

NorthNet Library System

Steering Committee

WebEx Desktop Meeting Agenda

Friday, September 3, 2010
11 a.m. – 12:30 p.m.

Meeting Number: 572 205 236

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=154026157&UID=0&RT=MIMO>
2. Enter your name and email address.
3. Click "Join"

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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 April 29, 2010 Meeting | Gregg Atkins |
| ACTION 5. Consent Calendar | Annette Milliron |
| A. Financial Statement ending June 30, 2010 | |
| B. Financial Statement ending July 31, 2010 | |
| C. Revised FY 2010/11 Budget | |
| D. Sexual Harassment Policy | |
| 6. News from the State Library | Linda Springer |
| 7. NLS Annual Report | Annette Milliron |
| 8. Regional Review | Regional Rep. &
Annette Milliron |
| ACTION 9. Review of Strategic Planning Session and Action Plan | Gregg and Annette |
| ACTION 10. Infopeople Workshops | Annette Milliron |
| 11. Overdrive Collection | Annette Milliron |
| 12. May Council of Librarians Meeting Planning | Annette Milliron |

13. Next Meeting Date

14. Agenda Building

15. 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.

NorthNet Steering Committee Meeting

ADMINISTRATIVE NOTES

September 3, 2010

CONSENT CALENDAR

- A. The statement of expenditure and revenue for June 30, 2010 is in the packet along with the NBCLS Salaries and Benefits ledger as salaries are shown as a contract in the NLS budget. Just an FYI the interest earned in Q 4 was 0.794% after fees. Also the year ended with an unaudited amount of \$16,543 in the black.
- B. The statement of expenditure and revenue for July 31, 2010 is in the packet along with the NBCLS Salaries and Benefits ledger as salaries are shown as a contract in the NLS budget.
- C. The revision of the FY 2010/11 budget reflects the rollover of LSTA grants funds for the Rural Library Initiative and Consumer Health projects. The projects were not completed by June 30th and have been extended to September 30th. Any unexpended grant funds will be returned to CSL by October 15th. There are no other changes to the budget.
- D. NBC does not have a Sexual Harassment Policy. The attached policy was developed in March by a law firm for the Southern California Library Cooperative (formerly MCLS). As it was created for a cooperative agency that is a JPA it seems like a good fit.

ANNUAL REPORT

The annual report is included in the packet. To compare the report to last year you need to reference the three individual reports that were filed. In general the number of reference questions handled is down from 777 to 542 or about 30%. Delivery statistics are down about 0.05% from 6,973,756 to 6,970,454.

REVIEW OF STRATEGIC PLANNING SESSION

The notes from the May meeting are in the packet. Its time to get started as three progress reports are due in November.

INFOPEOPLE WORKSHOPS

The results from the survey will be available at the meeting. In addition to the Edmond Otis workshop(s) there will be a Google Docs workshop sponsored by NLS this year. The Google Docs workshop was developed for the Rural Initiative and it received great reviews..

OVERDRIVE COLLECTION

After 3 years of trying to find the money, it is nice to be able to move this project forward. Nearly 30% of the public library members responded within 24 hours to the sign up announcement. A collection development committee is needed or the task may be assigned to a sub-group of the Information Services COI. Direction from the Steering Committee is desired.

NLS COUNCIL OF LIBRARIANS MAY MEETING

The NBCLS Board has proposed a different approach to the May NLS Council Meeting. To improve participation they suggested arranging the meeting to include individual regional full council meetings, then the full NLS Council meeting within roughly half of the day, then complete the day with a networking lunch, and a speaker. If this is an interesting idea, your suggestions for speakers and sites are needed. One thought of location is Yolo County as they have so many new buildings and remodels.

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
April 29, 2010

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date via WebEx with Chair Bill Michael presiding. The meeting convened at 10:05 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Mono County Free Library	Bill Michael
X		Benicia Public Library	Diane Smikahl
X		Dixon Public Library	Gregg Atkins
	X	El Dorado Public Library	Jeanne Amos
X		Lincoln Public Library	Darla Wegener
X		Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
	X	Napa City-County Library	Danis Kreimeier
	X	Plumas County Library	Margaret Miles
X		Sutter County Library	Roxanna Parker
	X	Willows Public Library	Sandie Hobbs
X		NLS System Headquarters – Executive Director	Annette Milliron
X		NLS System Headquarters – Assistant Director	Patty Hector
X		California State Library	Linda Springer

1. WELCOME & INTRODUCTIONS:

Chair Bill Michael welcomed everyone to the meeting.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No public was in attendance.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Diane Smikahl and seconded by Gregg Atkins. The Motion passed unanimously.

4. APPROVAL OF MARCH 18, 2010 STEERING COMMITTEE MINUTES

A Motion to approve the March 18, 2010 Steering Committee minutes was moved by Cheryl Baker and seconded by Gregg Atkins. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCE STATEMENT ENDING 3/31/10

Ms. Milliron reported that things are going as expected but the interest income is disappointing. She noted that the third quarter interest isn't listed on the financials because it was received too late for the closing of the books, but the rate was .9%. Ms. Milliron will have a better idea of how the finances will balance out at the May 14th meeting but doesn't believe there will be any money left over at year-end to place in reserves. A Motion to approve the consent calendar was moved by

Gail Haar and seconded by Roxanna Parker. The Motion passed unanimously.

