

NorthNet Library System

Executive Committee

Adobe Connect Meeting Agenda

Friday, August 23, 2013

11:00 AM – 12:30 PM

1. Welcome and Roll Call Michael Perry, Chair
2. Public invited to address the Committee
- ACTION** 3. Approval of the Agenda Michael Perry
4. Consent Calendar Jane Light
- ACTION** A. Minutes from May 23, 2013 Meeting of the Steering Committee for acceptance
- ACTION** 5. Vacant System Chair Elect/Vice Chair Jane Light
- ACTION** 6. Appointment of Finance Committee Michael Perry
7. FY12/13 Financial Statement (unaudited) Donna Truong
- ACTION** 8. 2013-14 NLS Budget Truong/Light
 - A. Corrected Base Membership Dues & Admin Fees FY 13/14
 - B. Fund Balance status
 - C. Allocation of \$50,000 Fund Balance for Grants for Staff Development and/or Innovation
- ACTION** 9. Criteria for Grants Jane Light
10. Contractor for FY 14/15 Jane Light
11. Adjourn Michael 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: 325220

Conference Number:
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NorthNet Library System Steering Committee Meeting

Minutes (draft)

May 23, 2013

1. Welcome and Roll Call

Chair Jennifer Baker called the meeting to order at 2:05 PM via Adobe Connect.

Present were Steering Committee members Chair Jennifer Baker (St Helelna Public Library), Vice-Chair Michael Perry (Siskiyou County Library), Jeanne Amos (El Dorado County Library), Natasha Casteel (Roseville PL), Jessica Hudson (Nevada County Library), Mel Lightbody (Butte County Library), Jody Meza (Orland Free Library and Willows Public Library), Diane Smikahl (Benicia Public Library). Also present were Linda Crowe, Donna Truong, and Jane Light, all of the Peninsula Library System, administrative services contractor.

2. Public invited to address the committee

No public comments

3. Approval of the Agenda

Agenda was approved unanimously. M by Casteel, S by Hudson.

4. Consent Calendar

A. Minutes from April 4, 2013 Meeting

Minutes of the April 4, 2013 meeting were unanimously approved. M by Casteel, S by Lightbody.

5. CLSA Plan of Service and Budget FY2013/2014

A. The draft Plan of Service and CLSA budget for FY 13/14 was reviewed.

M by Smikahl, S by Hudson to recommend approval to the Administrative Council at its May 31 meeting.

B. Delivery and Communications Allocations

Recent changes to the CLSA that deleted the Reference and SAB programs mean that CLSA funds can only be allocated to the Communications and Delivery Program and to System Administration (as a percentage of the C&D allocation and for NLS will be \$85,837). NLS' C&D allocation will be \$343,351. \$339,350. Staff recommendation is that the funds be allocated to the System office's direct C&D expenses (\$4000) and the remainder be distributed to the member libraries to use to pay for communications and delivery costs related to resource sharing among the member libraries. The recommended formula for distribution is 50% of the available funds equally divided among the members (\$4138.41 per library) and 50% distributed based on the population served by each member.

The Steering Committee recommended that the Administrative Council approve the allocation of C&D funding for FY 2013/14 as recommended by

staff (M by Perry, S by Meza).

6. FY2013/14 NLS Budget

Donna Truong reviewed the proposed NLS budget. At its April 4 meeting the Steering Committee had reviewed and recommended approval by the Admin Council both the PLS contract scope and amount for administrative services and recommended that the basic membership fee remain the same as in FY12/13. Approximately \$40,000 will be available for Staff Development and/or Innovation grants. In addition, fund balance \$ may be available for these purposes when FY12/13 budget is closed out. The NLS Executive Committee can decide how much to allocate as well as the parameters of the grant programs when it meets after the beginning of the fiscal year. M Jeanne Amos, S Diane Smikahl to recommend approval of the FY2013/14 NLS budget to the Administrative Council.

