

**NorthNet Library System
Steering Committee
Sustainability Budget Planning Retreat, May 3-4, 2011
Agenda**

Sheraton Four-Points Hotel
4900 Duckhorn Drive
Sacramento, CA 95834
(916) 263-9000
www.fourpointssacramentoairport.com

Tuesday, May 3

9:00 – 9:30 Arrival, Refreshments, Getting Settled

9:30 – 10:00 Introduction

ACTION Adoption of Ground Rules, Parking Lot

ACTION Review and Approval of the Agenda
Anticipated Retreat Outcomes

10:00 – 11:15 Fundamentals of the NorthNet Library System

Review of the Manifesto

Consideration of NLS Values and Value Statements

ACTION Alignment of NLS Values with NLS Member Priorities

11:15 – 11:30 BREAK

11:30 – 12:30 Budget Information Presentation, including information

requested of members in preparation for the Retreat

What additional information are people requiring/have requested

to engage in a zero-based budget discussion and options considerations?

What additional options exist for local revenues that are currently not
being dedicated to services?

12:30 – 1:15 LUNCH

1:15 – 2:30 Discussion of Budget Issues in Relation to Values and Priorities, including
consideration of budget, services, staffing and structure

1. Zero-Based Budget – given no funding from the State in 2011/12, what
choices would NLS need to consider in terms of current obligations,
service priorities and staffing?

2. If added local funds could be included into the system budget with no State funding, how would that impact NLS?
3. Provided that the State “is committed to helping avoid Systems shutting down completely,” what is the minimal level of state support required to avoid shutting down NLS? to provide basic priority services?
4. What options exist for use of LSTA funds should state funds not exist or be insufficient? Does NLS have potential projects it could launch that could offset some of the impact of reduction in state funds?

2:30 – 2:45 BREAK

2:45 – 4:45 Continuation of Budget Issues Discussion
 Review of NLS Strategic Plan, and discussion of impact of modifications necessary with removal/reduction of state funding?
 Discussion of Major Unresolved Issues that have emerged as a result of discussions so far.
 Small Group work on each major issue with intent to identify ways to engage all NLS membership in their resolution, and develop processes needed to occur between now and the September Retreat to enable consensus on a plan of service.

ACTION Group Report Out, Discussion, Consideration of and Recommendations for Next Steps
 Review of Parking Lot Issues, Unanswered Questions, Unmet Needs
 Review of the Day’s work and reconsideration of tomorrow’s agenda

4:45 ADJOURN FOR THE DAY

DINNER ON YOUR OWN

Wednesday, May 4

8:30 – 9:00 Continental Breakfast

9:00 – 9:30 Review of the Agenda, Review of the Materials from May 3 and identify where additional discussion is needed,

ACTION Agenda Revision to Achieve desired outcomes

9:30 – 10:45 Budget Discussion

ACTION Budget for Plan of Service and Options for the First Quarter 2011/12
 Budget Revenue/Expenditures
 Review of Budget Materials, including options for draft budget for no state funding and no additional local funding support for NLS

no state funding with additional local funding support
partial state funding (XX%) with continued LSTA funding
full state funding at current year levels

10:45 – 11:00 BREAK

11:00– 12:00 Continuation of Budget Discussion
ACTION Draft budget for the First quarter of 2011/12

12:00 – 12:45 LUNCH

12:45 – 1:00 Assess Remaining Work to be Accomplished During the Retreat

1:00 – 2:30 Review work as it now stands and what remains to be done to submit
plan of service
Identify/review items-issues-work to be undertaken in preparation for
the Retreat of the full Council

ACTION Next Steps – Other Business for the Good of the Cause

2:30 ADJOURN

Ground Rules

The following are draft ground rules for the NLS Steering Committee Sustainability Budget Retreat. Each participant must agree to conduct him/herself in accordance with these behaviors and be willing to hold him/herself accountable as an individual.

- The role and participation of those who are not members of the Steering Committee is equal and open, and all present have equal ability to speak and be heard. The facilitator will enable all participants to speak with equal voice. Voting in all of its aspects is restricted to Steering Committee members.
- Be personally responsible for monitoring your behavior and be respectful of each other.
- Assume good intentions and ask questions rather than assuming answers or outcomes.
- Be in the meeting when it is in session, including putting cell phones and other communications devices on vibrate and away during meetings.
- Treat yourself and others well – you are doing hard work, and you deserve fair treatment and a supportive work environment.
- Respect different learning, communication, and conflict resolution styles.
- Keep your comments concise and productive.
- Commit to helping each other succeed and to the success of the retreat.
- Share your thoughts openly and directly and in the meeting, asking questions for clarification.
- Listen well and do your best to stay on topic.
- Take responsibility for tangents, and be willing to use the parking lot for issues that are appropriate for later consideration and discussion.
- Respect the speaker and allow him/her to complete his/her thoughts without interruption or side conversations.
- Turn objections into design issues without throwing up brick walls that block serious discussion. Not every discussion is an easy one.
- Apathy, hopelessness, cynicism and silence impede our working together. Do your best to be realistic and critical, as well as being caring, constructive, and optimistic.

