



**NorthNet Library System Administrative Council Meeting**

Four Points by Sheraton Sacramento International Airport  
4900 Duckhorn Drive, Sacramento  
Phone 916-263-9000  
Meeting Room: Rivers East

**May 22, 2014  
10 am**

**Agenda**

- |               |  |              |              |
|---------------|--|--------------|--------------|
|               | 1. Welcome and Introductions   | Perry        |              |
|               | 2. Keynote talk by State Librarian Greg Lucas  |              |              |
|               | 3. Public invited to address the Council   | Perry        |              |
| <b>ACTION</b> | 4. Approval of the Agenda  | Perry        |              |
| <b>ACTION</b> | 5. Consent Calendar  | Light        |              |
|               | A. Minutes of May 31, 2013 Meeting   |              | Attachment 1 |
| <b>ACTION</b> | 6. Report of ad hoc Nominating Committee   | George       |              |
|               | A. Election of FY 14/15 Chair,<br>Chair-Elect/Vice Chair and<br>Steering Committee members |              |              |
| <b>ACTION</b> | 7. FY 2014/15 CLSA Plan of Service   | Light/Truong |              |
|               | A. Plan of Service   |              | Attachment 2 |
|               | B. Communications and Delivery Allocations   |              | Attachment 3 |
|               | C. Process for Use of C&D Funds for Shared eBook<br>Collections                            |              |              |
| <b>ACTION</b> | 8. Membership Dues & Fees  | Truong       | Attachment 4 |
| <b>ACTION</b> | 9. FY 2014/15 PLS Contract   | Truong       | Attachment 5 |
| <b>ACTION</b> | 10. FY 2014/15 NorthNet Library System Budget  | Truong       | Attachment 6 |

11. Change in Overdrive/eBook Coordinators Dale
12. NLS Innovation Grant Results Presentations Zazueta, Lightbody, Miller
13. Adjournment Perry



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[www.northnetlibs.org](http://www.northnetlibs.org)

DRAFT

**NorthNet Library System Administrative Council Meeting**

Four Points by Sheraton Sacramento International Airport

May 31, 2013

**Attendees:**

Jeanne Amos, El Dorado County Library  
Cheryl Baker, Modac County Library  
Jennifer Baker, St. Helena Public Library, System Chair  
Nina Biddle, Sacramento Public Library  
Anji Brenner, Mill Valley Public Library  
Natasha Casteel, Roseville Public Library  
Sandy Cooper, Sonoma County Library  
Lisa Dale, Folsom Public Library  
David Dodd, Sonoma County Library  
Jan Erickson, Shasta Public Libraries  
Greta Galindo, Woodland Public Library  
Mary George, Placer County Library  
Jeffery Hawkins, Lassen Library District  
Carol Henning, Sacramento County Public Law Library  
Sarah Houghton, San Rafael Public Library  
Jessica Hudson, Nevada County Library  
Bonnie Katz, Solano County Library  
Mindy Kittay, Mendocino County Library  
Danis Kreimeier, Napa County Library  
Melanie Lightbody, Butte County Library  
Rita Lovell, Alpine County Library & Archives  
Jody Meza, Orland Free Library/Willows Public Library  
Michael Williams, Mono County Library  
Michael Perry, Siskiyou County Library, System Vice-Chair  
Rivkah Sass, Sacramento Public Library  
Diane Smikahl, Benicia Public Library  
Jon Torkelson, Lincoln Public Library  
Sarah Vantrease, Butte County Library  
Patty Wong, Yolo County Library  
Victor Zazueta, Humboldt County Library

Darla Gunning, California State Library  
Jane Light, Peninsula Library System  
Donna Truong, Peninsula Library System

**Welcome and Introductions:** Chair Jennifer Baker called the meeting to order at 10:05 and asked attendees to introduce themselves and include the name of their library.

**CENIC/LibraryNet Broadband Presentation:** Louis Fox, President and CEO of CENIC (The Corporation for Education Network Initiatives in California) made a presentation about CENIC and the potential of public libraries becoming part of the Broadband network that CENIC manages for k-12 and public higher education institutions in California and answered questions from attendees.