7. Delivery Contracts FY 2013/2014

The contract with Sprint for delivery to North Bay libraries will continue at its current cost. The current contractor for the MVLS libraries has a record of poor service. Donna Truong has received bids from other vendors and will discuss those with the MVLS libraries when they meet on May 31.

8. Database Renewals

Donna Truong stated that the contract with Gale Cengage expires on June 30. She is working to renew if for those libraries that wish to participate.

9. Overdrive Participation Fees

Jeanne Amos reported that the contract period with Overdrive has one more year.

10. Adjournment

The meeting was adjourned at 3:00 PM.

FROM THE NORTHNET LIBRARY SYSTEM BYLAWS

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

Item# 7

001 - General Fund
915 - LOCAL

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursable Costs	<u>158,293.64</u>	<u>158,293.64</u>	<u>115,105.00</u>	<u>43,188.64</u>
Total Other Income	<u>158,293.64</u>	<u>158,293.64</u>	<u>115,105.00</u>	<u>43,188.64</u>
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>33,863.00</u>	<u>(33,863.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>33,863.00</u>	<u>(33,863.00)</u>
Total Revenue	<u>158,293.64</u>	<u>158,293.64</u>	<u>148,968.00</u>	<u>9,325.64</u>
Expenditures				
Other Charges				
Reimbursable - Library	<u>165,202.30</u>	<u>165,202.30</u>	<u>148,968.00</u>	<u>(16,234.30)</u>
Total Other Charges	<u>165,202.30</u>	<u>165,202.30</u>	<u>148,968.00</u>	<u>(16,234.30)</u>
Total Expenditures	<u>165,202.30</u>	<u>165,202.30</u>	<u>148,968.00</u>	<u>(16,234.30)</u>
Changes in Fund Balance	<u>(6,908.66)</u>	<u>(6,908.66)</u>	<u>0.00</u>	<u>(6,908.66)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

001 - General Fund
916 - Communication

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	343,176.00	343,176.00	343,176.00	0.00
Total Grant Revenue	343,176.00	343,176.00	343,176.00	0.00
Fees				
Delivery Cost	0.00	0.00	(1,216.00)	1,216.00
Total Fees	0.00	0.00	(1,216.00)	1,216.00
Budgeted Fund Balance				
Budgeted Fund Balance	0.00	0.00	1,216.00	(1,216.00)
Total Budgeted Fund Balance	0.00	0.00	1,216.00	(1,216.00)
Total Revenue	343,176.00	343,176.00	343,176.00	0.00
Expenditures				
Services & Charges				
Communication	114.50	114.50	1,216.00	1,101.50
Contractual Services	340,531.77	340,531.77	341,960.00	1,428.23
Postage	2,529.73	2,529.73	0.00	(2,529.73)
Total Services & Charges	343,176.00	343,176.00	343,176.00	0.00
Total Expenditures	343,176.00	343,176.00	343,176.00	0.00
Changes in Fund Balance	0.00	0.00	0.00	0.00

