NorthNet Library System
Steering Committee

Agenda

Thursday, May 23, 2013

2:00 PM – 3:00 PM

	1. Welcome and Roll Call	Jennifer Baker, Chair
	2. Public invited to address the Committee	
ACTION	3. Approval of the Agenda	Jennifer Baker
	4. Consent Calendar	Jane Light
ACTION	A. Minutes from April 4, 2013 Meeting	
ACTION	5. CLSA Plan of Service and Budget	Jane Light
	A. Review of Documents	
	B. Delivery and Communications Allocations	
ACTION	6. 2013-14 NLS Budget	Donna Truong
	7. Delivery Contracts	Donna Truong
	8. Database Renewal	Donna Truong
	9. Overdrive Participation Fees	Donna Truong
	10. Adjourn	

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 Steering 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 (unapproved)
April 4, 2013

1. Welcome and Roll Call
   Chair Jennifer Baker called the meeting to order t 2:35 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), 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 and Darla Gunning, California State
   Library.

2. Public invited to address the committee
   No public comments

3. Approval of the Agenda
   Agenda was approved unanimously. M by Smikahl, S by Hudson.

4. Consent Calendar
   A. Minutes from October 3, 2012 Meeting
      Minutes of the Oct 3, 2012 meeting were unanimously approved. M by
      Smikahl, S by Amos.

5. FY11/12 Audit
   Donna Truong reviewed the annual audit which was included in the agenda
   packet. Audit was accepted unanimously. M by Smikahl, S by Lightbody.

6. Financial Statements through 3/28/13
   Donna Truong reviewed the financial statements for the fiscal year through March
   28 that were presented as an information item on the agenda.

7. FY12/13 Budget Adjustments
   Budget transfers and adjustments that reflected the Administrative Council's
   actions at its October meeting and an LSTA PLSEP grant were approved
   unanimously. M by Smikahl, S by Meza.

8. PLS FY13/14 Contract
   Donna Truong reviewed the proposed contract services and fees of $116,769.11
   for a contract with PLS for administrative and accounting services. The Steering
   Committee unanimously recommended that the NLS Administrative Council
   approve both the services scope and the fees at its May 31 meeting. M by

Lightbody, S by Smikahl.

9. NorthNet Membership Dues FY 2013/2014
    NLS constituent member libraries annually pay membership dues and in addition member fees for additional services they chose to participate in, such as Overdrive and databases. Member fees will be adjusted to reflect the services each library chooses to participate in and any changes in the vendor costs for those services. Libraries will be contacted to verify continuation or changes in those services and their fees will be calculated accordingly.

    PLS staff recommended that the FY13/14 membership dues remain the same as in FY12/13. Steering Committee unanimously recommended that the Administrative Council at its May 31 meeting approve the member dues For FY13/14 at the same rate as FY12/13. M by Hudson, S by Smikahl.

10. Delivery Contracts
    Donna Truong stated that the contracts with the current three delivery contractors expire June 30. She has received feedback from the libraries about vendor performance and requested proposals from the current vendors.

11. Database renewal
    Donna Truong reported that the database vendor contracts also expire June 30 and she will work with the vendor about rates for renewal.

12. Direction to staff for preparation of FY13/14 Budget
    Jane Light stated that instructions and amounts for the FY13/14 CLSA Plan of Service and Budget had not yet been received, but that given the inclusion of FY12/13 amounts in the Governor's January budget, PLS staff is anticipating approximately the same state funding as was awarded then.

    Darla Gunning informed the Steering Committee that use of CLSA funds for databases or other reference services would no longer be permitted because of the recent revisions to CLSA.

    PLS staff will develop a draft NLS budget for FY13/14 and draft CLSA Plan of Service and Budget and schedule another Steering Committee meeting to discuss and review them prior to the May 30 Administrative Council meeting.

13. Adjournment
    The meeting was adjourned at 4:05 PM.

System Information

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

System Chair / Library: Jennifer Baker	Fiscal Agent: Peninsula Library System
Date approved by Administrative Council:	

Signature of System Administrative Chair	Date

Demographics of System Service Area
System Population Profile, 2013/14

Total Population of System Service Area: 4,668,755

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	614,976	13%
Institutionalized	64,469	1%
Aged (65+)	611,079	13%
Children & Youth: • Under 5	295,155	6%
• 5 to 9	297,698	6%
• 10 to 14	309,013	6%
• 15 to 19	335,168	7%
Handicapped	742,982	15%
Speakers of limited English or English as a Second Language	615,263	13%
Non-English Speaking	74,392	1%
Ethnicity • Black	251,682	5%
• Hispanic	914,723	19%
• Asian	398,617	8%
• Native American	63,173	1%
• Other (specify)	373,012	7%
Geographically Isolated	123,052	2%
Functionally Illiterate	391,178	8%
Shut-In	11,289	0%

List source(s) of this data:

American Fact Finder 2010 population estimate – factfinder2.census.gov.

