

## NorthNet Library System Administrative Council Annual Meeting

**Martha Riley Community Library**  
**1501 Pleasant Grove Blvd., Roseville, CA**

**June 5, 2015**

**10 am – 1 pm**

### **Agenda**

- |               |  |                |              |
|---------------|--|----------------|--------------|
|               | 1. Welcome and Introductions   | Lightbody      |              |
|               | 2. Keynote talk by Susan Hildreth  |                | Attachment 1 |
|               | 3. Public invited to address the Council   | Lightbody      |              |
| <b>ACTION</b> | 4. Approval of the Agenda  | Lightbody      |              |
| <b>ACTION</b> | 5. Consent Calendar  | Lightbody      | Attachment 2 |
|               | A. Minutes of May 22, 2014 Meeting   |                |              |
|               | 6. Report of System Chair  | Lightbody      |              |
| <b>ACTION</b> | 7. Report of ad hoc Nominating Committee   | Perry/Zazueta  | Attachment 3 |
|               | A. Election of Chair,<br>Chair-Elect/Vice Chair and<br>Executive Committee members |                |              |
| <b>ACTION</b> | 8. FY 2015/16 CLSA Plan of Service   | Hildreth/Light | Attachment 4 |
|               | A. Plan of Service   |                |              |
|               | B. Delivery and Communications Allocations   |                |              |
|               | C. Use of C&D Funds for shared e-resources   |                |              |
| <b>ACTION</b> | 9. FY 2015/16 PLP Contract   | Hildreth       | Attachment 5 |
| <b>ACTION</b> | 10. FY 2015/16 NorthNet Library System Budget                                      | Light          | Attachment 6 |
|               | A. Membership Dues & Fees  |                |              |
|               | B. NLS Budget  |                |              |
|               | 11. Council members share information about use of NLS Staff Development grants.   |                |              |
|               | 12. Adjournment  | Lightbody      |              |

## RIISING TO THE CHALLENGE

### *Re-Envisioning Public Libraries*



*Expanding access to education, learning opportunities and social connections for all is one of the great challenges of our time. It is a challenge made more urgent by the rapid transition to a new economy in which knowledge and creativity are the drivers of productivity and economic growth, and information, technology and learning are central to economic performance and prosperity.*

*Public libraries are essential institutions for meeting this challenge.*

## STRATEGIES FOR SUCCESS

### 1. ALIGN LIBRARY SERVICES IN SUPPORT OF COMMUNITY GOALS

Public libraries that align their services to support local community goals will find the greatest opportunities for success in the years ahead. This will require a level of flexibility and adaptability to change as community needs change.

It will also require collaboration among libraries, policy makers and community partners to redefine the role of libraries as institutions that inspire learning, drive development, grow social capital and create opportunities.

### 2. PROVIDE ACCESS TO CONTENT IN ALL FORMATS

As the public library shifts from a repository for materials to a platform for learning and participation, its ability to provide access to vast amounts of content in all formats is vital. Libraries face two immediate major challenges in providing access to content in all forms:

- Being able to procure and share e-books and other digital content on the same basis as physical versions
- Having high capacity, easily scalable broadband technologies in every library that deliver and help to create content

Stakeholders must work together to find solutions to these challenges that meet the community's needs and work for content creators, publishers and the public.

### 3. ENSURE LONG-TERM SUSTAINABILITY OF PUBLIC LIBRARIES

Public libraries need to transform their service model to meet the demands of the knowledge society while securing a sustainable funding base for the future. Achieving this means libraries need to:

- Identify reliable revenue resources for both daily operations and long-term planning and investment
- Explore alternative governance structures and business models that maximize efficient and sustainable library operations and customer service
- Become more skilled at measuring outcomes rather than counting activities
- Balance the local and national library value proposition to consider economies of scale in a networked world without compromising local control

### 4. CULTIVATE LEADERSHIP

Leadership is needed to build communities and public libraries that thrive and succeed together. Every community needs a vision and a strategic plan, with input from all stakeholder groups. Key steps include

- improving communications with community leaders
- developing community champions
- strengthening intersections with diverse communities and communities of color
- reaching out to and engaging with young-professional organizations and demonstrating the collective impact of partners working together



## RIISING TO THE CHALLENGE

### *Re-Envisioning Public Libraries*

*Everyone has a stake in the healthy, engaged community that the public library helps to sustain. There are specific steps that individuals and organizations can take to set their communities and libraries on a path to success in the 21st century knowledge society.*

