

NORTHNET LIBRARY SYSTEM
Steering Committee Meeting
September 16, 2009

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date via teleconference call with Chair Bill Michael presiding. The meeting convened at 10:03 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Mono County Free Library	Bill Michael
X		Benicia Public Library	Diane Smikahl
X		Dixon Public Library	Gregg Atkins
	X	El Dorado Public Library	Jeanne Amos
X		Lincoln Public Library	Darla Wegener
	X	Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
X		Plumas County Library	Margaret Miles
X		Sutter County Library	Roxanna Parker
	X	Willows Public Library	Sandie Hobbs
X		CA State Library	Linda Springer
X		NLS System Headquarters – Executive Director	Annette Milliron
X		NLS System Headquarters – Assistant Director	Patty Hector

1. WELCOME & INTRODUCTIONS:

Bill Michael welcomed the Steering Committee members to the meeting.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No public was present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion was approved unanimously.

4. APPROVAL OF JUNE 25, 2009 STEERING COMMITTEE MINUTES

A Motion to approve by the minutes of the June 25, 2009 meeting was moved by Cheryl Baker and seconded by Diane Smikahl. The Motion was approved unanimously.

5. ADMINISTRATIVE NOTES

Ms. Milliron referred the Committee to the administrative notes that were included in the meeting packet.

6. FINANCE STATEMENT ENDING 8/31/09

Ms. Milliron reported that the system has not received any State money as of today. This is typical for the State and is the reason why the system has a six-month's reserve of operating funds. Discussion ensued. She explained that staff salaries are actually paid by NBCLS so that expense is shown in the NLS budget as a contract expense. Further discussion ensued. The Steering Committee thought it

would be a good idea if in the future, Ms. Milliron included a copy of the salary portion of the NBCLS balance sheet in the NLS packet.

7. FINANCE COMMITTEE REPORT ON MEMBERSHIP FEE STUDY

Mr. Michael explained that the Finance Committee felt that asking libraries to change their membership fees next year was not a good idea. NLS staff will also try to find any savings possible in this year's budget to carry forward next year to reduce the amount of money the system needs to take from reserves next year. Mr. Michael recognized that Ms. Milliron and Ms. Hector did a significant amount of work trying to find a formula, but ultimately the Committee didn't feel this was a time to make such a big change. Discussion ensued.

8. RFQ FOR LOGO

A Motion to work with crowdspring.com to design a logo for NorthNet Library System was moved by Margaret Miles and seconded by Gregg Atkins. The Motion passed unanimously. A Motion that the logo design fee not exceed \$500 was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously.

9. REVISED FY 2009/10 BUDGET

The County of Sonoma Auditor's Office recommended that Ms. Milliron include the SuperSearch cost in the NLS budget, thereby keeping all payroll expenses in one, even though it is an expense for NBCLS. The \$15,000 is for participation in the Open Source project, which PLS didn't bill the system for last year. The Open Source project membership money and the NBC staff salaries are the two major changes in the revised budget. Originally, \$59,500 was budgeted for training as, at the time, Infopeople was charging \$2,000 per workshop. The thought was the System would sponsor approximately 12 workshops for MVLS and NBCLS. (NSCLS workshops are paid for through the RLI Grant.) With InfoPeople lowering their price to \$1,000 a workshop, NLS would have had twice the number of workshops. With the economic conditions, it was felt that it wouldn't be possible for the member libraries to send staff to so many workshops. Therefore, the number of workshops was reduced and some of the expenses were moved to reference to provide some support staff, resulting in a savings of \$26,000. NLS Reference is supported almost entirely with CLSA funds. A Motion to approve the revised 2009/10 budget with the corrections as noted by Ms. Milliron was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously.

10. ARRA GRANT UPDATE

Ms. Milliron said there is no news as of yet regarding the ARRA grant. NLS' grant is on the federal site along with 2,200 other grants.