**Public invited to address the Council:** None present

**Approval of Agenda:** Moved by Cooper, Seconded by Henning, Approved unanimously.

**Consent Calendar: Minutes of March 7, 2013 Meeting:** Moved by Lightbody, Seconded by Baker, Approved unanimously.

**Report of ad hoc Nominating Committee:** Committee Chair Patty Wong moved (no second required) nominations for FY13/14 -- Chair-Elect/Vice Chair (Sandy Cooper) and Executive Committee Members (2-year terms: Mel Lightbody, Diane Smikahl, and Natasha Casteel and -year terms: Victor Zazueta and Rita Lovell). Mary George volunteered from the floor to fill the third 1-year term. Motion passed unanimously.

**Financial Statements through May 15, 2013:** Donna Truong reviewed the Year-to-Date financial statements and reported that NLS is expected to end the fiscal year within its budget.

#### **FY 2013/14 CLSA Plan of Service**

- A. Plan of Service:** Torkelson moved, Smikahl seconded to approve the recommendation of the Steering Committee that the Plan of Service be approved by the Administrative Council. Motion passed unanimously.
- B. Communications and Delivery Allocations:** Light explained the Steering Committee's recommendation, previously reviewed by the State Library liaison, to allocate the NLS C&D funding through CLSA among the public library members. The formula used was 50% of the total allocated to each of the members equally and 50% allocated based on population. Smikahl moved, and Casteel seconded to approve the recommendation of the Steering Committee to allocate the CLSA C&D funds as described and included in the packet. Motion passed unanimously.

**FY 2013/14 PLS Contract:** Truong reviewed the scope of services and charges of the proposed contract included in the agenda packet with the Peninsula Library System for administrative and fiscal services. Torkelson moved, George seconded, to approve the Steering Committee recommendation that the PLS contract as presented. Approved unanimously.

**FY 2013/14 NorthNet Library System Budget:**

- A. Membership Dues:** Truong reviewed the base member dues and the member service fees for those participating in delivery, databases, and Overdrive included in the packet. Several members had questions about the base member fees and if the most recent population and budget data, on which the fees are based, was used. Perry moved, and Hudson seconded, that the total member dues revenue of \$57,500 be approved but that the Executive Committee will review the updated data and approve the individual base dues, and amend the budget as needed to reflect changes. Motion passed unanimously.
- B. NLS Budget:** Hawkins moved, Smikahl seconded to approve the recommendation of the Steering Committee to approve the NLS budget included in the agenda packet. Passed unanimously.
- C. Delivery Contracts:** Truong reported that the contract negotiations have not yet been completed and that the Executive Committee would review and approve them.
- D. Databases:** Truong reported that the contract negotiations have not yet been completed and that the Executive Committee would review and approve.
- E. Overdrive:** Members had questions about the fee for Overdrive administration and expressed that it seemed high given that the selection of e-materials and other tasks for this contract have been handled by Dale and Amos, with the participation of other member libraries. Truong stated she would review the fee and bring a recommendation to the Executive Committee.

**Adjournment:** Baker adjourned the meeting at 1:50 PM.

## System Information

### FY 2014-15

System Name: NorthNet Library System			
Director: Linda Crowe		Email: crowe@plsinfo.org	
Address: 2471 Flores Street		City: San Mateo	State: Zip: CA 94403
Phone: 650-349-5538		Fax: 650-349-5089	

System Chair for FY 2014-15:	Fiscal Agent: Peninsula Library System
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Date approved by Administrative Council:
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x	
Signature of System Administrative Chair for FY 2013-14	Date
Print Name: Michael Perry	