2009-2011 American Community Survey 5-Year Estimates.

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 of Low Literacy 2003 Released January 2009.

CA Office of Statewide Health Planning & Development Facility Listings Hospital & Long Term Care (LTC) Listings 12/31/11.

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.

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California State Library
System Detailed Budget

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	85,837	0	92,800	2,000	0	$180,637
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$85,837	$0	$92,800	$2,000	$0	$180,637
Program 2: System Communications and Delivery						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	343,351	0	0	0	0	$343,351
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$343,351	$0	$0	$0	$0	$343,351
Program 3: Local						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	135,000	0	0	$135,000
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$135,000	$0	$0	$135,000

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Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 5:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 6:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Grand Total System Budget	$429,188	$0	$227,800	$2,000	$0	$658,988

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2013-2014 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$0
Operations	$343,351
Equipment	$0
Service Program Sub-total	$343,351
System Administration (PC&E)[1]	$85,837
TOTAL	$429,188

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

Use of Funding for Communications and Delivery

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the delivery of items. The second section contains several questions that help us understand your plans for communications and delivery.

<u>**Section 1**</u>

Estimated Workload

	Items delivered to:		
Items sent by:	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	4028670	58548	4087218
b. Non-public libraries in System area	54162	9000	63162
TOTAL	4082832	67548	4150380
		System Owned	Contracted Vendor
c. Number of delivery vehicles		0	8
d. Frequency/schedule of delivery service		N/A	Varies from 1-5 days per week dependent on route

e. Percentage of items to be delivered:

U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	%	79.5%	%

<u>**Section 2**</u>

1. Briefly describe the goals for the Communications 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?

   NorthNet libraries have been a model for resource sharing for years. Even with the elimination of TBR funding, delivery has been unanimously identified by member libraries as our highest priority. As evidenced by our high rate of inter-library loans, library users throughout our region depend on the depth and breadth of our combined collections to meet their ongoing needs. These funds will be divided in an equitable manner to subsidize the cost of physical delivery among member libraries. In FY 2012-13 NLS used both CLSA funds and local funds

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to implement a pilot program to test implemention of a shared-software platform that can connect our different ILSs to create a scalable, virtual union catalog for the purpose of facilitating inter-library loans. That pilot program is still under way, and it is not yet clear whether this new platform will meet NLS needs. Therefore, the NLS Executive Committee will continue to monitor and evaluate the pilot during FY 2013-2014 but not budget further funds for this purpose.

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, NorthNet libraries use a combination of delivery models including the US Postal Service and private delivery companies for remote locations with low volume, and contracted services by delivery companies for moving high-volume loads between library systems and branches in more populated areas. These systems are regularly reviewed and have been found to be very efficient and cost-effective. No changes will be made to the current models for physical delivery in the upcoming year.

3. What is the average cost to move one item in the region? Explain how you arrived at this figure.

   Due to the variations in delivery, the average cost differs from one area of the region to another. For contracted services, the overall cost is calculated based on volume and number of stops, whereas the cost of those items shipped through traditional package delivery may fluctuate based on weight and other variables. Overall, the average cost is estimated at $0.10 per item.

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

   Local funds from NLS member dues pay for the costs of administering the delivery contracts. Several libraries have been studying and planning for implementing a shared Evergreen ILS and are now in a holding pattern until local funds are available for migrating to and operating it. Member libraries pay for their Internet costs and their shared or stand-alone ILS as well as email using local dollars. MarinNet, SNAP, and the shared integrated library systems operated by Sonoma County and Sacramento County libraries are all funded with local dollars by the participating libraries.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

   ILL statistics will be tracked and reported as usual. Following the completion of the pilot of the ILL software, a comparative study of the participating libraries will be done to determine whether resource sharing increased. Percentage increase (or decrease) of ILLs will serve as a measure of meeting community needs.

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 a priority? And lastly, how will your system evolve?

NLS has developed a funding plan that combines annual membership dues that each member pays and member fees for participating in specific, optional services, such as databases and Overdrive e-books. NLS contracts with the Peninsula Library System for administrative and fiscal services, which has substantially reduced its costs.

Delivery remains a priority service for system members. There are several locally funded shared ILS groups that make it convenient and relatively simple for the participating libraries to borrow and loan materials when inter-library delivery is included. Over time, other libraries clustered near one another may share an ILS.

Improved broadband service is also a priority for NLS and its members. NLS and its members are eager to participate in statewide efforts and plans for a statewide library broadband initiative.