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

001 - General Fund
918 - Administration

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	85,794.00	85,794.00	85,794.00	0.00
Federal Grants	<u>4,591.00</u>	<u>4,591.00</u>	<u>0.00</u>	<u>4,591.00</u>
Total Grant Revenue	90,385.00	90,385.00	85,794.00	4,591.00
Fees				
Delivery Cost	251,627.00	251,627.00	264,362.00	(12,735.00)
JPA Member Fees	95,610.00	95,610.00	92,880.00	2,730.00
Administrative Fees	<u>1,350.00</u>	<u>1,350.00</u>	<u>0.00</u>	<u>1,350.00</u>
Total Fees	348,587.00	348,587.00	357,242.00	(8,655.00)
Use of Money & Property				
Interest Income	<u>1,706.62</u>	<u>1,706.62</u>	<u>1,500.00</u>	<u>206.62</u>
Total Use of Money & Property	1,706.62	1,706.62	1,500.00	206.62
Other Income				
Miscellaneous Income	<u>85.55</u>	<u>85.55</u>	<u>0.00</u>	<u>85.55</u>
Total Other Income	85.55	85.55	0.00	85.55
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>3,068.00</u>	<u>(3,068.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>3,068.00</u>	<u>(3,068.00)</u>
Total Revenue	<u>440,764.17</u>	<u>440,764.17</u>	<u>447,604.00</u>	<u>(6,839.83)</u>
Expenditures				
Services & Charges				
Printing	216.55	216.55	0.00	(216.55)
Professional Services	517.62	517.62	15,756.00	15,238.38
Contractual Services	294,151.41	294,151.41	419,656.00	125,504.59
Office Expense	645.80	645.80	2,000.00	1,354.20
Postage	4,676.45	4,676.45	2,000.00	(2,676.45)
Travel & Meetings	2,310.63	2,310.63	6,500.00	4,189.37
Service Fees	<u>20.00</u>	<u>20.00</u>	<u>0.00</u>	<u>(20.00)</u>
Total Services & Charges	302,538.46	302,538.46	445,912.00	143,373.54
Other Charges				
General Insurance	<u>0.00</u>	<u>0.00</u>	<u>1,692.00</u>	<u>1,692.00</u>
Total Other Charges	<u>0.00</u>	<u>0.00</u>	<u>1,692.00</u>	<u>1,692.00</u>
Total Expenditures	<u>302,538.46</u>	<u>302,538.46</u>	<u>447,604.00</u>	<u>145,065.54</u>
Changes in Fund Balance	<u>138,225.71</u>	<u>138,225.71</u>	<u>0.00</u>	<u>138,225.71</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

001 - General Fund
921 - NBCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	<u>1,114.54</u>	<u>1,114.54</u>	<u>2,600.00</u>	<u>(1,485.46)</u>
Total Use of Money & Property	1,114.54	1,114.54	2,600.00	(1,485.46)
Other Income				
Reimbursale Costs	<u>13,267.95</u>	<u>13,267.95</u>	<u>13,338.00</u>	<u>(70.05)</u>
Total Other Income	13,267.95	13,267.95	13,338.00	(70.05)
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>43,371.00</u>	<u>(43,371.00)</u>
Total Budgeted Fund Balance	0.00	0.00	43,371.00	(43,371.00)
Total Revenue	<u>14,382.49</u>	<u>14,382.49</u>	<u>59,309.00</u>	<u>(44,926.51)</u>
Expenditures				
Personnel Expenses				
Pension Fund/PERS	<u>(51.20)</u>	<u>(51.20)</u>	0.00	51.20
Health	<u>42,041.10</u>	<u>42,041.10</u>	<u>59,209.00</u>	<u>17,167.90</u>
Total Personnel Expenses	41,989.90	41,989.90	59,209.00	17,219.10
Services & Charges				
Membership Fees/Dues	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Services & Charges	0.00	0.00	100.00	100.00
Total Expenditures	<u>41,989.90</u>	<u>41,989.90</u>	<u>59,309.00</u>	<u>17,319.10</u>
Changes in Fund Balance	<u>(27,607.41)</u>	<u>(27,607.41)</u>	<u>0.00</u>	<u>(27,607.41)</u>
Ending Fund Balance	<u>(27,607.41)</u>	<u>(27,607.41)</u>	<u>0.00</u>	<u>(27,607.41)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

