

NorthNet Library System

Executive Committee

Adobe Connect Meeting Agenda

Wednesday, April 23, 2014

1:30 – 3:00 PM

1. Welcome and Roll Call Perry, Chair
2. Public invited to address the Committee
- ACTION** 3. Approval of the Agenda Perry
- ACTION** 4. Consent Calendar Light Attachment 1
 - A. Minutes from October 18, 2013 and December 10, 2013 Meetings
- ACTION** 5. FY 12/13 Audit (full audit report attach separately) Truong Attachment 2
- ACTION** 6. Budget Adjustments FY 13/14 Truong Attachment 3
7. Financial Statements Year to Date as of April 15, 2014 Truong Attachment 4
8. Planning for FY 14/15 Budget Truong Attachment 5
 - ACTION** A. Contract with PLS
 - ACTION** B. Basic Membership fees
 - ACTION** C. Allocation of CLSA Communications and Delivery Funding
 - ACTION** D. Budget FY 14/15
9. Nominating Committee and Process Light Attachment 6
 - A. Appointment by Chair of ad hoc Nominating Committee (2 Exec. Com. members and one other library director)
 - ACTION** 1. Committee to nominate Mel Lightbody as FY 14/15 Chair (replacing Sandy Cooper)[Mel Lightbody has volunteered for this], a Chair-Elect/Vice Chair, and Executive Committee, terms ending on June 30, plus replacement for Lightbody on Executive Committee.
10. Adjourn Perry

*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

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Alpine County Library, 270 Laramie St., Markleeville, CA 96120

Benicia Public Library, 150 East L St., Benicia, CA 94510

Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966

Humboldt County Library, 1313 Third St., Eureka, CA 95501

Napa City-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 4th St., Yreka, CA 96097



Draft Minutes

NLS Executive Committee Meeting Minutes
Adobe Connect Meeting
Friday, October 18, 2013

- 1. Welcome and Roll Call:** Chair Michael Perry called the meeting to order at 11:05 and welcomed attendees to the Executive Committee meeting. Present were: Michael Perry, Chair; Jennifer Baker, Past Chair; Mary George; Mel Lightbody; Rita Lovell; Diane Smikahl; Victor Zazueta. Also present were Darla Gunning, California State Library and 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 Lovell, seconded by Lightbody, to approve but move items 5 & 6 (Vacant System Chair-elect and Appointment of Finance Committee) to the end of the agenda. Motion unanimously approved.
- 4. Consent Calendar: A. Minutes of the August 23, 2013 Meeting of the NLS Steering Committee for approval:** Baker moved, George seconded that the minutes of the Steering Committee meeting of August 23, 2013 be accepted. Motion passed unanimously; Smikahl abstained as she was not present at the meeting.
- 5. Planning for FY14/15 Services Contract(s)**
Perry, Lightbody and Baker will serve as an ad hoc subcommittee to work with PLS to discuss a service contract for FY14/15 or to develop an RFP for a new services provider.
- 6. CalPERS advice for the Legacy Systems**
Light reviewed a chart of questions and issues that are being asked by the Administrative Councils of the legacy systems (NBCLS, NSCLS, and Mountain Valley Library System). She stated that PLS staff will attempt to find answers from CalPERS staff or from experts not affiliated with CalPERS. In addition, PLS will attempt to put together a meeting via conference call for

Administrative Council members to receive a presentation from the experts and ask questions.

7. MarinNet possible interest in joining PLP/BALIS

Light reported that she had received an inquiry about the libraries in the MarinNet consortium joining BALIS and thus becoming part of PLP because of their proximity and similarity to other Bay Area public libraries. She sent them information about the membership dues formula for PLP members, which are considerably higher than those of NLS.

8. Adjournment: Perry adjourned the meeting at 12:10 PM.

NorthNet Library System
Executive Committee Meeting Draft Minutes
Tuesday, December 10, 2013

1. Welcome and Roll Call Michael Perry, Chair

Michael called the meeting to order at 3:00.

Present: Michael Perry, Chair, Siskiyou County Library
Jennifer Baker, Past-chair, St. Helena Public Library
Mel Lightbody, Chair-elect, Butte County Library
Rita Lovell, Alpine County
Victor Zazueta, Humboldt County
Diane Smikahl, Benicia Public Library

Staff present: Wendy Cao, PLS

Victor Zazueta noted that he would need to abstain from voting during the meeting.

2. Public invited to address the Committee

No public were in attendance.

3. Approval of the Agenda Michael Perry

Moved by Diane Smikahl, seconded by Mel Lightbody. Approved.

4. Moving Listservs and Digitization of NLS documents.

Linda Crowe has requested that NLS move the current listservs onto the PLS listservs and to digitize the NorthNet documents for easier reference and access.