**Demographics of System Service Area**  
**System Population Profile, FY 2014-15**

**Total Population of System Service Area:** 4672341

<b>Underserved Population</b>	<b>Number</b>	<b>Percentage of Total Population</b>
Economically Disadvantaged (Below poverty level)	665957	14.25%
Institutionalized	121376	2.60%
Aged (65+)	633789	13.56%
Children & Youth:	294085	6.29%
• Under 5	299261	6.40%
• 5 to 9	308292	6.60%
• 10 to 14	332160	7.11%
• 15 to 19	584407	12.51%
Handicapped	689397	14.75%
Speakers of limited English or English as a Second Language	74392	1.59%
Non-English Speaking	249813	5.35%
Ethnicity	938589	20.09%
• Black	408316	8.74%
• Hispanic	250049	5.35%
• Asian	575898	12.33%
• Native American	123052	2.63%
• Other (specify)	391178	8.37%
Geographically Isolated	11791	0.25%
Functionally Illiterate		
Shut-In		

List source(s) of this data:

American Fact Finder-population estimate – factfinder2.census.gov.

2008-2012 American Community Survey 5-Year Estimates.

California Medical Service Study Areas (Frontier definition = Less than 7 persons per square mile).

U.S. Dept. of Ed. Institute of Education Sciences National Assessment of Adult Literacy, State and County Estimates of Low Literacy 2003 Released January 2009.

CA Office of Statewide Health Planning & Development Facility Listings Hospital & Long Term Care (LTC) Listings 12/31/11.

Describe briefly how this data will be used to plan CLSA-funded services:

This data is used for planned activities of our various committees and to serve all segments of the underserved.



**California State Library  
System Detailed Budget – FY 2014-15**

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 1: System Administration</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	84,868	5,238	104,709	500	0	\$195,315
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$84,868	\$5,238	\$104,709	\$500	\$0	\$195,315
<b>Program 2: System Communications and Delivery</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	339,471	0	190,000	0	0	\$529,471
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$339,471	\$0	\$190,000	\$0	\$0	\$529,471
<b>Program 3: Local</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	0	0	150,000	0	0	\$150,000
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$150,000	\$0	\$0	\$150,000

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 4:</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	\$0
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0
<b>Program 5:</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	\$0
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0
<b>Program 6:</b>						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	\$0
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total System Budget</b>	\$424,339	\$5,238	\$444,709	\$500	\$0	\$874,786

## 2014-2015 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	\$0
Operations	\$339,471
Materials	\$0
Equipment	\$0
Service Program Sub-total	\$339,471
System Administration (PC&E) <sup>1</sup>	\$84,868
<b>TOTAL</b>	<b>\$424,339</b>

<sup>1</sup>Must not exceed System Administrative (PC&E) total

## Use of Funding for Communications and Delivery – FY 2014-15

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the delivery of items. The second section contains several questions that help us understand your plans for communication and delivery.

### Section 1

#### Estimated Workload

Items sent by:	Items delivered		
	System Member Public Libraries	Non-public Librarie	TOTAL
a. System member public library	3607656	28514	3636170
b. Non-public libraries in System area	34410	2210	36620
<b>TOTAL</b>	<b>3642066</b>	<b>30724</b>	<b>3672790</b>
		System Owned	Contracted Vendor
c. Number of delivery vehicles		0	4
d. Frequency/schedule of delivery service		0	3
e. Percentage of items to be delivered:			
U.S. Mail	UPS	System Van	Contracted Van
0.5%	20%	0%	79.5%
			Other
			0%
f. Estimated total number of e-books to be circulated to member public libraries			120449
g. What percentage of CLSA funds will be spent on e-books?			0%

### Section 2

1. Briefly describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

Although TBR funding is no longer available to support resource sharing, the NLS members have identified delivery as their highest priority based on their knowledge of the communities served. A reliable, efficient method of delivering materials to and from the requesting library is essential to continuing to share physical copies of books. Reliable broadband connections that allow library patrons to access and download the shared ebook collections in their home library and library staff to manage the shared collections are key to the continued use and growth of these shared collections. CLSA C&D funds will be divided in an equitable manner to partially subsidize the communications and delivery costs of the members related to sharing resources among the NLS member libraries. Some members may use a portion of their funding to upgrade connectivity as needed and where available.