001 - General Fund
922 - MVLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	<u>693.69</u>	<u>693.69</u>	<u>500.00</u>	<u>193.69</u>
Total Use of Money & Property	693.69	693.69	500.00	193.69
Other Income				
Other Agencies	<u>2,512.41</u>	<u>2,512.41</u>	<u>0.00</u>	<u>2,512.41</u>
Total Other Income	2,512.41	2,512.41	0.00	2,512.41
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>(7,000.00)</u>
Total Budgeted Fund Balance	0.00	0.00	7,000.00	(7,000.00)
Total Revenue	<u>3,206.10</u>	<u>3,206.10</u>	<u>7,500.00</u>	<u>(4,293.90)</u>
Expenditures				
Personnel Expenses				
Pension Fund/PERS	<u>4,834.00</u>	<u>4,834.00</u>	<u>7,500.00</u>	<u>2,666.00</u>
Total Personnel Expenses	4,834.00	4,834.00	7,500.00	2,666.00
Total Expenditures	<u>4,834.00</u>	<u>4,834.00</u>	<u>7,500.00</u>	<u>2,666.00</u>
Changes in Fund Balance	<u>(1,627.90)</u>	<u>(1,627.90)</u>	<u>0.00</u>	<u>(1,627.90)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

001 - General Fund
923 - NSCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursale Costs	<u>19,992.00</u>	<u>19,992.00</u>	<u>1,600.00</u>	<u>18,392.00</u>
Total Other Income	<u>19,992.00</u>	<u>19,992.00</u>	<u>1,600.00</u>	<u>18,392.00</u>
Budgeted Fund Balance				
Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,900.00</u>	<u>(4,900.00)</u>
Total Budgeted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>4,900.00</u>	<u>(4,900.00)</u>
Total Revenue	<u>19,992.00</u>	<u>19,992.00</u>	<u>6,500.00</u>	<u>13,492.00</u>
Expenditures				
Personnel Expenses				
Health	<u>5,214.38</u>	<u>5,214.38</u>	<u>6,500.00</u>	<u>1,285.62</u>
Total Personnel Expenses	<u>5,214.38</u>	<u>5,214.38</u>	<u>6,500.00</u>	<u>1,285.62</u>
Total Expenditures	<u>5,214.38</u>	<u>5,214.38</u>	<u>6,500.00</u>	<u>1,285.62</u>
Changes in Fund Balance	<u>14,777.62</u>	<u>14,777.62</u>	<u>0.00</u>	<u>14,777.62</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2012 Through 6/30/2013

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

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

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

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

NorthNet Library System

Balance Statement

As of 6/30/2013

Assets	Current Year
Current Assets	
Cash & Cash Equivalents	
Cash	<u>768,911.37</u>
Total Cash & Cash Equivalents	768,911.37
Accounts Receivable	
Accounts Receivable	52,761.57
Accrued Receivables	0.00
Interest Receivables	<u>517.70</u>
Total Accounts Receivable	<u>53,279.27</u>
Total Current Assets	<u>822,190.64</u>
Total Assets	<u>822,190.64</u>
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>31,177.43</u>
Total Accounts Payable	31,177.43
Deferred Revenue	
Deposits Payable	<u>481,934.28</u> ***From NBCLS, NSCLS & MVLS
Deferrred Revenue	<u>33,044.42</u> ==>> OverDrive
Total Deferred Revenue	<u>514,978.70</u>
Total Current Liabilities	<u>514,978.70</u>
Total Liabilities	<u>514,978.70</u>
Reserves & Fund Balance	
Total Reserves & Fund Balance	<u>307,211.94</u>
***Deposits Payable	
NBCLS	281,088.06
	(27,607.41)
	253,480.65
NSCLS	3,505.36
	14,777.62
	18,282.98
MVLS	211,798.55
	(1,627.90)
	210,170.65

Fund Balance FY 12/13

Purpose	Amount	Spent	Balance
PLS Base contract Augmentation	31,572	31,572	-
PLS for Special Projects	15,296	15,296	-
Evergreen migration project	50,000		50,000
Innovation and staff development	150,000	152,053	(2,053)
Spring Administrative Council-in-person meeting	6,500	5,699	801
Planned end of year fund balance	66,788		66,788
Pilot of Equinox ILL Fulfillment	30,000	30,000	-
			-
			-
	350,156	234,620	<u>115,536</u>