



NorthNet Library System Administrative Council Meeting

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

May 31, 2013

10 am

Agenda

- | | | |
|---------------|---|------------------|
| | 1. Welcome and Introductions | Baker |
| | 2. LibraryNet Broadband Presentation | Louis Fox, CENIC |
| | 3. Public invited to address the Council | |
| ACTION | 4. Approval of the Agenda | Baker |
| ACTION | 5. Consent Calendar | Light |
| | A. Minutes of March 7, 2013 Meeting | |
| ACTION | 6. Report of ad hoc Nominating Committee | Wong |
| | A. Election of Chair-Elect/Vice Chair
And Steering Committee | |
| ACTION | 7. Financial Statements through May 15, 2013 | Truong |
| ACTION | 8. FY 2013/14 CLSA Plan of Service | Light/Truong |
| | A. Plan of Service | |
| | B. Delivery and Communications Allocations | |
| ACTION | 9. FY 2013/14 PLS Contract | Truong |
| ACTION | 10. 2013/14 NorthNet Library System Budget | Truong |
| | A. Membership Dues | |
| | B. NLS Budget | |
| | C. Delivery Contracts | |
| | D. Databases | |
| | E. Overdrive | |
| | 11. Adjournment | Baker |



NorthNet
Library System
Connecting Northern California Libraries

2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

NorthNet Library System Administrative Council Meeting

Unapproved Meeting Minutes

March 7, 2013

Holiday Inn
300 J Street, Sacramento

Attendees:

Rita Lovell, Alpine County Library
Jacki Schafer, Belvedere-Tiburon Library
Diane Smikahl, Benicia Public Library
Wendy Burke, Colusa County Library
Vanessa Christman, Dixon Public Library
Lisa Dale, Folsom Public Library
Jon Torkelson, Lincoln Public Library
Mindy Kittay, Mendocino County Library
Anji Brenner, Mill Valley Public Library
Cheryl Baker, Modoc County Library
Bill Michael, Mono County Library
Danis Kreimeier, Napa City-County Library
Jessica Hudson, Nevada County Library
Jody Meza, Orland and Willows Public Libraries
Mary George, Placer County Library
Nina Biddle, Sacramento Public Library
Jennifer Baker, St. Helena Public Library
Linda Kenton, San Anselmo Public Library
Sarah Houghton, San Rafael Public Library
Abbot Chambers, Sausalito Public Library
Jan Erickson, Shasta Public Libraries
Michael Perry, Siskiyou County Library
Sandy Cooper, Sonoma County Library
James Ochsner, Sutter County Library
Sally Ainsworth, Tehama County Library
Patty Wong, Yolo County Library

Linda Crowe, PLS
Terry Jackson, PLS
Jane Light, PLS

1. Welcome and Introductions

Chair Jennifer Baker called the meeting to order at 8:05 AM and asked attendees to introduce themselves and include the name of their library.

2. Consent Calendar: Minutes of October 25 Meeting

Minutes of the October 25 meeting were approved unanimously, moved by Cooper, seconded by Smikahl.

3. Revised By-Laws

The revised by-laws were presented for approval.

Major changes include incorporating standing rules, re-written to be more general, in the By-laws to eliminate the necessity of having two documents.

In addition, the Steering Committee is replaced with an Executive Committee that will have the responsibility and authority to approve contracts, make budget adjustments, and give direction to the administrative services contractor. The Administrative Council will meet at least annually and elect members of the Executive Committee and the System chair-elect/vice chair, approve the System's annual budget, and approve the CLSA Plan of Service.

This structure will streamline decision making and administrative functions of NLS and is similar to that of the Pacific Library Partnership and the Southern California Library Cooperative.

Further revisions to the By-laws may need to be made at a later date if the Administrative Council amends its Joint Powers Agreement to allow individual libraries to be members of NLS in addition to the three cooperative systems rather than be "constituent members" as they are now.

The revised By-Laws were approved unanimously, moved by Diane Smikahl, seconded by Sandy Cooper.

4. Appointment of Ad Hoc Nominating Committee

Chair Baker appointed Patty Wong to chair and Jessica Hudson and Diane Smikahl to serve on the ad hoc Nominating Committee to nominate a System Chair-Elect/Vice-Chair and six members of the Executive Committee. The nominating Committee will present its nominations at the Annual Meeting Of the NLS Administrative Council.