2. Describe your current delivery model. How has it changed from last year? Will you be making any changes in the upcoming year?

Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Post Office and private delivery services for remote locations with low volume and contracted services by delivery companies for moving high volume loads between member libraries in more populated areas.

3. What is the average cost to move one item in the region?

Because of the variations in delivery method and demand, the average cost differs from one area of the region to another. For contracted services, the overall cost is calculated based on volume, number of stops, and distance. The cost of those items shipped through package delivery may fluctuate based on weight and other variables. Overall, the average cost is estimated at \$.12 per item.

4. Please briefly describe how any non-CLSA funds are used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

There are several groups of NLS members that share an ILS, and in those cases the local library member pays the communication and delivery costs associated with the shared ILS and shared delivery. In most cases, those costs exceed the CLSA allocations to those members. Shared ILS groups include MarinNet, SNAP, and the shared ILS systems operated by Sonoma County Library and by Sacramento City-County Library are funded with local dollars by participating libraries.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

ILL statistics will continue to be tracked and reported as they have in the past. Use of shared ebook collections will be measured and compared to that of the current fiscal year to demonstrate the impact of that aspect of the C&D program for FY14/15.

## **Future Plans for Cooperative System**

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will you be funded? What services are a priority? And lastly, how will your system evolve?

NLS has developed a funding plan that combines annual membership dues that each member pays with member fees for participating in specific, optional services, such as databases and a shared collection of Overdrive e-books NLS contracts with the Peninsula Library System for administrative and fiscal services, which has reduced its costs substantially.

Delivery remains a priority service for system members. The several locally funded shared ILS groups among the membership make it convenient and relatively simple for the participating libraries to borrow and loan materials through inter-library loan. Over time, other libraries may join one of the current shared ILS groups or other members clustered near one another may share an ILS.

Improved broadband service is also a priority for NLS and its members. The System and its members are eager to participate in the statewide library broadband initiative. The differences in population density and the very large geographic area of NLS will mean that access to broadband is varied and will continue to vary among the members. Members in geographically isolated communities with low population density have expressed great interest but also some concern about last-mile availability and costs.

<b>Proposed Allocation of CLSA C&amp;D/e-Books \$ FY 14/15</b>				
	<b>CLSA amount available</b>		<b>\$332,470</b>	
		<b>%50 of CLSA</b>	<b>50% base on</b>	<b>TOTAL</b>
	<b>Population</b>		<b>population</b>	<b>CLSA</b>
		<b>\$166,235</b>	<b>\$166,235</b>	<b>Allocation</b>
Alpine County Library/Archives	1,097	4,054.51	38.81	4,093.33
Belvedere-Tiburon Library	11,149	4,054.51	394.47	4,448.98
Benicia Public Library	26,919	4,054.51	952.43	5,006.94
Butte County Library	221,273	4,054.51	7,828.94	11,883.45
Colusa County Free Library	21,690	4,054.51	767.42	4,821.93
Del Norte County Library District	28,429	4,054.51	1,005.86	5,060.37
Dixon Public Library District	26,844	4,054.51	949.78	5,004.29
El Dorado County Library	180,712	4,054.51	6,393.83	10,448.35
Folsom Public Library	72,725	4,054.51	2,573.11	6,627.62
Humboldt County Library	134,587	4,054.51	4,761.87	8,816.38
Lake County Library	63,266	4,054.51	2,238.44	6,292.95
Larkspur Public Library	12,058	4,054.51	426.63	4,481.14
Lassen Library District	34,167	4,054.51	1,208.87	5,263.39
Lincoln Public Library	43,572	4,054.51	1,541.64	5,596.15
Marin County Free Library	139,500	4,054.51	4,935.70	8,990.21
Mendocino County Library	87,572	4,054.51	3,098.42	7,152.93
Mill Valley Public Library	14,172	4,054.51	501.42	4,555.94
Modoc County Library	9,566	4,054.51	338.46	4,392.97
Mono County Free Library	14,391	4,054.51	509.17	4,563.69
Napa County Library	132,380	4,054.51	4,683.78	8,738.30
Nevada County Library	97,182	4,054.51	3,438.43	7,492.94
Orland Free Library	14,778	4,054.51	522.87	4,577.38
Placer County Library	189,696	4,054.51	6,711.70	10,766.21
Plumas County Library	22,870	4,054.51	809.17	4,863.68
Roseville Public Library	122,060	4,054.51	4,318.65	8,373.16
Sacramento Public Library	1,362,428	4,054.51	48,204.54	52,259.06
San Anselmo Public Library	12,426	4,054.51	439.65	4,494.16
San Rafael Public Library	58,305	4,054.51	2,062.91	6,117.42
Sausalito Public Library	7,138	4,054.51	252.55	4,307.06
Shasta Public Libraries	177,823	4,054.51	6,291.62	10,346.13
Siskiyou County Free Library	44,639	4,054.51	1,579.39	5,633.90
Solano County Library	360,023	4,054.51	12,738.10	16,792.61
Sonoma County Library	487,011	4,054.51	17,231.11	21,285.62
St. Helena Public Library	5,875	4,054.51	207.87	4,262.38
Sutter County Library	95,065	4,054.51	3,363.53	7,418.04
Tehama County Library	63,177	4,054.51	2,235.29	6,289.80
Trinity County Free Library	13,722	4,054.51	485.50	4,540.02
Willows Public Library	13,344	4,054.51	472.13	4,526.64
Woodland Public Library	55,646	4,054.51	1,968.83	6,023.34
Yolo County Library	146,487	4,054.51	5,182.91	9,237.42
Yuba County Library	72,615	4,054.51	2,569.22	6,623.73
	4,698,379.00	166,235.00	166,235.00	332,470.00

