

**Administrative Council Meeting
June 16, 2017 – 9:30 a.m. - 2:30 p.m.**

Solano County Library, Fairfield Cordelia Branch
5050 Business Center Drive
Fairfield, CA 94534

- | | | |
|-----------------------------------------------------------------------|----------------------------|--------------|
| 1. Welcome and Introductions | Lightbody, Past Chair | |
| 2. Public Invited to Address the Council | Lightbody | |
| 3. Approval of the Agenda | Lightbody | |
| 4. Approve Consent Calendar | Brinkley | |
| A. Minutes of Administrative Council Meeting, June 7, 2016 | | Attachment 1 |
| 5. Approve Recommendation by Finance Committee | | Attachment 2 |
| 6. Report of Ad Hoc Nominating Committee | George, Kreimeier, Ochsner | |
| A. Election of Chair-Elect/Vice Chair and Executive Committee Members | | Attachment 3 |
| 7. Approve FY 2017/18 CLSA Plan of Service & Budget | Brinkley | Attachment 4 |
| 8. Approve FY 2017/18 NLS/PLP Administrative Contract | Frost | Attachment 5 |
| 9. Approve FY 2017/18 NorthNet Library System Budget | Frost/Brinkley | |
| A. Membership Dues & Fees | | Attachment 6 |
| B. NLS Budget | | Attachment 7 |
| 10. New Business | | |
| A. Library to Go Expansion | Amos | Attachment 8 |

11. Presentations

- A. CalPERS and North State Cooperative Library System (NSCLS) update - Michael Perry Attachment 9
- B. CLA Legislative Committee - Sara Jones
- C. NLS/PLP LSTA Student Success Grant - Rhea Gardner, Henry Bankhead
- D. NLS/PLP LSTA Libraries Lead the Way Grant - Cherelyn Hunt, Angelina Cacioppo
- E. Key Note Speaker - Patrick Sweeney, Political Director, Every Library

12. Harwood & NLS Community Conversations- What are your aspirations for NLS?

13. Adjournment

Working lunch to be provided.

North Net Library System – Administrative Council Meeting- Friday, June 16, 2017

Location of meeting: **Solano County Library, Fairfield Cordelia Branch Library**
5050 Business Center Drive
Fairfield, CA 94534

<http://www.solanolibary.com/cordelia/>

Time: 9:30 a.m. to 2:30 p.m.

Parking: Free and ample around the library building

Entry to the library:

- The exterior doors to the meeting room will be propped open for entry. ***The meeting room doors are on the south side of the facility, which is to the right of the tower as you approach the front door of library.***



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

www.northnetlibs.org

**NorthNet Library System Administrative Council Annual Meeting
Solano County Library, Fairfield Cordelia Branch Library
June 7, 2016**

Attendees:

Name	Library
Rita Lovell	Alpine County Library
Anita Falltrick	Benicia Public Library
Mel Lightbody	Butte County Library
Stacey Costello	Colusa County Library
Jeanne Amos	El Dorado County Library
Victor Zazueta	Humboldt County Library
Christopher Veach	Lake County Library
Jeffrey Hawkins	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Sara Jones	Marin County Free Library
Ana Danielson	Mono County Free Library
Anthony Halstead	Napa County Library
Josie Andrews	Nevada County Library
Yolande Wilburn	Nevada County Library
Jody Meza	Orland Free Library/Willows Public Library
Mary George	Placer County Library
Nina Biddle	Sacramento Public Library
Jarrid Keller	Sacramento Public Library
Denise Davis	Sacramento Public Library
Abbot Chambers	Sausalito Public Library
Erin Francoeur	Shasta Public Libraries
Michael Perry	Siskiyou County Library
Suzanne Olawski	Solano County Library
Bonnie Katz	Solano County Library
Brett Lear	Sonoma County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library
Greta Galindo	Woodland Public Library
Patty Wong	Yolo County Library

Greg Lucas	California State Library
Lisa Dale	California State Library
Susan Hildreth	Pacific Library Partnership/NorthNet
Carol Frost	Pacific Library Partnership
Jacquie Brinkley	NorthNet/Pacific Library Partnership

1. Welcome and Introductions

Chair Mel Lightbody called the meeting to order at 9:00 A.M. Attendees introduced themselves.

2. Public invited to address the Council

None were present. Lisa Dale, California State Library liaison to NorthNet, was erroneously omitted from the Agenda. Lightbody invited Dale to give her report at this time. Dale reported that new CA Library Literacy Services (CLLS) applications would open July 1. For questions, contact Dale. Travel scholarships will be available for Association of Rural and Small Libraries (ARSL) annual conference in North Dakota, Oct 27-29, 2016. CA State Library (CSL) consultant, Susan Hanks, will send announcement via email. CA Summer Reading and Lunch @ the Library grant was announced via email by CSL consultant, Natalie Cole. Currently 130 libraries in CA participate in Lunch @ the Library with 800 libraries eligible. Contact Cole for more information. Early Learning for Families (ELF) will offer Touch Points training to include school readiness, curriculum and toolkit. Watch for email announcement from CSL consultant, Suzanne Flint. "Get Involved" will host specialized volunteer training workshops for Veterans Connect libraries and Teen Volunteer Coordinators. Travel will be paid. Contact CSL consultant Lisa Dale. Recent Harwood Lab in Sacramento (May 2016) was successful. Probable repeat of Lab in Southern CA in fall.

Congratulations to Pitch An Idea (LSTA) applicants. Completed applications are due to the State Library June 20. Public Library Staff Education Program (PLSEP) has new openings. Contact CSL consultant, Lena Pham. Updated public library state data now available on CSL website. Next survey will open end of August 2016 and planned to be released January 2017.

3. Approval of the Agenda

Moved by Francoeur, seconded by Wong; approved unanimously.

4. Consent Calendar: Minutes of Admin Council Meeting of January 25, 2016

Lovell moved; Lear seconded; approved unanimously.

5. General Update by System Chair

Lightbody reported that she was pleased with all projects NLS accomplished this year. She extended her thanks to Hildreth and Brinkley for their assistance and said she looked forward to coming year. Lightbody reviewed accomplishments that included completing NLS Strategic Planning and the identification of priorities for NLS. She reported that NLS committees and/or

staff are making progress on implementation of these priorities. Lightbody referred to Attachment 2 regarding the recommendations that the system cooperatives drafted for CLSA 16/17 funding and pointed out that NLS agreed to support several of these initiatives.