NorthNet Library System
Budget FY 2013/14
SUMMARY

		LOC	COM	ADMIN	
3510	Interest Earned	-		2,000	2,000
3650	Contract Fee/Delivery	-			-
3661	Membership Fees	-		92,800	92,800
3668	State Library CLSA		343,351	85,837	429,188
3674	Member Reimbursement	150,000			150,000
	GRAND TOTAL REVENUES	150,000	343,351	180,637	**673,988**

		LOC	COM	ADMIN	

4212	Comm. - E Mail	-	600	-	600
4218	Postage	-	4,500		4,500
4219	Other Prof Serv	-		14,000	14,000
4220	Contractual Service	-	337,251	158,337	495,588
4230	Office Expense	-	1,000		1,000
4301	Insurance	-		1,700	1,700
4303	Travel & Metting			6,500	6,500
4373	Service Fees			100	100
4445	Purchases for Members	150,000			150,000
	GRAND TOTAL EXPENDITURES	150,000	343,351	180,637	**673,988**

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NorthNet Library System
Budget FY 2013/2014

LOCAL		**FY 12/13**	**FY 13/14**	
3674	Reimbursable Costs	115,105	150,000	database, OverDrive
3000	Budget Fund Balance	33,863		
	TOTAL REVENUES	**148,968**	**150,000**	
4445	Reimbursable-Library Expenses	148,968	150,000	
	TOTAL EXPENDITURES	**148,968**	**150,000**	

COMMUNICATION & DELIVERY				
3667	CLSA State Library	343,176	343,351	
	TOTAL REVENUES	**343,176**	**343,351**	
4212	Communication	1,216	600	conference calls, listserves,
4220	Contractual Services	341,960	337,251	Delviery, Website maint.
4230	Office Supplies		1,000	
4233	Postage		4,500	postage, UPS
	TOTAL EXPENDITURES	**343,176**	**343,351**	

ADMINISTRATION				
3000	Fund Balance	3,068		
3510	Interest Earned	1,500	2,000	
3661	Membership Fees	92,880	92,800	
3650	Delivery Cost	264,362		
3667	CLSA-State Library	85,794	85,837	
	TOTAL REVENUES	**447,604**	**180,637**	
4218	Postage	2,000		move to Comm & Delivery
4219	Other Prof Serv	15,756	14,000	audit
4220	Contractual Service	419,656	158,437	PLS Contract: $116,769
4230	Office Expense	2,000		move to Comm & Delivery
4301	Insurance	1,692	1,700	
4303	Travel & Meeting	6,500	6,500	annual meeting
4373	Service Fees		100	bank fees
	TOTAL EXPENDITURES	**447,604**	**180,637**	

NorthNet OverDrive Fee Proposal

Increase Capped at $700

Branch	2011/12 Checkouts	2012/13 (Partial Year) Checkouts	2011 to 2013 Total	Current	Proposed	+/-
Total Branches: 27						
Alpine County Library	194	302	496	$237	$300	$63
Benicia Public Library	2326	3350	5676	$1,145	$1,845	**$700**
Colusa County Library	108	90	198	$438	$300	-$138
Del Norte County Libra	563	469	1032	$655	$750	$95
Dixon Public Library	603	429	1032	$543	$750	$207
El Dorado County Libra	10470	12091	22561	$4,539	$5,239	$700
Folsom Public Library	5011	4840	9851	$2,082	$2,300	$218
Humboldt County Libra	3053	3753	6806	$3,702	$3,002	**-$700**
Lassen Library District	584	438	1022	$431	$750	$319
Lincoln Public Library	2788	3134	5922	$1,318	$2,018	**$700**
Modoc County Library	236	204	440	$364	$300	-$64
Mono County Library	624	529	1153	$701	$750	$49
Napa County Library	5061	7406	12467	$2,616	$2,300	-$316
Nevada County Library	8892	10225	19117	$3,431	$4,131	**$700**
Orland Free Library	584	517	1101	$408	$750	$342
Placer County Library	8993	10735	19728	$6,399	$6,000	-$399
Plumas County Library	1134	705	1839	$568	$1,268	**$700**
Roseville Public Library	7618	9169	16787	$3,693	$3,700	$7
Siskiyou County Library	939	1319	2258	$1,624	$1,500	-$124
Solano County Library	8391	10328	18719	$7,894	$7,194	-$700
St. Helena Public Librar	765	587	1352	$582	$750	$168
Sutter County Library	1453	1580	3033	$2,090	$1,500	-$590
Tehama County Library	1105	823	1928	$1,231	$1,500	$269
Trinity County Library	435	440	875	$546	$750	$204
Willows Public Library	267	137	404	$658	$300	-$358
Woodland Public Librar	1924	1969	3893	$1,605	$1,500	-$105
Yuba County Library	424	483	907	$1,850	$1,150	-$700
Total Branches: 27	Total Checkou	Total Checkouts: 86052				
				$51,350	$52,597	

	Libraries		
Under 500 checkouts	4	$ 300	$ 1,200
501 to 1500	8	$ 750	$ 6,000
1501 to 4000	5	$ 1,500	$ 7,500
4001 to 13000	5	$ 2,300	$ 11,500
13001 to 18000	1	$ 3,700	$ 3,700
18001 and up	4	$ 6,000	$ 24,000
	27		$ 53,900

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