Discussion ensued. Some questions were raised: Will the full cost be spread out among members? Will it come from the NLS budget? Will the digitization be of all legacy system documents or just of the ones that are most important? Is there enough money in reserve to cover?

Mel recognized that this is an important issue and would help with the retention of PLS.

Jennifer Baker pointed out that in previous discussions, the consensus had been that it would be a good idea to do both projects and that the move would be good regardless of whom we contract with in the future. In particular, access to the membership documents would be helpful, even if the scope of the project is limited to include only the documents that are the most important.

Jennifer moved that we move forward with the plan to move the listservs and to digitize NorthNet documents for easier reference and access, and that we cover the project costs for up to \$10,000, using reserve funds if there is not sufficient funding in the current budget. Diane seconded. Approved.

5. Michael Perry adjourned the meeting at 3:15.

Northnet Library System
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

Financial Analysis of NLS as a Whole

Net Position				
As of June 30, 2013 and 2012				
	<u>2013</u>	<u>2012</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Assets:				
Current Assets	\$ 822,191	\$ 658,320	\$ 163,871	24.9%
Total Assets	<u>822,191</u>	<u>658,320</u>	<u>163,871</u>	<u>24.9%</u>
Liabilities:				
Current Liabilities	546,155	533,538	12,617	2.4%
Total liabilities	<u>546,155</u>	<u>533,538</u>	<u>12,617</u>	<u>2.4%</u>
Net position:				
Unrestricted	276,036	124,782	151,254	121.2%
Total net position	<u>276,036</u>	<u>124,782</u>	<u>151,254</u>	<u>121.2%</u>
Total liabilities and net position	<u>\$ 822,191</u>	<u>\$ 658,320</u>	<u>\$ 163,871</u>	<u>24.9%</u>

This schedule is prepared from NLS's Statement of Net Position, which is presented on an accrual basis of accounting whereby assets are capitalized and depreciated.

Net Position at June 30, 2013, of \$276,036, consisted of amounts available for operations.

Northnet Library System
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

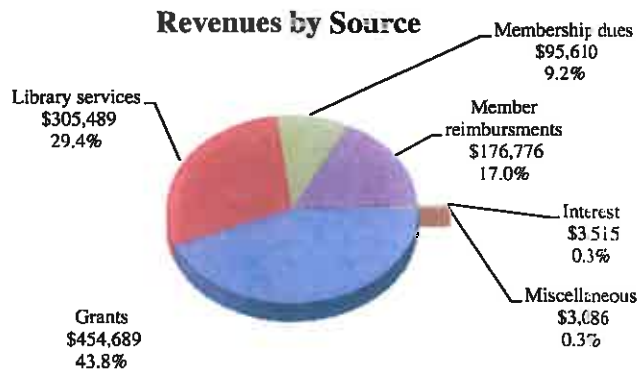
Financial Analysis of NLS as a Whole, Continued

Operating Results
For the years ended June 30, 2013 and 2012

	2013	2012	Increase (Decrease)	Percent Change
Operating expenses	\$ 887,911	\$ 1,737,290	\$ (849,379)	-48.9%
Program revenues:				
Grants	454,689	101,190	353,499	349.3%
Library Services	305,489	168,461	137,028	81.3%
Membership dues	95,610	368,632	(273,022)	-74.1%
Membership reimbursements	176,776	202,593	(25,817)	-12.7%
Total program revenue	<u>1,032,564</u>	<u>840,876</u>	<u>327,682</u>	39.0%
Net operating expenses	<u>(144,653)</u>	<u>896,414</u>	<u>(1,041,067)</u>	-116.1%
General revenue:				
Interest	3,515	10,342	(6,827)	-66.0%
Miscellaneous	3,086	22,766	(19,680)	-86.4%
Gain (loss) on sale of equipment	-	(15,411)	(22,766)	-100.0%
Total general revenue	<u>6,601</u>	<u>17,697</u>	<u>(11,096)</u>	-62.7%
Special Item:				
Write-off of OPEB Liability	-	1,733,127	(1,733,127)	-100.0%
Increase (decrease) in net assets	151,254	854,410	(703,156)	-82.3%
Net assets:				
Beginning of year	124,782	(729,628)	854,410	-117.1%
End of year	<u>\$ 276,036</u>	<u>\$ 124,782</u>	<u>\$ 151,254</u>	121.2%

In fiscal 2013, program revenues were primarily from grants, which consisted of \$454,689. General revenues consisted of miscellaneous and interest revenue.