Our Manifesto

We seek a consolidated organization that...

- Benefits all the people we serve
- Benefits our staff, especially through training
- Enables us to do things we cannot do on our own
- Provides more services
- Brings more equity
- Is nimble and responsive
- Provides a better means of resource sharing and delivery
- Gives us a stronger voice with the state, vendors, etc.
- Leads the way; is a model system for others
- Creates greater visibility for us; enables us to market ourselves
- Achieves economies of scale
- Is forward-thinking
- Is successful and seamless in the provision of services (to constituents and staff)
- Works for all members; large and small, rural and urban, special, academic and school
- Is affordable

Northnet Library System

Mission - a precise description of what an organization does. It should describe the business the organization is in. It is a definition of “why” the organization exists currently. Each member of an organization should be able to verbally express this mission.

The Northnet Library System improves the services of its constituent member libraries by ensuring that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing.

Values - traits or qualities that are considered worthwhile; our highest priorities and deeply held driving forces. Value statements are grounded in values and define how people want to behave with each other in the organization.

Our Values

NLS:

- Is nimble and responsive
- Benefits all the people we serve
- Is equitable
- Works for all members; large and small, rural and urban, special, academic and school
- Is affordable
- Is a leader
- Is forward-thinking
- Is seamless in the provision of services
 - Enables us to do things we cannot do on our own

- Keeps members informed and solicits their opinions -- has a staff and a governance structure with a strong communication element that works to keep all members "in the loop."
- Benefits our staff through networking and communities of interest
- Creates greater visibility for us; enables us to market ourselves
- Gives us a stronger voice

Strategies - the broadly defined four or five key approaches the organization will use to accomplish its mission and drive toward the vision.

Goals - enable you to accomplish each of your strategies. Goals should be SMART: specific, measurable, achievable, realistic and time-based.

- The NLS will achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the three systems.

Goal 1: Databases

- The NLS will facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broader geographic area.
- The NLS will enable each member to be more responsive to the changing needs and expectations of its community.

- The NLS will create a common approach to marketing and public relations and have a shared capability for this work.

- The NLS will enable resource sharing to work better and more seamlessly.

Goal 1: Connect libraries that are not part of a resource sharing network

- The NLS will allow member libraries to have a stronger, more effective and unified voice.

- The NLS will capitalize on the talents and competencies of a larger group of member library staff and increase the opportunity to share and learn from each other.

Goal 1: Staff training workshops

- The NLS will collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.

Goal 1: Participate in grant for investigation of open source software

- The NLS will extend the network and communities of practices among the people who work in the member libraries.

Goal 1: Provide software to facilitate networking

Strategies and Goals
Reviewed and Approved
NorthNet Library System
Council Meeting
May 14, 2010

Activities undertaken and completed to date in order to achieve goals are noted in dark blue font.

The NLS will:

I. Enable resource sharing to work better and more seamlessly.

- Goal 1: Connect libraries that are not part of a resource sharing network.
January 1, 2011 Plumas & Del Norte Counties went live on a shared KOHA ILS platform. Trinity County will join the platform in April, and Siskiyou County by July 2011.
- Goal 2: Manage a library system that meets the needs of member libraries and is cost effective. Managing URSA system, coordinating a KOHA shared ILS implementation, and contracting with OCLC for a group catalog. Restructured delivery in North State region to reduce cost and increase efficiency of ILL turn around time.

II. Create a common approach to marketing, public relations and advocacy; have a shared capability for this work allowing member libraries to have a stronger, more effective and unified voice.

- Goal 1: Create a logo (*done*) and a brand for the NLS system.
- Goal 2: Communicate regularly with the State Library informing them of the needs and concerns of NLS.
Surveyed members for needs assessment information for system wide LSTA grant. Shared the results with the State Library. State Library LDS Consultant Linda Springer attends NLS Steering Committee, NLS Council, and other meetings. Additionally created a webpage on the NLS website that provides links to a variety of marketing, public relations & advocacy resources. Also links to database support (marketing) materials are available on the page.
http://northnet.stage.chillco.com/New_Info_Member_Libraries
Also an e-newsletter has been published twice since January 1, 2011.

III. Achieve economies of scale by investing in a set of shared resources for programs and services benefiting people served by the communities in the three systems as well as pooling resources to support research and development of new initiatives.