5. Scheduling Annual Meeting

The Annual Meeting was scheduled for Friday, May 31, 2013 to take place at a location near Sacramento.

6. Adding new members to Library-to-Go Overdrive Group

Lisa Dale said that several additional libraries are interested in participating in the Library-to-Go Group starting July 1,2013. They will pay a catch-up fee based on the Library-to-Go formula (because they will be benefitting from the already purchased materials) and also platform and materials fees per the formula. Lisa will email NLS members to give them the opportunity to join the group with these conditions. Her proposal was approved unanimously, moved by George, seconded by Burke.

The meeting was adjourned at 8:35 AM.



May 23, 2013

To: NLS Administrative Council

From: Ad hoc Nominating Committee, Patty Wong, Chair

Nominations are:

Chair-Elect/Vice-Chair: Sandy Cooper

2 year terms on the Executive Committee: Mel Lightbody, Diane Smikahl, and
Natasha Casteel

1 year terms on the Executive Committee: Victor Zazueta and Rita Lovell

There is currently no nomination for an additional one year term for the Executive
Committee.

NorthNet Library System

Balance Sheet

As of 5/15/13

001 - General Fund

Current Year

Assets

Current Assets

Cash & Cash Equivalents

Cash 894,437.32

Total Cash & Cash Equivalents 894,437.32

Accounts Receivable

Accounts Receivable 22,365.32

Total Accounts Receivable 22,365.32

Total Current Assets 916,802.64

Total Assets 916,802.64

Liabilities

Current Liabilities

Deferred Revenue

Deposits Payable 496,391.97 =====> 281,088.06 North Bay

Total Deferred Revenue 496,391.97 3,505.36 Nort State

Total Current Liabilities 496,391.97 211,798.55 Mountain Valley

Total Liabilities 496,391.97 as of 6/30/12

Reserves & Fund Balance

420,410.67

Total Reserves & Fund Balance 420,410.67

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
915 - LOCAL

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursable Costs	<u>139,068.64</u>	<u>139,068.64</u>	<u>115,105.00</u>	<u>23,963.64</u>
Total Other Income	<u>139,068.64</u>	<u>139,068.64</u>	<u>115,105.00</u>	<u>23,963.64</u>
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>33,863.00</u>	<u>(33,863.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>33,863.00</u>	<u>(33,863.00)</u>
Total Revenue	<u>139,068.64</u>	<u>139,068.64</u>	<u>148,968.00</u>	<u>(9,899.36)</u>
Expenditures				
Other Charges				
Reimbursable - Library	<u>136,618.61</u>	<u>136,618.61</u>	<u>148,968.00</u>	<u>12,349.39</u>
Total Other Charges	<u>136,618.61</u>	<u>136,618.61</u>	<u>148,968.00</u>	<u>12,349.39</u>
Total Expenditures	<u>136,618.61</u>	<u>136,618.61</u>	<u>148,968.00</u>	<u>12,349.39</u>
Changes in Fund Balance	<u>2,450.03</u>	<u>2,450.03</u>	<u>0.00</u>	<u>2,450.03</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
916 - Communication

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	<u>343,176.00</u>	<u>343,176.00</u>	<u>343,176.00</u>	<u>0.00</u>
Total Grant Revenue	<u>343,176.00</u>	<u>343,176.00</u>	<u>343,176.00</u>	<u>0.00</u>
Total Revenue	<u>343,176.00</u>	<u>343,176.00</u>	<u>343,176.00</u>	<u>0.00</u>
Expenditures				
Services & Charges				
Communication	15.51	15.51	1,216.00	1,200.49
Contractual Services	246,397.89	246,397.89	341,960.00	95,562.11
Postage	<u>2,529.73</u>	<u>2,529.73</u>	<u>0.00</u>	<u>(2,529.73)</u>
Total Services & Charges	<u>248,943.13</u>	<u>248,943.13</u>	<u>343,176.00</u>	<u>94,232.87</u>
Total Expenditures	<u>248,943.13</u>	<u>248,943.13</u>	<u>343,176.00</u>	<u>94,232.87</u>
Changes in Fund Balance	<u>94,232.87</u>	<u>94,232.87</u>	<u>0.00</u>	<u>94,232.87</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
918 - Administration