Hildreth added that two specific proposals were recommended at the request of NLS – 1. Broadband Equipment and, 2. Statewide Zip Books (to be in conjunction with or to supplement the existing LSTA Zip Books program). Hildreth continued with a briefing on the CLSB meeting in April – pointing out that NLS members George, Hunt, and Lovell were in attendance and asked each for any comments. George reported that she was surprised at the level of micromanagement on the Board and that the Board required cost detail for all proposals. She appreciated that the Board appeared to be very interested in what the systems had to say when library directors present spoke on behalf of their community needs. Lovell agreed that the Board was sincerely interested in hearing from the directors and encouraged their comments.

Lightbody continued with her review of accomplishments over the past year including the LSTA Pitch an Idea grants that NLS, in partnership with PLP, will be implementing in 2016/17. Hildreth and Brinkley reviewed the two Pitch projects – \$100,000 to provide community engagement and facilitation skills training for NLS & PLP libraries with Susan Clark as consultant, and \$50,000 LSTA with \$50,000 In Kind from PLP to look at best practices of Student Success/Student ID and to create a portfolio of tested approaches to establish relationships with schools, school districts, superintendents, and County Offices of Education, which result in shared student data to create library cards for students.

Lightbody commented that she was proud of the creation and distribution of the NLS Guidebook and also thanked the Executive Committee members for their mentoring and welcome to new NLS directors this past year. Lightbody reported on the Harwood Lab that she and 2 library managers from Butte County attended in Sacramento, May 23-25. A second Lab is scheduled tentatively for Southern CA in the fall. She described the training as one that creates a system of aligning with the community, with libraries taking the lead. The Harwood model of “turning outward” to the community. Lightbody asked for comments from other NLS libraries who attended. George and staff from Placer County attended and commented that she found of interest the theory/practice that there are various communities in which the library and/or a library director participates and that each of these communities can be in various “stages” of development. And, that how the library and/or director positions the library or herself will depend on the community with whom they are working at any given time. Director needs to identify the stage of the community.

Hildreth added that Harwood training was not originally designed with libraries in mind, but Rich Harwood who was working extensively in community engagement in difficult and economically challenged communities saw the role libraries were playing in the communities with which he was working. ALA and Harwood created a pilot training for libraries (SFPL was a pilot library) that proved very

successful and the State Library has since contracted to bring Harwood Lab for libraries to more CA public libraries.

Lightbody thanked Brett Lear for agreeing to accept position of incoming NLS Chair.

Hildreth reviewed Attachment 8 – NLS Strategic Priorities Summary. This was drafted to set out key directives for NLS future and incoming Executive Committee. This document will be posted on the NLS website as an administrative document.

6. Nominating Committee presented slate for Vice Chair and Executive Committee members.

George presented following as slate for Executive Committee members – Attachment 3. Not included on Attachment 3, Ochsner was nominated to replace Executive Committee member, Francoeur, who is nominated for Vice Chair/Chair Elect.

No additional nominations were presented.

Perry made Motion to accept the slate as submitted with Ochsner added; Hunt seconded Motion; approved unanimously.

7. Greg Lucas, State Librarian of California – Guest Speaker

8. FY 2016/17 CLSA Plan of Service

Hildreth reported that the Plan of Service presented is based on current CLSA funding level for the NorthNet Library System and this budget is similar to the Plan of 15/16. She stated that later in the summer, the California Library Services Board (CLSB) will meet to approve an additional \$1.8 million of on-going CLSA state funding. A revised Plan of Service for 16/17 will be submitted to the NLS Executive Committee for approval in fall 2016. Hildreth reported that when NLS meets to determine how to budget this additional funding to consider that up to 25% can be allocated to System Administration. She suggested that the NLS Executive Committee review the Strategic Priorities over the summer to help in drafting budget plans for the additional funding.

Wong reported a typo on the Plan of Service document, page 21. Section 1. Physical Items Delivered to: System Member Libraries. Amount should read 1,200,000. Edit will be made and POS resubmitted to CSL noting correction.

Motion to Approve FY 2016/17 Plan of Service.

Lovell moved to approve; Danielson seconded; approved unanimously.

BREAK

Lightbody asked incoming EC members to stand and she acknowledged her appreciation of their commitment to NLS. She introduced incoming Chair, Lear; Vice Chair/Chair Elect, Francoeur; Lightbody, Past Chair. Lightbody asked outgoing EC members to stand and thanked them for their service and acknowledged their commitment, as well- Lovell, George, Zazueta and Perry.

9. Sara Jones, CLA Legislative Committee Chair – Guest Speaker

10. FY 2016/17 PLP Contract

The NLS Executive Committee agreed in December to continue with PLP contract for system administration and accounting. Hildreth reported that PLP implemented a new project tracking system to document administrative and accounting services and with this system have confirmed that contract expenses are tracking to the current budget.

Hildreth announced that she will be stepping down from the Executive Director position of PLP, PLS and Califa effective June 30, 2016, but will continue working through July 29, 2016. In her new faculty position at Washington State University School of Library Science, she is allowed to consult and will provide consultation to PLP and NLS. The NLS Budget submitted reflects a reduced number of hours for Hildreth and an increased number of hours for Brinkley (from 32 hours per month to 48 hours/month). All other items are same as 15/16 approved budget.

Hildreth also stated that if CLSA funds to systems increases, NLS Exec Comm may consider a review of the PLP contract to consider adding capacity to manage increased funds.

Lightbody asked for questions from the floor. Hildreth and Lightbody stated that NLS will be looking at Sonoma County for future NLS Administrative contract services. Sonoma County was previously administrator for the NorthBay Cooperative Library System. PLP staff and Sonoma County staff will be meeting in near future to review all NLS administrative and accounting tasks and determine Sonoma County's capacity to provide NLS with these services.

No other questions. Motion to approve PLP Contract. Lear moved; Olawski seconded; approved unanimously.

11. FY 2016/17 NLS Budget

Note: Delete Dues and Fees document (Att 6) included in Agenda Packet. Use revised version provided as handout. Hildreth reviewed this document and discussed the calculations for flat rate Base Dues and the 10% Admin Fee to cover overhead for Delivery, OverDrive, Gale Database and Zinio. She suggested that the EC consider reducing or eliminating the 10% Admin Fees when CLSA funds are increased.

