

NorthNet Library System Steering Committee

WebEx Desktop Meeting Agenda

Thursday October 13, 2011

3:00 pm – 5:00 pm

Meeting Number: 575 780 449

To start or join the online meeting:

Go to <https://infopeople.webex.com/infopeople/j.php?ED=183838382&UID=489649202&RT=MiM0>

You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

1. Enter your name and email address.
2. Click "Join"

Audio conference information

Call-in toll-free number (US/Canada): 1-877-668-4490

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| 1. Welcome and Introductions | Wendy Burke, Chair |
| 2. Public invited to address the committee | |
| ACTION 3. Approval of the Agenda | Wendy Burke |
| ACTION 4. Approval of Minutes from September 13, 2011 meeting | Wendy Burke |
| ACTION 5. Consent Calendar | Annette Milliron |
| A. Financial Statement ending August 31, 2011 | |
| 6. News from the State Library | Darla Gunning |
| 7. Debrief of September 30 th Meeting | Joan Frye Williams |
| 8. Finalize November 15th Meeting Plans | Joan and Wendy |
| 9. Plan for operations January 1, 2012 | Gregg Atkins |
| 10. Next Meeting Date | |
| 11. Agenda Building | |
| 12. Adjourn | |

*Ralph M. Brown Act
Section 54953*

Meetings to be public; attendance by phone

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

Meeting Locations

Colusa County Library - 738 Market Street Colusa, CA 95932

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

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

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

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

Orland Free Library - 333 Mill Street Orland, CA 95963

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

Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001

Tehama County Library – 645 Madison Street, Red Bluff, CA 96080

Woodland Public Library – 250 First Street, Woodland, CA 95695

Yolo County Library – 226 Buckeye, Woodland, CA 95695

NorthNet Steering Committee Meeting

October 13, 2011

ADMINISTRATIVE NOTES

5. CONSENT CALENDAR

A. Financial Statement ending August 31, 2011.

7. DEBRIEF OF SEPTEMBER 30, 2011 MEETING

Joan Frye Williams is attending the Steering Committee meeting and will have a report to convey during the meeting. There are 20 pages of transcribed flip chart sheets. The sheets are not the report, but are a recording of the ideas presented at the meeting. Joan is reviewing the transcription as preparation for her report. Rather than post them as part of the packet, please contact Annette if you would to receive a copy.

The small group that will work with Joan to develop the service models includes: Jennifer Baker, Natasha Casteel, Jessica Hudson, Danis Kreimeier, Heather Muller, and Patty Wong.

8. FINALIZE NOVEMBER 30, 2011 MEETING PLANS

An opportunity to discuss any assignments required or desired.

9. PLAN FOR OPERATIONS EFFECTIVE JANUARY 1, 2011

The budget adopted for implementation at the June 9th Council meeting runs through December 31, 2011. Notice given to the landlords advised that NLS will vacate the current location by January 31, 2011. If delivery schedules are to be terminated 60 days advance notice must be given to Sprint and BeavEx (October 30, 2011 for December 30th end date).

At the August 11, 2011 LOC Board meeting a System Budget Allocation Scenarios document was reviewed. That document is included in the packet. If the \$8,500,000 CLSA/TBR Budget Appropriation is released in late December or early January NLS will receive \$528,985 for operations. The \$528,985 is the CLSA allocation for an entire fiscal year.

Continuing operational costs for system functions for 6 months at current staffing levels is \$368,310 not including SuperSearch or grants. Membership dues and delivery fees have been paid for 6 month only. An additional \$166,323 would be generated from that funding source. There will be additional costs for moving into a more appropriately sized office space. Also a review of second level reference question handling and staffing levels is needed. The projected reserve is approximately \$160,000.

