

# NorthNet Library System Executive Committee

## Adobe Connect Meeting Agenda

Wednesday, August 6, 2014

1 PM - 2 PM

- |  |                  |              |
|--|------------------|--------------|
| 1. Welcome and Roll Call                         | Lightbody, Chair |              |
| 2. Public invited to address the Committee       |                  |              |
| <b>ACTION</b> 3. Approval of the Agenda          | Lightbody        |              |
| <b>ACTION</b> 4. Consent Calendar                | Garza            | Attachment 1 |
| A. Minutes from May 12, 2014 Meeting             |                  |              |
| 5. Discussion of augmented funds                 | Lightbody        | Attachment 2 |
| 6. Member survey                                 | Lightbody        |              |
| 7. Review Peninsula Library System scope of work | Lightbody        | Attachment 3 |
| 8. Adjourn                                       | Lightbody        |              |

*Ralph M. Brown Act  
Section 54953*

*Meetings to be public; attendance by phone*

*(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.*

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

**Meeting Locations**

Audio Conference Details:  
Participant Code: 618376

Conference Number:  
US: 1-888-450-5996

To join the meeting: <http://infopeople.adobeconnect.com/nlsec/>  
-----

If you have never attended an Adobe Connect meeting before:

Test your connection:

[http://infopeople.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm)

Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>

Adobe, the Adobe logo, Acrobat and Adobe Connect are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Alpine County Library, 270 Laramie St., Markleeville, CA 96120  
Benicia Public Library, 150 East L St., Benicia, CA 94510  
Butte County Library, 1820 Mitchell Ave., Oroville, CA 95966  
Humboldt County Library, 1313 Third St., Eureka, CA 95501  
Napa County Library, 580 Coombs St., Napa, CA 94559  
Placer County Library, 350 Nevada St., Auburn, CA 95603  
Roseville Public Library, 225 Taylor St., Roseville, CA 95678  
St. Helena Public Library, 1492 Library Lane, St. Helena, CA 94574  
Siskiyou County Library, 719 4<sup>th</sup> St., Yreka, CA 96097



## **Draft Minutes**

NLS Executive Committee Meeting Minutes  
Adobe Connect Meeting  
Monday, May 12, 2014

- 1. Welcome and Roll Call:** Vice-Chair Mel Lightbody called the meeting to order at 11:05 AM and welcomed attendees to the Executive Committee meeting. Present were: Jennifer Baker, Past Chair; Mary George; Mel Lightbody (Vice-Chair); Diane Smikahl; Danis Kreimeier. Also present were Donna Truong and Jane Light, Peninsula Library System.
- 2. Public invited to address the Committee:** None were present.
- 3. Approval of the Agenda:** Moved by Smikahl, seconded by Casteel, to approve the agenda. Motion unanimously approved.
- 4. Consent Calendar: A. Minutes of the April 23, 2014 Meeting of the NLS Executive Committee for approval:** Smikahl moved, George seconded that the minutes of the Steering Committee meeting of April 23, 2014 be approved. Motion passed unanimously with Lovell abstaining as she was not present at the meeting.
- 5. Planning for FY14/15 Budget**  
The Executive Committee reviewed data updated after the April 23 meeting for the jurisdictional populations and budgets that are used to determine the base membership fees. In addition, member libraries have indicated which programs they wish to participate in for next year.

It also reviewed a draft budget for FY 14/15. Casteel moved and Smikahl seconded that the Executive Committee recommend to the Administrative Council that it approve the FY14/15 budget, including the member dues and fees.

Allocation of CLSA Communications and Delivery/Shared ebooks funding: Smikahl moved and George seconded that the Executive Committee recommend that the Administrative Council approve the proposed allocation of CLSA C&D funding, which the State Library recently informed the Systems may also be used for shared ebook collections administered through the System. Administrative staff will work with the State Library and the public

library members to amend the Plan of Service and to determine how each member wishes to split its allocation among the permitted purposes.

**6. Plan of Service FY14/15**

The Executive Committee reviewed the proposed Plan of Service. Smikahl moved and Kreimeier seconded that the Committee recommend to the Administrative Council that it approve the Plan of Service

- a. Action on this item was deferred to the next meeting of the Executive Committee.

**7. Ad hoc Nominating Committee**

Mary George is chairing the ad hoc Nominating Committee. She reported that the process of preparing nominations is underway and that a slate of candidates will be presented to the Administrative Council for action at its May 22 annual meeting.

**8. Adjournment:** Perry adjourned the meeting at 11:55 AM.

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>
---	--

**CLSA Preliminary System Budget Allocations - FY 2014/15**  
**Communications and Delivery Program**  
**(upon approval by the State Board)**

SYSTEM	Baseline Budget	System Administration	TOTAL	Baseline with Additional \$1m	System Administration	Total with Additional \$1m	One-Time Budget Increase
Black Gold	\$ 62,798	\$ 15,700	\$ 78,498	\$ 96,202	\$ 24,050	\$ 120,252	\$ 41,754
49-99	\$ 62,800	\$ 15,700	\$ 78,500	\$ 96,255	\$ 24,064	\$ 120,319	\$ 41,819
Inland	\$ 160,550	\$ 40,137	\$ 200,687	\$ 245,714	\$ 61,428	\$ 307,142	\$ 106,455
NorthNet	\$ 339,471	\$ 84,868	\$ 424,339	\$ 519,570	\$ 129,892	\$ 649,462	\$ 225,123
PLP	\$ 286,188	\$ 71,547	\$ 357,735	\$ 438,998	\$ 109,750	\$ 548,748	\$ 191,013
SJVLS	\$ 100,727	\$ 25,182	\$ 125,909	\$ 154,369	\$ 38,593	\$ 192,962	\$ 67,053
Santiago	\$ 82,491	\$ 20,623	\$ 103,114	\$ 126,462	\$ 31,615	\$ 158,077	\$ 54,963
Serra	\$ 113,233	\$ 28,308	\$ 141,541	\$ 173,622	\$ 43,406	\$ 217,028	\$ 75,487
SCLC	\$ 295,742	\$ 73,935	\$ 369,677	\$ 452,808	\$ 113,202	\$ 566,010	\$ 196,333
<b>TOTAL</b>	<b>\$ 1,504,000</b>	<b>\$ 376,000</b>	<b>\$ 1,880,000</b>	<b>\$ 2,304,000</b>	<b>\$ 576,000</b>	<b>\$ 2,880,000</b>	<b>\$ 1,000,000</b>

Calculations are based on May 2014 population figures from the Department of Finance.  
Totals include the removal of Lassen County's population (17,444) from NorthNet.

*P:sh/my doc/Prelim. system allocations 2014-15 with +\$1m*

California Library Services Act  
Supplemental Plan of Service for the  
One-Time Budget Augmentation  
FY 2014/15

Cooperative System:

System Coordinator:

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
System Chair

Please describe in detail the goals for spending the \$1 million in one-time state funding in the System Communications and Delivery Program.

How will you demonstrate that the funding has met the needs of the residents of public libraries in the cooperative system?