## 15 ACTION STEPS for LIBRARY LEADERS

1. Define the scope of the library's programs, services and offerings around community priorities, recognizing that this process may lead to choices and trade-offs.
2. Collaborate with government agencies at the local, state and federal levels around shared objectives. This includes partnerships with schools to drive learning and educational opportunities throughout the community.
3. Partner with local businesses, chambers of commerce and community colleges to provide access to curricula and resources, to technology and certification programs and to job search resources to maintain a highly skilled yet highly flexible workforce.
4. Engage the community in planning and decision making, and seek a seat at tables where important policy issues are discussed and decisions made.
5. Connect resources from other agencies or libraries to the library platform rather than reinventing the wheel or always going solo.
6. Develop partnerships and collaborations with other libraries and knowledge networks that can contribute to efficiencies, using the opportunities provided by digital technologies.
7. Support the concept of a national digital platform to share collections nationally while continuing to maintain a local presence and focus; participate in content-sharing networks and platforms.
8. Deploy existing resources in new ways.
9. Collaborate in negotiations with publishers on reasonably priced and easily accessible access to e-content and develop win-win solutions like "buy-it-now" options.
10. Provide mobile devices for in-library, in-community and at-home use.
11. Measure library outcomes and impacts to better demonstrate the library's value to the community and communicate these outcomes to key partners and policy makers.
12. Communicate the library's story of impact directly to the public, partners, stakeholders and policy makers. Include the new vision built on the library's people, place and platform assets.
13. Develop a richer online library experience and stronger competencies in using digital and social media to demonstrate the library's role in the digital transformation.
14. Change long-held rules and operating procedures that impede the development of the library's spaces and platform.
15. Take proactive and sustained steps to brand the library as a platform for community learning and development.

## RIISING TO THE CHALLENGE

### *Re-Envisioning Public Libraries*

*Everyone has a stake in the healthy, engaged community that the public library helps to sustain. There are specific steps that individuals and organizations can take to set their communities and libraries on a path to success in the 21st century knowledge society.*

## 15 ACTION STEPS for POLICYMAKERS

1. Use the authority of office to bring together community stakeholders to create a comprehensive strategic plan for the library and other knowledge institutions in the community.
2. Define libraries as part of the community's priority infrastructure along with other established infrastructure priorities such as schools, transportation and parks, and make sustainable, long-term funding that reflects the library's value to the community a budget priority.
3. Develop strategic alliances and partnerships with local library leaders to advance educational, economic and social goals.
4. Leverage the economic development potential of the public library as a community platform.
5. Make access to government information a model for curating open data.
6. Integrate librarians and state library agencies into development planning and policy making in all departments and at all levels of government.
7. Reduce barriers to libraries' ability to access some funding sources in authorizing and appropriations legislation.
8. Review state-level policies that affect the public library's ability to transform itself for the future.
9. Support a study on funding and governance structures for public libraries to identify strengths, weaknesses and opportunities that will lead to the development of stronger, more efficient public libraries.
10. Support and accelerate deployment of broadband, including high-speed, scalable broadband, to all libraries
11. Develop local, state and national plans to address digital readiness.
12. Promote the deployment of wireless hotspots in libraries and other public places, especially in economically disadvantaged and minority communities where there are fewer Wi-Fi hotspots, to access the library's platform anytime, anywhere.
13. Support rural and small libraries to ensure that all residents have access to world-class resources regardless of where they live.
14. Promote and invest in the infrastructure for a national digital platform that is scalable, flexible and serves diverse needs and new uses.
15. Be an informed champion for the library and what it offers in the community.



## RIISING TO THE CHALLENGE

### *Re-Envisioning Public Libraries*

*Everyone has a stake in the healthy, engaged community that the public library helps to sustain. There are specific steps that individuals and organizations can take to set their communities and libraries on a path to success in the 21st century knowledge society.*

## 15 ACTION STEPS for the COMMUNITY

1. Collaborate on the development of a comprehensive strategic plan for the community's information and knowledge ecosystem, including the library and other knowledge institutions in the community.
2. Develop strategic partnerships and alliances with public libraries around content or specific organizational or community needs.
3. Bring diverse expertise to bear on helping libraries create and share technology tools.
4. Connect knowledge resources in the community to the library's knowledge networks.
5. Participate in the library's platform for curating local history and culture.
6. Leverage the economic development potential of the public library as a community platform.
7. Bring resources, including financial resources and technical expertise, to partner with libraries where objectives align well.
8. Volunteer organizational and technical expertise to mentor and support learning that takes place in library spaces and on its platform, including in innovation labs (especially those aimed at youth), maker and hacker spaces and resource-rich coworking spaces.
9. Structure grant opportunities in ways that small and rural libraries can take advantage of them; for example, not always emphasizing cutting-edge technology.
10. Leverage foundation or corporate donations to public libraries through the creation of a public-private trust for libraries.
11. Support the deployment of broadband, Wi-Fi and digital literacy skills throughout the community, especially to economically disadvantaged, underserved and other special needs populations.
12. Advocate on behalf of the long-term sustainability of public libraries.
13. Collaborate with libraries in areas of mutual interest.
14. Explore the library's people, place and platform assets.
15. Support efforts to re-envision and rebrand the library as a vital community institution in the digital era.



