Code 54954.6]  
Council will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiator: Annette Milliron DeBacker and Gregg Atkins. Unrepresented employees: All
- ACTION 14. Move to Open Session: Report of Action Taken** Gregg Atkins
- ACTION 15. Approval of Preliminary Budget and Plan of Service 2011/12** Gregg Atkins
- 2:30 PM 16. September Council Retreat planning and topic development** Diana Paque
- ACTION 17. Election of Officers and Steering Committee** Gregg Atkins  
Slate of Candidates  
Chair – Margaret Miles  
Vice Chair – Wendy Burke  
Steering Committee members:  
MVLS – Heather Mueller, Patty Wong, one additional at large member TBD  
NBCLS– Gregg Atkins, Jennifer Baker, Gail Haar  
NSCLS – Jody Meza, Jan Erickson, Jessica Hudson
18. Next Meeting Dates  
1. Steering Committee  
2. Council
19. Agenda Building  
1. Steering Committee  
2. Council
20. Adjourn

**Teleconference Meeting Locations**

- Alpine County Library 270 Laramie Street Markleeville, CA 96120
- Belvedere-Tiburon Public Library 1501 Tiburon Boulevard Tiburon, CA
- Benicia Public Library 150 East L Street Benicia, CA
- Butte College Library 3536 Butte Campus Drive Oroville, CA

- Butte County Library 1820 Mitchell Avenue Oroville, CA
- College Of The Redwoods Library 7351 Tompkins Hill Road Eureka, CA
- Colusa County Library 738 Market Street Colusa, CA
- CSU Chico Library 400 West First Street Chico, CA
- CSU Library, Sacramento 2600 State University Drive Sacramento, CA
- Del Norte County Library District 190 Price Mall Crescent City, CA
- Dixon Public Library 230 North First Street Dixon, CA
- El Dorado County Library 345 Fair Lane Placerville, CA
- Folsom Public Library 411 Stafford St. Folsom, CA
- Humboldt County Library 1313 Third Street Eureka, CA
- Lake County Library 1425 High Street Lakeport, CA
- Larkspur Public Library 400 Magnolia Avenue Larkspur, CA
- Lassen College Library 478-200 Hwy 139 N. Susanville, CA
- Lassen Library District 1618 Main Street Susanville, CA
- Lincoln Public Library 485 Twelve Bridges Dr. Lincoln, CA
- Marin County Free Library 3501 Civic Center Drive, #414 San Rafael, CA
- Mendocino County Library 105 North Main Street Ukiah, CA
- Mill Valley Public Library 375 Throckmorton Avenue Mill Valley, CA
- Modoc County Library 212 W. 3rd Street Alturas, CA
- Mono County Free Library 400 Sierra Park Rd. Mammoth Lakes, CA
- Napa City-County Library 580 Coombs Street Napa, CA
- Napa Valley College.Library Upper Valley Campus 1088 College Ave. St. Helena, CA
- Nevada County Library 980 Helling Way Nevada City, CA
- NorthNet Library System Headquarters 55 E Street Santa Rosa, CA
- Orland Free Library 333 Mill Street Orland, CA
- Placer County Library 350 Nevada Street Auburn, CA
- Plumas County Library 445 Jackson Street Quincy, CA
- Roseville Public Library 1530 Maidu Dr. Roseville, CA
- Sacramento County Library 828 I Street Sacramento, CA
- Sacramento County Public Law Library 813 Sixth St., 1st Fl. Sacramento, CA
- San Anselmo Public Library 110 Tunstead Avenue San Anselmo, CA
- San Rafael Public Library 1100 E Street San Rafael, CA
- Sausalito Public Library 420 Litho Street Sausalito, CA
- Shasta College Library 11555 Old Oregon Trail Redding, CA
- Shasta Public Libraries 1100 Parkview Avenue Redding, CA
- Simpson University Library 2211 College View Drive Redding, CA
- Siskiyou County Library 719 4th Street Yreka, CA
- Solano Community College Library 4000 Suisun Valley Road Suisun, CA
- Solano County Library 1150 Kentucky Street Fairfield, CA
- Sonoma County Library Third & E Streets Santa Rosa, CA
- St. Helena Public Library 1492 Library Lane St. Helena, CA
- Sutter County Library 750 Forbes Ave. Yuba City, CA
- Tehama County Library 645 Madison Street Red Bluff, CA
- Trinity County Library 211 N. Main St. Weaverville, CA
- UC Davis – Shields Library Davis, CA
- Willows Public Library 201 N. Lassen Street Willows, CA
- Woodland Public Library 250 First Street Woodland, CA
- Yolo County Library 226 Buckeye Woodland, CA
- Yuba Community College 2088 N. Beale Road Marysville, CA
- Yuba County Library 303 Second Street Marysville, CA

**CONSENT CALENDAR**  
**June 9, 2011**

- A. Minutes of the February 4, 2011 Council Meeting
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2010/11. Period ending April 30, 2011.
- C. Statement of Salary and Benefits Expenditure for North Bay Cooperative Library System April 30, 2011.

**NORTHNET LIBRARY SYSTEM**  
**Council Meeting**  
**Friday, February 11, 2011**

**CONVENING:**

The Council of the NorthNet Library System (NLS) met this date at the Woodland Community and Senior Center with Chair Gregg Atkins presiding. The meeting convened at 9:30 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X		Dixon Public Library	Gregg Atkins, Chair
X		Plumas County Library	Margaret Miles, Vice-Chair
	X	Alpine County Library	Rita Lovell
	X	Belvedere-Tiburon Library	Debbie Mazzolini
X		Benicia Public Library	Diane Smikahl
	X	Butte College Library	Luozhu Cen
X		Butte County Library	Linda Mielke
	X	College of the Redwoods Library	Rachel Anderson
	X	College of the Siskiyous Library	Dennis Freeman
X		Colusa County Library	Wendy Burke
	X	CSU Chico Library	Sarah Blakeslee
	X	CSU Sacramento Library	Tabzeera Dosu
X		Del Norte Co. Library District	Linda Kaufmann
	X	El Dorado County Library	Jeanne Amos
	X	Feather River College Library	Tom Davis
X		Folsom Public Library	Katy Curl
X		Humboldt County Library	Victor Zazueta
	X	Humboldt State Univ. Library	Wayne Perryman
X		Lake County Library	Susan Clayton
	X	Larkspur Public Library	Frances Gordon
	X	Lassen College Library	Rosanna Brown
	X	Lassen Library District	Jeff Hawkins
X		Lincoln Public Library	Darla Wegener
	X	Marin County Free Library	Gail Haar
X		Mendocino County Library	Mel Lightbody
	X	Mill Valley Public Library	Anji Brenner
X		Modoc County Library	Cheryl Baker
X		Mono County Free Library	Bill Michael
X		Napa City-County Library	Danis Kreimeier
	X	Napa Valley Comm. College	Rebecca Scott
X		Nevada County Library	Mary Ann Trygg

X		Orland Free Library	Jody Meza
X		Placer County Library	Mary George
X		Roseville Public Library	Joan Goff
	X	Sacramento Co. Pub. Law Lib.	Coral Henning
X		Sacramento Public Library	Nina Biddle
	X	San Anselmo Public Library	Linda Kenton
X		San Rafael Public Library	David Dodd
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public Library	Mary Richardson
	X	Shasta College Library	Janet Albright
X		Shasta Libraries	Jan Erikson
	X	Simpson University Library	Larry Haight
X		Siskiyou County Library	Jon Torkelson
	X	Solano Comm. College Library	Philip Andreini
X		Solano County Library	Lynne Williams
X		Sonoma County Library	Kathy Dennison
	X	Sonoma Dev. Center	Vacant
X		St. Helena Public Library	Jennifer Baker
X		Sutter County Library	James Ochsner
X		Tehama County Library	Jessica Hudson
	X	Trinity County Library	Oresta Esquibel
X		UC Davis	Sandra Vella
X		Willows Public Library	Jody Meza
X		Woodland Public Library	Heather Muller
X		Yolo County Library	Patty Wong
	X	Yuba County Library	Loren MccRory
X		California State Library	Linda Springer
X		California State Library	Susan Hanks
X		NLS System Headquarters	Annette Milliron
X		NLS System Headquarters	Patty Hector
X		UC Davis Intern	Caroline Harker

### 1. WELCOME AND INTRODUCTIONS

Chairperson Gregg Atkins welcomed everyone and had each person introduce themselves.

### 2. PUBLIC INVITED TO ADDRESS THE COUNCIL

No one from the public was in attendance.

### 3. APPROVAL OF AGENDA

A Motion to approve the agenda with additions was moved by Danis Kreimeier and seconded by Wendy Burke. The Motion passed unanimously.

#### **4. APPROVAL OF MINUTES OF NOVEMBER 15, 2010 MEETING**

It was requested that a correction to the minutes be made under Agenda Item #8. **NEWS FROM THE STATE LIBRARY:** "Ms. Springer gave a short update on a new Gates Grant for a Digital Literacy Assessment Tool..." should be changed to "Ms. Springer gave a short update on a new Gates Grant for benchmarking..." A Motion to approve the corrected minutes of the November 15, 2010 meeting was moved by Mary Ann Trygg and seconded by Margaret Miles. The Motion passed unanimously.