The following is a graphic illustration of revenues by source for the year ended June 30, 2013:



**Northnet Library System
 Management's Discussion and Analysis, Continued
 For the year ended June 30, 2013**

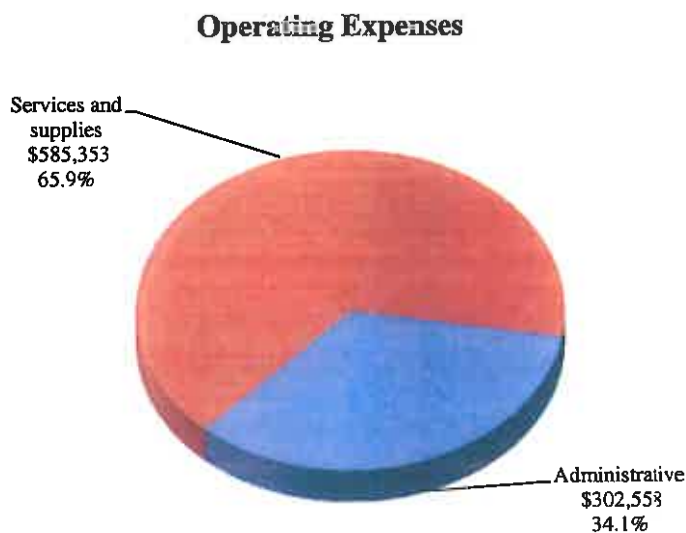
Financial Analysis of NLS as a Whole, Continued

**Operating Expenses
 For the years ended June 30, 2013 and 2012**

	2013	2012	Increase (Decrease)	Percent Change
Operating expense:				
Administrative	\$ 302,558	\$ 740,278	\$ (437,720)	-59.1%
Services and Supplies	585,353	997,012	(411,659)	-41.3%
Total	<u>\$ 887,911</u>	<u>\$ 1,737,290</u>	<u>\$ (849,379)</u>	<u>-48.9%</u>

Operating expenses in the amount of \$887,912 were split amongst two major categories; administration and services and supplies.

The following is a graphic illustration of operating expenses for the year ended June 30, 2013:



Northnet Library System
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

Financial Analysis of NLS as a Whole, Continued

Analysis of Net Position
As of June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Net Position:				
Unrestricted	\$ 276,036	\$ 124,782	151,254	121.2%
Total	<u>\$ 276,036</u>	<u>\$ 124,782</u>	<u>\$ 151,254</u>	121.2%

The increase in net position of \$151,254 is primarily due to CLSA funding from the California State Library.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In considering NLS's Budget for fiscal year 2013-2014 the Administrative Council and management used the following criteria:

The key assumptions in our revenue forecast were:

1. Interest earnings should be approximately the same.
2. State library and membership fees are expected to be approximately the same.

Continuing items specifically addressed in the budget were:

Concern over possible State budget reductions, especially in the CLSA category, and avoiding further excesses of service costs over revenues.

Northnet Library System
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES (Continued)

The adopted budget for the new fiscal year of 2013-2014 was \$1,013,057 and is summarized as follows:

	<u>FY 2013-14</u>	<u>FY 2012-13</u>	<u>Percentage change</u>
Expenditures:			
Administration	\$ 428,561	\$ 447,604	-4.3%
Services and supplies	584,496	587,381	-0.5%
Total Expenditures	<u>1,013,057</u>	<u>1,034,985</u>	-2.1%
Total budget	<u>\$ 1,013,057</u>	<u>\$ 1,034,985</u>	-2.1%

1. Administration – Shows a decrease of approximately 4.3%, which is due to the change in administration of NLS.
2. Services and Supplies – Shows a decrease of approximately 0.5% due to a reduction in delivery services.

The following is a graphic illustration of appropriations for 2012-13:

Budgeted Expenditures



Contacting NLS

This financial report is designed to provide our customers and creditors a general overview of NLS's finances and to demonstrate NLS's accountability for the money it receives and is allocated to it. If you have questions about this report, contact the Northnet Library System, 2471 Flores Street, San Mateo, CA 94403, telephone number (650) 349 5538.