A. Membership Dues & Fees

Lightbody asked about the Administrative Fees that are added to Dues. Amos commented that she believed these fees were intended to spread the costs of services. George recalled that these fees were added to cover library directors' time who worked on the shared resources projects. Dale questioned these suggestions, but did not recall the reason for the added fees.

Hildreth suggested that the budget be approved as is and recommended that NLS Executive Committee look at Admin fees for future budget planning. Any change to the current Dues & Fees structure would need to be formalized.

Motion to approve NLS 16/17 Dues & Fees. George moved to accept as is and to revisit Admin Fees.

Wong commented that there was intent to review the NLS dues structure 5-6 years ago and that a review has been on the Agenda for past 5 years.

Perry seconded the Motion to adopt as is with the Exec Committee to review the dues formula and the 10% Admin Fees.

Approved unanimously.

B. NLS Budget

Hildreth reported that NLS has a C&D fund balance of estimated \$340,000. Broadband equipment fund balance (from 14/15 state funds) is \$180,000 and must be fully expended by June 30, 2017. There is no state funding for Broadband equipment in the 16/17 budget. NLS Executive Committee approved a proposal to grant \$5,000 to NLS members participating in CENIC project. Funds could be used to reimburse out-of-pocket expenses the library incurred for equipment, consulting, or connection fees up to June 30, 2017. Hildreth and NLS staff will continue to work with EC to distribute these Broadband funds.

Lightbody opened the floor for discussion items.

Zazueta asked about CLSA funding and if from the C&D allocation if up to 25% of those funds can be used for administration. Confirmed that is correct.

George asked about CalPERS obligations and what if any conversation is occurring among NLS overall.

Lightbody said that Legacy Systems are responsible, but each system is having the discussion.

Hildreth commented that there are unique challenges in each system.

Wong added that she had talked with Gerry Maginnity, Deputy State Librarian, and that he believes it is not only the public libraries who are responsible. Other members or former members like the community colleges, etc. who were members

at the time also share the obligation. She expressed concern that NLS needs to work through PERS and with the CA State Library and needs a permanent process to pay off these obligations.

Hildreth commented that NLS will need expert assistance on this issue and would be worthwhile to investigate. She added that legal or other advisement would be expensive.

George suggested that the NLS fund balance be used to pay for legal or other assistance and recommended that NLS collectively work together and retain an attorney to help NLS create a plan. She also recommended that all responsible parties (community colleges, etc) be addressed.

Jones agreed that there is a need to address this and deal with it and that Marin County may have attorneys who might be able to help.

Perry asked who of the Systems are paying and what is the mechanism for payment?

George reported that Placer County is very conservative and looks at this issue and asks her how it is going to be resolved. She commented that the payment options provided by NLS staff were too limiting.

Wong suggested that a sub-committee be appointed to work on the CalPERS issues with the NLS Exec Committee.

Zazueta stated that NorthState agreed to pay annually. His county attorney (Humboldt County) agreed that it was a difficult situation. He remarked that the Legacy Systems are obligating NLS with their (legacy) issues.

Hildreth suggested that a representative from each Legacy System work with PLP staff on the CalPERS issues. Volunteers included Jones- North Bay, Perry- NorthState, and George and Wong- Mountain Valley. This committee will scope out the issues and work required and identify an attorney to help and to determine options and plans for each legacy system. An attorney can create support and provide advice, but the ultimate responsibility remains with the Legacy Systems.

Motion to Accept NLS Budget. Ochsner moved; Galindo seconded; approved unanimously.

12. Strategic Initiatives

Brinkley provided project updates, referring to Attachment 8.

Member Asset Mapping – Lightbody and Brinkley talked with consultant Sam Mulford regarding design and collection methodology. Brinkley will work with Black Gold Library System who have offered to share the software they use for

similar purpose and that will accommodate the NLS mapping and sharing/knowledge platform priorities.

Zip Books – NLS will submit a proposal to the California Library Services Board to expand on the current LSTA Zip Books program and to include the most remote and rural of CA public libraries and their branches. This project would be funded initially by CLSA one-time funds with future support from libraries who may convert acquisitions/ILL budget to support Zip Books. If deemed eligible, C&D allocations will be dedicated to support Zip Books. Future funding partners may include Amazon and the Association of Rural and Small Libraries.

Training and Development/Facilitation and Capacity Building- NLS, in partnership with Pacific Library Partnership, received an LSTA grant to provide Community Engagement and Facilitation Skills training for 16 libraries (8-10 NLS) and 48 library staff and/or community partners. Community engagement professional consultant, Susan Clark, will design and conduct training and coaching sessions for all participants as follow-up to assist staff in implementing action-based projects. NLS libraries also participated in Harwood Library Lab in May 2016. A convening webinar will be hosted to have Harwood and Clark trainees share results and lessons learned from each experience. Best practices will be shared statewide via webinar and/or CLA workshop sessions, if selected.

Budget Cycle Alignment. Brinkley asked George for clarification on this priority. George said that the intent was to create a platform for collectively sharing contract or other templates, i.e. for use during local budget planning.

Lear added that when a consortium is available and the budget process allows, it would be helpful to know of and where to access other resources.

Shared resources will be available with the knowledge platform that is in development.

George publicly thanked Lightbody for her years of service to NLS as Chair.

Round Robin session with all members.

13. Guest Denise Davis presented on PLA Project Outcome.

14. New Business – None

Lightbody adjourned the meeting at 1:25 p.m.



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To: NLS Council of Librarians

From: Ad hoc Finance Committee (Brett Lear, Stacey Costello, Danis Kreimeier, Suzanne Olawski)

Subject: NLS Member Dues

Date: June 16, 2017

At the request of NLS Administrative Council members who met June 7, 2016, the NLS Finance Committee met on January 17, 2017 to review the Member Dues structure and to make recommendation for future calculation of these charges.

The Finance Committee recommends that NLS keep Member Dues at the current level for FY 2017/18, but use the Consumer Price Index (CPI) to review and adjust for future years. NLS fiscal administration should review the CPI in the month of December and use that figure on which to propose annual dues increase.