NorthNet Libraries Dues and Fees 2014/2015											
Library	Population	Budget	Base Dues	Delivery Admin	OverDrive Admin	Database Admin	Total Member Dues	Delivery	OverDrive	Database	TOTAL Dues & Fees
Alpine	1,097	\$ 234,211	\$ 500	\$ -	\$ 24	\$ 10	\$ 533		\$ 237	\$ 98	\$ 868
Bel-Tib	11,149	\$ 1,778,384	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000				\$ 1,000
Benicia	26,919	\$ 1,935,722	\$ 1,000	\$ 1,327	\$ 115	\$ -	\$ 2,442	\$ 13,271	\$ 1,145		\$ 16,858
Butte	221,273	\$ 2,923,884	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Colusa	21,690	\$ 828,810	\$ 500	\$ 440	\$ 44	\$ 36	\$ 1,020	\$ 4,396	\$ 438	\$ 364	\$ 6,218
Del Norte	28,429	\$240,142	\$ 500	\$ -	\$ 66	\$ -	\$ 566		\$ 655		\$ 1,221
Dixon	26,844	\$942,128	\$ 500	\$ 639	\$ 54	\$ -	\$ 1,193	\$ 6,390	\$ 543		\$ 8,126
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
El Dorado	180,712	\$3,346,138	\$ 3,000	\$ 220	\$ 454	\$ -	\$ 3,674	\$ 2,198	\$ 4,539		\$ 10,411
Folsom	72,725	\$1,309,156	\$ 1,000	\$ 879	\$ 208	\$ -	\$ 2,087	\$ 8,792	\$ 2,082		\$ 12,961
Humboldt	134,587	\$3,239,223	\$ 3,000	\$ -	\$ 370	\$ -	\$ 3,370		\$ 3,702		\$ 7,072
Lake Cty	63,266	\$1,033,986	\$ 1,000	\$ 2,791	\$ -	\$ -	\$ 3,791	\$ 27,913			\$ 31,704
Larkspur	12,058	\$728,589	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
Lassen	34,167	\$125,079	\$ 500		\$ 43	\$ -	\$ 543		\$ 431		\$ 974
Lincoln	43,572	\$496,713	\$ 500	\$ 220	\$ 132	\$ 63	\$ 914	\$ 2,198	\$ 1,318	\$ 626	\$ 5,056
Marin	139,500	\$12,353,820	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000				\$ 4,000
Mendocino	87,572	\$1,347,419	\$ 1,000	\$ 4,452	\$ -	\$ -	\$ 5,452	\$ 44,517			\$ 49,969
Mill Valley	14,172	\$2,030,753	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Modoc	9,566	\$288,413	\$ 500	\$ -	\$ 36	\$ -	\$ 536		\$ 364		\$ 900
Mono	14,391	\$1,108,188	\$ 1,000	\$ -	\$ 70	\$ 44	\$ 1,114		\$ 701	\$ 436	\$ 2,251
Napa County	132,380	\$6,571,368	\$ 4,000	\$ 3,613	\$ 262	\$ -	\$ 7,875	\$ 36,130	\$ 2,616		\$ 46,621
Napa Coll			\$ 500	\$ 397	\$ -	\$ -	\$ 897	\$ 3,968			\$ 4,865
Nevada	97,182	\$2,255,903	\$ 2,000	\$ -	\$ 343	\$ 143	\$ 2,486		\$ 3,431	\$ 1,427	\$ 7,344
Orland	14,778	\$267,816	\$ 500	\$ -	\$ 41	\$ -	\$ 541		\$ 408		\$ 949
Placer	189,696	\$5,767,909	\$ 4,000	\$ 220	\$ 640	\$ -	\$ 4,860	\$ 2,198	\$ 6,399		\$ 13,457
Plumas	22,870	\$625,645	\$ 500	\$ -	\$ 57	\$ 500	\$ 1,057		\$ 568	\$ 4,998	\$ 6,623