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

[www.northnetlibs.org](http://www.northnetlibs.org)

DRAFT

## NorthNet Library System Administrative Council Meeting

Four Points by Sheraton Sacramento International Airport

May 22, 2014

### Attendees:

Rita Lovell	Alpine County Library	Jody Meza	Orland/Willows
Diane Smikahl	Benicia Public Library	Mary George	Placer County Library
Mel Lightbody	Butte County Library	Natasha Casteel	Roseville Public Library
Steve Arozena	Dixon Public Library	Nina Biddle	Sacramento Public Library
Katherine Miller	El Dorado County Library	Sarah Houghton	San Rafael Public Library
Lisa Dale	Folsom Public Library	Cindy DeLanty	Shasta County Libraries
Victor Zazueta	Humboldt County Library	Michael Perry	Siskiyou County Library
Christopher Veach	Lake County Library	Roger Clague	Solano Community College
Jeff Hawkins	Lassen Library District	Lynn Williams	Solano County Library
Sara Jones	Marin County Free Library	David Dodd	Sonoma County Library
Wally Clark	Mendocino County Library	James Ochsner	Sutter County Library
Cheryl Baker	Modoc County Library	Greta Galindo	Woodland Public Library
Danis Kreimeier	Napa County Library	Patty Wong	Yolo County Library
Laura Pappani	Nevada County Library		

Greg Lucas, State Librarian, California State Library

Jane Light, Peninsula Library System

Donna Truong, Peninsula Library System

Rosario Garza, other

Yvonne Chandler, University of North Texas - guest

**1. Welcome and Introductions:** Chair Michael Perry called the meeting to order at 10:05 a.m. and asked attendees to introduce themselves and include the name of their library.

**2. Keynote talk by State Librarian Greg Lucas:** Newly appointed State Librarian Lucas spoke about his first weeks in the position and his background and also answered questions from attendees.

**3. Public invited to address the Council:** None present.

**4. Approval of Agenda:** Moved by Baker, seconded by Williams, approved unanimously.

**5. Consent Calendar: Minutes of May 31, 2013 Meeting:** Moved by Baker, seconded by Lightbody, approved unanimously.

**6. Report of ad hoc Nominating Committee:** Committee Chair Mary George moved (no second required) nominations for FY14/15 – Chair Mel Lightbody, Chair-Elect/Vice Chair Lisa Dale and Executive Committee Members: Danis Kreimeier to fill a vacant position expiring in June 2015 and for 2-year terms Victor Zazueta, Mary George and Rita Lovell. Motion passed unanimously.

**7. FY 2014/15 CLSA Plan of Service**

- A. Plan of Service:** George moved, Zazueta seconded to approve the recommendation of the Steering Committee that the Plan of Service be approved by the Administrative Council. Motion passed unanimously.
- B. Communication and Delivery Allocations:** Light explained the Executive Committee's recommendation to allocate the NLS C&D funding among the public library members. The formula used was 50% of the total allocated to each of the members equally and 50% allocated based on population. Baker moved, and Dale seconded to approve the recommendation of the Executive Committee to allocate the CLSA C&D funds as described and included in the packet. Motion passed unanimously.
- C. Process for use of C&D Funds for Shared eBook Collections:**  
The Systems have recently been informed that they may include the costs of shared eBook collections as an allowable C&D expense. The State Library Liaison, Darla Gunning, has indicated that the eBooks must be shared by two or more member libraries and that the vendor contracts must be with the System and billed to the System.

Several members expressed interest in trying a shared Enki Library membership. There was general agreement that adding more vendors was attractive but should be done with care to allow for evaluation and ease of administration. In addition, some NLS members not now participating in the shared Overdrive account may wish to begin to do so now.

PLS will prepare a claim form for member libraries that will allow each to indicate how much of its allocation will go for delivery, communications, and shared eBook or ematerials collections.

Because the base CLSA budget may be modified by the State Legislature when the budget is finalized, the claim form will be sent only after the budget is signed and any additional allocations to the Systems are determined.

**8. FY 2014/15 Membership Dues and Fees.** Truong reviewed the membership dues and fees as recommended by the Executive Committee for approval by the Administrative Council and included in the meeting agenda packet as Attachment 4. Base dues and the formula for determining each member's based on population and budget remain the same and have been adjusted up or down for the members depending on the most current

information available from the State Library. Member fees vary according to the participation by the member in System delivery contracts, the Overdrive shared contract, and shared databases. Hawkins moved and Williams seconded approval. Motion passed unanimously.

**9. FY 2014/15 PLS Contract:** Truong reviewed the scope of administrative and fiscal services and the contract amount of \$123,627.24.

Williams moved, Baker seconded, to approve the Steering Committee recommendation that the PLS contract be approved. Motion passed unanimously.

Members suggested that the Executive Committee review the scope of services for FY 2015/16 and perhaps make reductions. Other members requested different types of communications to the membership including information about activities of other members, and perhaps the development of a brochure or document about the benefits of membership to the libraries and to their users. Lightbody indicated that she will follow up with the Executive Committee.

**10. FY 2014/15 NorthNet Library System Budget:** Smikahl moved, Casteel seconded to approve the NLS budget included in the agenda packet as recommended by the Executive Committee. Motion passed unanimously.