BASIC FINANCIAL STATEMENTS

Northnet Library System
Governmental Funds Balance Sheet/Statement of Net Position
June 30, 2013

	<u>General Fund</u>	<u>Adjustments (Note 8)</u>	<u>Statement of Net Position</u>
ASSETS			
Current			
Cash and investments:			
Available for operations	\$ 768,911	\$ -	\$ 768,911
Accounts receivable	52,762	-	52,762
Interest receivable	518	-	518
Total assets	\$ 822,191	\$ -	\$ 822,191
LIABILITIES AND FUND BALANCES			
Liabilities:			
Current			
Accounts payable and accrued liabilities	\$ 31,177	\$ -	\$ 31,177
Deposits payable	481,934	-	481,934
Unearned Revenue	33,044	-	33,044
Total liabilities	546,155	-	546,155
Fund balances/Net position:			
Unassigned, reported in:			
General fund	276,036	(276,036)	-
Total fund balances	276,036	(276,036)	-
Total liabilities and fund balances	\$ 822,191		
NET POSITION			
Net Invested in capital assets		-	-
Restricted			
Unrestricted (Deficit)		276,036	276,036
Total net position		\$ 276,036	276,036
Total liabilities and net position			\$ 822,191

The accompanying notes are an integral part of these basic financial statements

Northnet Library System
Statement of Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Statement of Activities
For the year ended June 30, 2013

	General Fund	Adjustments (Note 9)	Statement of Activities
EXPENDITURES/EXPENSES:			
Administration	302,558	\$ -	\$ 302,558
Services and supplies	585,353	-	585,353
Total expenditures/expenses	887,911	-	887,911
REVENUES:			
Program revenues:			
Grants	454,689	-	454,689
Library services	305,489	-	305,489
Membership dues	95,610	-	95,610
Member reimbursements	176,776	-	176,776
Total program revenues	1,032,564	-	1,032,564
Net program expense	(144,653)	-	(144,653)
General revenues:			
Interest	3,515	-	3,515
Miscellaneous	3,086	-	3,086
Gain (loss) on disposal of capital assets	-	-	-
Total general revenues	6,601	-	6,601
SPECIAL ITEM:			
Write-off of OPEB liability	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	151,254	-	151,254
CHANGE IN NET POSITION	-	-	151,254
FUND BALANCES/NET POSITION:			
Beginning of the year	124,782	-	124,782
End of the year	\$ 276,036	\$ -	\$ 276,036

The accompanying notes are an integral part of these basic financial statements

NorthNet Library System

BUDGET TRANSFER/ADJUSTMENT

Program: PLSEP Grant 13/14
 Month/Fiscal Year: April 2014

Revenue Source:	Account	Amount
Federal Grant	848-3668	51,860
Expenditure Description:		
Contractual Services	848-4220	51,860
Explanation/Justification		
PLSEP grant from FY 13/14 thru September 2014		
	Total	51,860

Approvals

 System Director

 NLS Council Chair

NorthNet
Financial Statement
As of 4/15/2014

	Current Year	Prior Year 6/31/2013
Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	<u>832,920.43</u>	<u>768,911.37</u>
Total Cash & Cash Equivalents	832,920.43	768,911.37
Accounts Receivable		
Accounts Receivable	78,994.11	52,761.57
Interest Receivables	<u>0.00</u>	<u>517.70</u>
Total Accounts Receivable	<u>78,994.11</u>	<u>53,279.27</u>
Total Current Assets	<u>911,914.54</u>	<u>822,190.64</u>
Total Assets	<u>911,914.54</u>	<u>822,190.64</u>
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	<u>0.00</u>	<u>31,177.43</u>
Total Accounts Payable	0.00	31,177.43
Deferred Revenue		
Deferred Revenue	33,044.42	33,044.42
Deposits Payable	<u>481,934.28</u>	<u>481,934.28</u>
Total Deferred Revenue	<u>514,978.70</u>	<u>514,978.70</u>
Total Current Liabilities	<u>514,978.70</u>	<u>546,156.13</u>
Total Liabilities	<u>514,978.70</u>	<u>546,156.13</u>
Reserves & Fund Balance		
	<u>396,935.84</u>	<u>276,034.51</u>
Total Reserves & Fund Balance	<u>396,935.84</u>	<u>276,034.51</u>

**DEPOSIT PAYABLES FROM SYSTEMS
as of 6/30/13**

NBCLS	236,555.65
NSCLS	36,610.39
MVLS	204,451.60
	477,617.64

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

001 - General Fund
915 - LOCAL

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursable Costs	<u>104,146.85</u>	<u>104,146.85</u>	<u>150,000.00</u>	<u>(45,853.15)</u>
Total Other Income	<u>104,146.85</u>	<u>104,146.85</u>	<u>150,000.00</u>	<u>(45,853.15)</u>
Total Revenue	<u>104,146.85</u>	<u>104,146.85</u>	<u>150,000.00</u>	<u>(45,853.15)</u>
Expenditures				
Other Charges				
Reimbursable - Library	<u>88,707.32</u>	<u>88,707.32</u>	<u>150,000.00</u>	<u>61,292.68</u>
Total Other Charges	<u>88,707.32</u>	<u>88,707.32</u>	<u>150,000.00</u>	<u>61,292.68</u>
Total Expenditures	<u>88,707.32</u>	<u>88,707.32</u>	<u>150,000.00</u>	<u>61,292.68</u>
Changes in Fund Balance	<u>15,439.53</u>	<u>15,439.53</u>	<u>0.00</u>	<u>15,439.53</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