Roseville	122,060	\$3,104,308	\$ 3,000	\$ 220	\$ 369	\$ 188	\$ 3,777	\$ 2,198	\$ 3,693	\$ 1,875	\$ 11,543
Sacramento	1,362,428	\$31,397,782	\$ 5,000	\$ 1,099	\$ -	\$ -	\$ 6,099	\$ 10,990	\$ -		\$ 17,089
Sacramento Law			\$ 500				\$ 500				\$ 500
St. Helena	5,875	\$1,184,025	\$ 1,000	\$ 971	\$ 58	\$ -	\$ 2,029	\$ 9,705	\$ 582		\$ 12,316
San Anselmo	12,468	\$694,096	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
San Rafael	58,305	\$3,150,897	\$ 3,000	\$ -	\$ -	\$ 512	\$ 3,512			\$ 5,123	\$ 8,635
SRJC			\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
Sausalito	7,138	\$747,651	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
Shasta	177,823	\$1,884,785	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Siskiyou	44,639	\$284,701	\$ 500	\$ -	\$ 162	\$ 212	\$ 874		\$ 1,624	\$ 2,118	\$ 4,616
Solano Coll			\$ 500	\$ 187	\$ -	\$ -	\$ 687	\$ 1,872			\$ 2,559
Solano	360,023	\$14,506,913	\$ 5,000	\$ 3,433	\$ 789	\$ -	\$ 9,223	\$ 34,333	\$ 7,894		\$ 51,450
Sonoma	487,011	\$15,766,898	\$ 5,000	\$ 3,417	\$ -	\$ -	\$ 8,417	\$ 34,168			\$ 42,585
Sutter	95,065	\$1,286,332	\$ 1,000	\$ 879	\$ 209	\$ 143	\$ 2,231	\$ 8,792	\$ 2,090	\$ 1,427	\$ 14,540
Tehama	63,177	\$524,529	\$ 500	\$ -	\$ 123	\$ -	\$ 623		\$ 1,231		\$ 1,854
Trinity	13,722	\$294,965	\$ 500	\$ -	\$ 55	\$ -	\$ 555		\$ 546		\$ 1,101
Willows	13,344	\$226,231	\$ 500	\$ -	\$ 66	\$ -	\$ 566		\$ 658		\$ 1,224
Woodland	55,646	\$1,106,871	\$ 1,000	\$ 879	\$ 161	\$ -	\$ 2,040	\$ 8,792	\$ 1,605		\$ 12,437
Yolo	146,487	\$5,419,317	\$ 4,000	\$ 440	\$ -	\$ 62	\$ 4,501	\$ 4,396		\$ 616	\$ 9,513
Yuba	72,615	\$501,267	\$ 500		\$ 185	\$ -	\$ 685		\$ 1,850		\$ 2,535
<b>Total</b>	<b>4,698,421</b>	<b>133,860,967</b>	<b>\$ 71,000</b>	<b>\$ 26,722</b>	<b>\$ 5,135</b>	<b>\$ 1,911</b>	<b>\$ 104,768</b>	<b>\$ 267,217</b>	<b>\$ 51,350</b>	<b>\$ 19,108</b>	<b>\$ 442,443</b>
<b>Source: California Library Statistics</b>											
2011-2012 budget (State Library website)											
<b>Base Dues</b>											
Under 100,000 Pop. And Under \$1,000,000 Budget \$500											
Under 300,000 Pop. And Under \$2,000,000 Budget \$1,000											
Under 300,000 Pop. And Under \$3,000,000 Budget \$2,000											
Under 200,000 Pop. And Over \$3,000,000 Budget \$3,000											
Under 300,000 Pop. And Over \$5,000,000 Budget \$4,000											
Over 300,000 Pop. or \$5,000,000 Budget \$5,000											
<b>Fees</b>											
10% admin fee											
Delivery, Database and OverDrive											