11. MISSION STATEMENT

The NLS Mission Statement was discussed. Ms. Kreimeier suggested that the mission statement be condensed and written using active language. "The NLS improves the services of its constituent members." The Steering Committee thanked Ms. Hector for putting together the document for the Committee to work on. Ms. Hector suggested the document be placed on GoogleDocs so everyone can make changes to the document and view other's changes as well.

12. MANIFESTO AND GOALS

The NLS Manifesto and Goals will be posted with the Mission Statement and will be discussed at the next meeting.

13. NEXT MEETING DATE

Ms. Milliron will send out a Doodle survey to pick a meeting date in mid-October. At the meeting, the Committee will choose a logo for NLS and also refine the mission statement and goals before presenting to the whole NLS Council at the November 2nd Council meeting.

14. AGENDA BUILDING

For the NLS Council meeting at CLA: present the mission statement and goals and a logo.

Linda Springer asked how libraries are using the news from the website www.calibnews.wordpress.com. Discussion ensued.

Ms. Milliron asked the Committee if they are ready to start using the VOIP headsets on GoToMeeting instead of the telephone. It was noted that not everyone has the headset that is required. Ms. Milliron will send out information regarding the name and model to ensure the correct headset is purchased. If a library doesn't have the money in their budget to purchase a headset, Ms. Milliron said the system could help them out.

15. ADJOURN

There being no further business, the meeting was adjourned at 11:13 a.m.

Annette Milliron DeBacker
Clerk of the Committee
September 16, 2009

Budget09/10
 rev: 4/30/09
 9/1/2009

NorthNet Library system
 Budget FY 2009/10
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EXPENDITURES

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		40-7339	40-7331			:			:		:	BUDGET
						:			:		:	
Salaries and Benefits:												
5900	Payoff Acct	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
5911	Extra Help	0	0	0	0	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0	0	0	0	0	0
5924	Medicare	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
5930	Health Insurance	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
5932	Dental Insurance	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
5934	Vision Insurance	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
5940	Workers Comp	0	0	0	0	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	0	0	0	0	0	0
Services and Supplies:												
6040	Comm. - E Mail	0	0	0	0	0	0	1,400	0	0	0	1,400
6045	Comm. - Tphone	0	3,000	0	14,600	0	0	2,939	0	0	0	20,539
6085	Janitorial Service	0	0	0	0	0	500	500	0	500	0	1,500
6100	Insurance	0	0	0	0	0	1,250	1,760	0	0	0	3,010
6140	Maint. of Equip.	0	0	0	0	0	0	2,142	0	0	0	2,142
6280	Memberships	0	0	0	15,000	0	0	0	0	150	0	15,150
6302	Dept Revolving	0	0	0	0	0	0	0	0	50	0	50
6400	Office Expense	3,000	0	0	140	0	700	3,060	500	409	0	7,809
6410	Postage	0	0	0	0	0	0	8,900	0	0	0	8,900
6415	Library Mat.	0	0	0	0	0	0	600	0	0	0	600
6461	Purchases for Members	0	0	241,000	0	0	92,426	0	0	0	0	333,426
6500	Other Prof Serv	59,000	134,200	0	0	0	8,750	0	0	15,225	0	217,175
6516	Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	55,754	0	0	150	0	0	0	0	55,904
6521	County Services	0	0	0	0	0	0	0	0	10,000	0	10,000
6540	Contractual Services Delivery	0	0	0	0	0	0	502,460	0	0	0	502,460
	Contractual Services Payroll	0	0	0	52,322	0	105,354	0	0	362,468	0	520,144
6800	Dup/Photocopy	7,000	0	0	0	0	134	5,120	1,000	0	0	13,254
6820	Rental of Equip	0	0	0	0	0	0	0	0	0	0	0
6840	Bldg,Rent/Lease	0	0	0	4,311	0	4,731	10,826	1,269	420	0	21,557
7000	Special Dept.Exp.	0	0	0	417	0	1,236	7,774	0	26,901	0	36,328
7110	Staff Devel.	0	0	0	0	0	500	0	0	1,650	0	2,150
7120	In-Serv Training	0	0	0	0	0	41,000	0	2,244	0	0	43,244
7302	Conf. & Travel	21,000	57,800	0	625	0	1,675	0	1,517	5,467	0	88,084
7303	Private Car Exp.	0	0	0	560	0	1,887	0	500	2,500	0	5,447
7320	Utilities	0	0	0	856	0	1,580	1,000	302	1,398	0	5,136
TOTAL	SERV & SUPPLIES	90,000	0	296,754	88,831	0	261,873	548,481	7,332	427,138	0	1,915,409
Fixed Assets:												
8560	Equipment	0	0	0	0	0	0	0	0	0	0	0
TBD	Operational Reserve	0	0	0	0	0	0	0	0	300,000	0	300,000
8800	Equip. Reserve	0	0	0	6,845	0	0	0	0	0	0	6,845
TOTAL	FIXED ASSETS	0	0	0	6,845	0	0	0	0	300,000	0	306,845
GRAND TOTAL EXPENDITURES		90,000	195,000	296,754	95,676	0	261,873	548,481	7,332	727,138	0	2,222,254