The Finance Committee further recommends that this method of calculating dues increase be implemented beginning FY 2018/19. Members would be notified of revised dues in January 2018 for budget planning purposes.



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To: NLS Council of Librarians

From: Ad hoc Nominating Committee (Danis Kreimeier, Mary George, James Ochsner)

Subject: Nominations for FY 2017/18 NLS Executive Committee & Officers

Date: June 16, 2017

We nominate the following as officers for 1 year term ending 6/30/2018:

Chair: Mel Lightbody, Butte County Library

Chair Elect/Vice-Chair: Todd Deck, Tehama County Library

Executive Committee members for 2 year term ending 6/30/2019:

Vanessa Christman, Humboldt County Library

Kathryn Hunt, Lincoln Public Library

James Ochsner, Sutter County Library

Continuing to serve on the Executive Committee with terms ending 6/30/2018 are:

Stacey Costello, Colusa County Library

Ana Danielson, Mono County Library

Suzanne Olawaski, Solano County Library

System Information

FY 2017/18

System Name: NorthNet Library System			
Director: Carol Frost		Email: frost@plpinfo.org	
Address: 2471 Flores Street		City: San Mateo	State: Zip: CA 94403
Phone: 650-349-5538		Fax: 650-349-5089	

System Chair for FY 2017/18 (if known): Mel Lightbody	Fiscal Agent: Pacific Library Partnership
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Date approved by Administrative Council:

x	
Signature of System Administrative Chair for FY 2016-17	Date
Print Name: Brett Lear	

**Demographics of System Service Area
System Population Profile, FY 2017/18**

Total Population of System Service Area: 4,703,096

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	727,279	15.46%
Institutionalized	64,469	1.37%
Aged (65+)	619,609	13.17%
Children & Youth:	274,491	5.84%
• Under 5		
• 5 to 9	281,879	5.99%
• 10 to 14	287,543	6.11%
• 15 to 19	307,437	6.54%
Handicapped	593,895	12.63%
Speakers of limited English or English as a Second Language	833,836	17.73%
Non-English Speaking	452,805	9.63%
Ethnicity	254,192	5.40%
• Black		
• Hispanic	982,801	20.90%
• Asian	423,782	9.01%
• Native American	60,590	1.29%
• Other (specify)	315,540	6.71%
Geographically Isolated	694,227	14.76%
Functionally Illiterate	391,178	8.32%
Shut-In	219,339	4.66%

List source(s) of this data:

Total Population - American Fact Finder/2009-2013 American Community Survey, Demographic and Housing Estimates (DP05)

Economically Disadvantaged - 2010-2014 American Community Survey 5-Year Estimates

Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)

Age Demographics - 2009-2013 American Community Survey, Demographic and Housing Estimates (DP05)

Handicapped - 2009-2013 American Community Survey, Disability Characteristics (S1810)

Speakers of Limited English - 2009-2013 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

Non-English Speaking - 2010-2014 American Community Survey 5-Year Estimates

Ethnicity - 2010-2014 American Community Survey 5-Year Estimates

Geographically Isolated - American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). Use 'Rural'

Functionally Illiterate - U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy
State and County Estimates of Low Literacy 2013, Released 2009

Shut-In - American Fact Finder/ 2009-2013 American Community Survey, Disability Characteristics (based on
noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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.

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2017/18
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: NorthNet Library System

(a) Personnel (Attach job descriptions)					(b) Operations	
Classification	FTE/No. of Positions	Salary	Benefits	Total		
PLP CEO	.05/1	\$ 11,961.40	\$ _____	\$ 11,961.40	1. Office Supplies	\$ 1,200
Coordinator	.35/1	\$ 53,528	\$ _____	\$ 53,528	2. Duplication/Photocopy	\$ _____
Controller	.22/1	\$ 43,718.40	\$ _____	\$ 43,718.40	3. Travel	\$ _____
See List	0.515/6	\$ 54,738.20	\$ _____	\$ 54,738.20	4. Training	\$ _____
Total (a):	1.135/9	\$ 163,946	\$ _____	\$ 163,946	5. e-Resources	\$ 315,550
(b) Operations (continued)					(c) Capital Outlay	
6. Contract Services (specify)			\$ 335,735	Equipment (specify)		
<u>Delivery Services</u>				_____		
7. Telecommunications (specify)			\$ 1,500	_____		
<u>Listserve, conference calls</u>				Equipment Replacement Revolving Fund		
8. Indirect Costs/Fiscal Agent Fee (provide description of services received)			\$ _____	\$ _____		
Do Not Include System Indirect (pc&e)				Total (c):		
_____				\$ _____		
9. Other: (specify)			\$ 1,800	(d) Anticipated Current (2017/18) Year-end Balance in the Equipment Revolving Fund		
<u>Postages, UPS</u>				\$ _____		

Total (b):			\$ 655,785	Total of (a), (b), (c):		
				\$ 819,731		

2017/18 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	655,785
Equipment	
Service Program Sub-total	
System Administration (PC&E) ¹	163,946
TOTAL	819,731

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

Funding for Communications and Delivery – FY 2017/18

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	1,100,000	79,000	1,179,000	
b. Non-public libraries in System area	85,000	1,000	86,000	
TOTAL	1,185,000	80,000	1,265,000	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items		0	4	
d. Frequency/schedule of physical delivery service		0	3	
e. Percentage of items to be physically delivered by:				
U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	0%	79.5%	0%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be used (circulated/downloaded/streamed, etc.) by residents of System member libraries	366,500 (Overdrive, Zinio, enki, other e-resources)
g. Percentage of CLSA funds to be spent on e-resources?	48%
h. Estimated number of training events to be presented using C&D Operations funds	0

i. Estimated number of training events to be presented using System Administration funds	0
j. Percentage of CLSA funds to be used for Broadband technology improvements	0%
k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)	
We do not plan to spend any FY 17/18 C&D funds on broadband improvements.	

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?

While delivery to support resource sharing continues to be a high priority for most NLS libraries, in light of changing economic support, and newly identified service trends and priorities, NLS will continue to use strategic priorities developed in FY 2015/16 to guide leadership for FY 2017/18 and to ensure the commitment of C&D funds is impactful for all members.