6. NEWS FROM THE STATE LIBRARY

Ms. Springer reported nothing had changed since her last report except that the State's strategic Planning meeting has moved from May to the week of June 14th. Details will be forthcoming.

7. PLAN OF SERVICE 2010/11

The Plan of Service for 2010/11 will need to be approved at the 5/14/10 Council meeting as it is due to the State in early June. There were not many changes because we haven't achieved all of the things we wanted to do this year. One piece that will probably change when it is presented at the May 14th meeting is the population profile. Also, several libraries had updates about their special language collections that Ms. Milliron will include in the report. Ms. Parker reported that she thought this year's transition from Childrens to Youth Services Committee went really well.

8. BUDGET

Ms. Milliron reported that each regional system has agreed to continue contributing membership dues on behalf of their members. A Motion to present the proposed FY 2010/11 budget to the full council for approval was moved by Gail Haar and seconded by Roxanna Parker. The Motion passed unanimously.

9. LSTA GRANT

The Committee discussed numerous possibilities for the LSTA grant application. Ms. Milliron reported that Learning Express Library Job Accelerator submitted a reasonable quote for their database. It would be more money than we have to purchase the tests. It was noted that some libraries already have a test database and it might be possible to expand their license agreements to include other members that are interested. Other possibilities explored were:

- Overdrive database, which would cost \$18,600 for the platform
- Purchase netbooks for public use, which would have to be filtered per CIPA
- Hold a strategic planning session with George Needham and Joan Frye Williams.

Cheryl Baker asked if the subscription for the Job Accelerator database could be extended. Ms. Milliron said the quote is for an 18-month period.

Gail Haar thinks filtering the netbooks would be a large hurdle for libraries to overcome. She asked if the system could purchase the equipment to have a technology petting zoo circulated around the system. Discussion ensued.

A Motion to include the Job Accelerator database and an Overdrive collection for an eighteen month period in the LSTA grant application was moved by Cheryl Baker and seconded by Roxanna Parker. The Motion passed unanimously.

10. NOMINATING COMMITTEE

Nominations were discussed and the Committee proposed a voting slate of Gregg Atkins as Steering Committee chair and Margaret Miles as vice chair for 2010/11.

A Motion to approve the slate was moved by Cheryl Baker and seconded by Roxanna Parker. The Motion passed unanimously.

11. MAY 14TH COUNCIL OF LIBRARIANS MEETING PLANNING

The Steering Committee gave Ms. Milliron suggestions for the upcoming 5/14/10 NLS Council meeting agenda. Gregg Atkins wondered if it would be a good idea to take a look at the state of each library before we start planning so we have an idea of the constraints each library is under. Ms. Hector suggested having system staff gather the data before hand. The data could then be placed on flip charts and used as needed during the discussion. Directors were concerned that they would not have complete information since the Governor's May revision of the budget won't come out until May 13th. Staff will collect the data and decide if it will be useful. Ms. Milliron was directed to seek a quote from Joan Frye Williams for a follow-up strategic planning session for NLS. If possible the session should bracket either the beginning or end of the November CLA Conference in Sacramento.

12. NEXT MEETING DATE

The next meeting date will be decided by the 2010/11 Steering Committee after the elections next month.

13. AGENDA BUILDING

The agenda for the next NLS Steering Committee meeting will be decided by the 2010/11 Steering Committee after the elections next month.

14. ADJOURN

There being no further business, the meeting was adjourned at 11:41 a.m.

Annette Milliron DeBacker
Clerk of the Committee
April 29, 2010

CONSENT CALENDAR
September 3, 2010

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2008/09.
Period ending June 30, 2010
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2008/09.
Period ending June 30, 2010
- C. Revised FY 2010/11 Budget
- D. Sexual Harassment Policy

NorthNet Library System
General Ledger
For the Twelve Months Ending June 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	52,836.00	5,404.83	47,431.17	89.77	1,406.85
2560-CLSA Reference	313,648.00	313,648.00	0.00	0.00	0.00
2562-CLSA SAB	9,165.00	9,165.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	48,253.00	13,046.04	35,206.96	72.96	536.64
2565-CLSA Comm. &	299,140.00	299,140.00	0.00	0.00	0.00
Total CLSA	670,206.00	634,999.04	35,206.96	5.25	536.64
2803-LSTA	313,500.00	282,150.00	31,350.00	10.00	0.00
Total LSTA	313,500.00	282,150.00	31,350.00	10.00	0.00
3480-Contract Fees	404,760.00	365,502.40	39,257.60	9.70	79.04
3482-Membership Fees	151,225.00	211,029.60	(59,804.60)	(39.55)	0.00
4157-Member Reimbursement	249,001.00	268,576.76	(19,575.76)	(7.86)	31,655.00
Total Member Share	804,986.00	845,108.76	(40,122.76)	(4.98)	31,734.04
4040-Miscellaneous	10,155.00	10,426.24	(271.24)	(2.67)	0.00
Total Miscellaneous	10,155.00	10,426.24	(271.24)	(2.67)	0.00
4102-Donations/Reimbursments	6,224.00	5,803.49	420.51	6.76	42.01
Total Donations & Reimbursements	6,224.00	5,803.49	420.51	6.76	42.01
4620-Transfer between funds	364,347.00	300,000.00	64,347.00	17.66	0.00
Total Transfer Between Funds	364,347.00	300,000.00	64,347.00	17.66	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	\$ 2,222,254.00	\$ 2,083,892.36	138,361.64	6.23	\$ 33,719.54