**11. Change in Overdrive/eBook Coordinators:** Dale stated that she and Amos have been coordinating the shared Overdrive collection for several years. They propose that this responsibility should rotate among the directors of the participating libraries and suggest that a new coordinator work for the coming fiscal year with Dale and then in the following year that Dale would be replaced by another director. Each director would serve two years, with overlapping terms for continuity. Amos will focus her efforts on planning for adding Enki Library or any other additional vendors to the shared collections given the ability of using C&D funds for shared eBook collections.

**12. NLS Innovation Grant Results Presentations:** Zazueta, Lightbody and Miller (representing El Dorado County Library) gave brief presentations about the results of the Innovation grants their libraries received in FY 12/13.

**13. Adjournment:** Perry adjourned the meeting at 1:50 p.m.





To: NLS Council of Librarians

From: Ad hoc Nominating Committee (Michael Perry, Victor Zazueta, Erin Francoeur)

Subject: Nominations for Executive Committee and FY15/16 Officers

Date: April 3, 2015

We nominate the current officers to serve for another year, FY15/16:

Past Chair: Michael Perry, Siskiyou County Library

Chair: Melanie Lightbody, Butte County Library

Lisa Dale, Folsom Public Library

For 2 year terms ending 6/30/17 as Executive Committee members:

Natasha Casteel, Roseville Public Library (2<sup>nd</sup> Term)

Danis Kreimeier, Napa County Library (2<sup>nd</sup> Term)

Erin Francoeur, Shasta County Library (1<sup>st</sup> Term)

Continuing to serve on the Executive Committee with terms ending 6/30/16 are:

Victor Zazueta, Humboldt County Library

Rita Lovell, Alpine County Library

Mary George, Placer County Library

## System Information

### FY 2015/16

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

<b>Underserved Population</b>	<b>Number</b>	<b>Percentage of Total Population</b>
Economically Disadvantaged (Below poverty level)	699,592	14.87%
Institutionalized	116,390	02.47%
Aged (65+)	656,573	13.96%
Children & Youth:	290,980	06.19%
• Under 5		
• 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	250,753	05.33%
• Black		
• 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



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

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

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2015/16  
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: NorthNet Library System