#### **5. APPROVAL OF CONSENT CALENDAR**

##### **A. FINANCIAL STATEMENT FOR FY 2010/11**

##### **B. STATEMENT OF SALARY & BENEFITS EXPENDITURE FOR NBCLS**

A Motion to approve the Consent Calendar meeting was moved by Margaret Miles and seconded by Wendy Burke. The Motion passed unanimously.

#### **6. REGIONAL REVIEW OF CLSA FUNDING IMPACT**

Chair Gregg Atkins explained the reason for the meeting. Ms. Milliron explained the reason for having a reserve and what it would take to close down the office. All three systems also have legacy obligations. MVLS and NSCLS are both in the PERS' inactive fund, but these contracts can be paid off and terminated. Lynne Williams asked if the NBCLS credit in PERS could be used by not paying the PERS contribution each month. Ms. Milliron stated that although the system cannot get the money back as cash, it can be used to pay PERS or to improve contract benefits. Discussion ensued.

#### **7. REGIONAL GROUP COUNCIL MEETINGS TO SET PRIORITIES**

The group split into their respective regional system, NSCLS, MVLS and NBCLS to discuss and set their system's priorities.

#### **8. GROUPS REPORT PRIORITIES AND SET NLS ACTION PLAN FOR FY 2011/12**

The three regional systems reconvened as a whole to discuss setting priorities for NorthNet.

#### **NBCLS**

1<sup>st</sup> priority - delivery is important but needs to be restructured.

2<sup>nd</sup> priority - administrative costs.

3<sup>rd</sup> priority - SuperSearch

#### **MVLS**

1<sup>st</sup> priority – delivery is more important for some libraries than others as some stated they would stop using ILL. Potentially contracting with one of the MVLS libraries for system administration.

2<sup>nd</sup> priority - Databases and OverDrive.

3<sup>rd</sup> priority – Staff training.

#### **NSCLS**

1<sup>st</sup> Priority – Databases

AND

1<sup>st</sup> Priority - OCLC cataloging (because of OCLC group catalog)

2<sup>nd</sup> Priority - Postage for ILL

### **NLS Action Plan**

The NLS Steering Committee will take this information and develop a zero-based budget plan. Lynne Williams suggested using a cafeteria plan of services for libraries to choose from if that would be appropriate.

### **9. PROPOSAL FROM STATE LIBRARY FOR SUSTAINABILITY RETREAT**

The State Library is proposing to fund a facilitated retreat to talk about the vision of the System and its sustainability. The Council felt that this would be a good opportunity to address the System's future. Patty Wong suggested including information on best practices. Mel Lightbody, Wendy Burke, Jessica Hudson, Linda Mielke, Patty Wong, Margaret Miles and Jennifer Baker volunteered to work on the development of the proposal.

### **NEXT MEETING DATE**

The next meeting date will be determined after the NLS Steering Committee develops the action plan. The NLS Steering Committee will identify a date for the next full Council meeting.

### **10. AGENDA BUILDING**

Agenda item for next meeting:

- Strategic Plan for system operations after June 30, 2011 if there is no funding in the state budget.

### **11. ADJOURN**

There being no further business, the meeting was adjourned at 12:30 p.m.

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Annette Milliron DeBacker  
Clerk of the Council  
February 11, 2011



NorthNet Library System  
General Ledger  
For the Ten Months Ending April 30, 2011

Agenda Item #5B

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
<b>Revenues</b>					
1650-Rev Carried Fwd-LSTA	\$ 106,648.00	\$ 106,648.00	0.00	0.00	\$ 0.00
1700-Interest Earned	5,000.00	2,968.93	2,031.07	40.62	1,287.02
2560-CLSA Reference	313,648.00	313,614.00	34.00	0.01	0.00
2562-CLSA SAB	9,209.00	9,209.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	22,500.00	12,957.74	9,542.26	42.41	0.00
2565-CLSA Comm. &	298,873.00	298,873.00	0.00	0.00	0.00
<b>Total CLSA</b>	<b>644,230.00</b>	<b>634,653.74</b>	<b>9,576.26</b>	<b>1.49</b>	<b>0.00</b>
2803-LSTA	464,432.00	480,035.00	(15,603.00)	(3.36)	97,126.00
<b>Total LSTA</b>	<b>464,432.00</b>	<b>480,035.00</b>	<b>(15,603.00)</b>	<b>(3.36)</b>	<b>97,126.00</b>
3480-Contract Fees	359,760.00	351,920.84	7,839.16	2.18	13,834.79
3482-Membership Fees	151,225.00	146,208.00	5,017.00	3.32	3,014.75
<b>Total Member Share</b>	<b>510,985.00</b>	<b>498,128.84</b>	<b>12,856.16</b>	<b>2.52</b>	<b>16,849.54</b>
4040-Miscellaneous	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4102-Donations/Reimbursements	32,920.00	37,471.07	(4,551.07)	(13.82)	5,275.00
4157-Member Reimbursement	269,041.00	171,562.53	97,478.47	36.23	0.00
<b>Total Donations &amp; Reimbursements</b>	<b>301,961.00</b>	<b>209,033.60</b>	<b>92,927.40</b>	<b>30.77</b>	<b>5,275.00</b>
4620-Transfer between funds	64,347.00	0.00	64,347.00	100.00	0.00
<b>Total Transfer Between Funds</b>	<b>64,347.00</b>	<b>0.00</b>	<b>64,347.00</b>	<b>100.00</b>	<b>0.00</b>
4645-Trust to General Fund	0.00	0.00	0.00	0.00	0.00
<b>Total Trust to General Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Revenues</b>	<b>\$ 2,097,603.00</b>	<b>\$ 1,931,468.11</b>	<b>166,134.89</b>	<b>7.92</b>	<b>\$ 120,537.56</b>

NorthNet Library System  
 General Ledger  
 For the Ten Months Ending April 30, 2011

	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.	6,599.00	6,599.00	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
<b>Total Salaries &amp; Benefits</b>	<b>6,599.00</b>	<b>6,599.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

NorthNet Library System  
General Ledger  
For the Ten Months Ending April 30, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	800.00	989.44	(189.44)	(23.68)	149.80
6045-Comm. - Telephone	2,939.00	95.62	2,843.38	96.75	5.90
6085-Adm Janitorial	1,500.00	1,200.00	300.00	20.00	120.00
6100-Insurance	3,589.00	4,059.00	(470.00)	(13.10)	0.00
6140-Maint. of Equipment	2,142.00	1,765.63	376.37	17.57	0.00
6280-Memberships	225.00	325.00	(100.00)	(44.44)	0.00
6302-Adm Debt Revolve	50.00	0.00	50.00	100.00	0.00
6400-Office Expense	4,809.00	5,880.59	(1,071.59)	(22.28)	74.41
6410-Postage	60,000.00	40,410.06	19,589.94	32.65	5,204.16
6415-Library Materials	815.00	627.44	187.56	23.01	0.00
6461-Purchases for Members	508,837.00	265,189.71	243,647.29	47.88	32,688.91
6500-Other Prof. Services	196,013.00	162,337.94	33,675.06	17.18	29,378.62
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCLC	57,341.00	45,862.96	11,478.04	20.02	4,646.13
6521-County Services	14,394.00	6,271.00	8,123.00	56.43	6,271.00
6540-Contract Services	883,713.00	765,966.61	117,746.39	13.32	158,358.27
6800-Duplicating / Photocopies	6,605.00	4,084.01	2,520.99	38.17	392.21
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	23,296.00	19,163.90	4,132.10	17.74	0.00
7000-Special Dept. Expenses	39,801.00	0.00	39,801.00	100.00	0.00
7110-Staff Development	2,150.00	1,505.90	644.10	29.96	0.00
7120-In-Service Training	122,638.00	18,036.11	104,601.89	85.29	6,250.73
7302-Conferences & Travel	109,410.00	76,490.64	32,919.36	30.09	0.00
7303-Private Car Expense	6,131.00	5,063.84	1,067.16	17.41	821.66
7320-Utilities	4,921.00	3,546.84	1,374.16	27.92	70.12
<b>Total Services &amp; Supplies</b>	<b>2,052,119.00</b>	<b>1,428,872.24</b>	<b>623,246.76</b>	<b>30.37</b>	<b>244,431.92</b>
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
<b>Total Fixed Assets</b>	<b>38,885.00</b>	<b>38,885.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Expenditures</b>	<b>\$ 2,097,603.00</b>	<b>\$ 1,474,356.24</b>	<b>623,246.76</b>	<b>29.71</b>	<b>\$ 244,431.92</b>

NorthNet Library System  
 General Ledger  
 For the Ten Months Ending April 30, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>2,097,603.00</u>	<u>1,474,356.24</u>	<u>623,246.76</u>	<u>29.71</u>	<u>244,431.92</u>
Grand Total Revenues	<u>2,097,603.00</u>	<u>1,931,468.11</u>	<u>166,134.89</u>	<u>(7.92)</u>	<u>120,537.56</u>
Difference	\$ <u><u>0.00</u></u>	\$ <u><u>457,111.87</u></u>	<u><u>(457,111.87)</u></u>		\$ <u><u>(123,894.36)</u></u>
Net Change in Journals	\$ <u><u>38,885.00</u></u>	\$ <u><u>495,996.87</u></u>	<u><u>(457,111.87)</u></u>		\$ <u><u>(123,894.36)</u></u>

North Bay Cooperative Library System  
General Ledger  
For the Ten Months Ending April 30, 2011

Agenda Item #5C

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 0.00	\$ 13,537.18	(13,537.18)	0.00	\$ 5,983.42
5910-Perm. Positions	395,913.00	365,667.72	30,245.28	7.64	0.00
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	58,065.00	51,616.17	6,448.83	11.11	0.00
5924-Medicare	6,918.00	6,221.53	696.47	10.07	80.69
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	97,590.00	80,016.42	17,573.58	18.01	7,395.60
5931-Disability Insurance	5,939.00	3,199.57	2,739.43	46.13	306.16
5932-Dental Insurance	8,625.00	6,787.98	1,837.02	21.30	682.14
5933-Life Insurance	1,919.00	1,778.57	140.43	7.32	179.10
5934-Vision Insurance	1,286.00	805.45	480.55	37.37	81.45
5935-Unemployment Insurance	3,921.00	2,799.00	1,122.00	28.62	311.00
5940-Workers Compensation	3,916.00	3,078.36	837.64	21.39	0.00
<b>Total Salaries &amp; Benefits</b>	<b>584,092.00</b>	<b>535,507.95</b>	<b>48,584.05</b>	<b>8.32</b>	<b>15,019.56</b>

Recommended motion to revise NorthNet Library System By-laws as shown below:

I move that the NorthNet Library System Council approve the change in definition of a quorum from two fifths (2/5) to 25% of the total number of Council members eligible to vote...