- Goal 1: Participate in grants for investigation of open source software and databases. Installation of a KOHA system in four libraries was funded with an LSTA grant. An LSTA grant funded a license for the *Job and Career Accelerator* database for all members and a shared OverDrive platform for 26 libraries.
- Goal 2: Participate in grants made available through the American Recovery and Reinvestment Act (ARRA)
Have encouraged and assisted members with applications. Six libraries in the Mountain Valley region will receive a broadband connection at their HQ through a BTOP grant.
- Goal 3: Participate in grants from various sources when appropriate.

IV. Increase training opportunities and capitalize on the talents and competencies of a larger group of member library staff as well as extend the network and communities of practice among the people who work in the member libraries.

- Goal 1: Provide software to facilitate networking.
WebEx is available to use for all appropriate system activities.
- Goal 2: Create a structure to support needs of communities of practice throughout the NLS system.

As a first step, listserv for all the COI have been created and populated.

Also a forum space has been created for each of the COI to use for online discussions.

An e-newsletter has been published twice since January 1, 2011.

A Facebook page for NLS is under development.

NorthNet Library System Council Meeting, February 11, 2011 Groups report priorities and set NLS Action Plan for FY 2011/12

As stated in the minutes:

The three regional systems reconvened as a whole to discuss setting priorities for NorthNet.

NBCLS

1st Priority – delivery is important but needs to be restructured.

2nd Priority – administrative costs.

3rd Priority – SuperSearch.

MVLS

1st Priority – delivery is more important for some libraries than others as some stated they would stop using ILL. Potentially contracting with one of the MVLS libraries for system administration.

2nd Priority – Databases and OverDrive.

3rd Priority – Staff Training.

NSCLS

1st Priority – Databases and OCLC Cataloging because of OCLC group catalog.

2nd Priority – Postage for ILL (delivery).

Systems Obligations and Reserves				
Reserves	MVLS	NBCLS	NSCLS	NorthNet
Unreserved Cash	\$2,749	\$148,497	\$64,424	\$881,867
Reserved for Contingencies	\$128,356			
Reserved for Future Commitments	\$50,000	\$129,447		
Reserved for Equipment Replacement		\$81,909		
Reserved for Retiree Benefits		\$106,620		
Total	\$181,105	\$466,473	\$64,424	\$457,450
Obligations				
2010-11				
Audit	\$2,000	\$5,000	\$2,000	
Membership Dues from Reserves	\$16,724	\$18,890	\$33,666	
Retiree Health Payments		\$28,665	\$3,536	
2011-12				
PERS contract	\$4,539	credit	\$16,131	
Retirees health benefits			\$10,395	
2012-13				
PERS Contract	unknown		unknown	\$0
Retiree health benefits		\$28,665	\$3,536	
Closure				
Sick Leave buy out at 25%				\$12,142
Vacation				\$45,071
Unemployment for 12 months				\$91,468
Total Obligations	\$23,263	\$81,220	\$69,264	\$148,681
Net Funds available	\$157,842	\$385,253	-\$4,840	\$308,769