<p><b>(a) Personnel</b> (Attach job descriptions)</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Classification</th> <th style="text-align: center;">FTE/No. of Positions</th> <th style="text-align: right;">Salary</th> <th style="text-align: right;">Benefits</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Executive Director</td> <td align="center">.046/1</td> <td align="right">\$ 8,832</td> <td align="right">\$ 2,368</td> <td align="right">\$ 11,200</td> </tr> <tr> <td>Coordinator</td> <td align="center">.185/1</td> <td align="right">\$ 28,800</td> <td align="right">\$</td> <td align="right">\$ 28,800</td> </tr> <tr> <td>Office Manager</td> <td align="center">.185/1</td> <td align="right">\$ 13,663</td> <td align="right">\$ 5,149</td> <td align="right">\$ 18,812</td> </tr> <tr> <td>Finance Director(partial pay)</td> <td align="center">.173/1</td> <td align="right">\$ 25,559</td> <td align="right">\$</td> <td align="right">\$ 25,559</td> </tr> <tr> <td><b>Total (a):</b></td> <td align="center"><b>.589/1</b></td> <td align="right"><b>\$ 76,854</b></td> <td align="right"><b>\$ 7,517</b></td> <td align="right"><b>\$ 84,371</b></td> </tr> </tbody> </table>	Classification	FTE/No. of Positions	Salary	Benefits	Total	Executive Director	.046/1	\$ 8,832	\$ 2,368	\$ 11,200	Coordinator	.185/1	\$ 28,800	\$	\$ 28,800	Office Manager	.185/1	\$ 13,663	\$ 5,149	\$ 18,812	Finance Director(partial pay)	.173/1	\$ 25,559	\$	\$ 25,559	<b>Total (a):</b>	<b>.589/1</b>	<b>\$ 76,854</b>	<b>\$ 7,517</b>	<b>\$ 84,371</b>	<p><b>(b) Operations</b></p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:80%;">1. Office Supplies</td> <td align="right">\$ 1,200</td> </tr> <tr> <td>2. Duplication/Photocopy</td> <td align="right">\$</td> </tr> <tr> <td>3. Travel</td> <td align="right">\$</td> </tr> <tr> <td>4. Training</td> <td align="right">\$</td> </tr> <tr> <td>5. e-Resources</td> <td align="right">\$</td> </tr> </tbody> </table>	1. Office Supplies	\$ 1,200	2. Duplication/Photocopy	\$	3. Travel	\$	4. Training	\$	5. e-Resources	\$
Classification	FTE/No. of Positions	Salary	Benefits	Total																																					
Executive Director	.046/1	\$ 8,832	\$ 2,368	\$ 11,200																																					
Coordinator	.185/1	\$ 28,800	\$	\$ 28,800																																					
Office Manager	.185/1	\$ 13,663	\$ 5,149	\$ 18,812																																					
Finance Director(partial pay)	.173/1	\$ 25,559	\$	\$ 25,559																																					
<b>Total (a):</b>	<b>.589/1</b>	<b>\$ 76,854</b>	<b>\$ 7,517</b>	<b>\$ 84,371</b>																																					
1. Office Supplies	\$ 1,200																																								
2. Duplication/Photocopy	\$																																								
3. Travel	\$																																								
4. Training	\$																																								
5. e-Resources	\$																																								
<p><b>(b) Operations</b> (continued)</p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:40%;">6. Contract Services (specify)</td> <td align="right">\$ 333,886</td> </tr> <tr> <td>    <u>Delivery Services</u></td> <td></td> </tr> <tr> <td>7. Telecommunications (specify)</td> <td align="right">\$ 600</td> </tr> <tr> <td>    <u>Listserves</u></td> <td></td> </tr> <tr> <td>8. Indirect Costs/Fiscal Agent Fee     (provide description of services received)     <b>Do Not Include System Indirect (pc&amp;e)</b></td> <td align="right">\$</td> </tr> <tr> <td>9. Other: (specify)</td> <td align="right">\$ 1,800</td> </tr> <tr> <td>    <u>Postages, UPS</u></td> <td></td> </tr> <tr> <td align="right"><b>Total (b):</b></td> <td align="right"><b>\$ 337,486</b></td> </tr> </tbody> </table>	6. Contract Services (specify)	\$ 333,886	<u>Delivery Services</u>		7. Telecommunications (specify)	\$ 600	<u>Listserves</u>		8. Indirect Costs/Fiscal Agent Fee (provide description of services received) <b>Do Not Include System Indirect (pc&amp;e)</b>	\$	9. Other: (specify)	\$ 1,800	<u>Postages, UPS</u>		<b>Total (b):</b>	<b>\$ 337,486</b>	<p><b>(c) Capital Outlay</b></p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:80%;">Equipment (specify)</td> <td align="right">\$</td> </tr> <tr> <td>    _____</td> <td></td> </tr> <tr> <td>Equipment Replacement Revolving Fund</td> <td align="right">\$</td> </tr> <tr> <td align="right"><b>Total (c):</b></td> <td align="right"><b>\$</b></td> </tr> </tbody> </table>	Equipment (specify)	\$	_____		Equipment Replacement Revolving Fund	\$	<b>Total (c):</b>	<b>\$</b>																
6. Contract Services (specify)	\$ 333,886																																								
<u>Delivery Services</u>																																									
7. Telecommunications (specify)	\$ 600																																								
<u>Listserves</u>																																									
8. Indirect Costs/Fiscal Agent Fee (provide description of services received) <b>Do Not Include System Indirect (pc&amp;e)</b>	\$																																								
9. Other: (specify)	\$ 1,800																																								
<u>Postages, UPS</u>																																									
<b>Total (b):</b>	<b>\$ 337,486</b>																																								
Equipment (specify)	\$																																								
_____																																									
Equipment Replacement Revolving Fund	\$																																								
<b>Total (c):</b>	<b>\$</b>																																								
	<p><b>(d) Anticipated Current (2014/15) Year-end Balance in the Equipment Revolving Fund</b></p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td align="right"></td> <td align="right">\$ 180,099</td> </tr> <tr> <td align="right"><b>Total of (a), (b), (c):</b></td> <td align="right"><b>\$ 421,857</b></td> </tr> </tbody> </table>		\$ 180,099	<b>Total of (a), (b), (c):</b>	<b>\$ 421,857</b>																																				
	\$ 180,099																																								
<b>Total of (a), (b), (c):</b>	<b>\$ 421,857</b>																																								

## 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) <sup>1</sup>	84,371
TOTAL	421,857

<sup>1</sup>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

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.

