

NorthNet Library System

Council of Librarians

Approved Meeting Minutes

Thursday, October 25, 2012

1:30 PM – 3:00 PM

Via Adobe Connect Call

Attendees:

Diane Smikahl, Benicia Public Library
Wendy Burke, Colusa County Library
Vanessa Cristman, Dixon Public Library
Victor Zazueta, Humboldt County Library
Jeff Hawkins, Lassen Library District
Jon Torlakson, Lincoln Public Library
Annette Milliron Debacker, Mendocino County Library
Cheryl Baker, Modoc County Library
Bill Michael, Mono County Free Library
Danis Kreimeier, Napa City-County Library
Mary George, Placer County Library
Natasha Casteel, Roseville Public Library
Nina Biddle, Sacramento Public Library
Jennifer Baker, St. Helena Public Library
Linda Kenton, San Anselmo Public Library
Jan Erickson, Shasta Public Libraries
Michael Perry, Siskiyou County Library
Lyn Williams, Solano County
Sandy Cooper, Sonoma County Library
Sally Ainsworth, Tehama County Library
Patty Wong, Yolo County Library

Darla Gunning, California State Library
Linda Crowe, Peninsula Library System
Jane Light, Peninsula Library System
Terry Jackson, Peninsula Library System
Donna Truong, Peninsula Library System

1. Welcome and Roll Call

Jennifer Baker called the meeting to order at 1:35 PM.

2. Public invited to address the Council

No members of the public were present.

3. Approval of the Agenda

A motion to approve the agenda as presented was approved unanimously.

4. Consent Calendar.

A. Minutes from August 27, 2012 Meeting

A motion to approve the consent calendar as presented was approved unanimously.

5. News from the State Library

Darla Gunning reported that Jerry Maginnity was appointed Acting State Library upon the departure of State Librarian Stacy Aldrich earlier in October.

Darla will be the interim coordinator of the Library Development Services Bureau. Jacquie Brinkley is retiring on November 2; the library will begin a recruitment to fill her position.

6. Recommendations re FY12/13 Budget Allocations

Jennifer Baker reviewed the October 22, 2012 memo to the Administrative Council from Jane Light that was included with the agenda packet and appended to these minutes. That memo included the recommendations of the NLS Steering Committee regarding revisions to the FY12/13 budget.

Discussion ensued. The matter of how to allocate the \$42,368 recommended for Overdrive was referred to the Library-To-Go group to decide. [Note: Subsequently, Jeanne Amos recommended that the decision was that each of the sixteen NLS public library members that is not participating in Library-to-Go receive \$1000 to augment their separate Overdrive contracts and that Library-to-Go will be allocated \$26,368 to add to its Overdrive contract amount.]

Wendy Burke moved and Jon Torlakson seconded approval of the budget allocations as included in the memo. Motion passed 20 yes, 1 no.

7. System Administration Report

Linda Crowe briefly reviewed the parameters and timelines for both the Innovation Grants and the Staff Development Grants. Administrative Council members and members of the various listservs will all be notified when the application forms and process are announced.

Donna Truong stated that the financial statements for September 30 reflect only the first fiscal quarter and therefore do not include the allocations and budget changes approved today. She stated that a financial audit for FY2011/12 will begin shortly.

8. Meeting was adjourned at 2:45 PM.

NorthNet Library System

To: NorthNet Library System Administrative Council

From: Jane Light

Subject: NLS FY2012/13 Budget Allocations

Date: October 22, 2012

Recommendation:

The NLS Steering Committee recommends that the Administrative Council approve the proposed changes to the NLS FY2012/13 Budget allocations.

Background:

At the August 27, 2012 Administrative Council meeting/retreat, the Steering Committee was charged with making recommendations to the Administrative Council regarding budget allocations for FY12/13 based on the discussion at that meeting.

System Chair Jennifer Baker worked with PLS staff to develop recommendations for both local funds and for CLSA funding in excess of that included in the adopted budget for Communications and Delivery (C&D).

On October 3, 2012, the NLS Steering Committee met via Adobe Connect to discuss and make recommendations to the full Administrative Council. The Steering Committee recommended that the Administrative Council approve the budget allocations contained in this report.

Analysis:

Assumptions:

1. CLSA funding is one-time; it is unknown if any funding will be available in FY 13-14.
2. In future years, local funds may be required to be used for services funded this year by CLSA.
3. System funding should be used to benefit the maximum number of members and the cooperative system itself.
4. Special projects and activities funded should have a clearly articulated benefit for the NorthNet Library System.

A total of \$350,156 of local funding can be reallocated by Administrative Council action. This includes \$264,362 (currently in C&D) and \$85,794 of the local funds budget for System Administration.

In addition, \$78,814 of CLSA funding remains after shifting Communications and Delivery costs (C&D) and the maximum allowable administration costs from local funding. These funds must be used for a CLSA program purpose and approved by the State Library.