001 - General Fund
916 - Communication

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	<u>343,351.00</u>	<u>343,351.00</u>	<u>343,351.00</u>	<u>0.00</u>
Total Grant Revenue	<u>343,351.00</u>	<u>343,351.00</u>	<u>343,351.00</u>	<u>0.00</u>
Other Income				
Reimbursale Costs	<u>182,280.78</u>	<u>182,280.78</u>	<u>0.00</u>	<u>182,280.78</u>
Total Other Income	<u>182,280.78</u>	<u>182,280.78</u>	<u>0.00</u>	<u>182,280.78</u>
Total Revenue	<u>525,631.78</u>	<u>525,631.78</u>	<u>343,351.00</u>	<u>182,280.78</u>
Expenditures				
Services & Charges				
Communication	374.33	374.33	600.00	225.67
Contractual Services	418,916.84	418,916.84	337,251.00	(81,665.84)
Office Expense	1,050.57	1,050.57	1,000.00	(50.57)
Postage	<u>2,864.19</u>	<u>2,864.19</u>	<u>4,500.00</u>	<u>1,635.81</u>
Total Services & Charges	<u>423,205.93</u>	<u>423,205.93</u>	<u>343,351.00</u>	<u>(79,854.93)</u>
Total Expenditures	<u>423,205.93</u>	<u>423,205.93</u>	<u>343,351.00</u>	<u>(79,854.93)</u>
Changes in Fund Balance	<u>102,425.85</u>	<u>102,425.85</u>	<u>0.00</u>	<u>102,425.85</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

001 - General Fund
918 - Administration

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	<u>85,837.00</u>	<u>85,837.00</u>	<u>85,837.00</u>	<u>0.00</u>
Total Grant Revenue	85,837.00	85,837.00	85,837.00	0.00
Fees				
JPA Member Fees	<u>101,801.00</u>	<u>101,801.00</u>	<u>92,800.00</u>	<u>9,001.00</u>
Total Fees	101,801.00	101,801.00	92,800.00	9,001.00
Use of Money & Property				
Interest Income	<u>274.92</u>	<u>274.92</u>	<u>2,000.00</u>	<u>(1,725.08)</u>
Total Use of Money & Property	<u>274.92</u>	<u>274.92</u>	<u>2,000.00</u>	<u>(1,725.08)</u>
Total Revenue	<u>187,912.92</u>	<u>187,912.92</u>	<u>180,637.00</u>	<u>7,275.92</u>
Expenditures				
Services & Charges				
Professional Services	441.16	441.16	14,000.00	13,558.84
Contractual Services	141,698.11	141,698.11	158,437.00	16,738.89
Travel & Meetings	3,388.64	3,388.64	6,500.00	3,111.36
Service Fees	<u>1.00</u>	<u>1.00</u>	<u>100.00</u>	<u>99.00</u>
Total Services & Charges	145,528.91	145,528.91	179,037.00	33,508.09
Other Charges				
General Insurance	<u>1,987.00</u>	<u>1,987.00</u>	<u>1,600.00</u>	<u>(387.00)</u>
Total Other Charges	<u>1,987.00</u>	<u>1,987.00</u>	<u>1,600.00</u>	<u>(387.00)</u>
Total Expenditures	<u>147,515.91</u>	<u>147,515.91</u>	<u>180,637.00</u>	<u>33,121.09</u>
Changes in Fund Balance	<u>40,397.01</u>	<u>40,397.01</u>	<u>0.00</u>	<u>40,397.01</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

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>330.06</u>	<u>330.06</u>	<u>0.00</u>	<u>330.06</u>
Total Use of Money & Property	330.06	330.06	0.00	330.06
Other Income				
Reimbursale Costs	<u>4,740.24</u>	<u>4,740.24</u>	<u>0.00</u>	<u>4,740.24</u>
Total Other Income	<u>4,740.24</u>	<u>4,740.24</u>	<u>0.00</u>	<u>4,740.24</u>
Total Revenue	<u>5,070.30</u>	<u>5,070.30</u>	<u>0.00</u>	<u>5,070.30</u>
Expenditures				
Personnel Expenses				
Health	<u>21,995.30</u>	<u>21,995.30</u>	<u>0.00</u>	<u>(21,995.30)</u>
Total Personnel Expenses	<u>21,995.30</u>	<u>21,995.30</u>	<u>0.00</u>	<u>(21,995.30)</u>
Total Expenditures	<u>21,995.30</u>	<u>21,995.30</u>	<u>0.00</u>	<u>(21,995.30)</u>
Changes in Fund Balance	<u>(16,925.00)</u>	<u>(16,925.00)</u>	<u>0.00</u>	<u>(16,925.00)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