~~Two fifths (2/5)~~ Twenty-five percent of the total number of Council members eligible to vote, including at least one Council member from each Member, shall constitute a quorum for the transaction of business, including, but not limited to:

- approval of the annual budget or adjustments thereto;
- approval of any personnel action regarding the position of System Administrator or any other NLS staff position;
- approval of any agreement or contract between NLS and a Recognized Employee Organization;
- approval of any change in requirements and/or obligations for NLS membership, and approval of any new Members;
- approval of the annual Plan of Service under the California Library Services Act, and of any other grants for new programs;
- adoption of new Bylaws or amendment or repeal of existing bylaws.

**NORTHNET LIBRARY SYSTEM****STEERING COMMITTEE MEETING****May 3-4, 2011**Minutes to be approved @ 6/9/11  
NLS Steering Committee Meeting**CONVENING:**

The NorthNet Library System (NLS) Steering Committee met this date at the Sheraton Four-Points Hotel in Sacramento with Chair Gregg Atkins presiding. The meeting convened at 9:35 a.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		Facilitator	Dr. Paque
X		Butte County Library	Linda Mielke
X		Shasta Public Libraries	Jan Erickson

**INTRODUCTION**

Meeting facilitator, Dr. Diana Paque, was introduced to the NLS Steering Committee. Dr. Paque described her background and library experience. Two members of the NLS Council / North State Cooperative Library System were also present at the meeting and were introduced: Jan Erickson, library director for Shasta Public Libraries and Linda Mielke, library director for Butte County Library. It was noted that this was an official meeting of the NLS Steering Committee is subject to the Brown Act guidelines.

**ADOPTION OF GROUND RULES, PARKING LOT**

Dr. Paque reviewed the ground rules and parking lot concept with the NLS Committee and noted that the rules were created with input from Chair Gregg Atkins and Vice Chair Margaret Miles. It was clarified that the “parking lot” is for issues that come up during the meeting that aren’t on the agenda and will be addressed later in the day.

A Motion to adopt the ground rules and parking lot was made by Danis Kreimeier and seconded by Wendy Burke. The Motion passed unanimously.

**REVIEW AND APPROVAL OF THE AGENDA**

Mr. Atkins noted that “Public Invited to Address the Council” needed to be added to the agenda. A Motion to approve the agenda as amended was made by Jeanne Amos and seconded by Cheryl Baker. The Motion passed unanimously.

**PUBLIC INVITED TO ADDRESS THE COUNCIL**

No public were present.

### **ANTICIPATED RETREAT OUTCOMES**

Dr. Paque asked the library directors to write down the #1 outcome they want to achieve at this meeting. All answers were anonymous and read by various Committee members. She stated that it appeared all Committee members seem to be on the same page and it looked like the outcomes were all cohesive. Discussion was held on the anticipated retreat outcomes and Dr. Paque stated she could help the Committee “fine tune” the outcomes and would provide the Committee with the results.

Ms. Milliron thanked the library directors who responded to the budget survey that was sent out last week. Dr. Paque tabulated the results in a spreadsheet and presented the information to the Committee.

### **FUNDAMENTALS OF THE NORTHNET LIBRARY SYSTEM**

#### **REVIEW OF THE MANIFESTO**

#### **CONSIDERATION OF NLS VALUES AND VALUE STATEMENTS**

The sustainability of NLS’ budget as well as philosophy was discussed. Dr. Paque noted that there are a number of things listed in the NLS manifesto that was created two years ago when the system was first formed. She stated that the value statements need to be reviewed as everything was based on them. The group discussed the stated values and philosophy of NLS and then moved on to the manifesto.

Jan Erickson commented that, although she is not a member of the NLS Steering Committee, she always gets stuck on how NLS can decide what to spend money on if the amount of State money is not known. Dr. Paque noted that the Committee needs to acknowledge the difficulty and start with the idea that the state money is not going to be available. Discussion ensued.

#### **ALIGNMENT OF NLS VALUES WITH NLS MEMBER PRIORITIES**

*Please see Attachment A at the end of this document.*

A Motion to approve the alignment of NLS values with NLS member service priorities as developed at the February 11, 2011 Council meeting was made Katy Curl and seconded by Margaret Miles. The Motion passed unanimously.

#### **BUDGET INFORMATION PRESENTATION**

Discussion was held on creating a zero-based budget and having zero State funding. Additional options that currently exist for local revenues that are currently not being dedicated to services were also discussed.

Discussion was held on each system’s reserves and NLS’ reserves as a whole. NLS has \$300,000 created with \$100,000 from each System, and these are the reserves the Council could approve using if they are needed. MVLS and NBCLS have designated reserves that would require their approval to expend. The Steering Committee directed the development of budget scenarios using \$159,000 from NLS reserves. The remaining NLS reserves are to be held for shutdown liabilities. Discussion was held on budgeting issues in relation to values and priorities and included the consideration of budget, services, staffing and structure.

A discussion on the PERS option was held. This action requires the assent of the 3 systems as the PERS contracts are currently under the authority of each. The actuarial studies take up to a year to



complete and will provide the actual obligation to pay each off. Once the studies are complete, Each system and NLS will have up to 6 months to act on changes it determines are in the best interest of the members and bring for action to the membership before making any changes with PERS.

A Motion for the Steering Committee to recommend to the 3 systems that they take action on the following in order to consolidate NLS interactions with PERS:

Start pay-off studies for all 3 systems, including the following provisions:

- Pay off the MVLS contract as it covers no current or anticipated future employees;
- Open the conversation with PERS to combine the NSCLS and NBCLS contracts, grandfathering in the provisions of both for current retirees;
- Rename the consolidated contract the NLS contract with all current and future employees under the NLS contract, and
- Schedule current outstanding obligations for PERS so they may be paid off over time should the system so choose this as an option.

Moved by Danis Kreimeier and seconded by Jennifer Baker. The Motion passed unanimously.

#### **REVIEW AND APPROVAL OF THE MAY 4, 2011 AGENDA**

The meeting agenda for the second day of the meeting as well as the materials from the May 3<sup>rd</sup> was reviewed to determine where additional discussion was needed.

A Motion to approve the agenda as revised to achieve desired outcomes was made by Katy Curl and seconded by Cheryl Baker. The Motion passed unanimously.

#### **BUDGET FOR PLAN OF SERVICE AND OPTIONS FOR THE FIRST QUARTER 2011/12**

Budget revenue and expenditures were discussed. The Steering Committee reviewed the budget materials and discussed the options for drafting a budget that included the following:

- no state funding and no additional local funding support for NLS
- no state funding with additional local funding support
- partial state funding - 50% from CLSA or other sources
- full state funding at current year levels

Scenario #1: 6-month time period. The system would pay for delivery, one full-time System Administrator, one Account Clerk (hours to be determined) for six months. The Assistant Director, Electronic Services Manager and Administrative Assistant would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 2: 1-year time period. Retirement of Executive Director and re-hire at part-time. The Assistant Director and the Administrative Assistant would both work part-time as well. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 3: 1-year time period. Retirement of Executive Director and re-hire at ¼ time, the Assistant Director would work ¾ time and the Administrative Assistant would work ½ time. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative

assistant position needs to be discussed further with the NBCLS Board.

A Motion that the NLS Committee submit to the NLS Council for their consideration refined versions of the budgets including 0%, 50% and 100% CLSA funding was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

The Steering Committee reviewed the work and discussed what still needed to be done to submit the Plan of Service to the State Library. Discussion was also held on that issues/work need to be undertaken in preparation for the Retreat of the full Council in September.

A Motion directing Ms. Milliron to extend the contract with Dr. Paque to include document preparation for the June Council meeting as well as the presentation of Steering Committee Retreat outcomes at the Council meeting was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

**ADJOURN**

There being no further business, the meeting was adjourned at 2:30 p.m.

