# NorthNet Library System

## Steering Committee

## WebEx Desktop Meeting Agenda

**Tuesday, May 31, 2011**
**11:00 AM – 1:00 PM**

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**To join the WebEx online meeting:**
1. Go to https://infopeople.webex.com/infopeople/j.php?ED=173379727&UID=-1&RT=MiM0
2. Enter your name and email address
3. Click "join"

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**Access code:** 571 554 653

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|---|---|---|
| | 1. Welcome and Introductions | Gregg Atkins, Chair |
| | 2. Public invited to address the Committee | |
| ACTION | 3. Approval of the Agenda | Gregg Atkins |
| ACTION | 4. Approval of Minutes from March 30, 2011 Meeting | Gregg Atkins |
| ACTION | 5. Consent Calendar<br>  A. Financial Statement ending April 30, 2011 | Annette Milliron |
| | 6. News from the State Library | Linda Springer |
| ACTION | 7. Operations for FY 2011/12<br>  A. Review of May 3 – 4, 2011 summary documents<br>  B. Budget scenarios<br>  C. Plan of Service | Gregg & Annette |
| | 8. Finalize June Council Meeting Plans | Gregg & Annette |
| | 9. Next Meeting Date | |
| | 10. Agenda Building | |
| | 11. 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.*

## Teleconference locations

Colusa County Library - 738 Market Street Colusa, CA 95932
Dixon Public Library - 230 North First Street Dixon, CA 95620
El Dorado Public Library - 345 Fair Lane Placerville, CA 95667
Folsom Public Library - 411 Stafford Street Folsom, CA 95630
Humboldt County Library - 1313 Third Street Eureka, CA 95501
Marin County Free Library - 3501Civic Center Drive, #414 San Rafael, CA 94903
Modoc County Library - 212 W. 3rd Street Alturas, CA 96101
Napa City-County Library - 580 Coombs Street Napa, CA 94559
Plumas County Library - 445 Jackson Street Quincy, CA 95971
Orland Free Library - 333 Mill Street Orland, CA 95963
St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574

# NORTHNET LIBRARY SYSTEM
## STEERING COMMITTEE MEETING
**March 30, 2011**

**CONVENING:**
The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Chair Gregg Atkins presiding. The meeting convened at 2:04 p.m.

**ROLL CALL:**

| PRESENT | ABSENT | MEMBER LIBRARY | REPRESENTATIVE |
|---------|--------|----------------|----------------|
| X | | Dixon Public Library | Gregg Atkins - Chair |
| X | | Plumas County Library | Margaret Miles – Vice Chair |
| | X | Colusa Public Library | Wendy Burke |
| X | | Humboldt County Library | Victor Zazueta |
| X | | El Dorado Public Library | Jeanne Amos |
| | X | Folsom Public Library | Katy Curl |
| X | | Marin County Free Library | Gail Haar |
| X | | Modoc County Library | Cheryl Baker |
| X | | Napa City-County Library | Danis Kreimeier |
| X | | Orland Free Public Library | Jody Meza |
| X | | St. Helena Public Library | Jennifer Baker |
| X | | NLS  System Headquarters – Executive Director | Annette Milliron |
| X | | NLS  System Headquarters – Assistant Director | Patty Hector |
| X | | California State Library Representative | Linda Springer |
| X | | California State Library Representative | Gerry Maginnity |
| X | | California State Library Representative | Sandy Habbestad |

**1. WELCOME & INTRODUCTIONS**
Chair Gregg Atkins welcomed everyone to the meeting.

**2. PUBLIC INVITED TO ADDRESS THE COMMITTEE**
There was one NLS staff person in attendance.

**3. APPROVAL OF THE AGENDA**
A Motion to approve the agenda was made by Gail Haar and seconded by Jeanne Amos. The Motion passed unanimously.

**4. APPROVAL OF MINUTES FROM JANUARY 26, 2011 MEETING**
A Motion to approve the minutes from January 26, 2011 meeting was made by Danis Kreimeier and seconded by Jeanne Amos. The Motion passed unanimously.

**5. CONSENT CALENDAR**
   **A. FINANCIAL STATEMENT ENDING FEBRUARY 28, 2011**
   **B. REVISED FY 2010/11 BUDGET**
   A Motion to approve the consent calendar was moved by Gail Haar and seconded by Margaret Miles.  Ms. Kreimeier abstained from voting as she was unable to view the document prior to the meeting. The Motion passed with one abstention.

**6. NEWS FROM THE STATE LIBRARY**

Governor Brown called off all negotions and has not signed a budget but he can still blue pencil anything/everything and call for another budget. Discussion ensued.

Ms. Miles suggested contacting the CLA Legislative Committee to find out what libraries should/can do to help the budget situation.

The State Library is committed to helping with the planning process that will decide future directions for CLSA Systems. Given the current confusing situation with the State Budget, it is very difficult to make any definite funding decisions at this time.

Ms. Milliron explained that without CLSA money, there will be no delivery or databases for libraries in the NSCLS region; for the MVLS region there will be no delivery to all but four libraries (who will be reduced to the two extra days that they pay for), no databases and no training; in NBCLS libraries will have the two days of delivery that they pay for.  A major infusion of local funds will be needed to maintain any of the services. Ms. Kreimeier requested that Ms. Milliron build a zero-based budget.

**7. OPERATIONS FOR FY 2011/12**

**A. PLAN FOR SYSTEM OPERATIONS**

Ms. Kreimeier moved that the Steering Committee meet to develop a proposal for sustainability to be presented to the membership for discussion and adoption and including a budget, service plan, staffing plan, and system structure for 2011-12 and beyond using zero-based budgeting and a facilitator.  The Motion was seconded by Jennifer Baker.  The Motion passed unanimously.  Ms. Milliron will poll the Steering Committee to find a date for this meeting.

Ms. Kreimeier moved that the RFP developed by the Sustainability Committee be tweaked to be a 2-day retreat for the Steering Committee with a facilitator with the date to be determined by a poll and held prior to the end-of-the-year Council meeting. The Motion was seconded by Jennifer Baker. The Motion passed unanimously.

Ms. Milliron will send the revised RFP to the Steering Committee who can share it with potential consultants.

The Steering Committee would need to meet starting in April. The System Council will meet in May. Mr. Zazueta will not be able to attend any meetings in April and agreed that the Steering Committee could find a replacement to represent him.

**B. BUDGET SCENARIOS**

Item discussed in Item #7.

**8. SYSTEM SUSTAINABILITY RETREAT**

Item discussed in Item #7.

**9. NEXT MEETING DATE**

The next meeting date will be determined using an online poll.

**10. AGENDA BUILDING**

Item discussed in Item #7.

## 11. ADJOURN

There being no further business, the meeting was adjourned at 3:14 p.m.

Annette Milliron DeBacker
Clerk of the Committee
March 30, 2011

# CONSENT CALENDAR
# May 31, 2011

A.      Statement of Revenue, Expenditures & Encumbrance for FY 2010/11.
        Period ending April 30, 2011.  Salaries and benefits from NBCLS.

