

NorthNet Library System

Steering Committee

Adobe Connect Meeting Agenda

Wednesday, October 3, 2012
2:30 PM – 4:30 PM

To join the meeting:

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1. Welcome and Roll Call Jennifer Baker, Chair
2. Public invited to address the committee
- ACTION** 3. Approval of the Agenda Jennifer Bake
4. Consent Calendar Jane Light
- ACTION** A. Minutes from February 9, 2012 Meeting
5. News from the State Library Darla Gunning
- ACTION** 6. Recommendations re FY12/13 Budget Allocations Jennifer Baker
- ACTION** 7. Parameters for Innovation and Staff Development Grants Jane Light
8. FY13/14 Legacy System Administration
9. 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.

A reminder for all Steering Committee members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote.

Meeting Locations

Jennifer Baker	St. Helena Public Library- 1492 Library Lane, St. Helena, CA 94574
Michael Perry	Siskiyou County Library- 719 4 th Street, Yreka, CA 96097-3381
Jeanne Amos	El Dorado Public Library- 345 Fair Lane, Placerville, CA 95667
Jessica Hudson	Nevada County Library- 980 Helling Way, Nevada City, CA 95959
Natasha Casteel	Roseville Public Library- 225 Taylor Street, Roseville, CA 95678
Mel Lightbody	Butte County Library- 1820 Mitchell Avenue, Oroville, CA 95966-5387
Sarah Houghton	San Rafael Public Library- 1100 E Street, San Rafael, CA 94901
Diane Smikahl	Benicia Public Library- 150 East L Street, Benicia, CA 95410
Oresta Esquibel	Trinity County Library- 211 N. Main Street, Weaverville, CA 96093
Jody Meza	Orland Fee Library- 333 Mill Street, Orland, CA 95963
	Willows Public Library- 201 N. Lassen Street, Willows, CA 95988-2794
Jane Light	NorthNet Library System- 2471 Flores Street, San Mateo, CA 94403

NORTHNET LIBRARY SYSTEM
 STEERING COMMITTEE MEETING
 February 9, 2012

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:17 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
			--Vice Chair
	x	Del Norte Public Library	Linda Kaufmann
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		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
		NorthNet Library System	Annette Milliron DeBacker
		California State Library	Darla Gunning
		Humboldt County Library	Victor Zazueta

1. WELCOME & INTRODUCTIONS:

No newcomers were in attendance.

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 as presented was moved. The Motion passed unanimously.

4. Jennifer Baker volunteered to take minutes.

5. Consent Agenda

Annette explained that the financial statements represented a full fiscal year and that we are on target for revenue having collected about half the dues. Some amounts are not shown in the revenues but will be reflected in the next statement. We are also on target for expenditures.

Consent agenda also included the minutes from the Nov. 30, 2011 meeting.

A Motion to approve the consent agenda as presented was moved by Jody Meza, seconded by Patty Wong. The Motion passed unanimously.

6. News from the State Library

Darla notified the group that the LSTA Focus Group planned to meet in Redding on the 6th of March has been cancelled due to poor registration. The other focus groups will go ahead as scheduled.

7. Cheryl Baker resigned as Vice-Chair at the end of November. Jennifer Baker volunteered to become Vice-Chair for the remainder of the fiscal year which will make her chair July 1. She is interested in sharing this responsibility with a Co-Chair.

8. There was much discussion about delinquent dues and what should be done about them. Annette reported that only Mountain Valley has a policy addressing the issue in its bylaws. She recommended adding a policy to the Standing Rules which only requires Steering Committee approval whereas a change to the Bylaws requires a vote of the full Council.

Discussion of Section 4 of the current NLS Bylaws ensued.

A Motion was made by Jennifer Baker and seconded by Jeanne Amos.

The motion: Members are billed at the beginning of the fiscal year for the entire year. If after 60 days no payment has been received, a second notice/invoice will be sent. After 90 days of no payment a letter will be sent informing the member library that they need to pay or submit a formal request for waiver to be considered by the Council. If no payment or waiver request has been submitted after 180 days (total), services to the member library will be terminated.

Discussion about what services the members are paying for ensued followed by a roll call vote.

YES	NO	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
			- Vice Chair
		Del Norte Public Library	Linda Kaufmann
x		El Dorado Public Library	Jeanne Amos
		Marin County Free Library	Gail Haar
xx		Orland Free Public Library and Willows Public Library	Jody Meza
	x	Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong

Further discussion ensued about what to do about member libraries which have not paid for the current fiscal year.

A Motion was made by Jennifer Baker and seconded by Jeanne Amos.

The motion: Members with outstanding bills will be sent a letter advising that they need to pay or submit a formal request for a waiver of fees no later than March 31st. If no payment or waiver request has been submitted by that time, services to the member library will be terminated.

YES	NO	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
			- Vice Chair
		Del Norte Public Library	Linda Kaufmann
x		El Dorado Public Library	Jeanne Amos
		Marin County Free Library	Gail Haar
xx		Orland Free Public Library and Willows Public Library	Jody Meza
	x	Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
x		Woodland Public Library	Heather Muller
	abstain	Yolo County Library	Patty Wong

9. Jeanne Amos reported on the Transition Team’s work on the dues structure. She reported on the work already done and various options explored. She then presented a proposal for feedback that has not yet been approved by the Transition Team. The proposal considers both population and budget to try to create a fair and feasible fee structure for all members. The structure proposed only accounts for administrative costs and did not incorporate fees associated with specific services.

No action was taken but it was noted that the RFP for management and fiscal services has a deadline of March 1. Following the completion of the proposal review process and the awarding of a contract it will be easier to move forward with cementing a fee structure as we will have a clearer picture of our financial needs and “what we pay for.”