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Annette Milliron DeBacker  
Clerk of the Committee  
May 3 & 4, 2011

Values Priorities Exercise May 3, 2011  
In Order Printed in the NLS Manifesto

Manifesto Item Number	Manifesto Values as adopted	TOTAL											
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11

Steering Committee Priorities for Manifesto Values  
May 3, 2011 Exercise

Manifesto Item Number	Steering Committee Priority Order	TOTAL VOTES											
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0

**NorthNet Library System  
Steering Committee  
Sustainability Budget Planning Retreat, May 3-4, 2011  
Discussion Summary**

**BACKGROUND**

The North Net Libraries Steering Committee held a sustainability budget retreat on May 3 and 4 in Sacramento to draft information and budget documents for consideration by the full NLS Council at their June 2011 Council Meeting. The following summary differs from the meeting minutes in that it tells the story of the process through which the Committee was informed about historical and financial realities, and chose to approach and resolve the multiple issues needed to develop budget scenarios. Materials from this retreat need a context for them to be understood. In general, the Committee worked with policy and in concept, using generalized amounts for revenue and expense. As a result, the budget documents that evolved have slightly different calculations because they are based on actual revenue and expenditure figures. This summary follows the outline of the two days the committee spent together and is meant to fill in some of the blanks on how the committee came to the recommendations it has, the next steps they are proposing, and the budget outcomes that are now being presented for consideration.

At the beginning of the retreat, ground rules were established to guide the group's work. As there were several members of the Council present who were not members of the Steering Committee, a decision was made to allow equal participation in discussion with voting reserved for Steering Committee members. A set of ground rules was adopted that established this principle as well as others to encourage a fruitful and respectful meeting.

**Goals**

At the beginning of the Steering Committee Meeting, participants were asked to write down an outcome that they were intending/hoping to achieve during the May 3-4 Retreat. All outcomes were wadded into balls and thrown into a box and then randomly redistributed to participants to read. Goals fall into the general areas of NLS sustainability and cohesion, budget with a plan of service that works for all NLS, and service provision under dire conditions.

- Develop cohesion amongst 3 systems
- Determine whether a sustainable system is even possible
- Plan for sustainability of NLS using resources creatively and in innovative ways
- How to share resources without state financial support; how to work with other libraries
- How to continue to provide shared important information resources with the loss of state funds
- Come to consensus on priorities to develop budget
- Budget for 1<sup>st</sup> 3 months of 11-12 with consensus on priorities
- 3 month budget for Council Review in June to ensure continuity of NLS services as we struggle through state and local budget questions
- Budget (and therefore NLS) framework for the next 3 months, for the year
- Realistic budget draft sensitive to needs of 3 systems
- Have a system with a budget that works for everyone and provides services

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**Values**

This exercise led into a discussion about the role of values as a means for determining the most fundamental aspects of the system and its services from those that are nice to do. The current Manifesto adopted by the Council is an expression of both the fundamental system values and espoused values that form a vision and direction for the future. To come to terms with what is absolutely essential as a basis for NLS, the group agreed that determining which values were the highest priority would be important. The Committee then participated in an exercise to prioritize values from those listed in the Manifesto. (Since that time, this same exercise has been distributed to all Council members so that their input can be used in consideration of future NLS actions, plans of service, and budgets.)

**NLS ADOPTED MANIFESTO**

**We seek a consolidated organization that...**

- Benefits our staff, especially through training
- Enables us to do things we cannot do on our own
- Provides more services Brings more equity
- Is nimble and responsive
- Provides a better means of resource sharing and delivery
- Gives us a stronger voice with the state, vendors, etc.
- Leads the way; is a model system for others
- Creates greater visibility for us; enables us to market ourselves
- Achieves economies of scale
- Is forward-thinking
- Is successful and seamless in the provision of services (to constituents and staff)
- Works for all members; large and small, rural and urban, special, academic and school
- Is affordable

The top 5 values for the Steering Committee are:

1. Is affordable;
2. Provides a better means of resource sharing and delivery;
3. Enables us to do things that we cannot do on our own;
4. Achieves economies of scale; and
5. Works for all members; large and small, rural and urban, special, academic and school.

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***Priorities***

Included in the meeting packet was the compilation of priorities set by the three regional systems at the February 11, 2011 Council meeting in preparation for creating an NLS action plan for 2011/12. The Steering Committee established a combined priority list that includes the following services:

- Delivery – this includes not only van delivery routes but also USPS and UPS services currently being used
- Databases
- Resource Sharing, including cooperative catalogs, SuperSearch, OCLC catalogs, KOHA
- OverDrive
- Administration at the system level
- Staff Training.

The Committee then discussed these priorities in light of the values they identified and considered how each of these priorities was fully aligned with NLS values. Additionally, the Committee worked together to estimate the amount of NLS staff time needed to support each of these priorities at a minimum level as an initial step in building budgets for plans of service to be adopted in June by the Council.

***Considerations for Budget Development***

One of the challenges to developing a cohesive systemwide budget is the fifty years of traditions, cultures and histories present in each of the three member systems. Each system did its business in different ways and with different priorities causing each to develop its own strategies for dealing with financial shortfalls and poor economic conditions. As a result, when the three systems came together as NLS, each had its own baggage that informed its decision making and its ability to operate.

The Committee spent a significant amount of time reviewing the materials presented in the meeting packet. As there were differing levels of understanding, Annette reviewed each of the pages, including:

- System Obligations and Reserves
- Member Data for Local Funds Expenditures
- NLS Delivery Funding
- NLS Database Funding
- NLS Training Funding
- NLS Resource Sharing Funding

In addition, the results of the Survey Monkey survey on budget, materials, staffing and fees that was circulated at the end of April to NLS members was distributed to participants.

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***Work Still to Be Done***

During this presentation and its discussion, participants were able to come to a common understanding of the NLS financial picture, the engagement of member libraries in the various services, the amount of local funding currently being used to augment CLSA funds, and the problems associated with cutting back or eliminating either services or funding.

This discussion continued throughout most of the remainder of the first day with a number of questions posed relative to how NLS would or could function should outside funding not be available in 2011/12. Several elements emerged as needing further consideration and work.

1. ***Communications Plan:*** Given that this information was being presented in considerable detail for the Steering Committee, how could the Council be brought up to speed so they also had the common understanding of issues that the Steering Committee now had? The idea of developing a Communications Plan or Strategy emerged, including using materials developed between this retreat and the Council Retreat in the Fall to prepare Council members to take on sustainability discussions without having to spend the Retreat on background information.
2. ***Communication with the State Library:*** The Committee identified several types of communications that could occur to support NLS in its efforts to develop a sustainable system.
  - a. ***System Integration:*** NLS is taking a number of steps to revamp its procedures, practices, and obligations to function as a single system, and NLS must demonstrate itself as a system that provides services to its members in accordance with its fundamental values.
    - i. ***PERS:*** The Steering Committee is recommending that the Council approve taking the first steps to resolve the PERS issue of multiple contracts, and passed a motion to have consideration occur among the regional systems at the June meeting.
    - ii. ***Structure:*** Additionally, the Steering Committee affirmed that it is consistent with its service to diverse members that there be equity in service provision and the ability to have some choice in which services best meet local needs. NLS needs to spend some time considering its structure and how to support the various member groups it serves. To this end, there was considerable discussion about changing the paradigm from the regional systems to other groupings, and encouraging decision making based around use groups instead of along traditional system lines.
    - iii. ***Common Dues Structure:*** Dues structures have been considered on numerous occasions in the past for each of the three regional systems; however, traditional patterns persist. Given the potential need for



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members to support services through local resources, NLS dues structures need to be revamped.

- iv. *Database Negotiation and Licensing:* NLS has a blended model of database negotiation and licensing that needs to be revisited. Currently a portion of database contracts are negotiated and licensed through NLS, some negotiated by NLS and purchased separately, and some negotiated and purchased locally or regionally. Work needs to be done to revise this model so it serves the best interests of member libraries and NLS which serves them.
  - v. *Delivery Models:* NLS has several services ranging from van to USPS to UPS for delivery between jurisdictions. The Steering Committee spent considerable time discussing efficacy, policy decisions, decision-making bodies, costs, service provided, route issues, and factors that impact local decisions about NLS delivery participation. Given that there are multiple options for delivery, it looks from the outside that libraries are making choices without supporting data. In fact, NLS has been assessing best practices that are maximally cost-effective for delivery. NLS needs to organize delivery information, decisions made and the impact, and have a cohesive plan moving forward that meets the diverse delivery needs of NLS members. This needs to be presented in a way that CSL can get the message that if delivery is a priority for NLS members that is supported in the most cost-effective way possible.
- b. *Supplementary Funding:* During this discussion, the Steering Committee worked with the premise of no ongoing state funding. Provided that the State “is committed to helping avoid Systems shutting down completely,” what is the minimal level of state support required to avoid shutting down NLS and to provide basic priority services? They also recognized that should some limited funds be made available, NLS still needs to address those issues that are impacted by decisions at the state level. These include (among others): funding for FirstSearch that is used heavily by libraries in the North State; streamlining OverDrive so that communications and problem resolutions become less time-consuming; consideration of alternatives for staff training should InfoPeople no longer be funded or affordable; LSTA grant options for NLS that could assist in resolving some of the structural resource-sharing issues; and the disproportionate impact that loss of CLSA funds has on small and rural libraries.