## PLS Proposal

Personnel	Services
<p>System Director Coordinator</p> <p>Office Manager &amp; Secretary</p>	<p style="text-align: center;"><b>Administrative</b></p> <p>Prepare the System Uniform Budget, Plan of Service and Annual Report in compliance with the requirements of CLSA as administered by the California State Library, subject to approval by the NLS Administrative Council.</p> <p>Maintain and report records in compliance with CLSA and other applicable State and Federal requirements.</p> <p>Coordinate and staff Council meetings 4 times a year and maintain regular communications with NLS Chair and Executive Committee.</p> <p>Prepare and distribute Council agenda packets and minutes. Make arrangements for Council meetings.</p> <p>Distribute legislative, CLSA, and other State Library correspondence.</p> <p>Administer and evaluate system contracts.</p> <p>Maintain rosters, directories, etc.</p> <p>Pursue funding opportunities.</p> <p>Represent and advocate for NLS regionally and statewide.</p> <p>Negotiate cooperative purchasing opportunities with vendors, consultants, other systems or regions including services authorized and funded by CLSA (delivery, reference).</p> <p>Support special projects and activities not mandated by CLSA as determined by NLS Council (costs to be negotiated with providers).</p> <p>Maintain files and records required by State and Federal laws as well as applicable documents necessary for system business.</p>
<p>Chief Financial Officer &amp; Accounting Staff</p>	<p style="text-align: center;"><b>Fiscal</b></p> <p>Act as system's financial manager establishing separate accounts for all NLS funds ***.</p> <p>Develop an annual budget in collaboration with NLS officers and Administrative Council for programs or services to be provided in the subsequent fiscal year.</p> <p>Monitor budget developed by Council Budget Committee.</p> <p>Arrange for the receipt and deposit of State funds, member fee funds and other fees or revenues whether by grant application invoice or other means.</p> <p>Prepare quarterly budget updates showing revenues, expenditures and reserves to be submitted to Council.</p> <p>Prepare and execute payments on behalf of NLS to approved vendors, contractors, consultants, member libraries and others for services rendered, in compliance with budget.</p> <p>Invoice vendors.</p> <p>Prepare 1099s for contractors.</p> <p>Provide comprehensive revenue expenditure and reserve financial reports in accordance with requirements of CLSA or other State Library legislation and generally accepted accounting principles.</p> <p>Maintain files and records as required by State and Federal laws and retention policies.</p> <p>Submit the annual report for Special Districts to State Controller.</p> <p>Arrange for annual independent financial audit.</p> <p>Prepare annual statements of LAIF interest earned, Statement of Economic Interests.</p> <p><i>***using SAGE Fund Accounting software for government/non-profit agencies</i></p>