Budget09/10
 rev:4/30/09
 9/2/2009

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REVENI

		LSTA-Health 40-7339	LSTA-RLI 40-7331	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN	RETIRE :	PROJECTED BUDGET
	Rev Carried Forward	0	0	0	0	0	0	0	0	0	0 :	0
4620	Transfer from members	0	0	0	0	0	0	0	0	364,347	0 :	364,347
											:	
1700	Interest Earned	0	0	0	0	0	0	0	0	52,836	0 :	52,836
	TOTAL INTEREST	0	0	0	0	0	0	0	0	52,836	0 :	52,836
											:	
2560	CLSA Reference	0	0	0	0	0	250,918	0	0	62,730	0 :	313,648
2562	CLSA SAB	0	0	0	0	0	0	0	7,332	1,833	0 :	9,165
2563	CLSA TBR-ILL	0	0	47,753	0	0	500	0	0	0	0 :	48,253
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	239,312	0	59,828	0 :	299,140
	TOTAL CLSA	0	0	47,753	0	0	251,418	239,312	7,332	124,391	0 :	670,206
											:	
2803	LSTA 40-7339	90,000	0	0	0	0	0	0	0	9,000	0 :	99,000
2803	LSTA 40-7331	0	195,000	0	0	0	0	0	0	19,500	0 :	214,500
2803	LSTA	90,000	195,000	0	0	0	0	0	0	28,500	0 :	313,500
											:	
3480	Contract Fees MVLS	0	0	0	0	0	0	20,384	0	0	0 :	20,384
	Contract Fees NBCLS	0	0	0	95,191	0	0	243,785	0	0	0 :	338,976
	Contract Fees NSCLS	0	0	0	0	0	0	45,000	0	0	0 :	45,000
	Black Gold Contract	0	0	0	0	0	300	0	0	100	0 :	400
3482	Membership Fees MVLS	0	0	0	0	0	0	0	0	52,315	0 :	52,315
	Membership Fees NBCLS	0	0	0	0	0	0	0	0	95,494	0 :	95,494
	Membership Fees NSCLS	0	0	0	0	0	0	0	0	3,416	0 :	3,416
4025	Sales - Pers.Prop.	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
4040	Miscellaneous	0	0	0	0	0	10,155	0	0	0	0 :	10,155
4102	Donations/Reimb	0	0	0	485	0	0	0	0	5,739	0 :	6,224
4157	Member Reimb	0	0	249,001	0	0	0	0	0	0	:	249,001
	TOTAL LOCAL	0	0	249,001	95,676	0	10,455	309,169	0	157,064	0 :	821,365
											:	
	Equip. Reserve										:	0
											:	
GRAND TOTAL REVENUES		90,000	195,000	296,754	95,676	0	261,873	548,481	7,332	727,138	0 :	2,222,254