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| 1650-Rev Carried Fwd-LSTA | $ 106,648.00 | $ 106,648.00 | 0.00 | 0.00 | $ 0.00 |
| | | | | | |
| 1700-Interest Earned | 5,000.00 | 2,968.93 | 2,031.07 | 40.62 | 1,287.02 |
| | | | | | |
| 2560-CLSA Reference | 313,648.00 | 313,614.00 | 34.00 | 0.01 | 0.00 |
| 2562-CLSA SAB | 9,209.00 | 9,209.00 | 0.00 | 0.00 | 0.00 |
| 2563-CLSA TBR-ILL | 22,500.00 | 12,957.74 | 9,542.26 | 42.41 | 0.00 |
| 2565-CLSA Comm. & | 298,873.00 | 298,873.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Total CLSA | 644,230.00 | 634,653.74 | 9,576.26 | 1.49 | 0.00 |
| | | | | | |
| 2803-LSTA | 464,432.00 | 480,035.00 | (15,603.00) | (3.36) | 97,126.00 |
| | | | | | |
| Total LSTA | 464,432.00 | 480,035.00 | (15,603.00) | (3.36) | 97,126.00 |
| | | | | | |
| 3480-Contract Fees | 359,760.00 | 351,920.84 | 7,839.16 | 2.18 | 13,834.79 |
| 3482-Membership Fees | 151,225.00 | 146,208.00 | 5,017.00 | 3.32 | 3,014.75 |
| | | | | | |
| Total Member Share | 510,985.00 | 498,128.84 | 12,856.16 | 2.52 | 16,849.54 |
| | | | | | |
| 4040-Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Total Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| 4102-Donations/Reimbursments | 32,920.00 | 37,471.07 | (4,551.07) | (13.82) | 5,275.00 |
| 4157-Member Reimbursement | 269,041.00 | 171,562.53 | 97,478.47 | 36.23 | 0.00 |
| | | | | | |
| Total Donations & Reimbursements | 301,961.00 | 209,033.60 | 92,927.40 | 30.77 | 5,275.00 |
| | | | | | |
| 4620-Transfer between funds | 64,347.00 | 0.00 | 64,347.00 | 100.00 | 0.00 |
| | | | | | |
| Total Transfer Between Funds | 64,347.00 | 0.00 | 64,347.00 | 100.00 | 0.00 |
| | | | | | |
| 4645-Trust to General Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Total Trust to General Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | |
| Grand Total Revenues | $ 2,097,603.00 | $ 1,931,468.11 | 166,134.89 | 7.92 | $ 120,537.56 |

|  | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|---|---|---|---|---|---|
| Salaries & Benefits |  |  |  |  |  |
| 5900-Payoff Account | $ 0.00 | $ 0.00 | 0.00 | 0.00 | $ 0.00 |
| 5910-Perm Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5911-Extra Help | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5921-Retirement Cont. | 6,599.00 | 6,599.00 | 0.00 | 0.00 | 0.00 |
| 5924-MediCare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5925-Deferred Cost | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5930-Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5931-Disability Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5932-Dental Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5933-Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5934-Vision Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5935-Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5940-Workers Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Salaries & Benefits | 6,599.00 | 6,599.00 | 0.00 | 0.00 | 0.00 |

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|---|---|---|---|---|---|
| Services & Supplies | | | | | |
| 6040-Comm. - E Mail | 800.00 | 989.44 | (189.44) | (23.68) | 149.80 |
| 6045-Comm. - Telephone | 2,939.00 | 95.62 | 2,843.38 | 96.75 | 5.90 |
| 6085-Adm Janitorial | 1,500.00 | 1,200.00 | 300.00 | 20.00 | 120.00 |
| 6100-Insurance | 3,589.00 | 4,059.00 | (470.00) | (13.10) | 0.00 |
| 6140-Maint. of Equipment | 2,142.00 | 1,765.63 | 376.37 | 17.57 | 0.00 |
| 6280-Memberships | 225.00 | 325.00 | (100.00) | (44.44) | 0.00 |
| 6302-Adm Debt Revolve | 50.00 | 0.00 | 50.00 | 100.00 | 0.00 |
| 6400-Office Expense | 4,809.00 | 5,880.59 | (1,071.59) | (22.28) | 74.41 |
| 6410-Postage | 60,000.00 | 40,410.06 | 19,589.94 | 32.65 | 5,204.16 |
| 6415-Library Materials | 815.00 | 627.44 | 187.56 | 23.01 | 0.00 |
| 6461-Purchases for Members | 508,837.00 | 265,189.71 | 243,647.29 | 47.88 | 32,688.91 |
| 6500-Other Prof. Services | 196,013.00 | 162,337.94 | 33,675.06 | 17.18 | 29,378.62 |
| 6516-Data Processing Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6517-Online Services OCLC | 57,341.00 | 45,862.96 | 11,478.04 | 20.02 | 4,646.13 |
| 6521-County Services | 14,394.00 | 6,271.00 | 8,123.00 | 56.43 | 6,271.00 |
| 6540-Contract Services | 883,713.00 | 765,966.61 | 117,746.39 | 13.32 | 158,358.27 |
| 6800-Duplicating / Photocopies | 6,605.00 | 4,084.01 | 2,520.99 | 38.17 | 392.21 |
| 6820-Rental of Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6840-Building Rent / Lease | 23,296.00 | 19,163.90 | 4,132.10 | 17.74 | 0.00 |
| 7000-Special Dept. Expenses | 39,801.00 | 0.00 | 39,801.00 | 100.00 | 0.00 |
| 7110-Staff Development | 2,150.00 | 1,505.90 | 644.10 | 29.96 | 0.00 |
| 7120-In-Service Training | 122,638.00 | 18,036.11 | 104,601.89 | 85.29 | 6,250.73 |
| 7302-Conferences & Travel | 109,410.00 | 76,490.64 | 32,919.36 | 30.09 | 0.00 |
| 7303-Private Car Expense | 6,131.00 | 5,063.84 | 1,067.16 | 17.41 | 821.66 |
| 7320-Utilities | 4,921.00 | 3,546.84 | 1,374.16 | 27.92 | 70.12 |
| Total Services & Supplies | 2,052,119.00 | 1,428,872.24 | 623,246.76 | 30.37 | 244,431.92 |
| Fixed Assets | | | | | |
| 8640-Operational Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8800-Equip Reserve | 38,885.00 | 38,885.00 | 0.00 | 0.00 | 0.00 |
| Total Fixed Assets | 38,885.00 | 38,885.00 | 0.00 | 0.00 | 0.00 |
| Grand Total Expenditures | $ 2,097,603.00 | $ 1,474,356.24 | 623,246.76 | 29.71 | $ 244,431.92 |

|  | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|---|---|---|---|---|---|
| Grand Total Expenditures | 2,097,603.00 | 1,474,356.24 | 623,246.76 | 29.71 | 244,431.92 |
| Grand Total Revenues | 2,097,603.00 | 1,931,468.11 | 166,134.89 | (7.92) | 120,537.56 |
| Difference | $ 0.00 | $ 457,111.87 | (457,111.87) | | $ (123,894.36) |
| Net Change in Journals | $ 38,885.00 | $ 495,996.87 | (457,111.87) | | $ (123,894.36) |