**DAY TWO – BUDGET DEVELOPMENT**

The second morning began with a review of the materials from the previous day, a review of the agenda, and consensus on the work to be accomplished. The first day allowed for all participants to reach a common understanding of historical perspective, current financial and physical realities, and issues that need further consideration for NLS to come together as a

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single sustainable system.

The primary task for the second day was to use this information as the basis for building budgets to support several plans of service. The State is requiring NLS to submit budgets with 0% CLSA funding, 50% CLSA funding, and 100% CLSA funding at the 2010/11 level. The Steering Committee was charged to develop drafts at this retreat and make recommendations for adoption by the Council at their June 2011 meeting.

***Closure Discussion***

The Committee also spent some time considering what would be needed should NLS have insufficient resources to continue. They estimated that at least half of the \$300,000 NLS reserve would need to be set aside in case closure needed to occur to cover such expenses as audits, liquidation of assets, moving expenses, legal fees, meeting costs, and administrative time to handle closure and final reporting to governmental agencies.

***Budget with 0% CLSA Funding***

The Committee then developed the budget strategy for a plan of service with no state funding and the current level of member participation. Working service by service, they estimated the amount of staff time to administer the service as well as the actual cost of the service. Documents from the retreat with the header ***Budget Parameters – No State Funding***, provide the detail of this conversation as it unfolded. The Committee recognized that these figures would be used as the starting point for building actual budgets and that the numbers would change when actual revenues, expenses, and staff costs were calculated.

Given the amount of available resources, the budget would only take NLS through 6 months of operations with all services in place. This model uses all of the NLS available reserves within the first 6 months, making continuation beyond that time highly problematic. Member dues would only be collected for this 6 month period to avoid having to return funds for services not provided. During these 6 months, NLS would undertake plans to find supplementary funding should it exist, plan to revamp its operations, if possible, to continue in a more sustainable form with sustainable service levels, and use the time and staffing to plan for anticipated closure that may be required.

During this discussion, the Committee also considered options for the type and levels of staff support needed for NLS to function. Given the previous discussions on service and administrative needs, some estimation of staffing existed. The Committee then built options for staffing based on these assumptions. The document with the header ***Staffing Options*** is the outcome of that discussion. What emerged were several options, each with different considerations and constraints. The Committee recognized that these were estimates, that they may require the assent of the incumbents to be actually implemented, and that they were the starting point for building budget assumptions for staffing models.

***Budget with 50% CLSA Funding***

The Committee recognized that a final decision on state funding might not be available for some time after the beginning of the fiscal year, and the Council will have the option to revise the budget at its Fall meeting should funds not materialize. Likewise, should funding be available at

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the 50% CLSA level, service could be continued for up to a year, depending on service and staffing levels. Some databases that expire during the year could be extended to the end of the fiscal year rather than for an entire additional year. Depending on the amount of funding received, NLS has the potential of retaining all or part of their reserves, thus maintaining the possibility of continuing operations into 2012/13. The documents labeled ***Budget Parameters – 50% CLSA Funding*** provide the record of the conversation.

***Budget with 100% CLSA Funding***

The Committee spent little time on this option as it would likely mirror the budget and plan of service for 2010/11. Additionally, the general tenor was that this was not a highly-likely scenario, and the group's work should focus on areas that had better potential for realization. The documents labeled ***Budget Parameters – 100% CLSA Funding*** provide the record of the conversation.

**Budget Discussion Wrap Up**

At the end of the second day, the Committee had completed its work to develop the parameters for creation of budgets for plans of service at the 0%, 50%, and 100% CLSA funding levels. The Committee then discussed with the Executive Director the next steps for developing the budget, further work to be done, plans for the June Council meeting and the Fall Retreat, and other issues for the good of the order. Action was taken to approve using the information created at this retreat to draft budget documents for Council consideration in June, with the recognition that should state funding change, the Council could take action to revise the budget at their Fall 2011 meeting.

**SUMMARY AND NEXT STEPS**

The Steering Committee met with the intention of developing budget models for consideration by the Council. In addition, they wanted to solidify the process of the NorthNet Library System functioning as a consolidated system for the benefit of all its members and continue plans to further integrated system operations, services and functions. By the end of this retreat, both of these goals had been realized.

The Committee asserted that this was the beginning of the work for the Fall Retreat, and that meetings and communications between now and that Retreat should be used to inform all Council members of the issues, background, policies, and decision points so that they come to the Fall Retreat informed and ready to take action. They reiterated that the whole reason for the sustainability retreat is to answer the question of "How to do it differently," and provide affordable services to members that they can't do on their own. They reasserted the need to reinforce this framework to get away from traditional views of services and service-delivery models. The paradigm and its supporting language needs to shift- perhaps service by service – away from the traditional systems and towards alternate decision-making groups. In the end, NLS has to outline these as part of an NLS decision tree so the unified structure is visible and identifiable as a single entity.

## Budget Parameters – No State Funding

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Unrestricted Reserves \$159,000 (\$309,000 minus set-aside for closure of \$150,000)

Member Fees \$137,000 (\$68,500 for 6 months)

Estimated LSTA \$20,000

### 6 month revenue with no additional CLSA funds

\$159,000 reserves

\$ 68,500 member dues for 6 months

\$ 20,000 LSTA grant revenue in 1<sup>st</sup> 6 months

\$247,500 revenue for 6 months

Budget with no state funding would only take NLS through 6 months operations with all services in place. Should state funding not emerge, the Council would then revise the budget in September 2011 to identify this 6 month plan and its plans for service curtailment.

**Without CLSA funding, NLS would use its common reserves to pay for services beyond funding collected from member fees. Given the presumption that a no-CLSA budget can support NLS only for 6 months, the budget assumes that only 6 months dues would be collected with remaining funds from reserves and other ongoing revenue sources.**

### Administration

Two areas of functions: Staffing, and Other Expenses related to operations that are either overhead or actual cost

Staffing:

Activities:

Meeting Coordination in the next 3 months (July-Sept 2011)

- NLS Retreat
- Sustainability Planning Committee meetings – 2
- System Meetings – 3 systems x 2

## Budget Parameters – No State Funding

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- NLS Council Meeting
- NLS Steering Committee – 2

Other staff functions:

PERS interactions

LoC Board meeting and meetings with other system directors, including those called by CSL

Website update and maintenance

Auditor – outside auditor needs to be hired for an annual audit and the audit then requires staff review

Staffing Options:

70% Executive Director, 30% Support Staff (Admin Asst)

Note: during the discussion, the group convinced itself of the need for continuity in the Exec Dir position and the probability of the need for a full time ED. This was noted in this section of the notes.

Costs:

Fiscal fees for doing business, cutting checks, etc

Actual operations costs @ \$20,000

Move Costs – budget presumes that NLS will need to vacate current premises and move to a location that is smaller with less ongoing cost.

### **Data Bases**

Administration: troubleshooting, billing – needs to have someone of sufficient technical ability to handle requests on NLS end and either resolve or know how to forward to the vendor for resolution

Potential for this function to be contracted out, especially if it is just for handling calls and billing.

Staffing Required:

60hrs/6mos

40 hrs Exec Dir/ 20 hrs Account Clerk

## Budget Parameters – No State Funding

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Database contracts are all continuing through the end of December 2011. If the budget covers only the 1<sup>st</sup> 6 months, then no need for additional funds for extension.

### **Delivery**

CLSA has paid for 2 day/week delivery. If funded for 6 months at the current rate, cost is 112,500. This does not take into account any increase in costs that might result from moving to 2 day/wk delivery should member libraries decide not to buy the extra days they are currently purchasing

Personnel Costs, in addition to delivery contract: for invoicing, reimburse postage, maintaining statistics, handling at NLS

Supply costs for packaging, bin replacement

Personnel:

224 hours/6 mos: 88 hours Exec Dir (40%)/ 136 hours Acct Clerk (60%)

### **Group Catalog**

Costs are staffing as service costs are either borne by participants or by LSTA grant

### ***OCLC***

Account Clerk 12 hours/ 6 months

Billing, invoicing, issuing checks

### ***SuperSearch***

Exec Director - 5 hours administrative oversight/ 6 months

### ***KOHA***

Account Clerk 4 hrs/6 months

### **OverDrive – service paid with LSTA through 3/12**

Costs

Administration: collecting from members, paying invoices

## Budget Parameters – No State Funding

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Account Clerk – 30 hrs/6 months

Collection Development issue – needs to be taken over by members to relieve NLS of content responsibility.

## Budget Parameters – 50% CLSA Funding

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If funding comes from the CSL in either CLSA or LSTA form, NLS will then revise the budget in Fall 2011 to reflect additional revenues, and then plan to either extend service using the same model, to supplant local reserves with state-supplied funds, or a combination of the two.

**If 50% CLSA is received**, revenues would be the same as above with the addition of local revenues.

\$247,500	local 6 month revenues
\$68,500	remaining 6 months dues
\$310,533	50% CLSA revenue received in 2009/2010
\$626,533	total available revenue

\$62,000 is maximum allowable for administration from CLSA (25%)

Given the lateness of the State budget in past years, NLS could operate for 6 months before amount of state funding is either stated or made available. Given this, it will be imperative for the NLS Council to review the budget in the fall and revise given known funding.

Option:

Continue to pursue 0% state-funded/100% locally funded budget for 6 months, pay for services to continue including those that need to be renewed during 2011/12, and use the \$62,000 for administration for the next 3 months for a 9 month budget.