NorthNet Library System
 General Ledger
 For the Twelve Months Ending June 30, 2010

	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.	0.00	0.00	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
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Total Salaries & Benefits	0.00	0.00	0.00	0.00	0.00

NorthNet Library System
General Ledger
For the Twelve Months Ending June 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	1,400.00	1,247.29	152.71	10.91	59.95
6045-Comm. - Telephone	20,539.00	13,418.53	7,120.47	34.67	203.77
6085-Adm Janitorial	1,500.00	1,440.00	60.00	4.00	120.00
6100-Insurance	3,010.00	3,464.00	(454.00)	(15.08)	0.00
6140-Maint. of Equipment	2,142.00	1,682.75	459.25	21.44	0.00
6280-Memberships	15,150.00	15,724.00	(574.00)	(3.79)	0.00
6302-Adm Debt Revolve	50.00	0.00	50.00	100.00	0.00
6400-Office Expense	7,809.00	6,715.81	1,093.19	14.00	1,302.78
6410-Postage	8,900.00	11,780.71	(2,880.71)	(32.37)	1,135.20
6415-Library Materials	600.00	539.99	60.01	10.00	0.00
6461-Purchases for Members	333,426.00	315,419.33	18,006.67	5.40	56,458.23
6500-Other Prof. Services	217,175.00	138,375.93	78,799.07	36.28	73,344.67
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCLC	55,904.00	55,857.05	46.95	0.08	4,646.13
6521-County Services	10,000.00	10,000.00	0.00	0.00	10,000.00
6540-Contract Services	1,022,604.00	1,033,337.39	(10,733.39)	(1.05)	125,070.66
6800-Duplicating / Photocopies	13,254.00	4,706.52	8,547.48	64.49	392.21
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	21,557.00	22,996.68	(1,439.68)	(6.68)	1,916.39
7000-Special Dept. Expenses	36,328.00	0.00	36,328.00	100.00	0.00
7110-Staff Development	2,150.00	901.20	1,248.80	58.08	0.00
7120-In-Service Training	43,244.00	28,389.87	14,854.13	34.35	1,663.18
7302-Conferences & Travel	88,084.00	36,325.69	51,758.31	58.76	4,628.66
7303-Private Car Expense	5,447.00	4,235.00	1,212.00	22.25	249.03
7320-Utilities	5,136.00	4,211.28	924.72	18.00	341.52
Total Services & Supplies	1,915,409.00	1,710,769.02	204,639.98	10.68	281,532.38
Fixed Assets					
8640-Operational Transfer	300,000.00	0.00	300,000.00	100.00	0.00
8800-Equip Reserve	6,845.00	0.00	6,845.00	100.00	0.00
Total Fixed Assets	306,845.00	0.00	306,845.00	100.00	0.00
Grand Total Expenditures	\$ 2,222,254.00	\$ 1,710,769.02	511,484.98	23.02	\$ 281,532.38

NorthNet Library System
General Ledger
For the Twelve Months Ending June 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>2,222,254.00</u>	<u>1,710,769.02</u>	<u>511,484.98</u>	<u>23.02</u>	<u>281,532.38</u>
Grand Total Revenues	<u>2,222,254.00</u>	<u>2,083,892.36</u>	<u>138,361.64</u>	<u>(6.23)</u>	<u>33,719.54</u>
Difference	<u>\$ 0.00</u>	<u>\$ 373,123.34</u>	<u>(373,123.34)</u>		<u>\$ (247,812.84)</u>
Net Change in Journals	<u>\$ 306,845.00</u>	<u>\$ 373,123.34</u>	<u>(66,278.34)</u>		<u>\$ (247,812.84)</u>

North Bay Cooperative Library System
General Ledger
For the Twelve Months Ending June 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 8,500.00	\$ 8,277.54	222.46	2.62	\$ 0.00
5910-Perm. Positions	411,400.00	411,326.39	73.61	0.02	31,903.40
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	57,803.00	57,279.61	523.39	0.91	4,446.34
5924-Medicare	6,920.00	6,974.10	(54.10)	(0.78)	539.06
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	94,250.00	94,215.86	34.14	0.04	8,135.03
5931-Disability Insurance	4,326.00	4,303.95	22.05	0.51	319.03
5932-Dental Insurance	8,225.00	8,219.10	5.90	0.07	715.56
5933-Life Insurance	1,905.00	1,903.01	1.99	0.10	147.47
5934-Vision Insurance	1,030.00	1,029.90	0.10	0.01	90.50
5935-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
5940-Workers Compensation	4,100.00	4,099.07	0.93	0.02	928.39
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Total Salaries & Benefits	598,459.00	597,628.53	830.47	0.14	47,224.78