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	85,794.00	85,794.00	85,794.00	0.00
Federal Grants	<u>4,591.00</u>	<u>4,591.00</u>	<u>0.00</u>	<u>4,591.00</u>
Total Grant Revenue	90,385.00	90,385.00	85,794.00	4,591.00
Fees				
Delivery Cost	251,627.00	251,627.00	264,362.00	(12,735.00)
JPA Member Fees	95,820.00	95,820.00	92,880.00	2,940.00
Administrative Fees	<u>1,350.00</u>	<u>1,350.00</u>	<u>0.00</u>	<u>1,350.00</u>
Total Fees	348,797.00	348,797.00	357,242.00	(8,445.00)
Use of Money & Property				
Interest Income	<u>1,126.02</u>	<u>1,126.02</u>	<u>1,500.00</u>	(373.98)
Total Use of Money & Property	1,126.02	1,126.02	1,500.00	(373.98)
Other Income				
Miscellaneous Income	<u>0.94</u>	<u>0.94</u>	<u>0.00</u>	<u>0.94</u>
Total Other Income	0.94	0.94	0.00	0.94
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>3,068.00</u>	(3,068.00)
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>3,068.00</u>	(3,068.00)
Total Revenue	<u>440,308.96</u>	<u>440,308.96</u>	<u>447,604.00</u>	(7,295.04)
Expenditures				
Services & Charges				
Printing	216.55	216.55	0.00	(216.55)
Professional Services	473.94	473.94	15,756.00	15,282.06
Contractual Services	259,211.85	259,211.85	419,656.00	160,444.15
Office Expense	645.80	645.80	2,000.00	1,354.20
Postage	2,146.55	2,146.55	2,000.00	(146.55)
Travel & Meetings	498.15	498.15	6,500.00	6,001.85
Service Fees	<u>20.00</u>	<u>20.00</u>	<u>0.00</u>	(20.00)
Total Services & Charges	263,212.84	263,212.84	445,912.00	182,699.16
Other Charges				
General Insurance	<u>0.00</u>	<u>0.00</u>	<u>1,692.00</u>	<u>1,692.00</u>
Total Other Charges	<u>0.00</u>	<u>0.00</u>	<u>1,692.00</u>	<u>1,692.00</u>
Total Expenditures	<u>263,212.84</u>	<u>263,212.84</u>	<u>447,604.00</u>	<u>184,391.16</u>
Changes in Fund Balance	<u>177,096.12</u>	<u>177,096.12</u>	<u>0.00</u>	<u>177,096.12</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
921 - NBCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	<u>786.41</u>	<u>786.41</u>	<u>2,600.00</u>	<u>(1,813.59)</u>
Total Use of Money & Property	<u>786.41</u>	<u>786.41</u>	<u>2,600.00</u>	<u>(1,813.59)</u>
Other Income				
Reimbursale Costs	<u>11,261.22</u>	<u>11,261.22</u>	<u>13,338.00</u>	<u>(2,076.78)</u>
Total Other Income	<u>11,261.22</u>	<u>11,261.22</u>	<u>13,338.00</u>	<u>(2,076.78)</u>
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>43,371.00</u>	<u>(43,371.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>43,371.00</u>	<u>(43,371.00)</u>
Total Revenue	<u>12,047.63</u>	<u>12,047.63</u>	<u>59,309.00</u>	<u>(47,261.37)</u>
Expenditures				
Personnel Expenses				
Pension Fund/PERS	42.40	42.40	0.00	(42.40)
Health	<u>39,899.40</u>	<u>39,899.40</u>	<u>59,209.00</u>	<u>19,309.60</u>
Total Personnel Expenses	<u>39,941.80</u>	<u>39,941.80</u>	<u>59,209.00</u>	<u>19,267.20</u>
Services & Charges				
Membership Fees/Dues	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Services & Charges	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Expenditures	<u>39,941.80</u>	<u>39,941.80</u>	<u>59,309.00</u>	<u>19,367.20</u>
Changes in Fund Balance	<u>(27,894.17)</u>	<u>(27,894.17)</u>	<u>0.00</u>	<u>(27,894.17)</u>
Balance from 6/30/12	281,088.06			
NBCLS Balance as of 5/15/13	<u>253,193.89</u>			