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>278.95</u>	<u>278.95</u>	<u>600.00</u>	<u>(321.05)</u>
Total Use of Money & Property	<u>278.95</u>	<u>278.95</u>	<u>600.00</u>	<u>(321.05)</u>
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,400.00</u>	<u>(4,400.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,400.00</u>	<u>(4,400.00)</u>
Total Revenue	<u>278.95</u>	<u>278.95</u>	<u>5,000.00</u>	<u>(4,721.05)</u>
Expenditures				
Personnel Expenses				
Pension Fund/PERS	0.00	0.00	5,000.00	5,000.00
Health	<u>5,998.00</u>	<u>5,998.00</u>	<u>0.00</u>	<u>(5,998.00)</u>
Total Personnel Expenses	<u>5,998.00</u>	<u>5,998.00</u>	<u>5,000.00</u>	<u>(998.00)</u>
Total Expenditures	<u>5,998.00</u>	<u>5,998.00</u>	<u>5,000.00</u>	<u>(998.00)</u>
Changes in Fund Balance	<u>(5,719.05)</u>	<u>(5,719.05)</u>	<u>0.00</u>	<u>(5,719.05)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

001 - General Fund
923 - NSCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Other Agencies	1,025.44	1,025.44	0.00	1,025.44
Reimbursale Costs	<u>20,493.00</u>	<u>20,493.00</u>	<u>20,708.00</u>	<u>(215.00)</u>
Total Other Income	<u>21,518.44</u>	<u>21,518.44</u>	<u>20,708.00</u>	<u>810.44</u>
Total Revenue	<u>21,518.44</u>	<u>21,518.44</u>	<u>20,708.00</u>	<u>810.44</u>
Expenditures				
Personnel Expenses				
Health	<u>3,191.03</u>	<u>3,191.03</u>	<u>20,708.00</u>	<u>17,516.97</u>
Total Personnel Expenses	<u>3,191.03</u>	<u>3,191.03</u>	<u>20,708.00</u>	<u>17,516.97</u>
Total Expenditures	<u>3,191.03</u>	<u>3,191.03</u>	<u>20,708.00</u>	<u>17,516.97</u>
Changes in Fund Balance	<u>18,327.41</u>	<u>18,327.41</u>	<u>0.00</u>	<u>18,327.41</u>
Ending Fund Balance	<u>18,327.41</u>	<u>18,327.41</u>	<u>0.00</u>	<u>18,327.41</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2013 Through 4/15/2014

100 - Grant Fund
848 - NorthNet PLSEP FY 13/14

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
Federal Grants	<u>51,860.00</u>	<u>51,860.00</u>	<u>0.00</u>	<u>51,860.00</u>
Total Grant Revenue	<u>51,860.00</u>	<u>51,860.00</u>	<u>0.00</u>	<u>51,860.00</u>
Total Revenue	<u>51,860.00</u>	<u>51,860.00</u>	<u>0.00</u>	<u>51,860.00</u>
Expenditures				
Services & Charges				
Contractual Services	<u>7,275.00</u>	<u>7,275.00</u>	<u>0.00</u>	<u>(7,275.00)</u>
Total Services & Charges	<u>7,275.00</u>	<u>7,275.00</u>	<u>0.00</u>	<u>(7,275.00)</u>
Total Expenditures	<u>7,275.00</u>	<u>7,275.00</u>	<u>0.00</u>	<u>(7,275.00)</u>
Changes in Fund Balance	<u>44,585.00</u>	<u>44,585.00</u>	<u>0.00</u>	<u>44,585.00</u>
Ending Fund Balance	<u>44,585.00</u>	<u>44,585.00</u>	<u>0.00</u>	<u>44,585.00</u>

PLS Proposal

Personnel	Services
<p>System Director Coordinator</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.</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 & 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 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>