NorthNet Library System
General Ledger
For the One Month Ending July 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	10,572.00	0.00	10,572.00	100.00	0.00
2560-CLSA Reference	313,648.00	0.00	313,648.00	100.00	0.00
2562-CLSA SAB	9,209.00	0.00	9,209.00	100.00	0.00
2563-CLSA TBR-ILL	500.00	0.00	500.00	100.00	0.00
2565-CLSA Comm. &	298,873.00	0.00	298,873.00	100.00	0.00
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Total CLSA	622,230.00	0.00	622,230.00	100.00	0.00
2803-LSTA	25,916.00	63,522.00	(37,606.00)	(145.11)	63,522.00
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Total LSTA	25,916.00	63,522.00	(37,606.00)	(145.11)	63,522.00
3480-Contract Fees	359,760.00	69,149.00	290,611.00	80.78	69,149.00
3482-Membership Fees	151,225.00	22,050.00	129,175.00	85.42	22,050.00
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Total Member Share	510,985.00	91,199.00	419,786.00	82.15	91,199.00
4040-Miscellaneous	0.00	0.00	0.00	0.00	0.00
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Total Miscellaneous	0.00	0.00	0.00	0.00	0.00
4102-Donations/Reimbursements	34,393.00	260.73	34,132.27	99.24	260.73
4157-Member Reimbursement	241,000.00	0.00	241,000.00	100.00	0.00
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Total Donations & Reimbursements	275,393.00	260.73	275,132.27	99.91	260.73
4620-Transfer between funds	64,347.00	0.00	64,347.00	100.00	0.00
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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
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Total Trust to General Fund	0.00	0.00	0.00	0.00	0.00
Grand Total Revenues	\$ 1,509,443.00	\$ 154,981.73	1,354,461.27	89.73	\$ 154,981.73
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NorthNet Library System
 General Ledger
 For the One Month Ending July 31, 2010

	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.	0.00	0.00	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
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Total Salaries & Benefits	0.00	0.00	0.00	0.00	0.00

NorthNet Library System
General Ledger
For the One Month Ending July 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	800.00	69.95	730.05	91.26	69.95
6045-Comm. - Telephone	2,939.00	28.59	2,910.41	99.03	28.59
6085-Adm Janitorial	1,500.00	120.00	1,380.00	92.00	120.00
6100-Insurance	3,010.00	0.00	3,010.00	100.00	0.00
6140-Maint. of Equipment	2,142.00	0.00	2,142.00	100.00	0.00
6280-Memberships	150.00	225.00	(75.00)	(50.00)	225.00
6302-Adm Debt Revolve	50.00	0.00	50.00	100.00	0.00
6400-Office Expense	4,809.00	0.00	4,809.00	100.00	0.00
6410-Postage	58,568.00	4,113.19	54,454.81	92.98	4,113.19
6415-Library Materials	600.00	0.00	600.00	100.00	0.00
6461-Purchases for Members	318,528.00	48,704.07	269,823.93	84.71	48,704.07
6500-Other Prof. Services	24,425.00	1,814.75	22,610.25	92.57	1,814.75
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCLC	57,416.00	4,646.13	52,769.87	91.91	4,646.13
6521-County Services	14,394.00	0.00	14,394.00	100.00	0.00
6540-Contract Services	883,292.00	30,225.00	853,067.00	96.58	30,225.00
6800-Duplicating / Photocopies	7,184.00	784.42	6,399.58	89.08	784.42
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	23,296.00	3,832.78	19,463.22	83.55	3,832.78
7000-Special Dept. Expenses	16,990.00	0.00	16,990.00	100.00	0.00
7110-Staff Development	2,150.00	0.00	2,150.00	100.00	0.00
7120-In-Service Training	31,888.00	0.00	31,888.00	100.00	0.00
7302-Conferences & Travel	5,160.00	1,514.68	3,645.32	70.65	1,514.68
7303-Private Car Expense	6,131.00	558.00	5,573.00	90.90	558.00
7320-Utilities	5,136.00	661.31	4,474.69	87.12	661.31
Total Services & Supplies	1,470,558.00	97,297.87	1,373,260.13	93.38	97,297.87
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	38,885.00	0.00	38,885.00	100.00	0.00
Total Fixed Assets	38,885.00	0.00	38,885.00	100.00	0.00
Grand Total Expenditures	\$ 1,509,443.00	\$ 97,297.87	1,412,145.13	93.55	\$ 97,297.87