NorthNet Member Data for Local Funds Expenditures 2010-11

Region	Library	Population	% of Total	Budget 09/10	Membership Dues	TBR Earned est for Year 2010-11*
MVLS	Alpine County	1,222	0.03%	\$274,131	847.00	\$150.59
NBCLS	Bel-Tib	11,175	0.24%	\$1,432,957	4,149.00	\$48,464.56
NBCLS	Benicia	28,086	0.60%	\$1,916,713	4,609.00	\$48,022.24
NSCLS	Butte County	220,407	4.70%	\$2,440,423		\$1,368.13
MVLS	Colusa County	21,910	0.47%	\$552,906	1,284.00	\$9,648.88
NSCLS	Del Norte County	29,147	0.62%	\$182,668		\$265.44
NBCLS	Dixon	25,850	0.55%	\$860,512	3,841.00	\$19,686.28
MVLS	El Dorado County	179,722	3.83%	\$2,579,427	5,034.00	\$755.65
MVLS	Folsom Public	72,590	1.55%	\$1,551,700	2,542.00	\$18,219.73
NSCLS	Humboldt County	132,821	2.83%	\$2,374,251		\$2,236.05
NBCLS	Lake Cty	64,053	1.37%	\$892,681	4,149.00	\$130,040.40
NBCLS	Larkspur	12,398	0.26%	\$674,842	3,841.00	\$17,340.57
NSCLS	Lassen Library	35,757	0.76%	\$115,454		
MVLS	Lincoln Public	39,758	0.85%	\$870,490	1,284.00	\$5,884.76
NBCLS	Marin Cty	143,772	3.06%	\$11,313,209	12,059.00	\$70,314.01
NBCLS	Mendo Cty	90,289	1.92%	\$1,285,984	4,149.00	\$138,949.80
NBCLS	Mill Villy	14,144	0.30%	\$1,504,785	4,609.00	\$46,245.44
NSCLS	Modoc County	9,702	0.21%	\$320,000		\$1,142.20
MVLS	Mono County	9,702	0.21%	\$1,001,301	1,284.00	\$7,043.43
NBCLS	Napa City-Cty	132,907	2.83%	\$6,323,472	4,761.00	\$90,972.65
MVLS	Nevada County	98,680	2.10%	\$1,854,687	2,542.00	\$505.21
NSCLS	Orland Free Library	15,023	0.32%	\$275,918		\$669.31
MVLS	Placer County	184,489	3.93%	\$3,947,148	5,034.00	\$322.59
NSCLS	Plumas County Lib	24,297	0.52%	\$558,769		\$538.48
MVLS	Roseville Public	103,154	2.20%	\$2,803,266	5,034.00	\$121,308.29
MVLS	Sacramento Public	1,351,825	28.82%	\$31,436,078	12,714.00	\$155,690.57
NBCLS	San Anselmo	12,744	0.27%	\$418,515	3,841.00	\$14,516.83
NBCLS	San Rafael	58,822	1.25%	\$2,172,123	4,609.00	\$23,191.47
NBCLS	Sausalito	7,596	0.16%	\$596,934	3,841.00	\$14,845.03
NSCLS	Shasta Public Librs	182,236	3.88%	\$1,896,828		\$936.07
NSCLS	Siskiyou County Lib	45,971	0.98%	\$961,867		\$78.75
NBCLS	Solano Cty	373,901	7.97%	\$15,370,572	12,069.00	\$174,152.56
NBCLS	Sonoma Cty	493,285	10.52%	\$14,485,620	12,069.00	\$157,103.57
NBCLS	St. Helena	6,010	0.13%	\$869,125	4,149.00	\$86,029.85
MVLS	Sutter County	95,878	2.04%	\$1,175,519	2,542.00	\$36,883.80
NSCLS	Tehama County	62,419	1.33%	\$525,659		\$368.31
NSCLS	Trinity County	13,966	0.30%	\$295,566		\$217.17
NSCLS	Willows Public	14,172	0.30%	\$245,691		\$774.71
MVLS	Woodland	55,867	1.19%	\$1,591,181	2,542.00	\$54,233.60
MVLS	Yolo County	143,199	3.05%	\$5,589,557	5,034.00	\$1,217.24
MVLS	Yuba County	71,929	1.53%	\$592,977	2,542.00	\$618.49
Total		4,690,875	100.00%	\$126,131,506	137,004.00	\$1,500,952.71

*estimate is an average of the first three quarters' payments

NorthNet Library System Delivery Funding 2010-2011

Region	Library	Est. 2010-2011 Delivery Expenses via USPS CLSA	Est. 2010-11 Delivery Expenses via UPS CLSA Funds	2010-2011 Delivery via Courier CLSA Funds	Additional 3-day/week Delivery Local Funds	Additional 2-day/week Delivery Local Funds
MVLS	Alpine County		\$1,011.00	\$2,291.00		
MVLS	Bel-Tib		\$12.00	\$1,859.00	\$7,202.00	
MVLS	Benicia		\$439.00	\$3,525.00	\$13,661.00	
MVLS	Butte County	\$2,919.00	\$49.00			
MVLS	Colusa County		\$193.00	\$6,031.00		
MVLS	Del Norte County	\$1,698.00				
MVLS	Dixon		\$0.00	\$1,378.00	\$5,341.00	
MVLS	El Dorado County		\$2,690.00	\$4,372.00		
MVLS	Folsom Public		\$524.00	\$6,031.00		\$5,200.00
MVLS	Humboldt County	\$3,962.00				
MVLS	Lake Cty		\$0.00	\$7,035.00	\$27,262.00	
MVLS	Larkspur		\$82.00	\$1,571.00	\$6,086.00	
MVLS	Lassen Library	\$1,494.00				
MVLS	Lincoln Public		\$80.00	\$3,602.00		
NSCLS	Marin Cty		\$1,473.00	\$5,186.00	\$20,096.00	
NSCLS	Mendo Cty		\$347.00	\$7,508.00	\$29,093.00	
NSCLS	Mill Vily		\$433.00	\$2,599.00	\$10,070.00	
NSCLS	Modoc County	\$2,586.00				
NSCLS	Mono County		\$921.00	\$6,031.00		
NSCLS	Napa City-Cty		\$872.00	\$8,553.00	\$33,144.00	
NSCLS	Nevada County		\$960.00	\$6,031.00		
NSCLS	Orland Free Library	\$1,584.00				
NSCLS	Placer County		\$644.00	\$6,031.00		
NSCLS	Plumas County Lib	\$2,270.00				
NSCLS	Roseville Public		\$214.00	\$6,031.00		
NSCLS	Sacramento Public		\$468.00	\$6,031.00		\$5,200.00
NBCLS	San Anselmo		\$0.00	\$1,226.00	\$4,750.00	
NBCLS	San Rafael		\$0.00	\$3,153.00	\$12,217.00	
NBCLS	Sausalito		\$15.00	\$1,181.00	\$4,575.00	
NBCLS	Shasta Public Librs	\$4,874.00	\$131.00			
NBCLS	Siskiyou County Lib	\$537.00				
NBCLS	Solano Cty		\$2,218.00	\$8,553.00	\$33,144.00	
NBCLS	Sonoma Cty		\$2,747.00	\$8,016.00	\$31,063.00	
NBCLS	St. Helena		\$82.00	\$2,881.00	\$11,165.00	
NBCLS	Sutter County		\$448.00	\$6,031.00		\$5,200.00
NBCLS	Tehama County	\$1,777.00				
NBCLS	Trinity County	\$1,725.00				
NBCLS	Willows Public	\$1,608.00				
NBCLS	Woodland		\$502.00	\$6,031.00		\$5,200.00
NBCLS	Yolo County		\$974.00	\$6,031.00		
NBCLS	Yuba County		\$618.00	\$6,031.00		
Totals	TOTAL	\$27,034.00	\$19,147.00	\$140,830.00	\$248,869.00	\$20,800.00