10. Annette brought up a new issue pertaining to ILL. Discuss ensued over whether we need to set a policy to address which mail carrier/courier to use when not using bulk mail to fill ILL requests. No action was taken.

Jeanne Amos and Mary George have taken over administration of the OverDrive contract. NorthNet still handles paying invoices.

Patty Wong reported that there has been good initial response to the RFP.

Brief discussion of other projects the Transition Team is working on.

11. Next Meeting – TBD

12. No specific items for the future agenda were discussed.

Meeting Adjourned at 4:50pm.



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To: NorthNet Library System Steering Committee

From: Jane Light

Subject: NorthNet FY2012/13 Budget Allocations

Date: September 27, 2012

At the August 28, 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 has worked with PLS staff to develop the recommendations included in this memo for both local funds and CLSA funding in excess of that included in the adopted budget for Communications and Delivery (C&D).

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 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)

- Patron-driven e-book acquisition (possibly with e-readers) (no \$ amount discussed). This could be an extension and expansion of an LSTA Pitch-an-Idea grant several libraries participated in.
- 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 in sharing an open source ILS not presently being used by any NorthNet members.
- 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.
- Administrative Council members expressed an interest in improving communication about NorthNet and member library activities, including maintaining various listservs and keeping participants informed. (e-newsletters and listserve maintenance–CLSA C&D eligible)
- Administrative Council members also expressed an interest in more frequent in-person meetings, citing the successful outcome of the August 28 retreat/meeting.

Not discussed at the retreat, but after discussion with System Chair Jennifer Baker, recommended for consideration by the Steering Committee and 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 NorthNet 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 basic System Administration contract with PLS. The original contract amount of \$74,436.66 was based on a budget for NorthNet 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, State Controller reports, and Form 700 administration.
3. Additional Services for special projects resulting from decisions made at 8/28Admin 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 to this memo modifying the bylaws of the legacy systems to reflect their current status and for carrying out their remaining responsibilities.

Recommended allocation of \$350,156 local 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
96,788	Planned end of year fund balance
\$350,156	Total

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

CLSA \$	Purpose
6,446	PLS contract additional services – C&D to manage NorthNet listservs and produce 8 newsletters distributed via listservs
30,000	Contract Project Manager for open source ILL fulfillment implementation @ member libraries – C&D
42,368	Overdrive contract augmentation and subsidy for database costs-- CLSA Reference
78,814	Total

A summary of the current PLS contract and proposed additions is included on the next page.

NORTHNET-PENINSULA LIBRARY SYSTEM CONTRACT FY 12-13

		Current Contract	Proposed Services	
Staff	Administration	51,973.28	6,989.35	
System Director	12 hours/month @111.52/ho	16,058.88		
Coordinator	20 hours/month @75/hour	18,000.00	4,886.00	Produce 8 newsletters- CLSA Fund
Office Manager	20 hours/month @ 44.56hou	10,694.40	1,559.60	Manage listservs-CLSA Fund
Secretary	12 hours/month @36.25/hou	5,220.00	543.75	Prepare form 700s for legacy systems
Website conversion		2,000.00		
	Accounting	16,391.40	21,712.47	
Finance Director	10 hours/month@81.35/hour	9,762.00	15,083.07	grant supports for FY 11/12, FY 12/13 audit works, controller report for legacy syster handling delivery/database issues
Account Clerk	15 hours/month@36.83/hour	6,629.40	6,629.40	additional accounting support additional receivables/payables for increase ir budget (from 200,000 to 1,500,000)
	Mileage	727.00		
	Total	69,091.68	28,701.82	
	10% Overhead	6,909.17	2,870.18	
	Grand Total	76,000.85	31,572.00	
Special Projects				Budget allocations and administration of
Coordinator	163 hours @75/hour	12,225.00		Innovation and Staff Development Grants;
Secretary	46 hours @ 36.25/hour	1,680.00		revise JPA/bylaws; legacy system bylaws, etc
	Total		13,905.00	
	10% Overhead		1,529.50	
	Total Special Projects		15,295.00	
	Total Additional Services		46,867.00	
	<u>Total Proposed Contract Amount</u>		<u>122,867.85</u>	



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To: NorthNet Library System Steering Committee

From: Jane Light

Subject: Suggested Parameters for Innovation and Staff Development Grants

Date: September 27, 2012

Included in Agenda Item 6 , the recommendations for budget allocations for FY12/13, is a recommendation that \$150,000 be allocated for grants to member libraries. Two types of grants are proposed.

First, it is recommended that \$120,000 be allocated for an Innovation and Technology Grant Program. Based on a successful model developed by BALIS and currently being used by PLP, these relatively small, easy to apply for and manage grants will bring significant results for recipients. To the extent the results are shared among NorthNet members or replicable, all the member libraries will benefit.

Suggested criteria include:

- Service that introduces a new idea, program, technology or vision that is currently not used by NorthNet libraries
- Service that may benefit other NorthNet libraries
- Service that may benefit other California libraries

Requirements:

- Completion of an application
- Grant application not to exceed \$15,000
- When grant completed, submission of a brief description of the project, its results, and lessons learned that will be disseminated to the NorthNet member libraries

Review Panel:

PLS Executive Director will recruit a three person panel of library directors from outside NorthNet to review applications.

Second, it is recommended that \$30,000 be allocated for grants to member libraries for developing staff by providing opportunities for individuals to attend conferences and meetings during 2013.

Member libraries will submit a brief application at least 90 days prior to the date of the event or meeting. Funding could be requested between \$300 to \$3000 and used for registration and travel expenses. Recipients will submit a very brief report stating what they gained from attending and how they have applied or plan to apply the knowledge gained.

Applications will be reviewed and approved by the PLS Executive Director in the order in which they are received.