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
September 13, 2011**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:04 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
x		Modoc County Library	Cheryl Baker – Vice Chair
x		Dixon Public Library	Gregg Atkins -
	x	El Dorado Public Library	Jeanne Amos
x		Marin County Free Library	Gail Haar
x		Orland Free Public Library and Willows Public Library	Jody Meza
x		Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
x		Tehama County Library	Jessica Hudson
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
x		NLS System Headquarters – Executive Director	Annette Milliron
x		California State Library Representative	Darla Gunning

1. WELCOME & INTRODUCTIONS:

Everyone introduced themselves as this was the first meeting of the FY 2011/12 NLS Steering Committee.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No members of the public were present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Gail Haar, seconded by Gregg Atkins. The Motion passed unanimously.

4. APPROVAL OF MINUTES FROM JUNE 29, 2011 MINUTES

A Motion to approve the minutes as corrected was moved by Cheryl Baker, seconded by Jody Meza. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING JULY 31, 2011

B. REVISED BUDGET 2011/12

A Motion to approve the Consent Calendar was moved by Gregg Atkins, seconded by Gail Haar . The Motion passed with the following votes: 8 yes, 2 abstain: Jan Erickson and Patty Wong

6. NEWS FROM THE STATE LIBRARY

Darla Gunning reported that she had no new “news” at this time.

7. CLSA ANNUAL REPORT

After a brief review of the highlights of the annual report, Annette Milliron DeBacker advised the Committee that delivery statistics will change significantly in 2011/12. At a recent CLSA System Directors meeting the State Library requested that all systems agree to collect statistics in a similar manner. NLS has always counted materials moving in and out of a location. There are 8 different systems and 8 different statistical methods. In 2011/12 the count will include items moving only in one direction (either into or out of a location but not both). The statistics will drop because of the new approach.

Cheryl Baker asked about the issue of lack of quorums for the SAB meetings. Ms. DeBacker suggested that not all SAB members are comfortable with the virtual meeting technology. Additionally NLS staff has not been successful in encouraging SAB members to join the various listservs that would help them discuss issues. Ms. Baker suggested that when communicating with SAB member a cc to their jurisdiction director would be useful. Directors could then follow up with the SAB member. Ms. DeBacker agreed that the process of communication would be adopted as a new procedure.

Ms. DeBacker reported that the two term SAB chair, Sue Gallagher, has termed out. Ms. Gallagher called to discuss the current state of funding and recruitment of new SAB members. She suggested holding off on naming a replacement until more is known about CLSA funding. She will also discuss her recommendations with Jessica Hudson.

8. FINALIZE SEPTEMBER 30TH MEETING PLANS

Ms. DeBacker reported that 18 pre-meeting survey responses have received as of noon today. At about 1 PM today a reminder message was sent to all the NLS directors. Patty Wong, Cheryl Baker and Wendy Burke volunteered to assist with follow up calls to encourage participation. Ms. DeBacker will advise the group by midday on Friday of number of calls needed.

The September 30, 2011 meeting is scheduled at the Holiday Inn Capitol Plaza, 300 J St. in downtown Sacramento. The November 15, 2011 meeting is scheduled at the Sheraton Four Points, 4900 Duckhorn Dr. near the Sacramento International Airport. The NLS Steering Committee met at the Sheraton Four Points in May. Next week confirmation of sleeping rooms will be sent to the members that require overnight accommodations.

The Planning Committee will continue to be involved with development of the November 15th meeting.

9. NEXT MEETING DATE

A meeting in early October is needed to allow for a September 30th meeting de-briefing from Joan Frye Williams. A Doodle survey will be sent to set the date.

10. AGENDA BUILDING

Items for the next agenda:

Debriefing from the September 30th meeting by Joan Frye Williams.

Review of issues and concerns recorded at the June 9th Council meeting discussion of the fall sustainability retreat. Action on those issues was temporarily suspended to allow Joan Frye

Williams to develop materials for the September 30th meeting. Everyone agreed that it is important to keep those issues active and to ensure that they are addressed. Patty Wong suggested that a Communication Action Plan be integrated into the agenda building process. Wendy Burke agreed that as Chair she would send out a brief update to the Council on planning and actions taken.