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
922 - MVLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	<u>403.57</u>	<u>403.57</u>	<u>500.00</u>	<u>(96.43)</u>
Total Use of Money & Property	403.57	403.57	500.00	(96.43)
Other Income				
Other Agencies	<u>2,512.41</u>	<u>2,512.41</u>	<u>0.00</u>	<u>2,512.41</u>
Total Other Income	2,512.41	2,512.41	0.00	2,512.41
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>(7,000.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>(7,000.00)</u>
Total Revenue	<u>2,915.98</u>	<u>2,915.98</u>	<u>7,500.00</u>	<u>(4,584.02)</u>
Expenditures				
Personnel Expenses				
Pension Fund/PERS	0.00	0.00	7,500.00	7,500.00
Health	<u>4,834.00</u>	<u>4,834.00</u>	<u>0.00</u>	<u>(4,834.00)</u>
Total Personnel Expenses	<u>4,834.00</u>	<u>4,834.00</u>	<u>7,500.00</u>	<u>2,666.00</u>
Total Expenditures	<u>4,834.00</u>	<u>4,834.00</u>	<u>7,500.00</u>	<u>2,666.00</u>
Changes in Fund Balance	<u>(1,918.02)</u>	<u>(1,918.02)</u>	<u>0.00</u>	<u>(1,918.02)</u>
Balance from 6/30/12	211,798.55			
MVLS Balance as of 5/15/13	<u>209,880.53</u>			

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

001 - General Fund
923 - NSCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursale Costs	<u>3,200.00</u>	<u>3,200.00</u>	<u>1,600.00</u>	<u>1,600.00</u>
Total Other Income	3,200.00	3,200.00	1,600.00	1,600.00
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,900.00</u>	<u>(4,900.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,900.00</u>	<u>(4,900.00)</u>
Total Revenue	<u>3,200.00</u>	<u>3,200.00</u>	<u>6,500.00</u>	<u>(3,300.00)</u>
Expenditures				
Personnel Expenses				
Health	<u>4,518.04</u>	<u>4,518.04</u>	<u>6,500.00</u>	<u>1,981.96</u>
Total Personnel Expenses	<u>4,518.04</u>	<u>4,518.04</u>	<u>6,500.00</u>	<u>1,981.96</u>
Total Expenditures	<u>4,518.04</u>	<u>4,518.04</u>	<u>6,500.00</u>	<u>1,981.96</u>
Changes in Fund Balance	<u>(1,318.04)</u>	<u>(1,318.04)</u>	<u>0.00</u>	<u>(1,318.04)</u>
Balance from 6/30/12	3,505.36			
NSCLS Balance as of 5/15/13	<u>2,187.32</u>			

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 5/15/2013

100 - Grant Fund
849 - NorthNet PLSEP Grant 11/12

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
Federal Grants	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Total Grant Revenue	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Total Revenue	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Expenditures				
Services & Charges				
Contractual Services	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Total Services & Charges	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Total Expenditures	<u>1,928.00</u>	<u>1,928.00</u>	<u>1,928.00</u>	<u>0.00</u>
Changes in Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

100 - Grant Fund
850 - 21st Century Cooperative Service
Model

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
Federal Grants	<u>19,200.00</u>	<u>19,200.00</u>	<u>20,000.00</u>	<u>(800.00)</u>
Total Grant Revenue	<u>19,200.00</u>	<u>19,200.00</u>	<u>20,000.00</u>	<u>(800.00)</u>
Total Revenue	<u>19,200.00</u>	<u>19,200.00</u>	<u>20,000.00</u>	<u>(800.00)</u>
Expenditures				
Services & Charges				
Contractual Services	12,387.50	12,387.50	10,300.00	(2,087.50)
Travel & Meetings	<u>6,812.50</u>	<u>6,812.50</u>	<u>9,700.00</u>	<u>2,887.50</u>
Total Services & Charges	<u>19,200.00</u>	<u>19,200.00</u>	<u>20,000.00</u>	<u>800.00</u>
Total Expenditures	<u>19,200.00</u>	<u>19,200.00</u>	<u>20,000.00</u>	<u>800.00</u>
Changes in Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

System Information

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 / Library: Jennifer Baker		Fiscal Agent: Peninsula Library System	
Date approved by Administrative Council:			