Shared resources remain a priority for all NorthNet members, especially those in smaller, more geographically remote areas. With this priority in mind, NLS has committed C&D funds to the implementation of a Link+ or similar model of alternative interlibrary lending of materials within the NorthNet System. Upon results and recommendations of an Interlibrary Loan & Delivery Study to be completed for NLS in Fall 2017, this alternative lending approach is intended to allow participating libraries to dramatically increase the amount of materials they offer, reduce fulfillment time, decrease costs, and raise their profile and visibility in their user communities.

In addition to the sharing of physical items, sharing e-resources is a priority. In FY 2016/17, 26 NLS member libraries (up from 21 in 15/16) used a blend of CLSA C&D funds as well as local resources to continue supporting the Zinio consortium. The consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Zinio subscriptions have proven to be very popular with patrons in individual NLS libraries and became affordable for many more as a consortium pricing package.

NLS committed an additional \$100,000 from a mid-year CLSA augmentation to support the expansion of Zinio in FY 2017/18. Planning for and implementation of the Zinio expansion will take place in the 2017/18 year.

NLS also committed an additional \$100,000 of CLSA funding to expand the very popular Overdrive eBook subscription and membership. Overdrive use statistics have been increasing annually and hold

times for patrons are often 40 days + for popular titles. C&D funding to add content to libraries e-collections will have an immediate positive impact on the patron's experience. The Overdrive Committee will present an expansion plan to the NLS Executive Committee for review in FY 2017/18 to ensure a fair and equitable means of bringing on new member libraries that are willing to commit local resources beyond the initial start-up.

In addition, enki eBook subscriptions continue to be popular with NLS System patrons, and member libraries invest C&D and local resources to provide these valued resources to their communities. The enki Library is a shared open source eBook network that allows California libraries to own and store eBooks for access by library patrons; to share access to more content than any individual library can purchase on its own; to add features and functionality lacking in current third-party vendor models; and to share access to unique local digitized content with other libraries within the network.

NLS, in cooperation with the other eight CA cooperative library systems, invested in and will continue to support the on-going development of CLSA-INFO, a knowledge-sharing database for systems and libraries statewide. This document sharing tool was created as a direct result of one strategic priority (knowledge-sharing) identified by five of the eight systems.

Broadband is of great interest too, and several NLS libraries benefited from the California Public Library's Broadband Project and the ability to join CENIC and connect to CalREN. This grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities. The geographic span of NLS and the large number of public library members (41), however, means that broadband connectivity will not come to all members at the same time or in the same way. There are currently no plans to use FY 2017/18 C&D funding for broadband connectivity.

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 Postal Service and private delivery services for remote locations with low volume as well as contracted services by delivery companies for moving high volume loads between member libraries using a shared ILS in more populated areas.

NLS member libraries continue to seek out more economical and efficient methods to move materials. A feasibility study has been commissioned by NLS to review current delivery methods throughout the system and to develop a cost/benefit analysis of implementing an alternative resource sharing and delivery model. The study is to be completed in Fall of 2017, and based on recommendations, NLS may consider planning for implementation of new model of delivery system-wide or regionally.

3. What is the estimated average cost (including library and system staff time) to move one item in the region?

Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Overall, the average cost is estimated at \$0.17 per item (2016/17 figure). No change is anticipated for FY 2017/18.

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

The libraries that participate in a shared ILS pay from their local funding all of the costs for their shared participation in the shared computer system, as well as most of the delivery costs to move material among their group. Member libraries have also enhanced their shared catalogs of e-books and other e-resources through enki, Overdrive and Zinio subscriptions with local funding.

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 e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for 2017/18. We continually monitor effectiveness of services through feedback from member libraries.

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 priorities? And lastly, how will your system evolve?

Five Key Strategic Directions for the NorthNet Library System were generated and refined from the results of a series of workshops and feedback from online surveys in Fall 2015. These Strategic Directions outlined below will continue to inform the focus of NLS leadership, staff and members and allow them to take advantage of service opportunities as they become apparent.

* **Member Asset Mapping** is an activity that began in FY 15/16 and will be included in the on-going development of the Knowledge Platform; this info will also be communicated and can be used immediately by member libraries to share information, expertise, and even opportunities to collaborate or enhance purchasing power.

* **Sharing People and Knowledge Platform** was a highly prioritized initiative among many other systems and could become a collaborative effort at a multi-system or even statewide scale. NLS staff and leadership will continue to review this priority and determine implementation strategies.

* **Zip Books** is an initiative that replaces ILL with a “buy vs borrow” procurement model. This program has been supported by the California State Library with a number of rural libraries from around the state participating. The California Library Services Board approved a \$1 million statewide expansion of Zip Books for FY 2017-2019 with NLS as the lead system on development and implementation of this project. An Advisory Group met and will continue to provide guidance as the details and logistics of expansion are developed. NLS staff will work closely with Califa (Zip Books operations lead) and the State Library to implement expansion of the Zip Books project.

* **Training and Development/ Facilitation and Capacity Building** were combined to broaden the scope of this priority and will be achieved with complementary activities. NLS members continue to search for professional development opportunities. NLS libraries participated in the California State Library sponsored Harwood Turning Libraries Outward lab in May 2016 and some may participate in the follow-up 18-month intensive project. NLS, with the Pacific Library Partnership (PLP) as a partner, was awarded a FY 2016/17 Pitch-An-Idea grant for “Community Engagement and Facilitation Skills Training for NLS and PLP Libraries.” 10 NLS libraries and 1 PLP library participated in this training led by Common Knowledge Executive Director, Susan Clark. Library teams continue to meet for coaching and reporting back on challenges and successes via phone and/or webinar. For both the Harwood and Common Knowledge training, information and results of these programs will be shared with all member libraries.

NLS libraries also participated in the CSL Mental Health Initiative (FY 2016/17) with library staff becoming certified Mental Health and First Aid trainers. With this certification, trained staff coordinated and conducted MHFA training at several NLS library locations to train staff in skills to better understand

needs of patrons experiencing mental health needs, as well as learning to better support their family and caregivers.

* **Budget Cycle Alignment for Increased Collaboration/Purchasing Power** will be reviewed in FY 2017/18 to determine how best to identify and support the goals of this priority. Because NLS is a large system, with many members covering much geographical territory, it can be challenging to organize collaborative purchasing. This remains, however, a need for member libraries to capture cost savings and gain access to a wide array of content.