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|---|---|---|---|---|---|
| **Salaries & Benefits** | | | | | |
| 5900-Payoff Account | $ 0.00 | $ 13,537.18 | (13,537.18) | 0.00 | $ 5,983.42 |
| 5910-Perm. Positions | 395,913.00 | 365,667.72 | 30,245.28 | 7.64 | 0.00 |
| 5911-Extra Help | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5921-Retirement Cont. | 58,065.00 | 51,616.17 | 6,448.83 | 11.11 | 0.00 |
| 5924-Medicare | 6,918.00 | 6,221.53 | 696.47 | 10.07 | 80.69 |
| 5925-Deferred Comp. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5930-Health Insurance | 97,590.00 | 80,016.42 | 17,573.58 | 18.01 | 7,395.60 |
| 5931-Disability Insurance | 5,939.00 | 3,199.57 | 2,739.43 | 46.13 | 306.16 |
| 5932-Dental Insurance | 8,625.00 | 6,787.98 | 1,837.02 | 21.30 | 682.14 |
| 5933-Life Insurance | 1,919.00 | 1,778.57 | 140.43 | 7.32 | 179.10 |
| 5934-Vision Insurance | 1,286.00 | 805.45 | 480.55 | 37.37 | 81.45 |
| 5935-Unemployment Insurance | 3,921.00 | 2,799.00 | 1,122.00 | 28.62 | 311.00 |
| 5940-Workers Compensation | 3,916.00 | 3,078.36 | 837.64 | 21.39 | 0.00 |
| **Total Salaries & Benefits** | 584,092.00 | 535,507.95 | 48,584.05 | 8.32 | 15,019.56 |

**NorthNet Library System**
**Steering Committee**

**Sustainability Budget Planning Retreat, May 3-4, 2011**
**Discussion Summary**

**BACKGROUND**

The North Net Libraries Steering Committee held a sustainability budget retreat on May 3 and 4 in Sacramento to draft information and budget documents for consideration by the full NLS Council at their June 2011 Council Meeting.  The following summary differs from the meeting minutes in that it tells the story of the process through which the Committee was informed about historical and financial realities, and chose to approach and resolve the multiple issues needed to develop budget scenarios.  Materials from this retreat need a context for them to be understood.  In general, the Committee worked with policy and in concept, using generalized amounts for revenue and expense.  As a result, the budget documents that evolved have slightly different calculations because they are based on actual revenue and expenditure figures. This summary follows the outline of the two days the committee spent together and is meant to fill in some of the blanks on how the committee came to the recommendations it has, the next steps they are proposing, and the budget outcomes that are now being presented for consideration.

At the beginning of the retreat, ground rules were established to guide the group's work.  As there were several members of the Council present who were not members of the Steering Committee, a decision was made to allow equal participation in discussion with voting reserved for Steering Committee members.  A set of ground rules was adopted that established this principle as well as others to encourage a fruitful and respectful meeting.

*Goals*
At the beginning of the Steering Committee Meeting, participants were asked to write down an outcome that they were intending/hoping to achieve during the May 3-4 Retreat.  All outcomes were wadded into balls and thrown into a box and then randomly redistributed to participants to read.  Goals fall into the general areas of NLS sustainability and cohesion, budget with a plan of service that works for all NLS, and service provision under dire conditions.

- Develop cohesion amongst 3 systems
- Determine whether a sustainable system is even possible
- Plan for sustainability of NLS using resources creatively and in innovative ways
- How to share resources without state financial support; how to work with other libraries
- How to continue to provide shared important information resources with the loss of state funds
- Come to consensus on priorities to develop budget
- Budget for 1st 3 months of 11-12 with consensus on priorities
- 3 month budget for Council Review in June to ensure continuity of NLS services as we struggle through state and local budget questions
- Budget (and therefore NLS) framework for the next 3 months, for the year
- Realistic budget draft sensitive to needs of 3 systems
- Have a system with a budget that works for everyone and provides services

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**NorthNet Library System**
**Steering Committee**

**Sustainability Budget Planning Retreat, May 3-4, 2011**
**Discussion Summary**

*Values*

This exercise led into a discussion about the role of values as a means for determining the most fundamental aspects of the system and its services from those that are nice to do.  The current Manifesto adopted by the Council is an expression of both the fundamental system values and espoused values that form a vision and direction for the future.  To come to terms with what is absolutely essential as a basis for NLS, the group agreed that determining which values were the highest priority would be important.  The Committee then participated in an exercise to prioritize values from those listed in the Manifesto. (Since that time, this same exercise has been distributed to all Council members so that their input can be used in consideration of future NLS actions, plans of service, and budgets.)

## NLS ADOPTED MANIFESTO

| We seek a consolidated organization that… |
|---|
| • 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 |

The top 5 values for the Steering Committee are:
1. Is affordable;
2. Provides a better means of resource sharing and delivery;
3. Enables us to do things that we cannot do on our own;
4. Achieves economies of scale; and
5. Works for all members; large and small, rural and urban, special, academic and school.

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

*Priorities*

Included in the meeting packet was the compilation of priorities set by the three regional systems at the February 11, 2011 Council meeting in preparation for creating an NLS action plan for 2011/12. The Steering Committee established a combined priority list that includes the following services:

- Delivery – this includes not only van delivery routes but also USPS and UPS services currently being used
- Databases
- Resource Sharing, including cooperative catalogs, SuperSearch, OCLC catalogs, KOHA
- OverDrive
- Administration at the system level
- Staff Training.

The Committee then discussed these priorities in light of the values they identified and considered how each of these priorities was fully aligned with NLS values. Additionally, the Committee worked together to estimate the amount of NLS staff time needed to support each of these priorities at a minimum level as an initial step in building budgets for plans of service to be adopted in June by the Council.

*Considerations for Budget Development*

One of the challenges to developing a cohesive systemwide budget is the fifty years of traditions, cultures and histories present in each of the three member systems. Each system did its business in different ways and with different priorities causing each to develop its own strategies for dealing with financial shortfalls and poor economic conditions. As a result, when the three systems came together as NLS, each had its own baggage that informed its decision making and its ability to operate.

The Committee spent a significant amount of time reviewing the materials presented in the meeting packet. As there were differing levels of understanding, Annette reviewed each of the pages, including:

- System Obligations and Reserves
- Member Data for Local Funds Expenditures
- NLS Delivery Funding
- NLS Database Funding
- NLS Training Funding
- NLS Resource Sharing Funding

In addition, the results of the Survey Monkey survey on budget, materials, staffing and fees that was circulated at the end of April to NLS members was distributed to participants.

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*Work Still to Be Done*

During this presentation and its discussion, participants were able to come to a common understanding of the NLS financial picture, the engagement of member libraries in the various services, the amount of local funding currently being used to augment CLSA funds, and the problems associated with cutting back or eliminating either services or funding.

This discussion continued throughout most of the remainder of the first day with a number of questions posed relative to how NLS would or could function should outside funding not be available in 2011/12. Several elements emerged as needing further consideration and work.

1. **Communications Plan:**   Given that this information was being presented in considerable detail for the Steering Committee, how could the Council be brought up to speed so they also had the common understanding of issues that the Steering Committee now had?   The idea of developing a Communications Plan or Strategy emerged, including using materials developed between this retreat and the Council Retreat in the Fall to prepare Council members to take on sustainability discussions without having to spend the Retreat on background information.