NorthNet Library System
 General Ledger
 For the One Month Ending July 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>1,509,443.00</u>	<u>97,297.87</u>	<u>1,412,145.13</u>	<u>93.55</u>	<u>97,297.87</u>
Grand Total Revenues	<u>1,509,443.00</u>	<u>154,981.73</u>	<u>1,354,461.27</u>	<u>(89.73)</u>	<u>154,981.73</u>
Difference	<u>\$ 0.00</u>	<u>\$ 57,683.86</u>	<u>(57,683.86)</u>		<u>\$ 57,683.86</u>
Net Change in Journals	<u>\$ 38,885.00</u>	<u>\$ 57,683.86</u>	<u>(18,798.86)</u>		<u>\$ 57,683.86</u>

North Bay Cooperative Library System
General Ledger
For the One Month Ending July 31, 2010

	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	395,913.00	46,142.38	349,770.62	88.35	46,142.38
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	58,065.00	6,482.07	51,582.93	88.84	6,482.07
5924-Medicare	6,918.00	833.21	6,084.79	87.96	833.21
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	97,590.00	8,135.03	89,454.97	91.66	8,135.03
5931-Disability Insurance	5,939.00	310.47	5,628.53	94.77	310.47
5932-Dental Insurance	8,625.00	648.72	7,976.28	92.48	648.72
5933-Life Insurance	1,919.00	0.00	1,919.00	100.00	0.00
5934-Vision Insurance	1,286.00	72.40	1,213.60	94.37	72.40
5935-Unemployment Insurance	3,921.00	0.00	3,921.00	100.00	0.00
5940-Workers Compensation	3,916.00	155.77	3,760.23	96.02	155.77
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Salaries & Benefits	584,092.00	62,780.05	521,311.95	89.25	62,780.05

Agenda Item #5C

Budget10/11
rev:8/26/2010

NorthNet Library System
Preliminary Budget 2010/11
Adopted September 3, 2010

REVENUES

-----	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SUPERS	ContEd	REF	COM	SAB	ADMIN :	PROJECTED
										:	BUDGET
Rev Carried Forward		43,780	62,868	0	0	0	0	0	0	0 :	106,648
4620 Transfer from members	0	0	0	0	0	0	0	0	0	64,347 :	64,347
										:	
1700 Interest Earned	0	0	0	0	0	0	0	0	0	10,572 :	10,572
TOTAL INTEREST	0	0	0	0	0	0	0	0	0	10,572 :	10,572
										:	
2560 CLSA Reference	0	0	0	0	0	0	250,918	0	0	62,730 :	313,648
2562 CLSA SAB	0	0	0	0	0	0	0	0	7,367	1,842 :	9,209
2563 CLSA TBR-ILL	0	0	0	0	0	0	500	0	0	0 :	500
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0	0 :	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	239,098	0	59,775 :	298,873
TOTAL CLSA	0	0	0	0	0	0	251,418	239,098	7,367	124,347 :	622,230
										:	
2803 LSTA System	64,164	0	0	0	0	0	0	0	0	6,416 :	70,580
2803 LSTA RLI	0	0	0	0	0	0	0	0	0	19,500 :	63,280
2803 LSTA	64,164	0	0	0	0	0	0	0	0	25,916 :	196,728
										:	
3480 Contract Fees MVLS	0	0	0	0	0	0	0	20,384	0	0 :	20,384
Contract Fees NBCLS	0	0	0	0	95,191	0	0	243,785	0	0 :	338,976
Contract Fees NSCLS	0	0	0	0	0	0	0	0	0	0 :	0
Black Gold Contract	0	0	0	0	0	0	300	0	0	100 :	400
3482 Membership Fees MVLS	0	0	0	0	0	0	0	0	0	52,315 :	52,315
Membership Fees NBCLS	0	0	0	0	0	0	0	0	0	95,494 :	95,494
Membership Fees NSCLS	0	0	0	0	0	0	0	0	0	3,416 :	3,416
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0	0 :	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0	0 :	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0	:	0
4102 Donations/Reimb	0	0	0	0	976	0	3,366	16,080	0	13,971 :	34,393
4157 Member Reimb	0	0	0	241,000	0	0	0	0	0	0 :	241,000
TOTAL LOCAL	0	0	0	241,000	96,167	0	3,666	280,249	0	165,296 :	786,378
										:	
Equip. Reserve										:	
-----										:	
GRAND TOTAL REVENUES	64,164	43,780	62,868	241,000	96,167	0	255,084	519,347	7,367	390,478 :	1,680,255