<b>CLSA Allocation of CLSA C&amp;D/e-Books/boardband \$ FY 15/16</b>				
		<b>%50 of CLSA</b>	<b>50% base on</b>	<b>TOTAL</b>
	<b>Population</b>		<b>population</b>	<b>CLSA</b>
		<b>165,743.00</b>	<b>165,743.00</b>	<b>Allocation</b>
Alpine County Library/Archives	1,097	4,042.51	38.70	4,081
Belvedere-Tiburon Library	11,149	4,042.51	393.30	4,436
Benicia Public Library	26,919	4,042.51	949.61	4,992
Butte County Library	221,273	4,042.51	7,805.77	11,848
Colusa County Free Library	21,690	4,042.51	765.15	4,808
Del Norte County Library District	28,429	4,042.51	1,002.88	5,045
Del Norte County Library District	26,844	4,042.51	946.97	4,989
El Dorado County Library	180,712	4,042.51	6,374.91	10,417
Folsom Public Library	72,725	4,042.51	2,565.49	6,608
Humboldt County Library	134,587	4,042.51	4,747.78	8,790
Lake County Library	63,266	4,042.51	2,231.81	6,274
Larkspur Public Library	12,058	4,042.51	425.37	4,468
Lassen Library District	34,167	4,042.51	1,205.30	5,248
Lincoln Public Library	43,572	4,042.51	1,537.07	5,580
Marin County Free Library	139,500	4,042.51	4,921.09	8,964
Mendocino County Library	87,572	4,042.51	3,089.25	7,132
Mill Valley Public Library	14,172	4,042.51	499.94	4,542
Modoc County Library	9,566	4,042.51	337.46	4,380
Mono County Free Library	14,391	4,042.51	507.67	4,550
Napa County Library	132,380	4,042.51	4,669.92	8,712
Nevada County Library	97,182	4,042.51	3,428.25	7,471
Orland Free Library	14,778	4,042.51	521.32	4,564
Placer County Library	189,696	4,042.51	6,691.84	10,734
Plumas County Library	22,870	4,042.51	806.78	4,849
Roseville Public Library	122,060	4,042.51	4,305.87	8,348
Sacramento Public Library	1,362,428	4,042.51	48,061.87	52,104
San Anselmo Public Library	12,426	4,042.51	438.35	4,481
San Rafael Public Library	58,305	4,042.51	2,056.80	6,099
Sausalito Public Library	7,138	4,042.51	251.80	4,294
Shasta Public Libraries	177,823	4,042.51	6,273.00	10,316
Siskiyou County Free Library	44,639	4,042.51	1,574.71	5,617
Solano County Library	360,023	4,042.51	12,700.40	16,743
Sonoma County Library	487,011	4,042.51	17,180.11	21,223
St. Helena Public Library	5,875	4,042.51	207.25	4,250
Sutter County Library	95,065	4,042.51	3,353.57	7,396
Tehama County Library	63,177	4,042.51	2,228.67	6,271
Trinity County Free Library	13,722	4,042.51	484.07	4,527
Willows Public Library	13,344	4,042.51	470.73	4,513
Woodland Public Library	55,646	4,042.51	1,963.00	6,006
Yolo County Library	146,487	4,042.51	5,167.57	9,210
Yuba County Library	72,615	4,042.51	2,561.61	6,604
	4,698,379.00	165,743.00	165,743.00	331,486.00

# NORTHNET LIBRARY SYSTEM - STATE OF CALIFORNIA

## STANDARD AGREEMENT

THIS AGREEMENT, made and entered into this Twenty-ninth (29<sup>th</sup>) day of May, 2015, by and between Pacific Library Partnership hereinafter called the Contractor, and NorthNet Library System, 2471 Flores Street, San Mateo, CA 94403, hereinafter called "NLS."

WITNESS: That Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of NLS hereinafter expressed does hereby agree to furnish to NLS services and materials as follows and/or as described on exhibits attached to and incorporated herein.

Administrative and fiscal management services  
as described in attached *Exhibit A*

CONTRACT PERIOD will be from July 1, 2015 to June 30, 2016.

COMPENSATION: A fee of \$124,641.00 will be charged for the above services/materials. Additional compensation will be charged for additional services as requested.

ADDITIONAL PROVISIONS: Automatic renewal for second year unless second year is cancelled by either party by December 31, 2015. Compensation for second year will be approved by NLS Executive Committee in Spring 2016. NLS EC will participate in hiring system coordinator subcontractor.

Either party may terminate this agreement at any time by giving the other party a ninety (90) day written notice of such sooner termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

### ***Pacific Library Partnership***

### ***NorthNet Library System***

\_\_\_\_\_  
***Chair, Administrative Council***

\_\_\_\_\_  
***NLS Chair***

\_\_\_\_\_  
***Address***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***City, State, Zip***

\_\_\_\_\_  
***Tax ID No.***

\_\_\_\_\_  
***Executive Director***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Date***

**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

<b>.5 FTE</b>	<b>Administration</b>	<b>67,340.00</b>
System Director	8 hours/month <i>Distribute legislative, CLSA and other State Library correspondence, pursue funding opportunities, represent and advocate for NLS regionally and statewide</i>	11,200.00
Coordinator	32 hours/month <i>Prepare agenda together with Executive Council committee, take Council and Executive minutes, work with CalPers related issues, Prepare plan of service and annual reports</i>	28,800.00
Office Manager	32 hours/month <i>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.</i>	18,812.00
Secretary	15 hours/month <i>Prepare system contracts, processes mail, mail ILL materials, coordinate form 700s, annual summer reading program</i>	8,528.00
<b>.334 FTE</b>	<b>Fiscal</b>	<b>44,970.00</b>
Finance Director	30 hours/month <i>Prepare/monitor budget, authorize and approve payments prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database renewal, review delivery contracts/services</i>	31,802.00
Account Clerk	28 hours/month <i>Process payables weekly, prepare invoices, prepare deposits</i>	13,168.00
	<b>Mileage</b>	<b>1,000.00</b>
	<b>Total</b>	<b>113,310.00</b>
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
<b>TOTAL =.834 FTE</b>	<b>Grand Total</b>	<b>\$124,641.00</b>