NorthNet Library System Database Funding 2010-2011

Region	Library	CLSA Funded	Local Funds	LSTA Funds***
MVLS	Alpine County	\$82.00		\$5.00
NBCLS	Bel-Tib*		\$620.00	\$49.00
NBCLS	Benicia**			\$124.00
NSCLS	Butte County	\$13,195.00		\$5,008.00
MVLS	Colusa County	\$285.00		\$97.00
NSCLS	Del Norte County	\$1,396.00		\$131.00
NBCLS	Dixon**			\$115.00
MVLS	El Dorado County	\$1,809.00		\$799.00
MVLS	Folsom Public	\$868.00		\$323.00
NSCLS	Humboldt County	\$10,202.00		\$590.00
NBCLS	Lake Cty		\$8,551.00	\$1,285.00
NBCLS	Larkspur*			\$285.00
NSCLS	Lassen Library	\$1,442.00		\$159.00
MVLS	Lincoln Public	\$481.00		\$159.00
NBCLS	Marin Cty*			\$54.00
NBCLS	Marinet*		\$34,823.00	
NBCLS	Mendo Cty		\$6,522.00	\$1,630.00
NBCLS	Mill Vily*		\$300.00	\$62.00
NSCLS	Modoc County	\$1,110.00		\$43.00
MVLS	Mono County	\$330.00		\$43.00
NBCLS	Napa City-Cty**			\$581.00
MVLS	Nevada County	\$1,112.00		\$581.00
NSCLS	Orland Free Library	\$1,172.00		\$67.00
MVLS	Placer County	\$2,208.00		\$820.00
NSCLS	Plumas County Lib	\$2,176.00		\$108.00
MVLS	Roseville Public	\$1,395.00		\$108.00
MVLS	Sacramento Public	\$16,854.00		\$6,392.00
NBCLS	San Anselmo*			\$56.00
NBCLS	San Rafael*			\$259.00
NBCLS	Sausalito*		\$3,856.00	\$49.00
NSCLS	Shasta Public Librs	\$10,609.00		\$4,314.00
NSCLS	Siskiyou County Lib	\$3,880.00		\$204.00
NBCLS	SNAP**		\$6,200.00	
NBCLS	Solano Cty**			\$1,658.00
NBCLS	Sonoma Cty		\$63,844.00	\$12,653.00
NBCLS	St. Helena**			\$26.00
MVLS	Sutter County	\$911.00		\$426.00
NSCLS	Tehama County	\$3,325.00		\$426.00
NSCLS	Trinity County	\$1,187.00		\$62.00
NSCLS	Willows Public	\$1,069.00		\$63.00
MVLS	Woodland	\$775.00		\$248.00
MVLS	Yolo County	\$2,395.00		\$636.00
MVLS	Yuba County	\$606.00		\$320.00
Total		\$80,874.00	\$124,716.00	\$41,018.00

* members of Marinnet purchase databases collectively, see entry for Marinnet

** members of Solano Napa and Partners (SNAP) purchase databases collectively, see entry for SNAP

*** grant funds from two different LSTA grants

NorthNet Library System Training Funds 2010-2011

Region	Library	Training	On Ground Workshop Attendance*	Online Workshop Attendance**
MVLS	Alpine County	\$1,003.00		
NBCLS	Bel-Tib			
NBCLS	Benicia			
NSCLS	Butte County		13	10
MVLS	Colusa County	\$1,054.00	6	2
NSCLS	Del Norte County		3	2
NBCLS	Dixon			
MVLS	EI Dorado County	\$1,440.00		
MVLS	Folsom Public	\$1,173.00	5	
NSCLS	Humboldt County			3
NBCLS	Lake Cty	\$83.00	1	
NBCLS	Larkspur			
NSCLS	Lassen Library			
MVLS	Lincoln Public	\$1,098.00	4	
NBCLS	Marin Cty	\$83.00	1	
NBCLS	Mendo Cty		1	2
NBCLS	Mill Vily	\$83.00	1	
NSCLS	Modoc County		3	
MVLS	Mono County	\$1,033.00	2	
NBCLS	Napa City-Cty	\$416.00	16	
MVLS	Nevada County	\$1,241.00		
NSCLS	Orland Free Library		4	2
MVLS	Placer County	\$1,457.00	2	
NSCLS	Plumas County Lib			8
MVLS	Roseville Public	\$1,274.00	8	
MVLS	Sacramento Public	\$4,324.00	2	
NBCLS	San Anselmo			
NBCLS	San Rafael			
NBCLS	Sausalito			
NSCLS	Shasta Public Librs		8	16
NSCLS	Siskiyou County Lib			
NBCLS	Solano Cty	\$690.00	22	
NBCLS	Sonoma Cty	\$321.00	5	
NBCLS	St. Helena			
MVLS	Sutter County	\$1,236.00	1	
NSCLS	Tehama County		7	
NSCLS	Trinity County		1	
NSCLS	Willows Public		1	2
MVLS	Woodland	\$1,137.00	3	
MVLS	Yolo County	\$1,352.00	4	
MVLS	Yuba County	\$1,178.00		
Total		\$21,676.00	124	47

* three of these workshops done for no charge to the system

** paid for by LAIF Grant for Rural and Tribal Libraries

NorthNet Library System Resource Sharing Funding 2010-2011

Region	Library	OCLC Group Catalog		SuperSearch	OverDrive	
		Local Funds	CLSA Funds	Local Funds	Local Funds	LSTA Funds*
MVLS	Alpine County				\$32.01	\$53.77
NBCLS	Bel-Tib			\$2,428.00		
NBCLS	Benicia			\$4,586.00	\$1,173.00	\$1,235.93
NSCLS	Butte County	\$2,300.97	\$9,374.44			
MVLS	Colusa County				\$574.02	\$964.16
NSCLS	Del Norte County	\$497.01	\$3,498.92		\$668.00	\$1,282.62
NBCLS	Dixon			\$1,119.00	\$553.00	\$1,137.54
MVLS	El Dorado County				\$4,663.00	\$7,908.16
MVLS	Folsom Public				\$2,137.00	\$3,194.35
NSCLS	Humboldt County	\$2,300.97	\$4,076.96		\$2,137.00	\$5,844.83
NBCLS	Lake Cty			\$3,333.00		
NBCLS	Larkspur			\$1,385.00		
NSCLS	Lassen Library	\$505.65	\$927.92		\$437.00	\$1,573.50
MVLS	Lincoln Public				\$865.00	\$1,749.56
NBCLS	Marin Cty			\$7,665.00		
NBCLS	Mendo Cty			\$3,939.00		
NBCLS	Mill Vily			\$2,696.00		
NSCLS	Modoc County	\$275.39	\$2,826.78		\$370.00	\$426.94
MVLS	Mono County				\$715.00	\$426.94
NBCLS	Napa City-Cty			\$7,362.00	\$2,685.00	\$5,848.62
MVLS	Nevada County				\$3,629.00	\$4,342.45
NSCLS	Orland Free Library	\$1,767.62	\$3,006.31		\$412.00	\$661.09
MVLS	Placer County					\$8,118.50
NSCLS	Plumas County Lib	\$1,767.62	\$2,792.87		\$578.00	\$1,069.20
MVLS	Roseville Public				\$3,795.00	\$4,539.33
MVLS	Sacramento Public					
NBCLS	San Anselmo			\$1,476.00		
NBCLS	San Rafael			\$2,388.00		
NBCLS	Sausalito			\$1,821.00		
NSCLS	Shasta Public Librs	\$1,767.62	\$2,815.73			
NSCLS	Siskiyou County Lib	\$2,096.60	\$5,331.28		\$1,664.00	\$2,022.97
NBCLS	Solano Cty			\$15,004.00	\$8,503.00	\$16,453.64
NBCLS	Sonoma Cty			\$34,757.00		
NBCLS	St. Helena			\$2,489.00	\$596.00	\$264.47
MVLS	Sutter County				\$2,145.00	\$4,219.14
NSCLS	Tehama County	\$751.54	\$1,771.07		\$1,259.00	\$2,746.77
NSCLS	Trinity County	\$884.89	\$1,627.14		\$556.00	\$614.58
NSCLS	Willows Public	\$922.10	\$1,866.21		\$671.00	\$623.64
MVLS	Woodland				\$1,645.00	\$2,458.45
MVLS	Yolo County					
MVLS	Yuba County				\$1,898.00	\$3,165.26
TOTAL		\$15,837.98	\$39,915.63	\$92,448.00	\$44,328.02	\$82,892.64

* from two grants

NorthNet Library System Program Staff Allocations

Delivery Program staff time estimates

Administrative Assistant – 240 hours annually

Activities and duties include: Delivery courier communications, preparing UPS shipments, UPS billing tracking, monthly statistics, annual statistics, troubleshooting misrouted materials.

Account Clerk – 88 hours annually

Activities and duties include: preparing claims for weekly UPS invoice and monthly payments to reimburse postage to 12 North State public libraries

Assistant Director – 60 hours annually

Activities and duties include: Track postage reimbursement for delivery, resolve delivery issues as needed, monitor shipping bag and bin supply, assist with preparation of RFP for delivery services.

Executive Director – 60 hours annually

Activities and duties include: Monitor delivery expenses, statistics and trouble reports, quarterly or as needed meetings with delivery company to insure smooth operation, negotiate renewal of contract or prepare RFP for services.

Database Program staff time estimates:

Electronic/Information Services Manager – 878 hours annually

Activities and duties include: Negotiating contracts, negotiating renewal of existing contracts, organizing field trials, trouble shooting connectivity issues for member libraries (not public), review of new databases and changes in existing databases and companies, organize access to statistical reporting for members.

Account Clerk—60 hours annually

Activities and duties include: Preparing claims for vendor invoices, preparing invoices for member libraries that are purchasing databases with local funds, prepare deposits of member reimbursement for databases.

Executive Director – 20 hours annually

Activities and duties include: Monitor member issues with database functionality and content, problem solve financial and contract issues as needed.

Resource Sharing Program staff time estimates:

Administrative Assistant for SuperSearch – 1050 hours annually

Activities and duties include: Train and support member library staff on SuperSearch functions and operations, process SuperSearch requests, monthly “housekeeping” of incomplete requests, system maintenance, statistics and other reports, answer questions from public users of SuperSearch.

Electronic/Information Services Manager – 683 hours annually

Activities and duties include: Negotiation of contract for OverDrive product, implementation of product and program, prepare for and conduct OverDrive Collection Development committee meetings, troubleshoot issues of product functionality and collection development issues, monitor statistics and invoicing from vendor.

Executive Director – 400 hours annually

Activities and duties include: Organize formation of KOHA shared catalog through group meetings, development of membership contract, and maintenance cost allocation formula, development of policy and procedure for all shared resources such as SuperSearch, OverDrive, KOHA. Represent the interest of participants in projects at user group meetings, manage contracts with vendors, develop budget for operation of programs.

Assistant Director – 230 hours annually

Activities and duties include: Write, track and evaluate grant application for Library to Go program, research and recommend layout for Library to Go platform, monitor developments on e-book and downloadable audio materials issues, and analyze statistics with Electronic/Information Services Manager to optimize use of the collection, coordinate the design of marketing materials, and assist members with marketing issues.

Account Clerk: 30 hours annually

Activities and duties include: Prepare claims for OverDrive invoices, prepare invoices for member contribution to OverDrive, KOHA and SuperSearch programs, and prepare deposits for member reimbursements.

Training Program staff time estimates

Assistant Director – 273 hours annually

Activities and duties include: Work with CSL consultant to organize Library Access and Innovation Fund LSTA grant training sessions, promoting training opportunities with eligible libraries statewide, work with Infopeople on planning training sessions, assist with scheduling and location, establish procedure for PLSEP grant program.

Executive Director – 120 hours annually

Activities and duties include: Work with members to identify training needs, promote training opportunities, represent member needs on Infopeople Advisory Board, and assist with scheduling and location.

Electronic/Information Service Manager – 40 hours annually

Activities and duties include: Organize training sessions for new products and work with member libraries through the committees of interest and committee meetings to identify topics of interest, identify presenters, and assist with local arrangements for training session.