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

Basic Membership Fees

NorthNet Libraries Dues and Fees 2014/2015			
Library	Population	Budget	Base Dues
Alpine	1,176	\$ 217,720	\$ 500
Bel-Tib	11,114	\$ 1,805,907	\$ 1,000
Benicia	27,118	\$ 2,154,130	\$ 2,000
Butte	221,388	\$ 2,585,575	\$ 2,000
Colusa	21,593	\$ 738,133	\$ 500
Del Norte	28,594	\$ 246,632	\$ 500
Dixon	27,068	\$ 927,859	\$ 500
Dominican			\$ 500
El Dorado	182,498	\$ 3,335,223	\$ 3,000
Folsom	72,439	\$ 1,406,456	\$ 1,000
Humboldt	135,263	\$ 3,146,943	\$ 3,000
Lake Cty	64,784	\$ 1,070,786	\$ 1,000
Larkspur	12,014	\$ 722,651	\$ 500
Lassen	34,577	\$ 177,611	\$ 500
Lincoln	43,248	\$ 814,222	\$ 500
Marin	139,822	\$ 13,351,747	\$ 4,000
Mendocino	88,197	\$ 1,514,145	\$ 1,000
Mill Valley	14,064	\$ 1,896,575	\$ 1,000
Modoc	9,705	\$ 362,994	\$ 500
Mono	14,308	\$ 1,142,606	\$ 1,000
Napa City-Cty	131,790	\$ 6,732,055	\$ 4,000
Napa Coll			\$ 500
Nevada	99,111	\$ 2,048,148	\$ 2,000
Orland	14,815	\$ 265,013	\$ 500
Placer	188,539	\$ 5,550,464	\$ 4,000
Plumas	23,273	\$ 647,240	\$ 500
Roseville	120,593	\$ 2,797,346	\$ 2,000
Sacramento	1,355,916	\$ 35,762,793	\$ 5,000
Sacramento Law			\$ 500
St. Helena	5,849	\$ 1,121,552	\$ 1,000
San Anselmo	12,426	\$ 614,821	\$ 500
San Rafael	58,136	\$ 2,704,111	\$ 2,000
SRJC			\$ 500
Sausalito	7,116	\$ 688,902	\$ 500
Shasta	177,924	\$ 1,938,979	\$ 2,000
Siskiyou	45,084	\$ 300,098	\$ 500
Solano Coll			\$ 500
Solano	360,323	\$ 15,642,020	\$ 5,000
Sonoma	487,125	\$ 16,083,124	\$ 5,000
Sutter	95,800	\$ 1,419,460	\$ 1,000
Tehama	63,950	\$ 541,721	\$ 500
Trinity	13,853	\$ 274,571	\$ 500
Willows	13,458	\$ 252,152	\$ 500
Woodland	55,549	\$ 1,138,967	\$ 1,000
Yolo	146,210	\$ 6,165,963	\$ 4,000
Yuba	72,479	\$ 463,210	\$ 500
Total	4,698,289	140,770,625	\$ 69,000
Source: California Library Statistics 2012			
<u>Base Dues</u>			
Under 100,000 Pop. And Under \$1,000,000 Budget			
Under 300,000 Pop. And Under \$2,000,000 Budget			
Under 300,000 Pop. And Under \$3,000,000 Budget			
Under 200,000 Pop. And Over \$3,000,000 Budget			
Under 300,000 Pop. And Over \$5,000,000 Budget			
Over 300,000 Pop. or \$5,000,000 Budget			
<u>Fees</u>			
10% admin fee			
Delivery, Database and OverDrive			

Allocation of CLSA Communications and Delivery Funding

Proposed Allocation of CLSA C&D \$ FY 14/15				
	CLSA amount available	\$332,470		
		%50 of CLSA	50% base on	TOTAL
	Population		population	CLSA
		\$166,235	\$166,235	Allocation
Alpine	1,176	4,054.51	41.61	4,096.12
Belvedere Tiburon	11,114	4,054.51	393.24	4,447.75
Benicia	27,118	4,054.51	959.49	5,014.00
Butte	221,388	4,054.51	7833.16	11,887.67
Colusa	21,593	4,054.51	764.00	4,818.52
Del Norte	28,594	4,054.51	1011.71	5,066.23
Dixon	27,068	4,054.51	957.72	5,012.23
Dominican				-
El Dorado	182,498	4,054.51	6457.15	10,511.66
Folsom	72,439	4,054.51	2563.04	6,617.55
Humboldt	135,263	4,054.51	4785.88	8,840.39
Lake County	64,784	4,054.51	2292.19	6,346.70
Larkspur	12,014	4,054.51	425.08	4,479.59
Lassen	34,577	4,054.51	1223.40	5,277.92
Lincoln	43,248	4,054.51	1530.20	5,584.71
Marin	139,822	4,054.51	4947.19	9,001.70
Mendocino	88,197	4,054.51	3120.59	7,175.10
Mill Valley	14,064	4,054.51	497.61	4,552.13
Modoc	9,705	4,054.51	343.38	4,397.89
Mono	14,308	4,054.51	506.25	4,560.76
Napa City-County	131,790	4,054.51	4663.00	8,717.51
Napa College				-
Nevada	99,111	4,054.51	3506.75	7,561.26
Orland	14,815	4,054.51	524.18	4,578.70
Placer	188,539	4,054.51	6670.89	10,725.40
Plumas	23,273	4,054.51	823.45	4,877.96
Roseville	120,593	4,054.51	4266.83	8,321.34
Sacramento	1,355,916	4,054.51	47975.06	52,029.57
St. Helena	5,849	4,054.51	206.95	4,261.46
San Anselmo	12,426	4,054.51	439.66	4,494.17
San Rafael	58,136	4,054.51	2056.97	6,111.48
SRJC				-
Sausalito	7,116	4,054.51	251.78	4,306.29
Shasta	177,924	4,054.51	6295.31	10,349.82
Siskiyou	45,084	4,054.51	1595.16	5,649.68
Solano Coll				-
Solano	360,323	4,054.51	12748.96	16,803.47
Sonoma	487,125	4,054.51	17235.47	21,289.98
Sutter	95,800	4,054.51	3389.60	7,444.11
Tehama	63,950	4,054.51	2262.68	6,317.19
Trinity	13,853	4,054.51	490.15	4,544.66
Willows	13,458	4,054.51	476.17	4,530.68
Woodland	55,549	4,054.51	1965.44	6,019.95
Yolo	146,210	4,054.51	5173.21	9,227.72
Yuba	72,479	4,054.51	2564.45	6,618.97
	4,698,289.00	166,235.00	166,235.00	332,470.00

NorthNet Library System
 Budget FY 2014/15
 SUMMARY

		LOC	COM	ADMIN	
3510	Interest Earned	-		500	500
3650	Contract Fee/Delivery	-			-
3661	Membership Fees	-		92,800	92,800
3668	State Library CLSA		339,471	84,868	424,339
3674	Member Reimbursement	160,000	190,000		350,000
GRAND TOTAL REVENUES		160,000	529,471	178,168	867,639

-----		LOC	COM	ADMIN	
4212	Comm. - E Mail	-	600	-	600
4218	Postage	-	3,200		3,200
4219	Other Prof Serv	-		11,000	11,000
4220	Contractual Service	-	524,471	158,518	682,989
4230	Office Expense	-	1,200		1,200
4301	Insurance	-		2,100	2,100
4303	Travel & Metting			6,500	6,500
4373	Service Fees			50	50
4445	Purchases for Members	160,000			160,000
GRAND TOTAL EXPENDITURE		160,000	529,471	178,168	867,639

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

LOCAL		FY 13/14	FY 14/15
3674	Reimbursable Costs	150,000	160,000 database, OverDrive
3000	Budget Fund Balance		
	TOTAL REVENUES	150,000	160,000
4445	Reimbursable-Library Expenses	150,000	160,000
	TOTAL EXPENDITURES	150,000	160,000
COMMUNICATION & DELIVERY			
3667	CLSA State Library	343,351	339,471
3674	Reimbursable Costs		190,000
	TOTAL REVENUES	343,351	529,471
4212	Communication	600	600 conference calls, listserves,
4220	Contractual Services	337,251	524,471 Delivery, Website maint.
4230	Office Supplies	1,000	1,200
4233	Postage	4,500	3,200 postage, UPS
	TOTAL EXPENDITURES	343,351	529,471
ADMINISTRATION			
3000	Fund Balance		
3510	Interest Earned	2,000	500
3661	Membership Fees	92,800	92,800
3650	Delivery Cost		
3667	CLSA-State Library	85,837	84,868
	TOTAL REVENUES	180,637	178,168
4219	Other Prof Serv	14,000	11,000 audit
4220	Contractual Service	158,437	158,518 PLS Contract: \$123,627 \$34,891 for other projects
4301	Insurance	1,700	2,100
4303	Travel & Meeting	6,500	6,500 annual meeting
4373	Service Fees	100	50 bank fees
	TOTAL EXPENDITURES	180,637	178,168

NorthNet Library System Executive Committee FY 2013-2014

Past Chair	Jennifer Baker, NBCLS, St. Helena Public Library
Chair	Michael Perry, NSCLS, Siskiyou County Library
Chair-elect/Vice-Chair	Mel Lightbody, NBCLS, Butte County Library

2-year terms as Executive Committee members, term ends 6/30/15:

Natasha Casteel	MVLS, Roseville PL
Danis Kreimeier	NBCLS, Napa City-County Library
Diane Smikahl	NBCLS, Benicia PL

1-year terms as Executive Committee members, term ends 6/30/14:

Victor Zazueta	NSCLS, Humboldt County Library
Rita Lovell	MVLS, Alpine County Library
Mary George	MVLS, Placer County Library