Expense under this model:

Delivery (2 day/wk, reimburse USPS/UPS)	\$225,000
SAB	\$ 100
Administration (9 months) (6 month amount(\$122,751) plus \$62,000 CLSA)	\$184,751
Services/Rent/Supplies/Overhead	\$ 40,000

OverDrive – as of the end of March 2012, becomes completely member supported



## Staffing Options

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**Note:** The following staffing estimates for these three options were developed during the May 3-4 2011 Steering Committee Retreat. In some instances, estimated salaries and costs were available and were plugged into options as they were being developed. In other instances, the options were developed with an understanding of staffing needed, and the Committee did not spend the time to calculate costs for each position at each cost point. The Committee and the Executive Director agreed that there was sufficient detail here for the Director to draft actual budget documents and draft plans of service, so no effort was made to finalize staffing costs or assess accuracy beyond what is shown here.

6 Months budget with no additional state funding

### Option A

Full-time Executive Director      \$95,442 (salary and benefits for 6 months)

Account Clerk 8 hours/week      \$ 6,523

Support Staff/Admin Asst ½ time      \$20,806

Administration Cost for Option A: \$122,751

(need to spell out assumptions on benefits coverage, PERS for Clerk, Admin Asst)

### Option B

Half-time Executive Director      \$47,721

Half-time Asst Director

Half-time Support Staff      \$20,806

Administration Cost for Option B

(Need to determine with staff if this is a viable option. Exec Director may choose to accept this option as a retiree which would change costs for benefits)

### Option C

Quarter time Executive Director

Three-quarter time Asst Director

Half-time Support Staff      \$20,806

Administration Cost for Option C

B and C need to be calculated with incumbents as continuing employees AND as retirees as numbers will be different for salary with and without benefits.

**Comparison of PERS Contracts**

	NBCLS	MVLs	NSCLS
<b>Coverage Group</b>	70001 & 70002 (inactive)	70001 (inactive)	70001 & 70002 (both inactive)
<b>Benefit Formula</b>	Percentage of final compensation provided for each year of credited prior and current service determined by Section 21354 – 2% @ 55 Full and Modified	Percentage of final compensation provided for each credited prior services is 0%; current service is 100% determined by Section 21251.13 - 2% @ 60 Modified.	Percentage of final compensation provided for each year of credited prior and current service determined by Section 21251.13 - 2% @ 55 Full and Modified
<b>Subject to following optional provisions:</b>			
	Section 21222.1 One-time 5% increase		
<b>Non-Industrial Disability</b>	Standard	Standard	Standard
<b>Sick Leave Credit</b>	Yes	Yes	Yes
	Section 20503 Remove exclusion of persons compensated on hourly basis		
<b>Final Average Compensation Period</b>	One Year Final Compensation	36-month Final Compensation	One Year Final Compensation
<b>Social Security Coverage</b>	Not covered by Social Security	Covered by Social Security	No for 70001; Yes for 70002
	NBCLS ceased to be an employer for purposed of Section 20834 effective 5-11-85. Accumulated contributions shall be fixed and held by the Board.		NSCLS shall not be considered an employer for purposes of PER Law as of Gov Code Section 20759. Accumulated contributions shall be fixed and held by the Board.
<b>Pre-Retirement Death Benefits</b>			
<b>Optional Settlement 2W</b>	Yes	Yes	Yes
<b>1959 Survivor Benefit Level</b>	70001 indexed; 70002 level 1	No	No
<b>Post Retirement Death Benefits</b>			
<b>Lump Sum</b>	\$500	\$500	\$500
<b>Survivor Allowance</b>	No	No	No
<b>COLA</b>	2%	2%	2%
<b>Employee Contributions</b>	No	No	No

## SAMPLE of RESOLUTIONS

RESOLUTION OF INTENTION  
TO TERMINATE THE CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
NORTH BAY COOPERATIVE LIBRARY SYSTEM

WHEREAS, the Board of Directors of the North Bay Cooperative Library System entered into a contract with the Board of Administration, Public Employees' Retirement System pursuant to Government Code Section 20460, effective January 1, 1965, for participation of said agency in the Retirement System;

WHEREAS, Section 20570 provides that the governing body may terminate the contract between the Board of Administration of the Public Employees' Retirement System and the governing body of the contracting agency by the adoption of a resolution giving notice of intention to terminate, and not less than one year later, the adoption by affirmative vote of two-thirds of the members of the governing body of a resolution terminating the contract;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the North Bay Cooperative Library System hereby finds that it is in the best interests of the agency to terminate the contract entered into with the Board of Administration, Public Employees' Retirement System; and

BE IT FURTHER RESOLVED, that the governing body of the above agency does hereby give notice to the Board of Administration, Public Employees' Retirement System, pursuant to Section 20570, the intention to terminate said contract.

MVLS contracted on March 21, 1992  
NSCLS contracted on January 1, 1978

**Budget Assumptions for Preliminary Budget 2011/12  
No CLSA or other supplemental state level funding**

This budget scenario presumes 6 months of operation then shut down. The System would not incur moving costs and would remain in its present location until closure.

Use of NLS reserves as projected in this scenario would deplete NLS reserves within 6 months.

**Revenue:**

\$159,000 of NLS reserves are used to maintain 6 months of delivery service as currently provided for all members. Remaining NLS reserves are held for payoff for layoffs and contracts.

\$1,500 interest earned on remaining reserves.

\$20,000 LSTA fiscal agent fees for FY 2010/11 will be collected in November to be used for administrative costs.

\$90,487 membership fees collected from members for administrative costs. This amount represents 6 months of dues rather than a full year of dues.

\$93,035 contract fees collected from members to reimburse for extra days of delivery.

\$19,788 contract fee to provide resource sharing support for URSA users.

**Expenditure:**

Salaries and benefits.

No COLA for hourly salary rates.

PERS employer contribution is adjusted to 8.287%

Health insurances cost as known through December 31 2011, dental and vision costs through May 31, 2012.

SuperSearch Staff (20 hours per week) is paid through contract fees collected.

Administration staff option A: .94(1950 hrs.) FTE Executive Director and .50 FTE admin. assistant

Administration staff option B: .50 FTE executive director, .50 FTE assistant director, .50 FTE admin. assistant

Administration staff option C: .25 FTE executive director, .75 FTE assistant director, .50 FTE admin. assistant

**Service and Supplies** is based with the following assumptions:

E-rate lowers telephone costs significantly. Also will not need as many roll over lines if operating with reduced staff

Delivery is maintained as currently configured for all members for 6 months.

Other professional services include the audit and legal reviews. Two audits will be required if the organization shuts down. A 2010/11 audit is required and an audit upon closure is also required. Projected cost is between \$10,000 -\$12,000 per audit.

Current copier will be replaced with smaller copier.

Staff development and travel funds are slashed.

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EXPENDITURES		Staff					
-----		Ssearch	COM	Operations	Option A	Option B	Option C
Salaries and Benefits:							
5900	Payoff Acct	0	0	0	0	0	0
5910	Perm. Positions	13,917	0	0	81,657	78,929	75,293
5911	Extra Help	0	0	0	0	0	0
5921	Retirement Cont.	1,152	0	0	6,767	6,541	6,239
5924	Medicare	202	0	0	1,184	1,144	1,092
5925	Deferred Comp.	0	0	0	0	0	0
5930	Health Insurance	0	0	0	11,208	12,894	13,737
5931	Disability Ins.	209	0	0	1,225	1,184	1,129
5932	Dental Insurance	341	0	0	1,023	1,364	1,535
5933	Life Insurance	85	0	0	85	127	148
5934	Vision Insurance	54	0	0	162	216	243
5935	Unemployment Ins	139	0	0	817	789	753
5940	Workers Comp	141	0	0	825	797	760
TOTAL	SAL. & BEN.	16,239	0	0	104,951	103,985	100,929
Services and Supplies:							
6040	Comm. - E Mail	0	420	0	0	0	0
6045	Comm. - Tphone	0	250	0	0	0	0
6085	Janitorial Service	0	0	0	0	0	0
6100	Insurance	0	0	4,309	0	0	4,309
6140	Maint. of Equip.	0	0	0	0	0	0
6280	Memberships	0	0	100	0	0	100
6302	Dept Revolving	0	0	0	0	0	0
6400	Office Expense	50	0	100	0	0	100
6410	Postage	0	23,092	0	0	0	0
6415	Library Mat.	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0
6500	Other Prof Serv	0	0	24,564	0	0	0
6516	Data Proc'ing Serv	0	0	1,859	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0
6521	County Services	0	0	7,634	0	0	0
6540	Contractual Service Delivery	0	172,788	0	0	0	0
6540	Contractual Service Payroll	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	600	0	0	0
6820	Rental of Equip	0	0	0	0	0	0
6840	Bldg. Rent/Lease	2,495	0	9,003	0	0	0
7000	Special Dept.Exp.	0	0	0	0	0	0
7110	Staff Devel.	50	0	200	0	0	0
7120	In-Serv Training	0	0	500	0	0	0
7302	Conf. & Travel	0	0	0	0	0	0
7303	Private Car Exp.	100	0	500	0	0	0
7320	Utilities	855	0	854	0	0	0
TOTAL	SERV & SUPPLIES	3,550	196,550	50,223	0	0	0
Fixed Assets:							
8560	Equipment	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0
TOTAL FIXED ASSETS		0	0	0	0	0	0
GRAND TOTAL EXPENDITURES		19,788	196,550	50,223	104,951	103,985	100,929