Signature of System Administrative Chair		Date	

Demographics of System Service Area
System Population Profile, 2013/14

Total Population of System Service Area: 4,668,755

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	614,976	13%
Institutionalized	64,469	1%
Aged (65+)	611,079	13%
Children & Youth:	295,155	6%
• Under 5		
• 5 to 9	297,698	6%
• 10 to 14	309,013	6%
• 15 to 19	335,168	7%
Handicapped	742,982	15%
Speakers of limited English or English as a Second Language	615,263	13%
Non-English Speaking	74,392	1%
Ethnicity	251,682	5%
• Black		
• Hispanic	914,723	19%
• Asian	398,617	8%
• Native American	63,173	1%
• Other (specify)	373,012	7%
Geographically Isolated	123,052	2%
Functionally Illiterate	391,178	8%
Shut-In	11,289	0%

List source(s) of this data:

American Fact Finder 2010 population estimate – factfinder2.census.gov.

2009-2011 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**

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	85,837	0	92,800	2,000	0	\$180,637
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$85,837	\$0	\$92,800	\$2,000	\$0	\$180,637
Program 2: System Communications and Delivery						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	343,351	0	0	0	0	\$343,351
Materials	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	\$0
Program Total	\$343,351	\$0	\$0	\$0	\$0	\$343,351
Program 3: Local						
Salaries & Benefits	0	0	0	0	0	\$0
Operating Expenses	0	0	135,000	0	0	\$135,000
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	\$135,000	\$0	\$0	\$135,000

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4:						
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
Program 5:						
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
Program 6:						
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
Grand Total System Budget	\$429,188	\$0	\$227,800	\$2,000	\$0	\$658,988

2013-2014 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	\$0
Operations	\$343,351
Equipment	\$0
Service Program Sub-total	\$343,351
System Administration (PC&E) ¹	\$85,837
TOTAL	\$429,188

¹Must not exceed System Administrative (PC&E) total

Use of Funding for Communications and Delivery

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 communications and delivery.

Section 1

Estimated Workload

Items sent by:	Items delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	4028670	58548	4087218	
b. Non-public libraries in System area	54162	9000	63162	
TOTAL	4082832	67548	4150380	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles	0		8	
d. Frequency/schedule of delivery service	N/A		Varies from 1-5 days per week dependent on route	
e. Percentage of items to be delivered:				
U.S. Mail 0.5%	UPS 20%	System Van %	Contracted Van 79.5%	Other %

Section 2

1. Briefly describe the goals for the Communications 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?

NorthNet libraries have been a model for resource sharing for years. Even with the elimination of TBR funding, delivery has been unanimously identified by member libraries as our highest priority. As evidenced by our high rate of inter-library loans, library users throughout our region depend on the depth and breadth of our combined collections to meet their ongoing needs. These funds will be divided in an equitable manner to subsidize the cost of physical delivery among member libraries. In FY 2012-13 NLS used both CLSA funds and local funds

to implement a pilot program to test implementation of a shared-software platform that can connect our different ILSs to create a scalable, virtual union catalog for the purpose of facilitating inter-library loans. That pilot program is still under way, and it is not yet clear whether this new platform will meet NLS needs. Therefore, the NLS Executive Committee will continue to monitor and evaluate the pilot during FY 2013-2014 but not budget further funds for this purpose.

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, NorthNet libraries use a combination of delivery models including the US Postal Service and private delivery companies for remote locations with low volume, and contracted services by delivery companies for moving high-volume loads between library systems and branches in more populated areas. These systems are regularly reviewed and have been found to be very efficient and cost-effective. No changes will be made to the current models for physical delivery in the upcoming year.

3. What is the average cost to move one item in the region? Explain how you arrived at this figure.

Due to the variations in delivery, the average cost differs from one area of the region to another. For contracted services, the overall cost is calculated based on volume and number of stops, whereas the cost of those items shipped through traditional package delivery may fluctuate based on weight and other variables. Overall, the average cost is estimated at \$0.10 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.