Possible uses for all these funds discussed at the 8/28 Administrative Council meeting/retreat included:

- **Open source ILL fulfillment** (could be funded by CLSA C&D) (no \$ discussed at that time.) On October 3, Sonoma County Librarian Sandy Cooper sent System Chair Jennifer Baker a proposal for Sonoma County Library to implement a pilot project to evaluate Fulfillment's effectiveness in supporting resource sharing among NorthNet libraries that use different local systems. That proposal requested \$130,000 from NLS. Because the proposal was received just before the Steering Committee meeting, the Committee indicated a favorable response to the concept but had questions about the amount requested. It requested that Chair Baker get more information from Sonoma County Library and make a recommendation to the full Administrative Council. **Chair Baker is recommending a total of \$60,000, of which \$30,000 is from CLSA C&D funding and \$30,000 from local funding.**
- **Patron-driven e-book acquisition** (possibly with e-readers) (no \$ amount discussed). This would be an extension and expansion of an LSTA Pitch-an-Idea grant several libraries participated in. **The Steering Committee recommended that libraries interested in this could submit a proposal for the Innovation Grants recommended below.**
- **Multi-member Evergreen open source ILS project** – data migration phase for five libraries (estimated total cost of \$225K, discussed five participating members @ \$20K each (including Lincoln, Placer and El Dorado County libraries; system funding of up to \$125K). This project would establish a new subgroup of members sharing an open source ILS not presently being used by any NLS members. **The Steering Committee recommended \$50,000.**
- **An increase in System fund balance** (now \$185K, down from initial \$300K) by planning for an end of year fund balance of local funding that can be re-budgeted in FY 13-14 or kept in reserve. **The Steering Committee recommended \$66,788.**
- **Administrative Council members expressed an interest in improving communication about NLS and member library activities**, including maintaining various listservs and keeping participants informed

(e-newsletters and listserv maintenance–CLSA C&D eligible). **The Steering Committee recommended \$6646 of CLSA C&D funding be allocated and added to the PLS contract for services.**

- **Administrative Council members also expressed an interest in more frequent in-person meetings**, citing the successful outcome of the August retreat/meeting. **The Steering Committee recommended that \$6500 be allocated from local funding for an in-person Spring 2013 meeting.**

Not discussed at the retreat but approved by the Steering Committee and recommended to the Administrative Council are:

1. **Grants to member libraries for innovative projects and for travel to conferences and other professional development opportunities.** Innovation grants would be based on successful experiences by BALIS and PLP in providing small grants, simple to apply for and report on, to member libraries that allow them to develop a new service or program that provides a new service delivery model or fresh interpretation of an existing service model and that may be of benefit to other NLS members. Professional development grants to member libraries would provide travel, lodging and registration expenses for one or more staff members. Both types of grants would be awarded through an application process.
2. **Additional Services for the basic System Administration contract with PLS.** The original contract amount of \$74,436.66 was based on a budget for NLS that was about a quarter the size of the current, amended one. Additional services include increased accounting support and payables/receivables for the larger budget; CLSA and LSTA grant administration; and for the legacy systems additional services include audit support, required State Controller reports, and Form 700 administration. **\$31,572 is recommended for this purpose.**
3. **Additional Services for special projects resulting from decisions made at 8/27 Administrative Council retreat/meeting.** These include: a) working with System Chair and Steering Committee to develop recommendations for approval by Admin Council and CSL for FY12/13 special projects and budget changes and managing activities and contracts that result; b) working with legal counsel, the System Chair and a Task Force of library directors to develop recommendations regarding changes to the NorthNet JPA and bylaws to be approved by the Administrative Council; and c) working with legal counsel, the System Chair and the Task Force to make recommendations for approval by the legacy systems' Administrative Councils regarding modifying the bylaws of the legacy systems to reflect their current status and for carrying out their remaining responsibilities. **The Steering Committee recommended that local funds of \$15,296 be approved.**

- 4. An augmentation of the NLS Library-to-Go contract with Overdrive.** Currently 27 libraries participate. Although started with grant funding, this activity is now funded by the participants. Using CLSA funding, for the Reference program, would permit licensing of additional titles and perhaps participation in Overdrive's Local Advantage program. **The Steering Committee recommended \$42,368 of CLSA funds for Overdrive augmentation and further that the Administrative Council assign specific decisions about spending the funds to the group overseeing the Overdrive contract.**

Recommended allocation of \$78,814 in CLSA funding:

Local \$	Purpose
31,572	PLS Base Contract Augmentation (does not include CLSA C&D \$ below)
15,296	PLS Contract Augmentation for Special Projects
50,000	Evergreen migration project
150,000	Innovation and staff development grants
6,500	Spring Administrative Council in-person meeting
66,788	Planned end of year fund balance
30,000	Pilot of Equinox ILL Fulfillment
\$350,156	Total

CLSA \$	Purpose
6,446	PLS contract additional services - C&D to manage NorthNet listservs and produce 8 newsletters distributed via listservs
30,000	Pilot of Equinox ILL Fulfillment - C&D
42,368	Overdrive contract augmentation -- CLSA Reference
78,814	Total

Recommended allocation of \$350,156 local funding: