NorthNet
Library System
Connecting Northern California Libraries

Executive Committee Meeting Agenda
Adobe Connect Meeting
May 19, 2015
11:30AM

	1. Welcome and Roll Call	Lightbody, Chair	
	2. Public invited to address the Committee	Lightbody	
ACTION	3. Approval of the Agenda	Lightbody	
	4. Consent Calendar	Light	
ACTION	A. Minutes of April 3, 2015 Meeting		Attachment 1
ACTION	5. Planning for June 5 Council of Librarians Meeting	Lightbody	

    A. Review & approve draft agenda   Light   Attachment 2
    B. FY 15/16 PLP contract review & recommendation   Truong   Attachment 3
    C. FY 15/16 NLS membership fees   Truong   Attachment 4
    D. FY15/16 NLS budget review & recommendation   Truong   Attachment 5
    E. FY15/16 CLSA Plan of Service review   Light   Attachment 6
        & recommendation
    F. Review Nominating Committee report for
        presentation to Council
    G. Should we ask some members to talk about   Light
        How they used their NLS staff development grant?
        If so, who?

ACTION	6. FY2013/14 NLS Audit	Truong	
	7. Discussion of use of equipment replacement reserve as match for members' CENIC broadband participation	Lightbody	
	8. Adjournment		

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: 759890

Conference Number:
US: 1-888-205-5513

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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
Folsom Public Library, 411 Stafford St., Folsom, CA95630
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 4th St., Yreka, CA 96097

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

www.northnetlibs.org

Draft Minutes

Executive Committee Meeting
Redding Library
Friday, April 3, 2015

1. Welcome and Call to Order: Chair Mel Lightbody called the meeting to order at 9:38 AM. Also present were Vice-Chair Lisa Dale, Danis Kreimeier, Diane Smikahl, Victor Zazueta, and Rita Lovell. Also present were Jane Light (Peninsula Library System) and Erin Francoeur, Shasta Public Libraries and Rodney Irons, Colusa County Library.

2. Public invited to address the Committee: None were present

3. Approval of the Agenda: Smikahl moved, Dale seconded approval of agenda as amended to include a closed session. Approved unanimously.

4. Approval of Minutes of January 23, 2015 Meeting: Smikahl moved, Dale seconded approval. Kreimeier abstained. Motion passed with 5 Yay, 0 no.

5. Financial Report: Light reviewed financial report for fiscal year through March 31. Discussion ensued regarding the need for a brief narrative to accompany the FY15/16 budget similar to that provided in the Califa budget.

A.   **Approve FY14/15 Budget Adjustments** Kreimeier moved, Smikahl seconded approval.   Approved unanimously.

6. Open Issues

A.   **Responses to RFP for NLS Fiscal and Administrative Support:** Lightbody reported that only one proposal was received, from the Pacific Library Partnership. Discussion and a decision was deferred to the Closed Session taking place at the end of the meeting.

B.   **Planning for FY15/16 Budget:** Perry, Kreimeier, and Dale were appointed previously as the Finance Committee. Their recommendations include: keep membership fee formula as it currently is; budget for a strategic plan (consultant fees); budget for three in-person meetings of Executive Committee and the annual Administrative Council meeting. Staff will draft budget per this direction and bring to Executive

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Committee to review and make a recommendation to the Administrative Council for action at the Annual Meeting.

The need for a strategic plan to determine the priorities and focus for NLS was identified during this discussion. Staff was directed to include funding for a consultant to work under the direction of a subcommittee to develop a plan. **The Chair appointed an ad hoc strategic planning subcommittee of Perry, Zazueta, Dale and Lightbody.**

In the absence of a strategic plan, **Kreimeier and Dale will prepare a bullet list of Executive Committee Goals for next fiscal year.**

C.   **NLS Annual Meeting** date has been changed to Friday, June 5, 2015 at the Martha Riley Community Library in Roseville. Susan Hildreth will be the keynote speaker.

D.   **Ad hoc 2015 Nominating Committee Report:** The Committee (Perry, Zazueta, and Francoeur) is re-nominating the current officers (Lightbody (Chair), Perry (Past Chair) and Dale (Vice-Chair) to serve a second year. For a two year term ending 6/30/17, nominees are Natasha Casteel, Danis Kreimeier, and Erin Francoeur. Discussion ensued about the possibility of changing the by-laws to have officers serve two-year terms for greater continuity.

E.   **Report from ad hoc subcommittees:**
   1. **Orienting new library directors to NLS:** Lightbody and Francoeur will work on developing a process for this.
   2. **Documenting the value of System participation for members:** Lightbody appointed a **subcommittee to work on this of Zazueta, (Chair), George, and Francoeur.**

F.   **NorthNet LSTA Projects: Pitch-an-Idea**: Lightbody reported that the idea did not get the go-ahead from the State Library

7. **New Business**
   A.   **Executive Committee Meeting Schedule:**
         A telephone meeting will be scheduled via Doodle poll for mid-May to review the Annual Meeting agenda and the documents that will be documents included.

         The **first meeting of FY15/16 will be August 21** at a time and place to be arranged. Two additional in-person meetings will be scheduled for FY15/16.

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B.   Proposed Disaster Preparedness Workshop & Disaster Locker:
The Committee discussed the message from Julie Page regarding scheduling a disaster preparedness workshop in the Redding area for libraries and other cultural institutions during FY15/16. It decided to take no action at this time

Closed Session:
The Committee went into closed session regarding contracting for administrative and fiscal services. Motion: to accept the PLP proposal as amended to be for 1 year with automatic renewal for a second year unless second year cancelled by either party by 12/31/2015; and regarding the system coordinator subcontractor that the Executive Committee will review/screen applications and that the Chair and Vice-Chair will participate in interviewing applicants (Kremeier moved, Smikahl seconded). Passed unanimously.

8.   Adjournment: Lightbody reported the results of the closed session and adjourned the meeting at 11:35 AM.
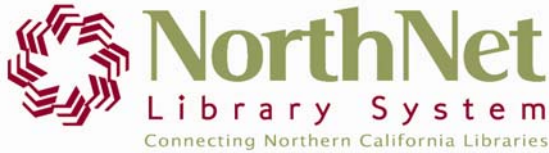
NorthNet Library System Administrative Council Annual Meeting
Martha Riley Community Library
1501 Pleasant Grove Blvd, Roseville, CA

June 5, 2015
10 am
Agenda

	1. Welcome and Introductions	Lightbody
	2. Keynote talk by Susan Hildreth	
	3. Public invited to address the Council	Perry
ACTION	4. Approval of the Agenda	Perry
ACTION	5. Consent Calendar A. Minutes of May 22, 2014 Meeting	Light
	6. Report of System Chair	Lightbody

ACTION	7. Report of ad hoc Nominating Committee
	  A. Election of FY 15/16 Chair,
	    Chair-Elect/Vice Chair and
	    Executive Committee members	

ACTION	8. FY 2015/16 CLSA Plan of Service
	  A. Plan of Service
	  B. Delivery and Communications Allocations
	  C. Use of C&D Funds for shared e-resources
		Hildreth/Light

ACTION	9. FY 2015/16 PLP Contract	Hildreth

ACTION	10. 2015/16 NorthNet Library System Budget
	  A. Membership Dues & Fees
	  B. NLS Budget
	  C. Delivery Contracts
	  D. Databases
	  E. Overdrive
		Light

	11. Adjournment	Lightbody

PLP CONTRACT FOR 2015-2016

Administrative

1. Prepare Plan of Service and Annual Report in compliance with the requirements of CLSA as administered by the California State Library.
2. Maintain and report records in compliance with CLSA and other applicable State and Federal requirements.
3. Coordinate Council of Librarians and Executive Committee meetings and maintain regular communications with NLS Chair and Executive Committee. These meetings may be in person or via conference call.
4. Coordinate and schedule legacy systems meetings.
5. Prepare and distribute Council agenda packets and minutes. Make arrangements for Council meetings.
6. Provide staff support for Council, Executive Committee, and Legacy System meetings.
7. Distribute legislative, CLSA, and other State Library correspondence.
8. Respond to communications and requests from members.
9. Track CalPERS information; communicate with legacy systems as needed. Communicate with the California Public Employees Retirement System (CalPERS) regarding NLS legacy system employees.
10. Administer and evaluate system contracts.
11. Maintain all rosters, listservs, directories, electronic records and archives.
12. Maintain NLS website.
13. Pursue new funding and programmatic opportunities.
14. Represent and advocate for NLS regionally and statewide.
15. Negotiate necessary purchasing/contracting opportunities with vendors, consultants, and other systems or regions including services authorized and funded by CLSA.
16. Support special projects and activities not mandated by CLSA as determined by NLS Council.
17. Prepare, distribute and compile Statement of Economic Interests (CA State Form 700).
18. For additional fees as negotiated, Administrative or Fiscal services contractor offer program, grant development or other services for sub-groups of member libraries or for individual members.
19. Provide coordination between member libraries and CENIC (Corporation for Education Network Initiatives in California) as appropriate. Communicate regularly with member libraries and CENIC.

Fiscal

1. Prepare the System Uniform Budget, Annual Report and Expenditure Report.
2. Act as System's financial manager establishing separate accounts for all NLS funds.
3. Develop an annual budget in collaboration with NLS Executive Committee and approved by Council of Librarians for programs or services to be provided in the subsequent fiscal year.
4. Monitor budget and prepare monthly status reports.
5. 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.
6. Prepare claim forms for member libraries to submit.
7. Prepare quarterly budget updates showing revenues, expenditures and reserves to be submitted to Council of Librarians.

8. Prepare and execute payments on behalf of NLS to approved vendors, contractors, consultants, member libraries and others for services rendered, in compliance with budget.
9. Invoice members and other customers for services.
10. Prepare 1099s for contractors.
11. Provide comprehensive revenue expenditure and reserve financial reports in accordance with requirements of CLSA or other State Library legislation and generally accepted accounting principles.
12. Maintain fiscal files and records as required by State and Federal laws and retention policies.
13. Prepare annual reports for Special Districts to State Controller.
14. Arrange for annual independent financial audit.
15. Prepare annual statements of LAIF (Local Agency Investment Fund) interest earned.

COST DETAIL

.5 FTE	Administration	67,340.00
System Director	8 hours/month	11,200.00
	Distribute legislative, CLSA and other State Library correspondence, pursue funding opportunities, represent and advocate for NLS regionally and statewide	
Coordinator	32 hours/month	28,800.00
	Prepare agenda together with Executive Council committee, take Council and Executive minutes, work with CalPers related issues, Prepare plan of service and annual reports	
Office Manager	32 hours/month	18,812.00
	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.	
Secretary	15 hours/month	8,528.00
	Prepare system contracts, processes mail, mail ILL materials, coordinate form 700s, annual summer reading program	

.334 FTE	Fiscal	44,970.00
Finance Director	30 hours/month	31,802.00
	Prepare/monitor budget, authorize and approve payments prepare reports/paperwork for audit, prepare finanical reports for State and local government. Coordinate database renewal, review delivery contracts/services	
Account Clerk	28 hours/month	13,168.00
	Process payables weekly, prepare invoices, prepare deposits	
	Mileage	**1,000.00**
	Total	**113,310.00**
10% Overhead	Overhead includes cost for administrative and fiscal staff workspace, utilities, internet, e-mails, listserv for NLS Council and Committees, IT support, office supplies, use of equipment: computers, copier, phones, fax and credit card machine.	11,331.00

TOTAL =.834 FTE Grand Total **$124,641.00**

NorthNet Library System
Budget FY 2015/2016

LOCAL		FY 14/15	FY 15/16	
3674	Reimbursable Costs	150,000	150,000	Gale databases
3000	Budget Fund Balance			OverDrive Collection
	TOTAL REVENUES	**150,000**	**150,000**	
4445	Reimbursable-Library Expenses	150,000	150,000	Gale databases
				OverDrive Collection
	TOTAL EXPENDITURES	**150,000**	**150,000**	

COMMUNICATION & DELIVERY

		FY 14/15	FY 15/16	
3667	CLSA State Library	541,770	337,486	
3674	Reimbursable Costs	190,000		from NBCLS & MVLS members
				for deliveries
	TOTAL REVENUES	**731,770**	**337,486**	
4212	Communication	600	800	conference calls, listserves,
4220	Contractual Services	524,471	333,686	Delivery, Website maint.
4230	Office Supplies	1,200	1,200	
4233	Postage	3,200	1,800	postage, UPS
	TOTAL EXPENDITURES	**529,471**	**337,486**	

ADMINISTRATION

		FY 14/15	FY 15/16	
3510	Interest Earned	500	500	
3661	Membership Fees	104,709	104,180	
3667	CLSA-State Library	107,692	84,371	CLSA indirect
3668	LSTA-Indirect	5,238	4,753	for PLSEPT grant FY 14/15
				(Public Library Staff Education Program)
	TOTAL REVENUES	**218,139**	**193,804**	
4219	Other Prof Serv	11,000	11,000	audit
4220	Contractual Service	198,489	169,254	
	PLS contract :$123,627			PLS Contract: $124,641
	$52,038 for other projects/staff development			$44,613 for other projects/staff development
4301	Insurance	2,100	2,500	Liability insurance
4303	Travel & Meeting	6,500	11,000	annual meeting
4373	Service Fees	50	50	bank fees
	TOTAL EXPENDITURES	**218,139**	**193,804**	

System Information
FY 2015/16

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

System Chair for FY 2015/16 (if known):	Fiscal Agent:
	Peninsula Library System

Date approved by Administrative Council:
June 5, 2015

x	
Signature of System Administrative Chair for FY 2014-15	Date
Print Name: Mel Lightbody	

Demographics of System Service Area
System Population Profile, FY 2015/16

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

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	699,592	14.87%
Institutionalized	116,390	02.47%
Aged (65+)	656,573	13.96%
Children & Youth: • Under 5	290,980	06.19%
• 5 to 9	300,893	06.40%
• 10 to 14	306,961	06.53%
• 15 to 19	325,925	06.93%
Handicapped	593,895	12.63%
Speakers of limited English or English as a Second Language	1,075,867	22.87%
Non-English Speaking	45,1981	09.61%
Ethnicity • Black	250,753	05.33%
• Hispanic	960,870	20.43%
• Asian	413,136	08.78%
• Native American	60,997	01.30%
• Other (specify)	362,157	07.70%
Geographically Isolated	73,508	01.56%
Functionally Illiterate	391,178	08.32%
Shut-In	12,538	00.27%

List source(s) of this data:

2009-2013 American Community Survey 5-Year Estimates. Note: There was a methodological change to data collection in 2013 which may have affected language data for 2013. Also, there was a miscalculation on Native American on FY 14/15 POS.

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

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

CA Office of Statewide Health Planning and Development Facility Listings Hospitals and Long Term Care (LTC) Listing 12/31/13

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

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

SYSTEM NAME: **NorthNet Library System**

(a) Personnel (Attach job descriptions)

Classification	FTE/No. of Positions	Salary	Benefits	Total
	/	$	$	$
	/	$	$	$
	/	$	$	$
	/	$	$	$
Total (a):	**/**	**$**	**$**	**$**

(b) Operations

1. Office Supplies	$ 1,200
2. Duplication/Photocopy	$
3. Travel	$
4. Training	$
5. e-Resources	$

(b) Operations (continued)

6. Contract Services (specify)	$ 333,886
Delivery Services	
7. Telecommunications (specify)	$ 600
Listserves	
8. Indirect Costs/Fiscal Agent Fee (provide description of services received) **Do Not Include System Indirect (pc&e)**	$
9. Other: (specify)	$ 1,800
Postages, UPS	
Total (b):	**$ 336,286**