Classification	FTE	Salary	TOTAL
CEO	.05 FTE		11,961.40
Coordinator	.35 FTE		53,528.00
Controller	.22 FTE		43,718.40
Office Manager	.175 FTE		23,491.60
Secretary	.03 FTE		3,622.30
Database/building Manager	.075 FTE		10,067.20
Account Clerk	.079 FTE		7,763.80
Accountant	.056 FTE		6,213.90
Administrative Assistant	.1 FTE		3,579.40
			\$ 163,946.00

To: NorthNet Library System Administrative Council
From: Carol Frost, PLP CEO
Subject: FY 2017/18 PLP Contract with PLS for Administrative Services
Date: June 28, 2017

NorthNet Library System (NLS) contracts with the Pacific Library Partnership (PLP) for administrative oversight. PLP contracts with the Peninsula Library System (PLS) for all administration. During this fiscal year, the PLS Administrative Council directed staff to review administrative costs related to the agencies which it contracts with for services. The outside financial consultant hired for this review recommended that PLS discontinue the current cost-sharing model and move to a fee-for-service model. The proposed fee-for-service model needs further examination; and due to timing constraints, the PLS Administrative Council has approved a modified cost-sharing model for the fiscal year 2017/18 administrative contracts with PLP, NLS and Califa.

The modifications which related to NLS pertain to the true cost of staff support needed. The NLS contract has not reflected the true cost of administrative oversight, and PLS has been supplementing that cost. The FY 2017/18 NLS contract will increase to more accurately reflect actual time spent. Accordingly, the PLP/NLS contract for FY 2017/18 is \$171,183.10, which reflects a \$9,959.21 or 6% increase from the FY 2016/17 revised contract of \$161,223.89.

The increase in staff time is calculated based on the amount of time spent during the last fiscal year and taking into consideration the upcoming year's activities. In FY 2016/17, NLS received twice the amount of CLSA funds as last year, and in FY 17/18, the award is at that same increased level. NLS is also administering the statewide Zip Books and PLSEP grants. In the upcoming year, staff will also be working with NLS on the Link+ study. All grants require reporting, budgeting, acquisitions of goods and services, and financial tracking.

Staff was also greatly involved last year with CalPERS, including writing the white paper and spending dozens of hours negotiating with CalPERS on behalf of NSCLS. They were able to help NSCLS successfully resolve its outstanding CalPERS obligations. In FY 2017/18 we anticipate staff will assist the lawyer who will be reviewing the NLS questions about CalPERS obligations.

Staff support the committees of the three legacy systems, as well as the NLS Executive and Admin Councils and the two standing committees (Library to Go and Zinio). This support includes agendas, minutes, communications, and processing of invoices related to purchases from the two standing committees. The administrative contract also includes the management and payment of all NLS contracts for delivery and other vendors, travel reimbursements, membership fees, the distribution of funds for CLSA allocations, as well as the audit. Finally, the PLP CEO represents NLS at CLSB meetings and advocates as necessary to support NLS.

NORTHNET-PLP CONTRACT FY 17/18

Staff	Administration	99,675.00
CEO	2 hours/week at \$104.56/hour	10,874.00
Coordinators	about 14 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda together with Executive Council committee, take Council and Executive minutes, work with CalPERS related issues Prepare plan of service and annual reports</i>	55,000.00
Office Manager	7 hours/week @ 58.67/hour <i>manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, set up conference calls for committees.</i>	21,356.00
Secretary	1.25 hours/week @50.66/hour <i>prepare system contracts, open mails, mail ILL materials coordinate form 700s, annual summer reading program</i>	3,293.00
Database/Building Manager	3 hours/week @58.67/hour <i>prepare CalPERS reports, prepare document for liability insurance</i>	9,152.00
	Accounting	55,705.00
Controller	9 hours/week at \$84.924 <i>prepare/monitor budget, authorize and approve payments prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database renewal, review delivery contracts/services</i>	39,744.00
Account Clerk	3.15 hours/week at \$43.09 <i>Process payables weekly, prepare invoices, prepare deposits,</i>	7,058.00
Accountant	2.25 hours/week at \$48.285 <i>Prepare invoices and deposits, reconcile bank statements</i>	5,649.00
Administrative Assistant	4 hours/week at \$15.64/hour <i>Filing, prepare Holiday Schedule, mail Summer reading materials, mail checks and invoices</i>	3,254.00
	Mileage	241.00
	3 trips @150 mile@ .535 per mile	
	Total \$	155,621.00
	10% Overhead \$	15,562.10
	Grand Total \$	171,183.10