NorthNet Libraries Dues and Fees 2015/2016											
Library	Population	Budget	Base Dues	Delivery Admin	OverDrive Admin	Database Admin	Total Member Dues	Delivery	OverDrive	Database	TOTAL Dues & Fees
Alpine	1,097	\$ 234,211	\$ 500	\$ -	\$ 24	\$ 11	\$ 535		\$ 237	\$ 111	\$ 883
Bel-Tib	11,149	\$ 1,778,384	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000				\$ 1,000
Benicia	26,919	\$ 1,935,722	\$ 1,000	\$ 1,327	\$ 115	\$ -	\$ 2,442	\$ 13,271	\$ 1,145		\$ 16,858
Butte	221,273	\$ 2,923,884	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Colusa	21,690	\$ 828,810	\$ 500	\$ 453	\$ 44	\$ 42	\$ 1,038	\$ 4,528	\$ 438	\$ 415	\$ 6,419
Del Norte	28,429	\$240,142	\$ 500	\$ -	\$ 66	\$ -	\$ 566		\$ 655		\$ 1,221
Dixon	26,844	\$942,128	\$ 500	\$ 639	\$ 54	\$ -	\$ 1,193	\$ 6,390	\$ 543		\$ 8,126
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
El Dorado	180,712	\$3,346,138	\$ 3,000	\$ 226	\$ 454	\$ -	\$ 3,680	\$ 2,264	\$ 4,539		\$ 10,483
Folsom	72,725	\$1,309,156	\$ 1,000	\$ 906	\$ 208	\$ -	\$ 2,114	\$ 9,056	\$ 2,082		\$ 13,252
Humboldt	134,587	\$3,239,223	\$ 3,000	\$ -	\$ 370	\$ -	\$ 3,370		\$ 3,702		\$ 7,072
Lake Cty	63,266	\$1,033,986	\$ 1,000	\$ 2,791	\$ -	\$ -	\$ 3,791	\$ 27,913			\$ 31,704
Larkspur	12,058	\$728,589	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
Lassen	34,167	\$125,079	\$ 500		\$ 43	\$ -	\$ 543		\$ 431		\$ 974
Lincoln	43,572	\$496,713	\$ 500	\$ 226	\$ 132	\$ 71	\$ 929	\$ 2,264	\$ 1,318	\$ 712	\$ 5,223
Marin	139,500	\$12,353,820	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000				\$ 4,000
Mendocino	87,572	\$1,347,419	\$ 1,000	\$ 4,350	\$ -	\$ -	\$ 5,350	\$ 43,501			\$ 48,851
Mill Valley	14,172	\$2,030,753	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Modoc	9,566	\$288,413	\$ 500	\$ -	\$ 36	\$ -	\$ 536		\$ 364		\$ 900
Mono	14,391	\$1,108,188	\$ 1,000	\$ -	\$ 70	\$ 50	\$ 1,120		\$ 701	\$ 496	\$ 2,317
Napa County	132,380	\$6,571,368	\$ 4,000	\$ 3,613	\$ 262	\$ -	\$ 7,875	\$ 36,130	\$ 2,616		\$ 46,621
Napa College			\$ 500	\$ 397	\$ -	\$ -	\$ 897	\$ 3,968			\$ 4,865
Nevada	97,182	\$2,255,903	\$ 2,000	\$ -	\$ 343	\$ 162	\$ 2,506		\$ 3,431	\$ 1,624	\$ 7,561
Orland	14,778	\$267,816	\$ 500	\$ -	\$ 41	\$ -	\$ 541		\$ 408		\$ 949
Placer	189,696	\$5,767,909	\$ 4,000	\$ 226	\$ 640	\$ -	\$ 4,866	\$ 2,264	\$ 6,399		\$ 13,529
Plumas	22,870	\$625,645	\$ 500	\$ -	\$ 57	\$ 99	\$ 656		\$ 568	\$ 992	\$ 2,216
Roseville	122,060	\$3,104,308	\$ 3,000	\$ 226	\$ 369	\$ 213	\$ 3,809	\$ 2,264	\$ 3,693	\$ 2,134	\$ 11,900
Sacramento	1,362,428	\$31,397,782	\$ 5,000	\$ 1,132	\$ -	\$ -	\$ 6,132	\$ 11,320	\$ -		\$ 17,452
Sacramento Law			\$ 500				\$ 500				\$ 500
St. Helena	5,875	\$1,184,025	\$ 1,000	\$ 971	\$ 58	\$ -	\$ 2,029	\$ 9,705	\$ 582		\$ 12,316
San Anselmo	12,468	\$694,096	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
San Rafael	58,305	\$3,150,897	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000				\$ 3,000
				\$ -	\$ -	\$ -	\$ -				\$ -
Sausalito	7,138	\$747,651	\$ 500	\$ -	\$ -	\$ -	\$ 500				\$ 500
Shasta	177,823	\$1,884,785	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000				\$ 2,000
Siskiyou	44,639	\$284,701	\$ 500	\$ -	\$ 162	\$ 251	\$ 913		\$ 1,624	\$ 2,509	\$ 5,046
Solano College			\$ 500	\$ 187	\$ -	\$ -	\$ 687	\$ 1,872			\$ 2,559
Solano	360,023	\$14,506,913	\$ 5,000	\$ 3,433	\$ 789	\$ -	\$ 9,223	\$ 34,333	\$ 7,894		\$ 51,450
Sonoma	487,011	\$15,766,898	\$ 5,000	\$ 2,898	\$ -	\$ -	\$ 7,898	\$ 28,975			\$ 36,873
Sutter	95,065	\$1,286,332	\$ 1,000	\$ 906	\$ 209	\$ 162	\$ 2,277	\$ 9,056	\$ 2,090	\$ 1,624	\$ 15,047
Tehama	63,177	\$524,529	\$ 500	\$ -	\$ 123	\$ -	\$ 623		\$ 1,231		\$ 1,854
Trinity	13,722	\$294,965	\$ 500	\$ -	\$ 55	\$ -	\$ 555		\$ 546		\$ 1,101
Willows	13,344	\$226,231	\$ 500	\$ -	\$ 66	\$ -	\$ 566		\$ 658		\$ 1,224
Woodland	55,646	\$1,106,871	\$ 1,000	\$ 906	\$ 161	\$ -	\$ 2,066	\$ 9,056	\$ 1,605		\$ 12,727
Yolo	146,487	\$5,419,317	\$ 4,000	\$ 453	\$ -	\$ -	\$ 4,453	\$ 4,528			\$ 8,981
Yuba	72,615	\$501,267	\$ 500		\$ 185	\$ -	\$ 685		\$ 1,850		\$ 2,535
Total	4,698,421	133,860,967	\$ 70,500	\$ 26,266	\$ 5,135	\$ 1,062	\$ 102,963	\$ 262,658	\$ 51,350	\$ 10,617	\$ 427,588
	Source: California Library Statistics										
	2011-2012 budget (State Library website)										
	Base Dues										
	Under 100,000 Pop. And Under \$1,000,000 Budget				\$500						
	Under 300,000 Pop. And Under \$2,000,000 Budget				\$1,000						
	Under 300,000 Pop. And Under \$3,000,000 Budget				\$2,000						
	Under 200,000 Pop. And Over \$3,000,000 Budget				\$3,000						
	Under 300,000 Pop. And Over \$5,000,000 Budget				\$4,000						
	Over 300,000 Pop. or \$5,000,000 Budget				\$5,000						
	Fees	10% admin fee									
	Delivery, Database and OverDrive										