Local funds from NLS member dues pay for the costs of administering the delivery contracts. Several libraries have been studying and planning for implementing a shared Evergreen ILS and are now in a holding pattern until local funds are available for migrating to and operating it. Member libraries pay for their Internet costs and their shared or stand-alone ILS as well as email using local dollars. MarinNet, SNAP, and the shared integrated library systems operated by Sonoma County and Sacramento County libraries are all funded with local dollars by the 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 be tracked and reported as usual. Following the completion of the pilot of the ILL software, a comparative study of the participating libraries will be done to determine whether resource sharing increased. Percentage increase (or decrease) of ILLs will serve as a measure of meeting community needs.

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 and member fees for participating in specific, optional services, such as databases and Overdrive e-books. NLS contracts with the Peninsula Library System for administrative and fiscal services, which has substantially reduced its costs.

Delivery remains a priority service for system members. There are several locally funded shared ILS groups that make it convenient and relatively simple for the participating libraries to borrow and loan materials when inter-library delivery is included. Over time, other libraries clustered near one another may share an ILS.

Improved broadband service is also a priority for NLS and its members. NLS and its members are eager to participate in statewide efforts and plans for a statewide library broadband initiative.

Proposed Allocation of CLSA C&D \$ FY 13/14				
CLSA amount available		\$339,350		
		%50 of CLSA	50% base on	TOTAL
	Population		population	CLSA
		\$169,675	\$169,675	Allocation
Alpine	1,176	4,138.41	42.47	4,180.88
Belvedere Tiburon	11,114	4,138.41	401.37	4,539.79
Benicia	27,118	4,138.41	979.35	5,117.76
Butte	221,388	4,138.41	7995.25	12,133.67
Colusa	21,593	4,138.41	779.81	4,918.23
Del Norte	28,594	4,138.41	1032.65	5,171.06
Dixon	27,068	4,138.41	977.54	5,115.95
Dominican				-
El Dorado	182,498	4,138.41	6590.77	10,729.19
Folsom	72,439	4,138.41	2616.08	6,754.49
Humboldt	135,263	4,138.41	4884.92	9,023.33
Lake City	64,784	4,138.41	2339.62	6,478.04
Larkspur	12,014	4,138.41	433.88	4,572.29
Lassen	34,577	4,138.41	1248.72	5,387.14
Lincoln	43,248	4,138.41	1561.87	5,700.28
Marin	139,822	4,138.41	5049.56	9,187.98
Mendocino	88,197	4,138.41	3185.17	7,323.58
Mill Valley	14,064	4,138.41	507.91	4,646.32
Modoc	9,705	4,138.41	350.49	4,488.90
Mono	14,308	4,138.41	516.72	4,655.14
Napa City-County	131,790	4,138.41	4759.49	8,897.91
Napa College				-
Nevada	99,111	4,138.41	3579.32	7,717.73
Orland	14,815	4,138.41	535.03	4,673.45
Placer	188,539	4,138.41	6808.94	10,947.35
Plumas	23,273	4,138.41	840.49	4,978.90
Roseville	120,593	4,138.41	4355.12	8,493.54
Sacramento	1,355,916	4,138.41	48967.84	53,106.25
St. Helena	5,849	4,138.41	211.23	4,349.65
San Anselmo	12,426	4,138.41	448.76	4,587.17
San Rafael	58,136	4,138.41	2099.54	6,237.95
SRJC				-
Sausalito	7,116	4,138.41	256.99	4,395.40
Shasta	177,924	4,138.41	6425.58	10,564.00
Siskiyou	45,084	4,138.41	1628.17	5,766.59
Solano Coll				-
Solano	360,323	4,138.41	13012.78	17,151.20
Sonoma	487,125	4,138.41	17592.14	21,730.55
Sutter	95,800	4,138.41	3459.74	7,598.16
Tehama	63,950	4,138.41	2309.50	6,447.92
Trinity	13,853	4,138.41	500.29	4,638.70
Willows	13,458	4,138.41	486.03	4,624.44
Woodland	55,549	4,138.41	2006.11	6,144.52
Yolo	146,210	4,138.41	5280.26	9,418.67
Yuba	72,479	4,138.41	2617.52	6,755.94
	4,698,289.00	169,675.00	169,675.00	339,350.00