NorthNet Libraries Dues and Fees 2017/18													
Library	Population	Budget	Base Dues	Delivery Admin	OverDrive Admin	Database Admin	Zinio Admin	Total Member Dues	Delivery	OverDrive	Zinio	Database	TOTAL Dues & Fees
Alpine	1,151	\$ 264,561	\$ 500	\$ -	\$ 23.70	\$ 12	\$ 19	\$ 554		\$ 237	\$ 185	\$ 120	\$ 1,096
Bel-Tib	11,680	\$ 2,112,345	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000					\$ 2,000
Benicia	27,695	\$ 1,997,891	\$ 1,000	\$ 1,118.00	\$ 114.50	\$ -	\$ -	\$ 2,233	\$ 11,180	\$ 1,145	\$ -		\$ 14,558
Butte	226,404	\$ 2,631,020	\$ 2,000	\$ -	\$ -	\$ -	\$ 720	\$ 2,720			\$ 7,195		\$ 9,915
Colusa	22,403	\$ 994,215	\$ 500	\$ 466.40	\$ 43.80	\$ 45	\$ 61	\$ 1,115	\$ 4,664	\$ 438	\$ 605	\$ 447	\$ 7,269
Del Norte	27,124	\$ 240,142	\$ 500	\$ -	\$ 65.50	\$ -	\$ 16	\$ 582		\$ 655	\$ 160		\$ 1,397
Dixon	28,336	\$ 1,032,819	\$ 1,000	\$ 1,118.00	\$ 54.30	\$ -	\$ -	\$ 2,172	\$ 11,180	\$ 543			\$ 13,895
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
El Dorado	185,602	\$ 3,397,465	\$ 3,000	\$ 233.20	\$ 453.90	\$ -	\$ 618	\$ 4,305	\$ 2,332	\$ 4,539	\$ 6,175		\$ 17,351
Folsom	78,525	\$ 1,466,395	\$ 1,000	\$ 932.70	\$ 208.20	\$ -	\$ 449	\$ 2,589	\$ 9,327	\$ 2,082	\$ 4,485		\$ 18,483
Humboldt	136,953	\$ 3,522,740	\$ 3,000	\$ -	\$ 370.20	\$ -	\$ 453	\$ 3,823		\$ 3,702	\$ 4,525		\$ 12,050
Lake Cty	64,945	\$ 983,544	\$ 500	\$ 2,002.00	\$ -	\$ -	\$ 168	\$ 2,670	\$ 20,020		\$ 1,680		\$ 24,370
Larkspur	12,572	\$ 769,812	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Lassen	15,406	\$ 122,964	\$ 500		\$ 43.10	\$ -	\$ 22	\$ 565		\$ 431	\$ 215		\$ 1,211
Lincoln	48,165	\$ 536,020	\$ 500	\$ 233.20	\$ 131.80	\$ 77	\$ -	\$ 942	\$ 2,332	\$ 1,318		\$ 767	\$ 5,359
Marin	143,336	\$ 15,479,887	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000					\$ 4,000
Mendocino	89,134	\$ 2,679,772	\$ 2,000	\$ 4,004.00	\$ -	\$ -	\$ -	\$ 6,004	\$ 40,040				\$ 46,044
Mill Valley	14,910	\$ 2,492,136	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000					\$ 2,000
Modoc	9,580	\$ 303,801	\$ 500	\$ -	\$ 36.40	\$ -	\$ 49	\$ 585		\$ 364	\$ 490		\$ 1,439
Mono	13,713	\$ 1,203,376	\$ 1,000	\$ -	\$ 70.10	\$ -	\$ 130	\$ 1,200		\$ 701	\$ 1,300		\$ 3,201
Napa County	136,375	\$ 8,910,830	\$ 4,000	\$ -	\$ 261.60	\$ -	\$ 675	\$ 4,937		\$ 2,616	\$ 6,750		\$ 14,303
Napa College			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Nevada	98,828	\$ 2,920,794	\$ 2,000	\$ -	\$ 343.10	\$ 175	\$ 498	\$ 3,016		\$ 3,431	\$ 4,975	\$ 1,749	\$ 13,171
Orland	15,178	\$ 304,037	\$ 500	\$ -	\$ 40.80	\$ -	\$ 34	\$ 575		\$ 408	\$ 340		\$ 1,323
Placer	198,404	\$ 6,141,016	\$ 4,000	\$ 233.20	\$ 639.90	\$ -	\$ 798	\$ 5,671	\$ 2,332	\$ 6,399	\$ 7,975		\$ 22,377
Plumas	23,026	\$ 416,495	\$ 500	\$ -	\$ 56.80	\$ 110	\$ 43	\$ 709		\$ 568	\$ 425	\$ 1,097	\$ 2,799
Roseville	135,868	\$ 3,590,449	\$ 3,000	\$ 233.20	\$ 369.30	\$ 230	\$ -	\$ 3,833	\$ 2,332	\$ 3,693		\$ 2,300	\$ 12,158
Sacramento	1,436,245	\$ 36,557,025	\$ 5,000	\$ 1,165.90	\$ -	\$ -	\$ -	\$ 6,166	\$ 11,659	\$ -			\$ 17,825
Sacramento Law			\$ 500					\$ 500					\$ 500
St. Helena	6,033	\$ 1,056,330	\$ 1,000	\$ 1,118.00	\$ 58.20	\$ -	\$ -	\$ 2,176	\$ 11,180	\$ 582			\$ 13,938
San Anselm	12,937	\$ 861,447	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
San Rafael	60,842	\$ 3,793,413	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000					\$ 3,000
Sausalito	7,327	\$ 902,127	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Shasta	178,605	\$ 2,336,691	\$ 2,000	\$ -	\$ -	\$ -	\$ 419	\$ 2,419			\$ 4,190		\$ 6,609
Siskiyou	44,688	\$ 685,595	\$ 500	\$ -	\$ 162.40	\$ -	\$ 108	\$ 770		\$ 1,624	\$ 1,080		\$ 3,474
Solano College			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Solano	379,992	\$ 16,180,304	\$ 5,000	\$ 1,118.00	\$ 789.40	\$ -	\$ -	\$ 6,907	\$ 11,180	\$ 7,894			\$ 25,981
Sonoma	505,120	\$ 16,771,709	\$ 5,000	\$ 1,118.00	\$ -	\$ -	\$ 1,798	\$ 7,916	\$ 11,180		\$ 17,975		\$ 37,071
Sutter	96,956	\$ 1,313,825	\$ 1,000	\$ 932.70	\$ 209.00	\$ 132	\$ 236	\$ 2,510	\$ 9,327	\$ 2,090	\$ 2,360	\$ 1,318	\$ 17,605
Tehama	63,995	\$ 562,420	\$ 500	\$ -	\$ 123.10	\$ -	\$ 115	\$ 738		\$ 1,231	\$ 1,145		\$ 3,114
Trinity	13,628	\$ 324,583	\$ 500	\$ -	\$ 54.60	\$ -	\$ 27	\$ 582		\$ 546	\$ 270		\$ 1,398
Willows	13,553	\$ 280,108	\$ 500	\$ -	\$ 65.80	\$ -	\$ 27	\$ 593		\$ 658	\$ 270		\$ 1,521
Woodland	59,616	\$ 1,934,620	\$ 1,000	\$ 923.70	\$ 160.50	\$ -	\$ 227	\$ 2,311	\$ 9,237	\$ 1,605	\$ 2,265		\$ 15,418
Yolo	159,280	\$ 6,305,705	\$ 4,000	\$ 466.40	\$ -	\$ -	\$ -	\$ 4,466	\$ 4,664				\$ 9,130
Yuba	74,577	\$ 360,567	\$ 500		\$ 185.00	\$ -	\$ 73	\$ 758		\$ 1,850	\$ 725		\$ 3,333
Total	4,878,707	\$154,740,995	\$ 72,500	\$ 17,417	\$ 5,135	\$ 780	\$ 7,776	\$103,607	\$174,166	\$ 51,350	\$77,760	\$ 7,798	\$ 414,681
Source: California Library Statistics													
2015-2016 budget (total operating expenditures from California State Library website)													
' & Certification of Population Figures for FY 17/18													
Base Dues													
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													
Fees 10% admin fee													
Delivery, OverDrive, Zinio & Database													