2. **Communication with the State Library:** The Committee identified several types of communications that could occur to support NLS in its efforts to develop a sustainable system.
    a. *System Integration:* NLS is taking a number of steps to revamp its procedures, practices, and obligations to function as a single system, and NLS must demonstrate itself as a system that provides services to its members in accordance with its fundamental values.

        i. *PERS:* The Steering Committee is recommending that the Council approve taking the first steps to resolve the PERS issue of multiple contracts, and passed a motion to have consideration occur among the regional systems at the June meeting.

        ii. *Structure:* Additionally, the Steering Committee affirmed that it is consistent with its service to diverse members that there be equity in service provision and the ability to have some choice in which services best meet local needs.  NLS needs to spend some time considering its structure and how to support the various member groups it serves.  To this end, there was considerable discussion about changing the paradigm from the regional systems to other groupings, and encouraging decision making based around use groups instead of along traditional system lines.

        iii. *Common Dues Structure:*  Dues structures have been considered on numerous occasions in the past for each of the three regional systems; however, traditional patterns persist.  Given the potential need for

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members to support services through local resources, NLS dues structures need to be revamped.

iv. *Database Negotiation and Licensing:* NLS has a blended model of database negotiation and licensing that needs to be revisited. Currently a portion of database contracts are negotiated and licensed through NLS, some negotiated by NLS and purchased separately, and some negotiated and purchased locally or regionally. Work needs to be done to revise this model so it serves the best interests of member libraries and NLS which serves them.

v. *Delivery Models:* NLS has several services ranging from van to USPS to UPS for delivery between jurisdictions. The Steering Committee spent considerable time discussing efficacy, policy decisions, decision-making bodies, costs, service provided, route issues, and factors that impact local decisions about NLS delivery participation. Given that there are multiple options for delivery, it looks from the outside that libraries are making choices without supporting data. In fact, NLS has been assessing best practices that are maximally cost-effective for delivery. NLS needs to organize delivery information, decisions made and the impact, and have a cohesive plan moving forward that meets the diverse delivery needs of NLS members. This needs to be presented in a way that CSL can get the message that if delivery is a priority for NLS members that is supported in the most cost-effective way possible.

b. *Supplementary Funding:* During this discussion, the Steering Committee worked with the premise of no ongoing state funding. 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 and to provide basic priority services? They also recognized that should some limited funds be made available, NLS still needs to address those issues that are impacted by decisions at the state level. These include (among others): funding for FirstSearch that is used heavily by libraries in the North State; streamlining OverDrive so that communications and problem resolutions become less time-consuming; consideration of alternatives for staff training should InfoPeople no longer be funded or affordable; LSTA grant options for NLS that could assist in resolving some of the structural resource-sharing issues; and the disproportionate impact that loss of CLSA funds has on small and rural libraries.

*DAY TWO – BUDGET DEVELOPMENT*

The second morning began with a review of the materials from the previous day, a review of the agenda, and consensus on the work to be accomplished. The first day allowed for all participants to reach a common understanding of historical perspective, current financial and physical realities, and issues that need further consideration for NLS to come together as a

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single sustainable system.

The primary task for the second day was to use this information as the basis for building budgets to support several plans of service. The State is requiring NLS to submit budgets with 0% CLSA funding, 50% CLSA funding, and 100% CLSA funding at the 2010/11 level. The Steering Committee was charged to develop drafts at this retreat and make recommendations for adoption by the Council at their June 2011 meeting.

### *Closure Discussion*
The Committee also spent some time considering what would be needed should NLS have insufficient resources to continue. They estimated that at least half of the $300,000 NLS reserve would need to be set aside in case closure needed to occur to cover such expenses as audits, liquidation of assets, moving expenses, legal fees, meeting costs, and administrative time to handle closure and final reporting to governmental agencies.

### *Budget with 0% CLSA Funding*
The Committee then developed the budget strategy for a plan of service with no state funding and the current level of member participation. Working service by service, they estimated the amount of staff time to administer the service as well as the actual cost of the service. Documents from the retreat with the header *Budget Parameters – No State Funding*, provide the detail of this conversation as it unfolded. The Committee recognized that these figures would be used as the starting point for building actual budgets and that the numbers would change when actual revenues, expenses, and staff costs were calculated.

Given the amount of available resources, the budget would only take NLS through 6 months of operations with all services in place. This model uses all of the NLS available reserves within the first 6 months, making continuation beyond that time highly problematic. Member dues would only be collected for this 6 month period to avoid having to return funds for services not provided. During these 6 months, NLS would undertake plans to find supplementary funding should it exist, plan to revamp its operations, if possible, to continue in a more sustainable form with sustainable service levels, and use the time and staffing to plan for anticipated closure that may be required.

During this discussion, the Committee also considered options for the type and levels of staff support needed for NLS to function. Given the previous discussions on service and administrative needs, some estimation of staffing existed. The Committee then built options for staffing based on these assumptions. The document with the header *Staffing Options* is the outcome of that discussion. What emerged were several options, each with different considerations and constraints. The Committee recognized that these were estimates, that they may require the assent of the incumbents to be actually implemented, and that they were the starting point for building budget assumptions for staffing models.

### *Budget with 50% CLSA Funding*
The Committee recognized that a final decision on state funding might not be available for some time after the beginning of the fiscal year, and the Council will have the option to revise the budget at its Fall meeting should funds not materialize. Likewise, should funding be available at

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the 50% CLSA level, service could be continued for up to a year, depending on service and staffing levels. Some databases that expire during the year could be extended to the end of the fiscal year rather than for an entire additional year. Depending on the amount of funding received, NLS has the potential of retaining all or part of their reserves, thus maintaining the possibility of continuing operations into 2012/13. The documents labeled ***Budget Parameters – 50% CLSA Funding*** provide the record of the conversation.


### *Budget with 100% CLSA Funding*

The Committee spent little time on this option as it would likely mirror the budget and plan of service for 2010/11. Additionally, the general tenor was that this was not a highly-likely scenario, and the group's work should focus on areas that had better potential for realization. The documents labeled ***Budget Parameters – 100% CLSA Funding*** provide the record of the conversation.


### Budget Discussion Wrap Up

At the end of the second day, the Committee had completed its work to develop the parameters for creation of budgets for plans of service at the 0%, 50%, and 100% CLSA funding levels. The Committee then discussed with the Executive Director the next steps for developing the budget, further work to be done, plans for the June Council meeting and the Fall Retreat, and other issues for the good of the order. Action was taken to approve using the information created at this retreat to draft budget documents for Council consideration in June, with the recognition that should state funding change, the Council could take action to revise the budget at their Fall 2011 meeting.


### SUMMARY AND NEXT STEPS

The Steering Committee met with the intention of developing budget models for consideration by the Council. In addition, they wanted to solidify the process of the NorthNet Library System functioning as a consolidated system for the benefit of all its members and continue plans to further integrated system operations, services and functions. By the end of this retreat, both of these goals had been realized.

The Committee asserted that this was the beginning of the work for the Fall Retreat, and that meetings and communications between now and that Retreat should be used to inform all Council members of the issues, background, policies, and decision points so that they come to the Fall Retreat informed and ready to take action. They reiterated that the whole reason for the sustainability retreat is to answer the question of "How to do it differently," and provide affordable services to members that they can't do on their own. They reasserted the need to reinforce this framework to get away from traditional views of services and service-delivery models. The paradigm and its supporting language needs to shift- perhaps service by service – away from the traditional systems and towards alternate decision-making groups. In the end, NLS has to outline these as part of an NLS decision tree so the unified structure is visible and identifiable as a single entity.

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# Budget Parameters – No State Funding

Unrestricted Reserves $159,000  ($309,000 minus set-aside for closure of  $150,000)

Member Fees              $137,000   ($68,500 for 6 months)

Estimated LSTA           $20,000

| **6 month revenue with no additional CLSA funds** |
| --- |
| $159,000     reserves |
| $ 83,500     member dues for 6 months |
| $ 20,000     LSTA grant revenue in 1$^{st}$ 6 months |
| $247,500 revenue for 6 months |

Budget with no state funding would only take NLS through 6 months operations with all services in place.  Should state funding not emerge, the Council would then revise the budget in September 2011 to identify this 6 month plan and its plans for service curtailment.