<b>Staff</b>		<b>Administration</b>	<b>67,572.96</b>
<b>.5 FTE</b>			
System Director	10 hours/month @116.67/hour		14,000.40
Coordinator	30 hours/month @75/hour		27,000.00
Office Manager	32 hours/month @ 48.19hour		18,504.96
Secretary	15 hours/month @44.82/hour		8,067.60
			-
<b>.334 FTE</b>		<b>Accounting</b>	<b>44,408.64</b>
Finance Director	30 hours/month@86.78/hour		31,240.80
Account Clerk	28 hours/month@39.19hour		13,167.84
		<b>Mileage</b>	<b>406.80</b>
	4 trips @180 mile@.565 per mile		
		<b>Total</b>	<b>112,388.40</b>
		10% Overhead	11,238.84
<b>TOTAL =.834 FTE</b>		<b>Grand Total</b>	<b>123,627.24</b>

**NorthNet Library System**  
Budget FY 2014/15  
SUMMARY

		LOCAL	COMMUNICATIONS & DELIVERY	ADMIN	
3510	Interest Earned			500	500
3661	Membership Fees			104,709	104,709
3667	State Library CLSA		339,471	84,868	424,339
3668	LSTA-Indirect			5,238	5,238
3674	Member Reimbursement	150,000	190,000		340,000
<b>GRAND TOTAL REVENUES</b>		<b>150,000</b>	<b>529,471</b>	<b>195,315</b>	<b>874,786</b>
4212	Comm. - E Mail		600		600
4218	Postage		3,200		3,200
4219	Other Prof Serv			11,000	11,000
4220	Contractual Service		524,471	175,665	700,136
4230	Office Expense		1,200		1,200
4301	Insurance			2,100	2,100
4303	Travel & Meeting			6,500	6,500
4373	Service Fees			50	50
4445	Purchases for Members	150,000			150,000
<b>GRAND TOTAL EXPENDITURES</b>		<b>150,000</b>	<b>529,471</b>	<b>195,315</b>	<b>874,786</b>

**NorthNet Library System  
Budget FY 2014/2015**

<b>LOCAL</b>		<b>FY 13/14</b>	<b>FY 14/15</b>
3674	Reimbursable Costs	150,000	150,000 database, OverDrive
3000	Budget Fund Balance		
	<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>150,000</b>
4445	Reimbursable-Library Expenses	150,000	150,000
	<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>150,000</b>
 <b>COMMUNICATIONS &amp; DELIVERY</b>			
3667	CLSA State Library	343,351	339,471
3674	Reimbursable Costs		190,000 from NBCLS & MVLS members
	<b>TOTAL REVENUES</b>	<b>343,351</b>	<b>529,471</b>
4212	Communication	600	600 conference calls, listserves,
4220	Contractual Services	337,251	524,471 Delivery, Website maint.
4230	Office Supplies	1,000	1,200
4233	Postage	4,500	3,200 postage, UPS
	<b>TOTAL EXPENDITURES</b>	<b>343,351</b>	<b>529,471</b>
 <b>ADMINISTRATION</b>			
3510	Interest Earned	2,000	500
3661	Membership Fees	92,800	104,709
3667	CLSA-State Library	85,837	84,868
3668	LSTA-Indirect		5,238 for PLSEPT grant FY 13/14 (Public Library Staff Education Program)
	<b>TOTAL REVENUES</b>	<b>180,637</b>	<b>195,315</b>
4219	Other Prof Serv	14,000	11,000 audit
4220	Contractual Service	158,437	175,665
	PLS contract :\$116,769		PLS Contract: \$123,627
	\$41,749 for other projects/staff development		\$52,038 for other projects
4301	Insurance	1,700	2,100
4303	Travel & Meeting	6,500	6,500 annual meeting
4373	Service Fees	100	50 bank fees
	<b>TOTAL EXPENDITURES</b>	<b>180,637</b>	<b>195,315</b>