(c) Capital Outlay

Equipment (specify)	$
Equipment Replacement Revolving Fund	$
Total (c):	**$ 1,200**

(d) Anticipated Current (2014/15) Year-end Balance in the Equipment Revolving Fund $ 180,099

Total of (a), (b), (c): $ 517,585

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2015/16 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	337,486
Equipment	
Service Program Sub-total	337,486
System Administration (PC&E)[1]	84,371
TOTAL	421,857

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

Funding for Communications and Delivery – FY 2015/16

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	1,420,000	173,630	1,593,630
b. Non-public libraries in System area	132,000	1,600	133,600
TOTAL	1,552,000	175,230	1,727,230
	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%	%	79.5%	%

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	295,000
g. Percentage of CLSA funds to be spent on e-resources?	18% (estimate)
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

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j. Percentage of CLSA funds to be used for Broadband technology improvements	Unknown

k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?
(please list)
Unknown at this time which, if any, will use CLSA C&D funds for this purpose. In FY14/15 approximated one-third of the NLS C&D allocation was used to support connectivity that provides access to resource sharing – shared ebook collections, searching ILS catalogs to make ILL requests, etc.

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?

   Delivery has been the highest priority for most NLS members to support resource sharing. There are four groups of member libraries that each share an ILS (SNAP, MarinNet, SLM, and Sacramento's shared ILS) and thus have a high level of ILL supported by regular deliveries made by van/truck. The robust amount of sharing of physical items among these subgroups makes delivery their primary goal for use of C&D funds, and more often than not those members supplement state funding in order to have more frequent delivery and move materials more quickly.

   Member libraries that do not participate in a shared ILS for resource sharing tend to be in less-populated parts of the system where geographic distances make van deliveries infeasible. They rely on their communications infrastructure to access shared resources such as databases and e-books. Those libraries use C&D funding to partially offset the costs.

   The geographic span of NLS and the large number of members (41) 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 FY15/16 C&D funding for broadband connectivity. It is possible that some of the libraries that do not participate in delivery contracts will wish to use some C&D funds for that purpose.

   However, during the past year those members have expressed growing interest in shared e-resources and it is expected that a number of them will want to use C&D funding for the shared research database contract they now participate in and for the shared Overdrive e-book collection.

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.

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 $0.16 per item.

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 participation in the shared computer system as well as most of the delivery costs to move material among their group. Member libraries have also built up a shared catalog of e-books through Overdrive 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 FY15/16.

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?

NLS has developed a funding model that combines annual membership dues with fees for participation in specific, optional services. In FY15/16, NLS will contract with the Pacific Library Partnership (PLP) for administrative and fiscal services. Contracting for these services has proven more cost-effective than having employees provide them. Communication among members is a key priority for members. In order to facilitate more communication and information-sharing, a part-time system coordinator who is located in the NorthNet service area will work with PLP to support the work of the system and provide a local presence.

Delivery will remain a priority service for a number of members that share library computer systems as described earlier. Shared e-resources are also a priority for members, especially those in smaller, more geographically remote areas. Broadband is of great interest, too, but members in geographically isolated communities with low population densities have expressed concern about last mile availability and costs.

In FY14/15, the NLS Executive Committee met in-person three times during the year. Although these meetings require travel time and expenses that conference call meetings do not, they have demonstrated that they develop a higher level of teamwork and communications among the Committee members and with the contracting staff. The Executive Committee will continue to schedule three in-person meetings in the coming fiscal year as well as the annual Council of Librarians (Administrative Council).

The Executive Committee plans to develop a strategic plan in FY15/16 and has budgeted local funds for that purpose. The Executive Committee will consider using the discussion framework that has recently been developed by the Southern California Library Cooperative and used in several other CLSA systems as well. It is expected that the strategic plan will guide the system for a three-year period.

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