**Without CLSA funding, NLS would use its common reserves to pay for services beyond funding collected from member fees.  Given the presumption that a no-CLSA budget can support NLS only for 6 months, the budget assumes that only 6 months dues would be collected with remaining funds from reserves and other ongoing revenue sources.**

**Administration**

Two areas of functions: Staffing, and Other Expenses related to operations that are either overhead or actual cost

Staffing:

Activities:

Meeting Coordination in the next 3 months (July-Sept 2011)

- NLS Retreat
- Sustainability Planning Committee meetings – 2
- System Meetings – 3 systems x 2

- NLS Council Meeting
- NLS Steering Committee – 2

Other staff functions:

PERS interactions

LoC Board meeting and meetings with other system directors, including those called by CSL

Website update and maintenance

Auditor – outside auditor needs to be hired for an annual audit and the audit then requires staff review

Staffing Options:

70% Executive Director, 30% Support Staff (Admin Asst)

Note: during the discussion, the group convinced itself of the need for continuity in the Exec Dir position and the probability of the need for a full time ED.  This was noted in this section of the notes.

Costs:

Fiscal fees for doing business, cutting checks, etc

Actual operations costs @ $20,000

Move Costs – budget presumes that NLS will need to vacate current premises and move to a location that is smaller with less ongoing cost.

**Data Bases**

Administration: troubleshooting, billing – needs to have someone of sufficient technical ability to handle requests on NLS end and either resolve or know how to forward to the vendor for resolution

Potential for this function to be contracted out, especially if it is just for handling calls and billing.

Staffing Required:

60hrs/6mos

40 hrs Exec Dir/ 20 hrs Account Clerk

Database contracts are all continuing through the end of December 2011. If the budget covers only the 1$^{st}$ 6 months, then no need for additional funds for extension.

**Delivery**

CLSA has paid for 2 day/week delivery.  If funded for 6 months at the current rate, cost is 112,500. This does not take into account any increase in costs that might result from moving to 2 day/wk delivery should member libraries decide not to buy the extra days they are currently purchasing

Personnel Costs, in addition to delivery contract: for invoicing, reimburse postage, maintaining statistics, handling at NLS

Supply costs for packaging, bin replacement

Personnel:

224 hours/6 mos: 88 hours Exec Dir (40%)/ 136 hours Acct Clerk (60%)

**Group Catalog**

Costs are staffing as service costs are either borne by participants or by LSTA grant

***OCLC***

Account Clerk  12 hours/ 6 months

Billing, invoicing, issuing checks

***SuperSearch***

Exec Director - 5 hours administrative oversight/ 6 months

***KOHA***

Account Clerk 4 hrs/6 months

**OverDrive – service paid with LSTA through 3/12**

Costs

Administration: collecting from members, paying invoices

Account Clerk – 30 hrs/6 months

Collection Development issue – needs to be taken over by members to relieve NLS of content responsibility.

If funding comes from the CSL in either CLSA or LSTA form, NLS will then revise the budget in Fall 2011 to reflect additional revenues, and then plan to either extend service using the same model, to supplant local reserves with state-supplied funds, or a combination of the two.

**If 50% CLSA is received**, revenues would be the same as above with the addition of local revenues.

| | |
|---|---|
| $247,500 | local 6 month revenues |
| $83,500 | remaining 6 months dues |
| $310,533 | 50% CLSA revenue received in 2009/2010 |
| $626,533 | total available revenue |

$62,000 is maximum allowable for administration from CLSA (25%)

Given the lateness of the State budget in past years, NLS could operate for 6 months before amount of state funding is either stated or made available. Given this, it will be imperative for the NLS Council to review the budget in the fall and revise given known funding.

Option:

Continue to pursue 0% state-funded/100% locally funded budget for 6 months, pay for services to continue including those that need to be renewed during 2011/12, and use the $62,000 for administration for the next 3 months for a 9 month budget.

Expense under this model:

| | |
|---|---|
| Delivery (2 day/wk, reimburse USPS/UPS) | $225,000 |
| SAB | $ 100 |
| Administration (9 months) | $184,751 |
| (6 month amount($122,751) plus $62,000 CLSA) | |
| Services/Rent/Supplies/Overhead | $ 40,000 |

OverDrive – as of the end of March 2012, becomes completely member supported

# Staffing Options

6 Months budget with no additional state funding

**Option A**

Full-time Executive Director          $95,442 (salary and benefits for 6 months)

Account Clerk 8 hours/week          $ 6,523

Support Staff/Admin Asst ½ time  $20,806

Administration Cost for Option A: $122,751

(need to spell out assumptions on benefits coverage, PERS for Clerk, Admin Asst)


**Option B**

Half-time Executive Director          $47,721

Half-time Asst Director

Half-time Support Staff                   $20,806

Administration Cost for Option B

(Need to determine with staff if this is a viable option.  Exec Director may choose to accept this option as a retiree which would change costs for benefits)


**Option C**

Quarter time Executive Director

Three-quarter time Asst Director

Half-time Support Staff                   $20,806

Administration Cost for Option C


B and C need to be calculated with incumbents as continuing employees AND as retirees as numbers with be different for salary with and without benefits.

NorthNET Library System
Preliminary Budget FY 2011/1Full CLSA Funding - 1 year operations
Presented

EXPENDITURES
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| | | LSTA | SSearch | REF | COM | ADMIN | SAB | PROJECT. BUDGET |
|---|---|---|---|---|---|---|---|---|
| Salaries and Benefits: | | | | | | | | |
| 5900 | Payoff Acct | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5910 | Perm. Positions | 0 | 27,833 | 0 | 26,100 | 245,506 | 0 | 299,440 |
| 5911 | Extra Help | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5921 | Retirement Cont. | 0 | 2,304 | 0 | 2,163 | 20,345 | 0 | 24,812 |
| 5924 | Medicare | 0 | 404 | 0 | 378 | 3,560 | 0 | 4,342 |
| 5925 | Deferred Comp. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5930 | Health Insurance | 0 | 0 | 4,368 | 9,414 | 21,708 | 0 | 35,490 |
| 5931 | Disability Ins. | 0 | 418 | 0 | 391 | 3,683 | 0 | 4,492 |
| 5932 | Dental Insurance | 0 | 682 | 0 | 783 | 3,132 | 0 | 4,597 |
| 5933 | Life Insurance | 0 | 169 | 0 | 169 | 1,363 | 0 | 1,701 |
| 5934 | Vision Insurance | 0 | 108 | 0 | 216 | 432 | 0 | 756 |
| 5935 | Unemployment Ins | 0 | 278 | 0 | 261 | 2,455 | 0 | 2,994 |
| 5940 | Workers Comp | 0 | 281 | 0 | 264 | 2,480 | 0 | 3,024 |
| TOTAL | SAL. & BEN. | 0 | 32,477 | 4,368 | 40,139 | 304,663 | 0 | 381,648 |
| Services and Supplies: | | | | | | | | |
| 6040 | Comm. - E Mail | 0 | 0 | 0 | 900 | 0 | 0 | 900 |
| 6045 | Comm. - Tphone | 0 | 0 | 0 | 500 | 0 | 0 | 500 |
| 6085 | Janitorial Service | 0 | 0 | 270 | 480 | 0 | 0 | 750 |
| 6100 | Insurance | 0 | 0 | 1,000 | 2,309 | 1,000 | 0 | 4,309 |
| 6140 | Maint. of Equip. | 0 | 0 | 0 | 860 | 420 | 0 | 1,280 |
| 6280 | Memberships | 0 | 0 | 0 | 0 | 100 | 0 | 100 |
| 6302 | Dept Revolving | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6400 | Office Expense | 0 | 90 | 500 | 13,686 | 349 | 0 | 14,625 |
| 6410 | Postage | 0 | 0 | 0 | 46,123 | 0 | 0 | 46,123 |
| 6415 | Library Mat. | 0 | 0 | 554 | 0 | 0 | 0 | 554 |
| 6461 | Purchases for Members | 0 | 0 | 113,173 | 0 | 0 | 0 | 113,173 |
| 6500 | Other Prof Serv | 0 | 0 | 58,000 | 355,576 | 272 | 0 | 413,848 |
| 6516 | Data Proc'ing Serv | 0 | 0 | 0 | 3,000 | 0 | 0 | 3,000 |
| 6517 | Online Serv, OCLC | 0 | 0 | 0 | 55,754 | 0 | 0 | 55,754 |
| 6521 | County Services | 0 | 0 | 0 | 15 | 0 | 0 | 15 |
| 6800 | Dup/Photocopy | 0 | 0 | 0 | 6,605 | 0 | 0 | 6,605 |
| 6840 | Bldg.Rent/Lease | 0 | 5,000 | 3,543 | 3,543 | 3,543 | 0 | 15,629 |
| 7000 | Special Dept.Exp. | 0 | 0 | 3,000 | 0 | 0 | 0 | 3,000 |
| 7110 | Staff Devel. | 0 | 100 | | 0 | 2,150 | 0 | 2,250 |
| 7120 | In-Serv Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7302 | Conf. & Travel | 0 | 200 | 0 | 0 | 100 | 500 | 300 |
| 7303 | Private Car Exp. | 0 | 0 | 0 | 0 | 500 | 200 | 500 |
| 7320 | Utilities | 0 | 1,709 | 0 | 0 | 0 | 0 | 1,709 |
| TOTAL | SERV & SUPPLIES | 0 | 7,099 | 180,040 | 489,351 | 8,434 | 700 | 684,924 |
| Fixed Assets: | | | | | | | | |
| 8560 | Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8640 | Operational Transfer | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8800 | Equip. Reserve | | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL EXPENDITURES | | 0 | 39,576 | 184,408 | 529,490 | 313,097 | 700 | 1,067,272 |