Administrative Assistant – 150 hours annually

Activities and duties include: Preparing workshop announcements, manage registration, track Mountain Valley CLSA library allocations for training, and assist with PLSEP grant application

Account Clerk – 40 hours annually

Activities and duties include: Prepare claims for reimbursement to member libraries and their staff for participation in grant and CLSA supported workshops.

Administration Program

Executive Director – 1,350 hours annually

Activities and duties include: Prepare Plan of Service and annual budget, monitor monthly financial statements, attend and prepare materials for all Steering Committee and Council meetings, work with chair and vice-chair on issues as they arise, consult with members as needed, monitor and manage contracts, represent NLS at statewide meetings such CLSA System Director meetings, Library of CA Board, CLA Legislative Day, CLA, represent members at

user group meetings and other national events as budget permits, participate in online conferences, webinars, workshops.

Assistant Director – 1,387 hours annually

Activities and duties include: Work with executive director to develop plan of service, annual budget, grant proposals, training program, website, newsletter, assist at committee and council meetings, trend watching via blogs, journals, reports, consult with members as needed.

Administrative Assistant – 1073 hours annually

Activities and duties include: Preparing reports, minutes, financial reports, maintain website.

Account Clerk – 688 hours annually

Activities and duties include: Prepare claims for expenses, deposits, payroll, reconciliation of bank statement and county ledgers, tracks sick leave and vacation hours.

EXPENDITURES							FY 2010-11
-----		ADMIN - 1	ADMIN - 2	ADMIN - 3	ADMIN - 4	ADMIN - 5	Expenditures
Salaries and Benefits:							
5900	Payoff Acct	0	0	0	0	0	
5910	Perm. Positions	151,628	131,487	158,907	130,929	124,650	
5911	Extra Help	0	0	0	0	0	
5921	Retirement Cont.	12,056	10,387	12,659	10,341	9,820	
5924	Medicare	2,199	1,907	2,304	1,898	1,807	
5925	Deferred Comp.	0	0	0	0	0	
5930	Health Insurance	13,860	17,232	20,604	18,918	6,744	
5931	Disability Ins.	2,274	1,972	2,384	1,964	1,870	
5932	Dental Insurance	1,569	1,569	2,933	2,592	1,569	
5933	Life Insurance	174	174	343	300	300	
5934	Vision Insurance	216	216	432	378	216	
5935	Unemployment Ins	1,504	1,303	1,577	1,297	1,234	
5940	Workers Comp	1,509	1,305	1,582	1,300	1,236	
TOTAL	SAL. & BEN.	186,989	167,552	203,725	169,917	149,446	
Services and Supplies:							
6040	Comm. - E Mail	0	0	0	0	840	800
6045	Comm. - Tphone	0	0	0	0	500	2,939
6085	Janitorial Service	0	0	0	0	0	1,500
6100	Insurance	0	0	0	0	4,309	3,589
6140	Maint. of Equip.	0	0	0	0	0	2,142
6280	Memberships	0	0	0	0	100	225
6302	Dept Revolving	0	0	0	0	50	50
6400	Office Expense	0	0	0	0	200	4,809
6410	Postage	0	0	0	0	200	60,000
6415	Library Mat.	0	0	0	0	0	600
6461	Purchases for Members	0	0	0	0	0	417,333
6500	Other Prof Serv	0	0	0	0	12,564	92,073
6516	Data Proc'ing Serv	0	0	0	0	3,718	0
6517	Online Serv., OCLC	0	0	0	0	0	57,341
6521	County Services	0	0	0	0	7,634	14,394
6540	Contractual Service Delivery	0	0	0	0	0	357,306
6540	Contractual Service Payroll	0	0	0	0	0	515,986
6800	Dup/Photocopy	0	0	0	0	600	6,605
6820	Rental of Equip	0	0	0	0	0	0
6840	Bldg. Rent/Lease	0	0	0	0	7,680	23,296
7000	Special Dept. Exp.	0	0	0	0	0	39,801
7110	Staff Devel.	0	0	0	0	200	2,150
7120	In-Serv Training	0	0	0	0	0	31,888
7302	Conf. & Travel	0	0	0	0	0	44,160
7303	Private Car Exp.	0	0	0	0	500	8,131
7320	Utilities	0	0	0	0	0	5,136
TOTAL	SERV & SUPPLIES	0	0	0	0	39,095	1,692,254
Fixed Assets:							
8560	Equipment	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	38,885
TOTAL FIXED ASSETS		0	0	0	0	0	38,885
GRAND TOTAL EXPENDITURES		226,084	206,647	242,820	209,012	188,541	1,731,139