PLS Contract FY 13/14

Personnel	Services
<p>System Director</p> <p>Special Projects Consultant</p> <p>Office Manager & Secretary</p>	<p style="text-align: center;">Administrative</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 (Grants, Partnerships, etc.).</p> <p>Represent and advocate for NLS regionally and statewide.</p> <p>Negotiate and monitor cooperative purchasing opportunities and contracts with vendors, consultants, other systems or regions including services authorized and funded by CLSA (delivery, reference, etc.).</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>Produce newsletter</p> <p>Manage all listserves</p> <p>Prepare form 700s for NorthNet and legacy systems</p>
<p>Chief Financial Officer & Accounting Staff</p>	<p style="text-align: center;">Fiscal</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 financial statements 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>Prepare controller report for NorthNet and legacy systems</p>

NORTHNET Proposal FY 13/14

Staff		Administration	62,360.52
.467 FTE			
System Director	10 hours/month @114.88/hour		13,780.80
Coordinator	28 hours/month @75/hour		25,200.00
Office Manager	28 hours/month @ 46.97hour		15,781.92
Secretary	15 hours/month @42.21/hour		7,597.80
			-
.334 FTE		Accounting	43,284.72
Finance Director	30 hours/month@84.89/hour		30,560.40
Account Clerk	28 hours/month@37.87hour		12,724.32
		Mileage	508.50
	5 trips @180 mile@.565 per mile		
		Total	106,153.74
		10% Overhead	10,615.37
TOTAL =.8 FTE		Grand Total	116,769.11

FY 12/13 PLS Amended contract was \$122,867

NORTHNET LIBRARY SYSTEM							
MEMBERSHIP DUES FY 2013/2014							
Tiers plus Cafeteria (Based on \$100,000 Budget)							
Source: California State Library Statistics 2012							
	Population	Op. Budget	Membership	Delivery Admin & Fiscal	OverDrive Admin & Fiscal	Database Admin & Fiscal	FY 13/14 Dues
Alpine	1,176	\$ 223,723	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Belvedere Tiburon	11,114	\$ 1,662,444	\$ 1,000		\$ -	\$ 210	\$ 1,210
Benicia	27,118	\$ 2,154,130	\$ 1,000	\$ 1,530	\$ 280	\$ -	\$ 2,810
Butte	221,388	\$ 2,770,519	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Colusa	21,593	\$ 735,349	\$ 500	\$ 510	\$ 280	\$ 210	\$ 1,500
Del Norte	28,594	\$ 250,598	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Dixon	27,068	\$ 927,859	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310
Dominican			\$ 500		\$ -	\$ -	\$ 500
El Dorado	182,498	\$ 3,335,224	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070
Folsom	72,439	\$ 1,524,663	\$ 1,000	\$ 1,020	\$ 560	\$ -	\$ 2,580
Humboldt	135,263	\$ 3,109,495	\$ 2,000	\$ -	\$ 280	\$ -	\$ 2,280
Lake City	64,784	\$ 1,045,000	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240
Larkspur	12,014	\$ 721,886	\$ 500		\$ -	\$ -	\$ 500
Lassen	34,577	\$ 177,085	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Lincoln	43,248	\$ 764,267	\$ 500	\$ 510	\$ 280	\$ 210	\$ 1,500
Marin	139,822	\$ 14,108,404	\$ 3,000		\$ -	\$ 210	\$ 3,210
Mendocino	88,197	\$ 1,496,446	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740
Mill Valley	14,064	\$ 1,896,575	\$ 1,000		\$ -	\$ 210	\$ 1,210
Modoc	9,705	\$ 327,435	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Mono	14,308	\$ 1,142,606	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Napa City-County	131,790	\$ 7,550,476	\$ 3,000	\$ 1,530	\$ 560	\$ -	\$ 5,090
Napa College			\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030
Nevada	99,111	\$ 2,284,957	\$ 1,000	\$ 510	\$ 560	\$ 210	\$ 2,280
Orland	14,815	\$ 290,770	\$ 500	\$ -	\$ 280	\$ -	\$ 780
Placer	188,539	\$ 5,204,056	\$ 3,000	\$ 510	\$ 560	\$ -	\$ 4,070
Plumas	23,273	\$ 780,405	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Roseville	120,593	\$ 3,589,160	\$ 2,000	\$ 510	\$ 560	\$ 210	\$ 3,280
Sacramento	1,355,916	\$ 34,147,637	\$ 5,000	\$ 1,020	\$ -	\$ -	\$ 6,020
St. Helena	5,849	\$ 1,121,552	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310
San Anselmo	12,426	\$ 758,264	\$ 500		\$ -	\$ -	\$ 500
San Rafael	58,136	\$ 2,854,100	\$ 2,000		\$ -	\$ 210	\$ 2,210
SRJC			\$ 500	\$ 510			\$ 1,010
Sausalito	7,116	\$ 693,334	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240
Shasta	177,924	\$ 2,150,631	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Siskiyou	45,084	\$ 435,618	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Solano Coll			\$ 500				\$ 500
Solano	360,323	\$ 16,326,384	\$ 5,000	\$ 1,530	\$ 560	\$ -	\$ 7,090
Sonoma	487,125	\$ 15,329,137	\$ 5,000	\$ 1,530	\$ -	\$ 420	\$ 6,950
Sutter	95,800	\$ 1,411,816	\$ 500	\$ 1,020	\$ 280	\$ 210	\$ 2,010
Tehama	63,950	\$ 562,309	\$ 500	\$ -	\$ 280	\$ 210	\$ 990
Trinity	13,853	\$ 328,628	\$ 500	\$ -	\$ 280	\$ -	\$ 780
Willows	13,458	\$ 287,803	\$ 500	\$ -	\$ 280	\$ -	\$ 780
Woodland	55,549	\$ 1,723,911	\$ 1,000	\$ 1,020	\$ 280	\$ -	\$ 2,300
Yolo	146,210	\$ 6,395,612	\$ 4,000	\$ 510	\$ -	\$ 210	\$ 4,720
Yuba	72,479	\$ 513,841	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290
	4,698,289	\$ 143,114,109	\$ 57,500	\$ 23,970	\$ 9,520	\$ 4,830	\$ 95,820