NorthNET Cooperative Library System
Preliminary Budget FY 20111/12
Presented

Full CLSA Funding -- 1 year operations

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|  |  | LSTA | SUPERS | REF | COM | ADMIN | SAB : | PROJECTED BUDGET |
|---|---|---|---|---|---|---|---|---|
|  | Rev Carried Forward | 0 | 0 | 0 | 0 | 0 | 0: | 0 |
| 4645 | Trust to General Fund | 0 | 0 | 0 | 0 | 0 | 0: | 0 |
|  |  |  |  |  |  | . |  : |  |
| 1700 | Interest Earned | 0 | 0 | 0 | 0 | 3,000 | 0: | 3,000 |
|  | TOTAL INTEREST | 0 | 0 | 0 | 0 | 3,000 | 0: | 3,000 |
|  |  |  |  |  |  |  |  : |  |
| 2560 | CLSA Reference | 0 | 0 | 184,408 | 0 | 62,508 | 0: | 246,916 |
| 2562 | CLSA SAB | 0 | 0 | 0 | 0 | 1,842 | 700: | 2,542 |
| 2563 | CLSA TBR-ILL | 0 | 0 | 0 | 7,920 | 0 | 0: | 7,920 |
| 2564 | CLSA Data Base | 0 | 0 | 0 | 0 | 0 | 0: | 0 |
| 2565 | CLSA Comm. & Del. | 0 | 0 | 0 | 311,744 | 59,775 | 0: | 371,519 |
|  | TOTAL CLSA | 0 | 0 | 184,408 | 319,664 | 124,125 | 700: | 628,897 |
|  |  |  |  |  |  |  |  : |  |
|  | LSTA LAIF | 0 | 0 | 0 | 0 | 20,000 | 0: | 20,000 |
| 2803 | LSTA | 0 | 0 | 0 | 0 | 20,000 | 0: | 20,000 |
|  |  |  |  |  |  |  |  : |  |
| 3480 | Tech. Serv. Fees |  |  |  |  |  |  : |  |
|  | NBCLS | 0 | 0 | 0 | 0 | 95,494 | 0: | 95,494 |
|  | MVLS | 0 | 0 | 0 | 0 | 51,081 | 0: | 51,081 |
|  | NSCLS (6 months) | 0 | 0 | 0 | 0 | 15,000 | 0: | 15,000 |
| 3482 | Contract Fee/ |  |  |  |  |  |  : |  |
|  | NBCLS | 0 | 39,576 | 0 | 172,757 | 4,397 | 0: | 216,730 |
|  | MVLS | 0 | 0 | 0 | 13,312 | 0 | 0: | 13,312 |
| 4040 | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0: | 0 |
| 4102 | Donations/Reimb | 0 | 0 | 0 | 0 | 0 | 0: | 0 |
| 4157 | Member Reimb | 0 | 0 | 0 | 23,757 | 0 | 0: | 23,757 |
|  | TOTAL LOCAL | 0 | 39,576 | 0 | 209,826 | 165,972 | 0 : | 268,799 |
|  | Equp. Reserve |  |  |  |  |  | : | 0 |
|  |  |  |  |  |  |  | : |  |
| GRAND | TOTAL REVENUES | 0 | 39,576 | 184,408 | 529,490 | 313,097 | 700 : | 1,067,271 |

Budget11/12
rev:5/25/2011

c:northnet\sustainability retreat\Budget11-12-rev-5-9-Half CLSA funding.xls

NorthNet Library System
Preliminary Budget FY 2011/12
Presented
50% CLSA Funding -- 1 year operations