EXPENDITURES

-----	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SSearch	Cont Ed	REF	C&D	SAB	ADMIN	PROJECT.
											BUDGET
Salaries and Benefits:											
5900 Payoff Acct	0	0	0	0	0	0	0	0	0	0	0
5910 Perm. Positions	0	0	0	0	0	0	0	0	0	0	0
5911 Extra Help	0	0	0	0	0	0	0	0	0	0	0
5921 Retirement Cont.	0	0	0	0	0	0	0	0	0	0	0
5924 Medicare	0	0	0	0	0	0	0	0	0	0	0
5925 Deferred Comp.	0	0	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	0	0	0	0	0	0	0	0
5931 Disability Ins.	0	0	0	0	0	0	0	0	0	0	0
5932 Dental Insurance	0	0	0	0	0	0	0	0	0	0	0
5933 Life Insurance	0	0	0	0	0	0	0	0	0	0	0
5934 Vision Insurance	0	0	0	0	0	0	0	0	0	0	0
5935 Unemployment Ins	0	0	0	0	0	0	0	0	0	0	0
5940 Workers Comp	0	0	0	0	0	0	0	0	0	0	0
TOTAL SAL. & BEN.	0	0	0	0	0	0	0	0	0	0	0
Services and Supplies:											
6040 Comm. - E Mail	0	0	0	0	0	0	0	800	0	0	800
6045 Comm. - Tphone	0	0	0	0	0	0	0	2,939	0	0	2,939
6085 Janitorial Service	0	0	0	0	250	0	500	500	0	250	1,500
6100 Insurance	0	0	0	0	0	0	1,250	1,760	0	0	3,010
6140 Maint. of Equip.	0	0	0	0	0	0	0	2,142	0	0	2,142
6280 Memberships	0	0	0	0	0	0	0	0	0	150	150
6302 Dept Revolving	0	0	0	0	0	0	0	0	0	50	50
6400 Office Expense	0	0	0	0	140	0	700	3,060	500	409	4,809
6410 Postage	0	0	0	0	0	0	0	58,568	0	0	58,568
6415 Library Mat.	0	0	0	0	0	0	0	600	0	0	600
6461 Purchases for Members	64,164	0	0	241,000	0	0	77,528	0	0	0	382,692
6500 Other Prof Serv	0	43,780	23,868	0	0	0	14,861	0	0	9,564	92,073
6516 Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	0
6517 Online Serv, OCLC	0	0	0	0	0	0	150	57,266	0	0	57,416
6521 County Services	0	0	0	0	0	0	6,760	0	0	7,634	14,394
6540 Contractual Services Delivery	0	0	0	0	0	0	0	367,306	0	0	367,306
Contractual Services Payroll	0	0	0	0	49,620	0	111,353	0	0	355,013	515,986
6800 Dup/Photocopy	0	0	0	0	0	0	134	5,120	1,930	0	7,184
6820 Rental of Equip	0	0	0	0	0	0	0	0	0	0	0
6840 Bldg.Rent/Lease	0	0	0	0	4,547	0	4,993	11,067	2,243	446	23,296
7000 Special Dept.Exp.	0	0	0	0	0	0	0	7,219	0	9,771	16,990
7110 Staff Devel.	0	0	0	0	0	0	500	0	0	1,650	2,150
7120 In-Serv Training	0	0	0	0	0	0	31,888	0	0	0	31,888
7302 Conf. & Travel	0	0	39,000	0	625	0	1,000	0	1,035	2,500	44,160
7303 Private Car Exp.	0	0	0	0	1,244	0	1,887	0	500	2,500	6,131
7320 Utilities	0	0	0	0	856	0	1,580	1,000	1,159	541	5,136
TOTAL SERV & SUPPLIES	64,164	43,780	0	241,000	57,282	0	255,084	519,347	7,367	390,478	1,641,370
Fixed Assets:											
8560 Equipment	0	0	0	0	0	0	0	0	0	0	0
TBD Operational Reserve	0	0	0	0	0	0	0	0	0	0	0
8800 Equip. Reserve	0	0	0	0	38,885	0	0	0	0	0	38,885
TOTAL FIXED ASSETS	0	0	0	0	38,885	0	0	0	0	0	38,885
GRAND TOTAL EXPENDITURES	64,164	43,780	62,868	241,000	96,167	0	255,084	519,347	7,367	390,478	1,680,255

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Harassment Policy

Purpose

The purpose of this Policy is to:

- Establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in employment;
- To define those terms; and
- To set forth a procedure for investigating and resolving internal complaints.

North Bay Cooperative Library System (NBCLS) encourages all covered individuals to report, as soon as possible, any conduct that is believed to violate this Policy.

Policy

NBCLS has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of law in order to violate this Policy. Instead a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

Harassment or discrimination against an applicant or employee by a supervisor, management employee, co-worker or contractor on the basis of race, religion, sex (including gender and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age, or sexual orientation (including homosexuality, bisexuality, or heterosexuality) will not be tolerated.

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary action or other appropriate sanction up to and including termination will be instituted for prohibited behavior as defined below.

Any retaliation against a person for filing a compliant or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or disciplinary action up to and including termination.

Definitions

- A. **Protected Classifications:** This Policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, sex (including gender and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, genetic characteristics, and physical or mental disability.

- B. Policy Coverage: This Policy prohibits employer officials, officers, employees or contractors from harassing or discriminating against applicants, officers, officials, employees, or contractors because: 1) of an individual's protected classification; 2) of the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.,
- C. Discrimination: This Policy prohibits treating individuals differently because of the individual's protected classification as defined in this Policy.
- D. Harassment may include: but is not limited to, the following types of behavior that are taken because of a person's protected classification. Note that harassment is not limited to conduct that employer's employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under those contracts, or even members of the public.

Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification or race-oriented stories and jokes.

Physicals acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

Visual insults, such as derogatory posters, cartoons, or drawings related to a protected classification.

Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

- E. Guidelines for Identifying Harassment: To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:
 - 1. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
 - 2. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.

3. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 4. Even visual, verbal, and/or physical conduct between two employees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
 5. Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has not intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).
- F. **Retaliation:** Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

Complaint Procedure

- A. An employee, job applicant, or contractor who believes he or she has been harassed may make a complaint verbally or in writing to any of the following:
 1. Immediate supervisor;
 2. Any supervisor or manager within or outside of the department;
 3. Executive Director; or
 4. The Chair or any member of the Board of Directors
- B. Any supervisor who receives a harassment complaint should notify the Executive Director immediately. If notifying the Executive Director is not appropriate, any member of the Board of Directors should be notified.

- C. Upon receiving notification of a harassment complaint, the Executive Director or Executive Committee shall:
1. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons who have relevant knowledge concerning the complaint.
 2. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances including the nature of the conduct, and the context in which the alleged incidents occurred.
 3. Report a summary of the determination (as to whether harassment occurred) to appropriate persons, including the complainant, the alleged harasser, and the supervisor. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 4. If conduct in violation of this Policy occurred, take and/or recommend to the appointing authority prompt and effective remedial action. The action will be commensurate with the severity of the offense.
 5. Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
 6. Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- D. The employer takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.
- E. **Option to Report to Outside Administrative Agencies:** An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located on employer bulletin boards for office locations and telephone numbers.

Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to

take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Executive Director. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The employer will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Responsibilities

Supervisors are responsible for:

- A. Informing employees of this Policy.
- B. Modeling appropriate behavior.
- C. Taking all steps necessary to prevent harassment, discrimination or retaliation from occurring.
- D. Receiving complaints in a fair and serious manner, documenting steps taken to resolve complaints.
- E. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- F. Following up with those who have complained to ensure that the behavior has stopped and there are no reprisals.
- G. Informing those who complain of harassment or discrimination of his or her option to contact the EEOC or DFEH regarding alleged Policy violations.
- H. Assisting, advising, or consulting with employees and the Executive Director regarding this Policy and Complaint Procedure.
- I. Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with employer Personnel Policies, up to and including discharge.
- J. Implementing appropriate disciplinary and remedial actions.
- K. Reporting potential violations of this Policy of which he or she becomes aware, regardless of whether a complaint has been submitted, to the Executive Director or the Executive Committee.
- L. Participating in periodic training and scheduling employees for training.

Each employee or contractor is responsible for:

- A. Treating all employees and contractors with respect and consideration.
- B. Modeling appropriate behavior.
- C. Participating in periodic training.
- D. Fully cooperating with the employer's investigations by responding fully and truthfully to all questions posed during the investigation.
- E. Maintaining the confidentiality of any investigation that the employer conducts by not disclosing the substance of any investigatory interview, except as directed by the supervisor, Executive Director or Executive Committee.
- F. Reporting any act he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy, to his or her immediate supervisor or Executive Director.

Dissemination of Policy

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated periodically and redistributed.

CALIFORNIA LIBRARY SERVICES ACT
2009/10 SYSTEM PROGRAM ANNUAL REPORT
NORTHNET LIBRARY SYSTEM

NorthNet Library System
System Name

North Bay Cooperative Library System
System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: Annette Milliron DeBacker Phone: 707-544-0142 x101

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

Date

**California Library Services Program Annual Report
Program Expenditure Report for 2009/2010**

REPORT SUMMARY

SYSTEM NAME

NorthNet Library System

PROGRAM	Report of Funds* by Program				
	2009/10 CLSA Funds Allotted*	Total Expenditures as of: June 30, 2010	Total of Outstanding Encumbrances as of: June 30, 2010	Total 2009/10 CLSA Expenditures and Encumbrances	Remaining 2009/10 CLSA Balance
a. SYSTEM REFERENCE	313,648	313,648	0	313,648	0
b. SYSTEM COMMUNICATIONS & DELIVERY	299,140	299,140	0	299,140	0
c. SYSTEM ADVISORY BOARDS	9,165	9,165	0	9,165	0
d. TOTAL	621,953	621,953	0	621,953	0

* Only CLSA funds specifically allotted to these programs are to be included. Neither local funds, pooled reimbursements nor funds from any other sources are to be included.

Please show the total CLSA budget allocation in the left hand column (2009/10 CLSA funds allotted), which will include both System Service Program Baseline funds and System Indirect (P,C,&E) funds.

**CLSA System Program Annual Report
Program Workloads**

	For questions referred to system by:			
What is the number of answers found by your System reference structure?	(1) Member Public Libraries	(2) Non-public Libraries in State	(3) Other Public Libraries or Systems	(4) Total
	528	3	11	542

Total Number of Continuing Education Programs or Training Events Conducted: 44

Total Number of Local Staff Trained: 539

COMMUNICATIONS ACTIVITY, FY 2009/10		
What is the number of messages sent via each communication device listed below, on an annual basis?	Number of Messages	Annual Cost of Service
a. Telephone	624	\$1,416
b. Telefacsimile	150	\$318
c. Electronic Mail (other than thru Internet)	N/A	N/A
d. Internet (include e-mail thru Internet)	58,500	\$1,343
e. Other (specify)		
Total	59,274	\$2,077

CLSA System Program Annual Report

Program Workloads (cont.)