# NorthNet Library System

Budget FY 2015/16

## SUMMARY

		LOCAL	COMMUNICATION & DELIVERY	ADMIN	
3510	Interest Earned			500	500
3661	Membership Fees			104,180	104,180
3667	State Library CLSA		337,486	84,371	421,857
3668	LSTA-Indirect			4,753	4,753
3674	Member Reimbursement	150,000	150,000		300,000
GRAND TOTAL REVENUES		150,000	487,486	193,804	<b>831,290</b>

4212	Comm. - E Mail		800		800
4218	Postage		1,800		1,800
4219	Other Prof Serv			11,000	11,000
4220	Contractual Service		483,686	169,254	652,940
4230	Office Expense		1,200		1,200
4301	Insurance			2,500	2,500
4303	Travel & Meeting			11,000	11,000
4373	Service Fees			50	50
4445	Purchases for Members	150,000			150,000
GRAND TOTAL EXPENDITURES		150,000	487,486	193,804	<b>831,290</b>

**NorthNet Library System  
Budget FY 2015/2016**

**LOCAL**

		<b>FY 14/15</b>	<b>FY 15/16</b>	
3674	Reimbursable Costs	150,000	150,000	Gale databases
3000	Budget Fund Balance			OverDrive Collection
	<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>150,000</b>	
4445	Reimbursable-Library Expense	150,000	150,000	Gale databases
				OverDrive Collection
	<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>150,000</b>	

**COMMUNICATION & DELIVERY**

3667	CLSA State Library	541,770	337,486	
3674	Reimbursable Costs	190,000	150,000	from NBCLS & MVLS members for deliveries
	<b>TOTAL REVENUES</b>	<b>731,770</b>	<b>487,486</b>	
4212	Communication	600	800	conference calls, listserves,
4220	Contractual Services	524,471	483,686	Delivery for MVLS and NBCLS, Website support, CLSA Allocation for members
4230	Office Supplies	1,200	1,200	
4233	Postage	3,200	1,800	postage, UPS
	<b>TOTAL EXPENDITURES</b>	<b>529,471</b>	<b>487,486</b>	

**ADMINISTRATION**

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)
	<b>TOTAL REVENUES</b>	<b>218,139</b>	<b>193,804</b>	
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
	<b>TOTAL EXPENDITURES</b>	<b>218,139</b>	<b>193,804</b>	