| EXPENDITURES | | Ssearch | REF | COM | SAB | ADMIN - 1 | ADMIN - 2 | ADMIN - 3 |
|---|---|---|---|---|---|---|---|---|
| ------------ | | | | | | | | . |
| | | | | | | | | |
| Salaries and Benefits: | | | | | | | | |
| 5900 | Payoff Acct | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5910 | Perm. Positions | 27,833 | 0 | 0 | 0 | 163,314 | 157,858 | 150,585 |
| 5911 | Extra Help | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5921 | Retirement Cont. | 2,304 | 0 | 0 | 0 | 13,534 | 7,054 | 9,465 |
| 5924 | Medicare | 404 | 0 | 0 | 0 | 2,368 | 2,289 | 2,183 |
| 5925 | Deferred Comp. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5930 | Health Insurance | 0 | 4,368 | 0 | 0 | 22,416 | 25,788 | 27,474 |
| 5931 | Disability Ins. | 418 | 0 | 0 | 0 | 2,450 | 2,368 | 2,259 |
| 5932 | Dental Insurance | 682 | 0 | 0 | 0 | 1,961 | 2,728 | 3,069 |
| 5933 | Life Insurance | 169 | 0 | 0 | 0 | 169 | 254 | 296 |
| 5934 | Vision Insurance | 108 | 0 | 0 | 0 | 324 | 432 | 486 |
| 5935 | Unemployment Ins | 278 | 0 | 0 | 0 | 1,633 | 1,579 | 1,506 |
| 5940 | Workers Comp | 281 | 0 | 0 | 0 | 1,649 | 1,594 | 1,521 |
| TOTAL | SAL. & BEN. | 32,477 | 4,368 | 0 | 0 | 209,817 | 201,943 | 198,844 |
| Services and Supplies: | | | | | | | | |
| 6040 | Comm. - E Mail | 0 | 0 | 840 | 0 | 0 | 0 | 0 |
| 6045 | Comm. - Tphone | 0 | 0 | 500 | 0 | 0 | 0 | 0 |
| 6085 | Janitorial Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6100 | Insurance | 0 | 0 | 0 | 0 | 0 | 4,309 | 0 |
| 6140 | Maint. of Equip. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6280 | Memberships | 0 | 0 | 0 | 0 | 0 | 100 | 0 |
| 6302 | Dept Revolving | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6400 | Office Expense | 90 | 0 | 0 | 0 | 0 | 200 | 0 |
| 6410 | Postage | 0 | 0 | 46,183 | 0 | 0 | 0 | 0 |
| 6415 | Library Mat. | 0 | 12,354 | 0 | 0 | 0 | 0 | 0 |
| 6461 | Purchases for Members | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6500 | Other Prof Serv | 0 | 990 | 0 | 0 | 0 | 12,564 | 0 |
| 6516 | Data Proc'ing Serv | 0 | 0 | 0 | 0 | 0 | 3,718 | 0 |
| 6517 | Online Serv, OCLC | 0 | 0 | 55,754 | 0 | 0 | 0 | 0 |
| 6521 | County Services | 0 | 0 | 0 | 0 | 0 | 15,249 | 0 |
| 6540 | Contractual Service Delivery | 0 | 0 | 345,576 | 0 | 0 | 0 | 0 |
| 6540 | Contractual Service Payroll | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6800 | Dup/Photocopy | 0 | 0 | 0 | 0 | 0 | 600 | 0 |
| 6820 | Rental of Equip | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6840 | Bldg.Rent/Lease | 5,000 | 327 | 0 | 0 | 0 | 10,000 | 0 |
| 7000 | Special Dept.Exp. | 0 | 5,510 | 0 | 0 | 0 | 0 | 0 |
| 7110 | Staff  Devel. | 100 | 0 | 0 | 0 | 0 | 200 | 0 |
| 7120 | In-Serv Training | 0 | 0 | 0 | 0 | 0 | 500 | 0 |
| 7302 | Conf. & Travel | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7303 | Private Car Exp. | 200 | 0 | 0 | 200 | 0 | 500 | 0 |
| 7320 | Utilities | 1,709 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | SERV & SUPPLIES | 7,099 | 19,181 | 448,853 | 200 | 0 | 47,940 | 0 |
| Fixed Assets: | | | | | | | | |
| 8560 | Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8640 | Operational Transfer | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8800 | Equip. Reserve | | | | | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| GRAND TOTAL EXPENDITURES | | 39,576 | 23,549 | 448,853 | 200 | 209,817 | 249,883 | 198,844 |

GRAND TOTAL with EACH SALARY SCHEDULE

|  | | | | | | 769,935 | 762,061 | 758,962 |

NorthNet Library System
Preliminary Budget FY 2011/12
Presented
50% CLSA Funding -- 1 year operations

REVENUES

--------

| | | LSTA | SUPERS | REF | COM | SAB | ADMIN | Proj. Rev. |
|---|---|---|---|---|---|---|---|---|
| | Rev Carried Forward | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4645 | Trust to General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | . | |
| 1700 | Interest Earned | 0 | 0 | 0 | 0 | 0 | 3,000 | |
| | TOTAL INTEREST | 0 | 0 | 0 | 0 | 0 | 3,000 | 3,000 |
| | | | | | | | | |
| 2560 | CLSA Reference | 0 | 0 | 23,549 | 0 | 0 | 31,254 | |
| 2562 | CLSA SAB | 0 | 0 | 0 | 0 | 200 | 921 | |
| 2563 | CLSA TBR-ILL | 0 | 0 | 0 | 5,157 | 0 | 0 | |
| 2564 | CLSA Data Base | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2565 | CLSA Comm. & Del. | 0 | 0 | 0 | 224,677 | 0 | 29,932 | |
| | TOTAL CLSA | 0 | 0 | 23,549 | 229,834 | 200 | 62,107 | 315,690 |
| | | | | | | | | |
| | LSTA LAIF | 0 | 0 | 0 | 0 | 0 | 20,000 | |
| 2803 | LSTA | 0 | 0 | 0 | 0 | 0 | 20,000 | 20,000 |
| | | | | | | | | |
| 3480 | Membership Fees | | | | | | | |
| | NBCLS | 0 | 0 | 0 | 0 | 0 | 95,494 | |
| | MVLS | 0 | | | 0 | 0 | 51,081 | |
| | NSCLS ( 6 months) | 0 | | | 0 | 0 | 15,000 | |
| 3482 | Contract Fee | | | | | | | |
| | MVLS | 0 | 0 | | 13,312 | 0 | 0 | |
| | NBCLS | 0 | 39,576 | 0 | 172,757 | 0 | 4,397 | |
| 4040 | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4102 | Donations/Reimb | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4157 | Member Reimb | 0 | 0 | 0 | 23,757 | 0 | 0 | |
| | TOTAL LOCAL | 0 | 39,576 | 0 | 209,826 | 0 | 165,972 | 415,374 |
| | | | | | | | | |
| | Equp. Reserve | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| GRAND TOTAL REVENUES | | 0 | 39,576 | 23,549 | 439,660 | 200 | 251,079 | 754,064 |

Budget11/12
rev:5/23/2011

NorthNet Library System
Preliminary Budget FY 2011/12
Presented
No state funding -- 6 months operations