Budget11/12  
rev:5/23/11

NorthNet Library System  
Preliminary Budget FY2011/12  
Presented  
No State Funding -- 6 months operations

REVENUES

		LSTA	SUPERS	COM	ADMIN	Proj. Revenue
	Rev Carried Forward	0	0	0	0	0
4645	Trust to General Fund	0	0	159,000	0	159,000
1700	Interest Earned	0	0	0	1,500	
	TOTAL INTEREST	0	0	0	1,500	1,500
2560	CLSA Reference	0	0	0	0	
2562	CLSA SAB	0	0	0	0	
2563	CLSA TBR-ILL	0	0	0	0	
2564	CLSA Data Base	0	0	0	0	
2565	CLSA Comm. & Del.	0	0	0	0	
	TOTAL CLSA	0	0	0	0	0
	LSTA LAIF	0	0	0	20,000	
2803	LSTA	0	0	0	20,000	20,000
3480	Membership Fees					
	NBCLS	0	0	0	47,747	
	MVLS	0	0	0	25,541	
	NSCLS	0	0	0	15,000	
3482	Contract Fee/					
	MVLS	0	0	6,656	0	
	NBCLS	0	19,788	86,379	2,199	
4040	Miscellaneous	0	0	0	0	
4102	Donations/Reimb	0	0	0	0	
4157	Member Reimb	0	0	0	0	
	TOTAL LOCAL	0	19,788	93,035	90,486	203,309
	Equip. Reserve					
	GRAND TOTAL REVENUES	0	19,788	252,035	111,986	383,809

**Budget Assumptions for Preliminary Budget 2011/12**  
**50% CLSA or other supplemental state level funding**

This budget scenario presumes 1 year of operation. The System would incur moving costs as the reduced level of staff and revenue does not justify staying in the current leased space.

Use of reserves as projected in this scenario (up to \$20,000 annually) would delete available NLS reserves within 8 years.

**Revenue:**

\$20,000 of NLS reserves are used to close the funding gap.

\$3,000 interest earned on remaining reserves.

\$20,000 LSTA fiscal agent fees for FY 2010/11 will be collected in November to be used for administrative costs.

\$315,690 CLSA funds allocated as follows:

- \$23,549 for reference service support
- \$229,834 for communication and delivery
- \$200 for SAB support
- \$62,107 for administration (PC&E)

\$161,575 membership fees collected from members for administrative costs. This amount represents a full year of dues.

\$186,069 contract fee collected from members to reimburse for extra days of delivery.

\$23,757 contract fee collected from members for cataloging expense in OCLC group service contract

\$39,576 contract fee to provide resource sharing support for URSA users.

**Expenditure:**

Salaries and benefits.

No COLA for hourly salary rates.

PERS employer contribution is adjusted to 8.287%

Health insurances cost as known through December 31 2011, dental and vision costs through May 31, 2012.

SuperSearch Staff (20 hours per week) is paid through contract fees collected.

Administration staff option A: .94(1950 hrs.) FTE Executive Director and .50 FTE admin. assistant

Administration staff option B: .50 FTE executive director, .50 FTE assistant director, .50 FTE admin. assistant

Administration staff option C: .25 FTE executive director, .75 FTE assistant director, .50 FTE admin. assistant

**Service and Supplies** is based with the following assumptions:

E-rate lowers telephone costs significantly. Also will not need as many roll over lines if operating with reduced staff

Delivery is maintained as currently configured for all members for 12 months.

The Gale General Reference Center Gold database used by North State public library members will be renewed until June 30, 2012.

Reference question handling with contracted with Serra Library System at \$90 per question (2 hours of service).

OCLC Resource Sharing will be supported for North State public library members.

Other professional services include the audit and legal reviews.

Current copier will be replaced with smaller copier.

Staff will remain in the current office space through December then move to a smaller more appropriately sized and priced space. Funds for moving have been set aside within the budget.

Staff development and travel funds are slashed.



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EXPENDITURES		Ssearch	REF	COM	SAB	Operations	Staff Option A	Staff Option B	Staff Option C
Salaries and Benefits:									
5900	Payoff Acct	0	0	0	0	0	0	0	0
5910	Perm. Positions	27,833	0	0	0	0	163,314	157,858	150,585
5911	Extra Help	0	4,368	0	0	0	0	0	0
5921	Retirement Cont.	2,304	0	0	0	0	13,534	7,054	9,465
5924	Medicare	404	0	0	0	0	2,368	2,289	2,183
5925	Deferred Comp.	0	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	22,416	25,788	27,474
5931	Disability Ins.	418	0	0	0	0	2,450	2,368	2,259
5932	Dental Insurance	682	0	0	0	0	1,961	2,728	3,069
5933	Life Insurance	169	0	0	0	0	169	254	296
5934	Vision Insurance	108	0	0	0	0	324	432	486
5935	Unemployment Ins	278	0	0	0	0	1,633	1,579	1,506
5940	Workers Comp	281	0	0	0	0	1,649	1,594	1,521
TOTAL	SAL. & BEN.	32,477	4,368	0	0	0	209,817	201,943	198,844
Services and Supplies:									
6040	Comm. - E Mail	0	0	840	0	0	0	0	0
6045	Comm. - Tphone	0	0	500	0	0	0	0	0
6085	Janitorial Service	0	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	4,309	0	0	0
6140	Maint. of Equip.	0	0	0	0	0	0	0	0
6280	Memberships	0	0	0	0	100	0	0	0
6302	Dept Revolving	0	0	0	0	0	0	0	0
6400	Office Expense	90	0	0	0	200	0	0	0
6410	Postage	0	0	46,183	0	0	0	0	0
6415	Library Mat.	0	12,354	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0	0	0
6500	Other Prof Serv	0	990	0	0	12,564	0	0	0
6516	Data Proc'ing Serv	0	0	0	0	3,718	0	0	0
6517	Online Serv, OCLC	0	0	55,754	0	0	0	0	0
6521	County Services	0	0	0	0	15,249	0	0	0
6540	Contractual Service Delivery	0	0	345,576	0	0	0	0	0
6540	Contractual Service Payroll	0	0	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	600	0	0	0
6820	Rental of Equip	0	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	5,000	327	0	0	10,000	0	0	0
7000	Special Dept.Exp.	0	5,510	0	0	0	0	0	0
7110	Staff Devel.	100	0	0	0	200	0	0	0
7120	In-Serv Training	0	0	0	0	500	0	0	0
7302	Conf. & Travel	0	0	0	0	0	0	0	0
7303	Private Car Exp.	200	0	0	200	500	0	0	0
7320	Utilities	1,709	0	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	7,099	19,181	448,853	200	47,940	0	0	0
Fixed Assets:									
8560	Equipment	0	0	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0	0	0
TOTAL	FIXED ASSETS	0	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES		39,576	23,549	448,853	200	47,940	209,817	201,943	198,844

REVENUES

		LSTA	SUPERS	REF	COM	SAB	ADMIN	Proj. Rev.
	Rev Carried Forward	0	0	0	0	0	0	0
4645	Trust to General Fund	0	0	0	0	0	0	0
1700	Interest Earned	0	0	0	0	0	3,000	
	TOTAL INTEREST	0	0	0	0	0	3,000	3,000
2560	CLSA Reference	0	0	23,549	0	0	31,254	
2562	CLSA SAB	0	0	0	0	200	921	
2563	CLSA TBR-ILL	0	0	0	5,157	0	0	
2564	CLSA Data Base	0	0	0	0	0	0	
2565	CLSA Comm. & Del.	0	0	0	224,677	0	29,932	
	TOTAL CLSA	0	0	23,549	229,834	200	62,107	315,690
	LSTA LAIF	0	0	0	0	0	20,000	
2803	LSTA	0	0	0	0	0	20,000	20,000
3480	Membership Fees							
	NBCLS	0	0	0	0	0	95,494	
	MVLS	0			0	0	51,081	
	NSCLS ( 6 months)	0			0	0	15,000	
3482	Contract Fee							
	MVLS	0	0		13,312	0	0	
	NBCLS	0	39,576	0	172,757	0	4,397	
4040	Miscellaneous	0	0	0	0	0	0	
4102	Donations/Reimb	0	0	0	0	0	0	
4157	Member Reimb	0	0	0	23,757	0	0	
	TOTAL LOCAL	0	39,576	0	209,826	0	165,972	415,374
	Equip. Reserve							
	GRAND TOTAL REVENUES	0	39,576	23,549	439,660	200	251,079	754,064