NorthNet Library System
Budget FY 2013/14
SUMMARY

		LOC	COM	ADMIN	
3510	Interest Earned	-		2,000	2,000
3650	Contract Fee/Delivery	-			-
3661	Membership Fees	-		92,800	92,800
3668	State Library CLSA		343,351	85,837	429,188
3674	Member Reimbursement	150,000			150,000
GRAND TOTAL REVENUES		150,000	343,351	180,637	673,988

-----		LOC	COM	ADMIN	
4212	Comm. - E Mail	-	600	-	600
4218	Postage	-	4,500		4,500
4219	Other Prof Serv	-		14,000	14,000
4220	Contractual Service	-	337,251	158,337	495,588
4230	Office Expense	-	1,000		1,000
4301	Insurance	-		1,700	1,700
4303	Travel & Metting			6,500	6,500
4373	Service Fees			100	100
4445	Purchases for Members	150,000			150,000
GRAND TOTAL EXPENDITURE		150,000	343,351	180,637	673,988

**NorthNet Library System
Budget FY 2013/2014**

LOCAL		FY 12/13	FY 13/14
3674	Reimbursable Costs	115,105	150,000 database, OverDrive
3000	Budget Fund Balance	33,863	
	TOTAL REVENUES	148,968	150,000
4445	Reimbursable-Library Expenses	148,968	150,000
	TOTAL EXPENDITURES	148,968	150,000
 COMMUNICATION & DELIVERY			
3667	CLSA State Library	343,176	343,351
	TOTAL REVENUES	343,176	343,351
4212	Communication	1,216	600 conference calls, listserves,
4220	Contractual Services	341,960	337,251 Delviery, Website maint.
4230	Office Supplies		1,000
4233	Postage		4,500 postage, UPS
	TOTAL EXPENDITURES	343,176	343,351
 ADMINISTRATION			
3000	Fund Balance	3,068	
3510	Interest Earned	1,500	2,000
3661	Membership Fees	92,880	92,800
3650	Delivery Cost	264,362	
3667	CLSA-State Library	85,794	85,837
	TOTAL REVENUES	447,604	180,637
4218	Postage	2,000	move to Comm & Delivery
4219	Other Prof Serv	15,756	14,000 audit
4220	Contractual Service	419,656	158,437 PLS Contract: \$116,769
4230	Office Expense	2,000	move to Comm & Delivery
4301	Insurance	1,692	1,700
4303	Travel & Meeting	6,500	6,500 annual meeting
4373	Service Fees		100 bank fees
	TOTAL EXPENDITURES	447,604	180,637