NorthNet Library System

Budget FY 2017-18
SUMMARY-GENERAL FUND ONLY

		LOCAL	COMMUNICATION & DELIVERY	ADMIN	TOTAL
3510	Interest Earned			3,000	3,000
3661	Membership Fees			103,607	103,607
3667	State Library CLSA		655,785	175,946	831,731
3668	LSTA-Indirect			4,368	4,368
3674	Reimbursable from Members	175,000	150,000		325,000
GRAND TOTAL REVENUES		175,000	805,785	286,921	\$ 1,267,706

4212	Communication		1,500		1,500
4218	Postage		1,800		1,800
4219	Other Prof Serv			11,000	11,000
4220	Contractual Service		801,285	254,311	1,055,596
4230	Office Expense		1,200		1,200
4301	Insurance			2,500	2,500
4302	Membership Fees/Dues			12,060	12,060
4303	Travel & Meeting			7,000	7,000
4373	Service Fees			50	50
4445	Reimbursable from Members	175,000			175,000
GRAND TOTAL EXPENDITURES		175,000	805,785	286,921	\$ 1,267,706

**NorthNet Library System
Budget FY 2017-18**

LOCAL		FY 16/17	FY 17/18	
3674	Reimbursable Costs	160,000	175,000	Gale databases OverDrive Collection, Zinio
	TOTAL REVENUES	160,000	175,000	
4445	Reimbursable-Library Expenses	160,000	175,000	Gale databases OverDrive Collection, Zinio
	TOTAL EXPENDITURES	\$ 160,000	\$ 175,000	
COMMUNICATION & DELIVERY		FY 16/17	FY 17/18	
3667	CLSA State Library	339,635	655,785	
3674	Reimbursable Costs	150,000	150,000	from NBCLS & MVLS members for deliveries
	TOTAL REVENUES	489,635	805,785	
4212	Communication	900	1,500	conference calls, listserves,
4220	Contractual Services	485,735	150,000	Delivery for MVLS and NBCLS, 1,000 Website support 650,285 CLSA allocation for members & other C&D project
4230	Office Supplies	1,200	1,200	
4233	Postage	1,800	1,800	postage, UPS
	TOTAL EXPENDITURES	\$ 489,635	\$ 805,785	
ADMINISTRATION		FY 16/17	FY 17/18	
3510	Interest Earned	1,200	3,000	
3661	Membership Fees	110,270	103,607	
3667	CLSA-State Library	84,909	163,946	CLSA indirect 12,000 CLSA indirect for Zip Books grant
3668	LSTA-Indirect	4,297	4,368	for PLSEP grant FY 16/17 (Public Library Staff Education Program)
	TOTAL REVENUES	200,676	286,921	
4219	Other Prof Serv	11,000	11,000	audit
4220	Contractual Service	176,126	254,311	PLP Contract: \$171,183 other \$83,128
4301	Insurance	2,500	2,500	Liability insurance
4302	Membership Fees & Dues		12,060	Califa membership for members
4303	Travel & Meeting	11,000	7,000	annual meeting
4373	Service Fees	50	50	bank fees
	TOTAL EXPENDITURES	\$ 200,676	\$ 286,921	

**ZIP BOOKS Statewide Expansion Project
CLSA Grant 1/1/27-6/30/19**

REVENUES
3667 CLSA State Library **\$ 388,000**

TOTAL EXPENDITURES
4238 Library Materials **\$ 388,000** Materials for Year 2 (7/1/17-6/30/18)

NLS AC Meeting- June 16, 2017 - Agenda Item

Library to Go Expansion

Join the Library to Go consortium. Save Big on OverDrive platform costs! Take advantage of additional CLSA funding to subsidize the collection (when available).

Special offer: Join now, at the low cost of the annual member fee (sliding scale), and your patrons will have instant access to thousands of ebooks and eAudiobooks at no additional cost!!

And your library will be eligible to set up it's own Advantage account to give your patrons access to even more titles just for them!

Call Jeanne Amos at 530 621-5546 or email jeanne.amos@edcgov.us for more details.



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

www.northnetlibs.org

To: NLS Council of Librarians

From: Mel Lightbody, Past Chair, NLS Council of Librarians

Subject: Status of CalPERS Review

Date: June 16, 2017

At the June 7, 2016 NLS Administrative Council Annual meeting, the Council agreed to review the NorthNet CalPERS issues. A CalPERS Ad Hoc Committee was formed with representatives from each Legacy System, including Michael Perry from Siskiyou County, Mary George from Placer County, Chris Christ from Yolo County and Sara Jones from Marin County. The Committee was tasked with reviewing the various CalPERS questions by members and developing a scope of work for an attorney to address. It was agreed that NLS funds would be allocated for this work.

A White Paper was created which outlined the CalPERS issues, and was given to the membership in January, 2017. A revised White Paper was distributed in May 2017.

The CalPERS Ad Hoc Committee developed the following scope of work for the attorney:

1. Provide recommendations for dissolution of legacy library systems and advice regarding consequences of failure to pay CalPERS obligations.
2. Address whether NLS has legal responsibility for the CalPERS liabilities of the legacy systems.
3. Define the role and responsibility of NLS, if any, with regards to the legacy systems and their CalPERS obligations.
4. Establish the legality of financially holding all official "member libraries" in each legacy system responsible for their share of CalPERS obligations moving forward.
5. Draft a letter that informs each member library of their obligation to the legacy systems with respect to CalPERS obligation.
6. Work with CalPERS to identify all active, retired, transferred and terminated members and beneficiaries under each legacy system's CalPERS contract.
7. Determine whether past library systems who are no longer active members of NLS are liable for current and future CalPERS liabilities attributed to the legacy systems.

An attorney with CalPERS experience, Best Best & Krieger was identified., The NLS Executive Committee approved up to \$16,000 from NLS unrestricted fund balance for legal representation and approved going into contract with the attorney.

The work will commence shortly, and will be reviewed at the next NLS Executive Committee.