There being no further business, the meeting was adjourned at 4:06 PM.

Annette Milliron DeBacker
Clerk of the Committee
September 13, 2011

CONSENT CALENDAR
October 13, 2011

- A. Financial Statement ending August 31, 2011

NorthNet Library System
General Ledger
For the Two Months Ending August 31, 2011

Agenda Item #5A

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1650-Rev Carried Fwd-LSTA	\$ 226,679.00	\$ 0.00	226,679.00	100.00	\$ 0.00
1700-Interest Earned	1,500.00	0.00	1,500.00	100.00	0.00
2560-CLSA Reference	0.00	0.00	0.00	0.00	0.00
2562-CLSA SAB	0.00	0.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	0.00	0.00	0.00	0.00	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	0.00	0.00	0.00	0.00	0.00
2803-LSTA	30,792.00	0.00	30,792.00	100.00	0.00
Total LSTA	30,792.00	0.00	30,792.00	100.00	0.00
3480-Contract Fees	88,288.00	64,684.04	23,603.96	26.74	40,122.00
3482-Contract Fees	115,022.00	149,350.20	(34,328.20)	(29.84)	65,976.00
Total Member Share	203,310.00	214,034.24	(10,724.24)	(5.27)	106,098.00
4102-Donations/Reimbursements	6,690.00	2,684.35	4,005.65	59.88	0.00
4157-Member Reimbursement	0.00	92,957.91	(92,957.91)	0.00	12,524.00
Total Donations & Reimbursements	6,690.00	95,642.26	(88,952.26)	(1,329.63)	12,524.00
4620-Transfer between funds	0.00	0.00	0.00	0.00	0.00
Total Transfer Between Funds	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	135,258.00	0.00	135,258.00	100.00	0.00
Total Trust to General Fund	135,258.00	0.00	135,258.00	100.00	0.00
Grand Total Revenues	\$ 604,229.00	\$ 309,676.50	294,552.50	48.75	\$ 118,622.00

NorthNet Library System
 General Ledger
 For the Two Months Ending August 31, 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	95,573.00	41,690.11	53,882.89	56.38	26,937.89
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	14,609.00	0.00	14,609.00	100.00	0.00
5924-MediCare	1,386.00	508.15	877.85	63.34	304.89
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	11,208.00	0.00	11,208.00	100.00	0.00
5931-Disability Insurance	1,434.00	147.52	1,286.48	89.71	147.52
5932-Dental Insurance	1,364.00	0.00	1,364.00	100.00	0.00
5933-Life Insurance	169.00	86.30	82.70	48.93	86.30
5934-Vision Insurance	216.00	0.00	216.00	100.00	0.00
5935-Unemployment Insurance	956.00	0.00	956.00	100.00	0.00
5940-Workers Compensation	965.00	0.00	965.00	100.00	0.00
Total Salaries & Benefits	127,880.00	42,432.08	85,447.92	66.82	27,476.60