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EXPENDITURES

-----	LSTA	SSearch :	REF :	COM :	ADMIN :	SAB	PROJECT. BUDGET
Salaries and Benefits:							
5900 Payoff Acct	0	0 :	0 :	0 :	0 :	0	0
5910 Perm. Positions	0	27,833 :	0 :	26,100 :	245,506 :	0	299,440
5911 Extra Help	0	0 :	4,368 :	0 :	0 :	0	4,368
5921 Retirement Cont.	0	2,304 :	0 :	2,163 :	20,345 :	0	24,812
5924 Medicare	0	404 :	0 :	378 :	3,560 :	0	4,342
5925 Deferred Comp.	0	0 :	0 :	0 :	0 :	0	0
5930 Health Insurance	0	0 :	0 :	9,414 :	21,708 :	0	31,122
5931 Disability Ins.	0	418 :	0 :	391 :	3,683 :	0	4,492
5932 Dental Insurance	0	682 :	0 :	783 :	3,132 :	0	4,597
5933 Life Insurance	0	169 :	0 :	169 :	1,363 :	0	1,701
5934 Vision Insurance	0	108 :	0 :	216 :	432 :	0	756
5935 Unemployment Ins	0	278 :	0 :	261 :	2,455 :	0	2,994
5940 Workers Comp	0	281 :	0 :	264 :	2,480 :	0	3,024
TOTAL SAL. & BEN.	0	32,477 :	4,368 :	40,139 :	304,663 :	0	381,648
Services and Supplies:							
6040 Comm. - E Mail	0	0 :	0 :	900 :	0 :	0	900
6045 Comm. - Tphone	0	0 :	0 :	500 :	0 :	0	500
6085 Janitorial Service	0	0 :	270 :	480 :	0 :	0	750
6100 Insurance	0	0 :	1,000 :	2,309 :	1,000 :	0	4,309
6140 Maint. of Equip.	0	0 :	0 :	860 :	420 :	0	1,280
6280 Memberships	0	0 :	0 :	0 :	100 :	0	100
6302 Dept Revolving	0	0 :	0 :	0 :	0 :	0	0
6400 Office Expense	0	90 :	500 :	13,686 :	349 :	0	14,625
6410 Postage	0	0 :	0 :	46,123 :	0 :	0	46,123
6415 Library Mat.	0	0 :	554 :	0 :	0 :	0	554
6461 Purchases for Members	0	0 :	113,173 :	0 :	0 :	0	113,173
6500 Other Prof Serv	0	0 :	58,000 :	355,576 :	272 :	0	413,848
6516 Data Proc'ing Serv	0	0 :	0 :	3,000 :	0 :	0	3,000
6517 Online Serv, OCLC	0	0 :	0 :	55,754 :	0 :	0	55,754
6521 County Services	0	0 :	0 :	15 :	0 :	0	15
6800 Dup/Photocopy	0	0 :	0 :	6,605 :	0 :	0	6,605
6840 Bldg.Rent/Lease	0	5,000 :	3,543 :	3,543 :	3,543 :	0	15,629
7000 Special Dept.Exp.	0	0 :	3,000 :	0 :	0 :	0	3,000
7110 Staff Devel.	0	100 :	0 :	0 :	2,150 :	0	2,250
7120 In-Serv Training	0	0 :	0 :	0 :	0 :	0	0
7302 Conf. & Travel	0	200 :	0 :	0 :	100 :	500	300
7303 Private Car Exp.	0	0 :	0 :	0 :	500 :	200	500
7320 Utilities	0	1,709 :	0 :	0 :	0 :	0	1,709
TOTAL SERV & SUPPLIES	0	7,099 :	180,040 :	489,351 :	8,434 :	700	684,924
Fixed Assets:							
8560 Equipment	0	0 :	0 :	0 :	0 :	0	0
8640 Operational Transfer	0	0 :	0 :	0 :	0 :	0	0
8800 Equip. Reserve	0	0 :	0 :	0 :	0 :	0	0
TOTAL FIXED ASSETS	0	0 :	0 :	0 :	0 :	0	0
GRAND TOTAL EXPENDITURES	0	39,576 :	184,408 :	529,490 :	313,097 :	700	1,067,272

Budget11/12  
rev:5/26/2011

NorthNET Cooperative Library System  
Preliminary Budget FY 2011/12  
Presented

Full CLSA Funding -- 1 year operations

REVENI

-----		LSTA	SUPERS	REF	COM	ADMIN	SAB :	PROJECTED
							:	BUDGET
	Rev Carried Forward	0	0	0	0	0	0 :	0
4645	Trust to General Fund	0	0	0	0	0	0 :	0
							:	
1700	Interest Earned	0	0	0	0	3,000	0 :	3,000
	TOTAL INTEREST	0	0	0	0	3,000	0 :	3,000
							:	
2560	CLSA Reference	0	0	184,408	0	62,508	0 :	246,916
2562	CLSA SAB	0	0	0	0	1,842	700 :	2,542
2563	CLSA TBR-ILL	0	0	0	7,920	0	0 :	7,920
2564	CLSA Data Base	0	0	0	0	0	0 :	0
2565	CLSA Comm. & Del.	0	0	0	311,744	59,775	0 :	371,519
	TOTAL CLSA	0	0	184,408	319,664	124,125	700 :	628,897
							:	
	LSTA LAIF	0	0	0	0	20,000	0 :	20,000
2803	LSTA	0	0	0	0	20,000	0 :	20,000
							:	
3480	Tech. Serv. Fees						:	
	NBCLS	0	0	0	0	95,494	0 :	95,494
	MVLS	0	0	0	0	51,081	0 :	51,081
	NSCLS (6 months)	0	0	0	0	15,000	0 :	15,000
3482	Contract Fee/						:	
	NBCLS	0	39,576	0	172,757	4,397	0 :	216,730
	MVLS	0	0	0	13,312	0	0 :	13,312
4040	Miscellaneous	0	0	0	0	0	0 :	0
4102	Donations/Reimb	0	0	0	0	0	0 :	0
4157	Member Reimb	0	0	0	23,757	0	0 :	23,757
	TOTAL LOCAL	0	39,576	0	209,826	165,972	0 :	268,799
							:	
	Equip. Reserve						:	0
							:	
	GRAND TOTAL REVENUES	0	39,576	184,408	529,490	313,097	700 :	1,067,271

**California Library Services Act  
Preliminary Plan of Service and Budget  
2011/12**

**Cooperative System:** NorthNet Library System

**System Coordinator:** Annette Milliron DeBacker

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(System Chair)

Please describe briefly how you will use the funding in each CLSA program. In each scenario, include System staffing levels and operations needed to function.

If CLSA funds were no longer available, what services will be covered through other funding sources? Does your System have reserves to continue providing services and for how long? What services previously supported by CLSA will cease? Will your System consider closing? How will the loss of TBR funds affect your System?

- Services – Only delivery service, SuperSearch Program support, and minimal administrative support. Administration staff will be reduced from 3.23 FTE to 1.5 FTE.
- All services will be continued for 6 months then available reserves will be depleted and the System will shut down.
- All CLSA reference service and SAB support will end June 30, 2011.
- The System a shut down date has not been set by the NLS Council. The Council is meeting on June 9<sup>th</sup> and shut down dates will be discussed.
- Loss of TBR affects the ability of System members to purchase service such as additional days of delivery and participation in resource sharing support programs such as OCLC group catalogs. Also some members use TBR as a source of revenue to pay membership dues.

How will the System function with 50% of its CLSA budget? What services will be cut?

There will be a major shift of CLSA funds from the reference and SAB programs to the communication and delivery program.

In the reference program CLSA funds will be used to extend one database license from December 2011 to June 30, 2012. The database to be extended is used by the North State region members. NLS will contract with the Serra System for question handling for up to \$1,000 of service.

In the SAB program \$200 will be used to assist meeting attendance by SAB members.

In the communication and delivery program CLSA funds support delivery as it is currently operating. Members requiring more than two days of van delivery per week will contribute to cover the extra cost. Members will be reimbursed for USPS and UPS costs of shipping materials to members that are not on van routes. Also CLSA funds will be used to support resource sharing participation in the OCLC group catalog for North State region members.

Administration staff will be cut from 3.23 FTE to 1.5 FTE. Staffing for reference services will be absorbed by remaining administration staff.

What services will continue if your System budget is funded at 2010/11 levels?

Delivery will continue as currently configured but the reference program will not. Question handling will be contracted with the Serra System. Databases will be purchase for use by NLS members. The members will instruct administrative staff on which databases are to be renewed or if new databases are desired. There will not be any reference staff. Administrative staff will assume all reference program management issues.

*Doc#15382*

# 2011/12 PROGRAM BASELINE BUDGET REQUEST

## California Library Services Act

Please indicate how you will budget your CLSA allocation in each of the programs below based on the funding level. Provide any local funds budgeted for these services.

<b>PRELIMINARY BUDGET SUMMARY</b>										
PROGRAMS	Expense Category									
	Funding at 2010/11 levels					Funding at 50%				
	Personnel	Materials	Operations	Capital Outlay	Program Total	Personnel	Materials	Operations	Capital Outlay	Program Total
<b>Reference</b>	4,368	113,173	129,375	-	246,916	4,368	12,354	41,081	-	54,803
<b>Communications &amp; Delivery</b>	-		371,519	-	371,519	-		254,609	-	254,609
<b>System Advisory Board</b>			2,542		2,542			1,121		1,121
<b>CLSA Sub-total</b>	4,368	113,173	503,436	-	620,977	4,368	12,354	296,811	-	310,533
<b>Local Funds</b>	-	-	7,920	-	7,920	-	-	5,157	-	5,157
<b>Member Fees</b>	198,449	-	216,926	-	415,375	198,449	-	217,016	-	415,465
<b>Other Funding</b>	23,000	-	-	-	23,000	23,000	-	-	-	23,000
<b>Reserves</b>	-	-	-	-	-	15,781	-	-	-	15,781
<b>GRAND TOTAL</b>	225,817	113,173	728,282	-	1,067,272	245,966	12,354	518,984	-	769,936

Funding is not applicable in the shaded areas.