| EXPENDITURES | | Ssearch | COM | ADMIN - 1 | ADMIN - 2 | ADMIN - 3 |
|---|---|---|---|---|---|---|
| ------------ | | | | | | . |
| Salaries and Benefits: | | | | | | |
| 5900 | Payoff Acct | 0 | 0 | 0 | 0 | 0 |
| 5910 | Perm. Positions | 13,917 | 0 | 81,657 | 78,929 | 75,293 |
| 5911 | Extra Help | 0 | 0 | 0 | 0 | 0 |
| 5921 | Retirement Cont. | 1,152 | 0 | 6,767 | 6,541 | 6,239 |
| 5924 | Medicare | 202 | 0 | 1,184 | 1,144 | 1,092 |
| 5925 | Deferred Comp. | 0 | 0 | 0 | 0 | 0 |
| 5930 | Health Insurance | 0 | 0 | 11,208 | 12,894 | 13,737 |
| 5931 | Disability Ins. | 209 | 0 | 1,225 | 1,184 | 1,129 |
| 5932 | Dental Insurance | 341 | 0 | 1,023 | 1,364 | 1,535 |
| 5933 | Life Insurance | 85 | 0 | 85 | 127 | 148 |
| 5934 | Vision Insurance | 54 | 0 | 162 | 216 | 243 |
| 5935 | Unemployment Ins | 139 | 0 | 817 | 789 | 753 |
| 5940 | Workers Comp | 141 | 0 | 825 | 797 | 760 |
| TOTAL | SAL. & BEN. | 16,239 | 0 | 104,951 | 103,985 | 100,929 |
| Services and Supplies: | | | | | | |
| 6040 | Comm. - E Mail | 0 | 420 | 0 | 0 | 0 |
| 6045 | Comm. - Tphone | 0 | 250 | 0 | 0 | 0 |
| 6085 | Janitorial Service | 0 | 0 | 0 | 0 | 0 |
| 6100 | Insurance | 0 | 0 | 0 | 0 | 4,309 |
| 6140 | Maint. of Equip. | 0 | 0 | 0 | 0 | 0 |
| 6280 | Memberships | 0 | 0 | 0 | 0 | 100 |
| 6302 | Dept Revolving | 0 | 0 | 0 | 0 | 0 |
| 6400 | Office Expense | 50 | 0 | 0 | 0 | 100 |
| 6410 | Postage | 0 | 23,092 | 0 | 0 | 0 |
| 6415 | Library Mat. | 0 | 0 | 0 | 0 | 0 |
| 6461 | Purchases for Members | 0 | 0 | 0 | 0 | 0 |
| 6500 | Other Prof Serv | 0 | 0 | 0 | 0 | 12,564 |
| 6516 | Data Proc'ing Serv | 0 | 0 | 0 | 0 | 1,859 |
| 6517 | Online Serv, OCLC | 0 | 0 | 0 | 0 | 0 |
| 6521 | County Services | 0 | 0 | 0 | 0 | 7,634 |
| 6540 | Contractual Service Delivery | 0 | 172,788 | 0 | 0 | 0 |
| 6540 | Contractual Service Payroll | 0 | 0 | 0 | 0 | 0 |
| 6800 | Dup/Photocopy | 0 | 0 | 0 | 0 | 600 |
| 6820 | Rental of Equip | 0 | 0 | 0 | 0 | 0 |
| 6840 | Bldg.Rent/Lease | 2,495 | 0 | 0 | 0 | 9,003 |
| 7000 | Special Dept.Exp. | 0 | 0 | 0 | 0 | 0 |
| 7110 | Staff  Devel. | 50 | 0 | 0 | 0 | 200 |
| 7120 | In-Serv Training | 0 | 0 | 0 | 0 | 500 |
| 7302 | Conf. & Travel | 0 | 0 | 0 | 0 | 0 |
| 7303 | Private Car Exp. | 100 | 0 | 0 | 0 | 500 |
| 7320 | Utilities | 855 | 0 | 0 | 0 | 854 |
| TOTAL | SERV & SUPPLIES | 3,550 | 196,550 | 0 | 0 | 38,223 |
| Fixed Assets: | | | | | | |
| 8560 | Equipment | 0 | 0 | 0 | 0 | 0 |
| 8640 | Operational Transfer | 0 | 0 | 0 | 0 | 0 |
| 8800 | Equip. Reserve | 0 | 0 | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| GRAND TOTAL EXPENDITURES | | 19,788 | 196,550 | 143,174 | 142,208 | 139,152 |

GRAND TOTAL with EACH SALARY SCHEDULE                    359,512     358,546     355,490
Unexpended revenue:  $24,297 with highest expenditure

Budget11/12
rev:5/23/11

NorthNet Library System
Preliminary Budget FY2011/12
Presented
No State Funding -- 6 months operations

REVENUES

--------

|  |  | LSTA | SUPERS | COM | ADMIN | Proj. Revenue |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Rev Carried Forward | 0 | 0 | 0 | 0 | 0 |
| 4645 | Trust to General Fund | 0 | 0 | 159,000 | 0 | 159,000 |
|  |  |  |  | . |  |  |
| 1700 | Interest Earned | 0 | 0 | 0 | 1,500 |  |
|  | TOTAL INTEREST | 0 | 0 | 0 | 1,500 | 1,500 |
|  |  |  |  |  |  |  |
| 2560 | CLSA Reference | 0 | 0 | 0 | 0 |  |
| 2562 | CLSA SAB | 0 | 0 | 0 | 0 |  |
| 2563 | CLSA TBR-ILL | 0 | 0 | 0 | 0 |  |
| 2564 | CLSA Data Base | 0 | 0 | 0 | 0 |  |
| 2565 | CLSA Comm. & Del. | 0 | 0 | 0 | 0 |  |
|  | TOTAL CLSA | 0 | 0 | 0 | 0 | 0 |
|  |  |  |  |  |  |  |
|  | LSTA LAIF | 0 | 0 | 0 | 20,000 |  |
| 2803 | LSTA | 0 | 0 | 0 | 20,000 | 20,000 |
|  |  |  |  |  |  |  |
| 3480 | Membership Fees |  |  |  |  |  |
|  | NBCLS | 0 | 0 | 0 | 47,747 |  |
|  | MVLS | 0 | 0 | 0 | 25,541 |  |
|  | NSCLS | 0 | 0 | 0 | 15,000 |  |
| 3482 | Contract Fee/ |  |  |  |  |  |
|  | MVLS | 0 | 0 | 6,656 | 0 |  |
|  | NBCLS | 0 | 19,788 | 86,379 | 2,199 |  |
| 4040 | Miscellaneous | 0 | 0 | 0 | 0 |  |
| 4102 | Donations/Reimb | 0 | 0 | 0 | 0 |  |
| 4157 | Member Reimb | 0 | 0 | 0 | 0 |  |
|  | TOTAL LOCAL | 0 | 19,788 | 93,035 | 90,486 | 203,309 |
|  |  |  |  |  |  |  |
|  | Equp. Reserve |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| GRAND TOTAL REVENUES |  | 0 | 19,788 | 252,035 | 111,986 | 383,809 |

**California Library Services Act**
**Preliminary Plan of Service and Budget**
**2011/12**


**Cooperative System:** _____**NorthNet Library System**_____

**System Coordinator:** ___**Annette Milliron DeBacker**_____

**Approval Signature:** _____**Date:**_____
**(System Chair)**


**Please describe briefly how you will use the funding in each CLSA program.  In each scenario, include System staffing levels and operations needed to function.**

If CLSA funds were no longer available, what services will be covered through other funding sources?  Does your System have reserves to continue providing services and for how long?  What services previously supported by CLSA will cease?  Will your System consider closing?  How will the loss of TBR funds affect your System?

- Services – Only delivery service, SuperSearch Program support, and minimal administrative support. Administration staff will be reduced from 3.23 FTE to 1.5 FTE.
- All services will be continued for 6 months then available reserves will be depleted and the System will shut down.
- All CLSA reference service and SAB support will end June 30, 2011.
- The System shut down date has not been set by the NLS Council.  The Council is meeting on June 9th and shut down dates will be discussed.
- Loss of TBR affects the ability of System members to purchase service such as additional days of delivery and participation in resource sharing support programs such as OCLC group catalogs. Also some members use TBR as a source of revenue to pay membership dues.


**How will the System function with 50% of its CLSA budget?  What services will be cut?**

There will be a major shift of CLSA funds from the reference and SAB programs to the communication and delivery program.

In the reference program, CLSA funds will be used to extend one database license from December 2011 to June 30, 2012.  The database to be extended is used by the North State region members. NLS will contract with the Serra System for question handling for up to $1,000 of service.

In the SAB program, $200 will be used to assist meeting attendance by SAB members.

In the communication and delivery program, CLSA funds support delivery as it is currently operating.  Members requiring more than two days of van delivery per week will contribute to cover the extra cost.  Members will be reimbursed for USPS and UPS costs of shipping materials to members that are not on van routes.  Also, CLSA funds will be used to support resource sharing participation in the OCLC group catalog for North State region members.

Administration staff will be cut from 3.23 FTE to 1.5 FTE. Staffing for reference services will be absorbed by remaining administration staff.

**What services will continue if your System budget is funded at 2010/11 levels?**

Delivery will continue as currently configured but the reference program will not. Question handling will be contracted with the Serra System. Databases will be purchase for use by NLS members. The members will instruct administrative staff on which databases are to be renewed or if new databases are desired. There will not be any reference staff. Administrative staff will assume all reference program management issues.

*Doc#15382*