NorthNet Library System
General Ledger
For the Two Months Ending August 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	420.00	184.79	235.21	56.00	109.89
6045-Comm. - Telephone	250.00	19.60	230.40	92.16	14.33
6085-Adm Janitorial	0.00	240.00	(240.00)	0.00	120.00
6100-Insurance	4,309.00	0.00	4,309.00	100.00	0.00
6140-Maint. of Equipment	0.00	90.63	(90.63)	0.00	0.00
6280-Memberships	100.00	0.00	100.00	100.00	0.00
6302-Adm Debt Revolve	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	200.00	139.04	60.96	30.48	139.04
6410-Postage	22,000.00	3,903.89	18,096.11	82.26	2,498.10
6415-Library Materials	0.00	0.00	0.00	0.00	0.00
6461-Purchases for Members	54,679.00	21,170.88	33,508.12	61.28	5,188.83
6500-Other Prof. Services	76,624.00	22,825.30	53,798.70	70.21	22,662.65
6516-Data Processing Services	1,859.00	915.19	943.81	50.77	595.25
6517-Online Services OCLC	12,039.00	8,779.59	3,259.41	27.07	4,133.46
6521-County Services	7,634.00	0.00	7,634.00	100.00	0.00
6540-Contract Services	172,788.00	54,538.65	118,249.35	68.44	27,600.07
6800-Duplicating / Photocopies	1,000.00	782.63	217.37	21.74	389.52
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	11,498.00	3,832.78	7,665.22	66.67	1,916.39
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	250.00	5,001.00	(4,751.00)	(1,900.40)	5,001.00
7120-In-Service Training	68,500.00	0.00	68,500.00	100.00	0.00
7302-Conferences & Travel	39,890.00	4,483.01	35,406.99	88.76	4,269.40
7303-Private Car Expense	600.00	924.96	(324.96)	(54.16)	417.01
7320-Utilities	1,709.00	652.53	1,056.47	61.82	318.21
Total Services & Supplies	476,349.00	128,484.47	347,864.53	73.03	75,373.15
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 604,229.00	\$ 170,916.55	433,312.45	71.71	\$ 102,849.75

NorthNet Library System
 General Ledger
 For the Two Months Ending August 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>604,229.00</u>	<u>170,916.55</u>	<u>433,312.45</u>	<u>71.71</u>	<u>102,849.75</u>
Grand Total Revenues	<u>604,229.00</u>	<u>309,676.50</u>	<u>294,552.50</u>	<u>(48.75)</u>	<u>118,622.00</u>
Difference	\$ <u>0.00</u>	\$ <u>138,759.95</u>	<u>(138,759.95)</u>		\$ <u>15,772.25</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>138,759.95</u>	<u>(138,759.95)</u>		\$ <u>15,772.25</u>

California Library Services Act - FY 2011/12 Budget Appropriation

System Budget Allocation Scenarios

Based on May 2011 population figures and the proposed affiliations of Camarillo and Santa Clarita w/SCLC;
and the withdrawal of Santa Clara County Library from PLP
\$8,500,000 CLSA/TBR Budget Appropriation

\$8.5 million Budget with...									
No Reduction to Systems					Reductions of...				
System	REF	C&D	SAB	TOTAL(100%)	15%	25%	30%	35%	50%
Black Gold	52,256	59,699	1,689	\$ 113,644	\$ 96,597	\$ 85,233	\$ 79,551	\$ 73,869	\$ 56,822
49-99	62,547	48,537	1,123	112,207	95,376	84,155	78,545	72,935	56,104
Inland	168,240	121,350	2,002	291,592	247,853	218,694	204,114	189,535	145,796
NorthNet	314,673	298,462	9,200	622,335	528,985	466,751	435,635	404,518	311,168
PLP	307,561	197,997	2,548	508,106	431,890	381,080	355,674	330,269	254,053
SJVLS	104,755	75,485	2,140	182,380	155,023	136,785	127,666	118,547	91,190
Serra	126,109	76,413	2,402	204,924	174,185	153,693	143,447	133,201	102,462
SCLC	472,199	212,457	6,156	690,812	587,190	518,109	483,568	449,028	345,406
TOTAL	1,608,340	1,090,400	27,260	\$ 2,726,000	\$2,317,100	\$ 2,044,500	\$1,908,200	\$1,771,900	\$ 1,363,000



Transaction Based Reimbursements

Reduction to FY10/11 Budget (\$10,182,000)						
	43.3%	39.3%	36.6%	35.3%	34%	30%
Balance for TBR	\$ 5,774,000	\$6,182,900	\$ 6,455,500	\$6,591,800	\$6,728,100	\$ 7,137,000
Percent of 2010/11 Budget						
	56.7%	60.7%	63.4%	64.7%	66%	70%

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