INTRASYSTEM DELIVERY ACTIVITY, FY 2009/10

For items delivered to:

Items sent by:	(1) System Member Public Libraries	(2) Non-public Libraries in System Area	(3) Total
a. System member public libraries.	6,845,977	9,220	6,855,197
b. Non-public libraries in System area.	53,019	62,238	115,257
Total	6,898,996	71,458	6,970,454
		System Owned	Contracted Vendor
c. Number of delivery vehicles.		0	7
d. Number of miles traveled by all System vehicles.		0	214,550
e. Percentage of items delivered by: U.S. Mail _____ UPS <u>2%</u> System Van _____ Contracted Van <u>98%</u> Other _____			

**CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT**

GENERAL IMPROVEMENT OF LOCAL REFERENCE SERVICE
(5 California Administrative Code Section 20155)

1. Performance Objective(s) adopted in the FY 2009/10 System Plan of Service:

- A. System staff will provide access to reference-training workshops or hold round table discussions that meet the specific needs of our individual member libraries and have these in conjunction with the Information Services Community of Interest meetings when appropriate.
- B. System staff will coordinate workshops or roundtables for all members on appropriate subjects. These could include arranging for Infopeople, OCLC, Staff Development, CORE Reference Fundamentals online, online database, virtual reference, government (such as census), or any other such workshops to be held in any of the three regions.
- C. System staff can provide one-on-one brush-up training for individual member librarians for online databases, at system headquarters or virtually.
- D. Member librarians will be invited to spend a day at the System Reference Center, observing and learning about reference tools available at the host library. As time allows, reference staff will visit local reference committees to discuss and promote reference service.
- E. System staff will keep track of subject and language requirements for reference questions and report back to member libraries in order to improve local collection development.
- F. Each region will select two representatives to serve on the NorthNet Library System Information Services Community of Interest. The Community will maintain a balance of urban and rural libraries. Term of service will be two years, with staggered start dates to provide continuity. The group will meet in some form at least semi-annually to discuss matters of mutual concern, share information, and participate in mini-workshops or round-table discussions.
- G. The following publications will be produced or considered for revision: System staff will publish on the web page a monthly calendar of meetings and training events. Paper copies of the calendar will be distributed as requested.

2. Was the System able to meet the performance objectives for this component?

- A. Objective met. We had three round table discussions with the average attendance of seven. Two online training sessions were held with a participation level of 15 per session.
- B. Objective met. NorthNet contracted with InfoPeople to hold workshops for the NorthNet area.

There were seventeen workshops with the average attendance of sixteen.

- Dealing with Difficult People: making libraries safe and sane – 1 location through NLS
- Stress Management in the Library Workplace – 1 location through NLS
- Helping Your Job-Seeking Patrons Thrive During Challenging Times – 2 locations through NLS
- 2010 Summer Reading Training – 1 location through NLS
- Traveling Technology Petting Zoo – 9 locations through NLS
- Weeding Workshop – 1 location through NLS
- Jump & Jive - Spring Children's Workshop – 2 locations through NLS

C. Objective met. One Librarian took advantage of this offer.

D. Objective met. We promoted our services at committee meetings and in reports to the directors.

E. Objective met. These were tracked, presented and discussed at appropriate meetings.

F. Most committees continued to meet regionally during this fiscal year. There were three regional children's meetings with the average attendance of twelve; one NorthNet children's meeting; three regional reference meetings with the average attendance of seven; two I.L.L. meetings with the average attendance of ten.

G. Objective met. Monthly calendar of meetings and training events were published on the web page. Directory of member libraries was updated and the above were made available electronically.

**CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT**

**IMPROVEMENT OF REFERENCE SERVICES TO THE UNDERSERVED
(5 California Administrative Code Section 20156)**

1. Performance Objective(s) adopted in the FY 2009/10 System Plan of Service:

ETHNIC MINORITIES:

- A. System staff will continue to share collection development information and discuss appropriate topics related to Northern California's ethnic communities with both the Reference and Children's Services Communities of Practice.
- B. We will include items of interest on ethnic minorities on the Reference and Children's forums and the System web page.
- C. The System will continue to support Spanish language collection development through the distribution of resource lists for the purchase of books or media from the Guadalajara Book Fair, or other appropriate Spanish language book fairs and venues.

DISABLED:

- A. Member libraries will continue to develop their collections to aid the disabled and their caregivers.

GEOGRAPHICALLY ISOLATED:

- A. All questions received from geographically isolated areas of the System service area will be answered at the System's Reference Center and other outside sources such as Virtual Reference Centers, First Source at LAPL or contracted sources such as art and poetry experts.
- B. Access to more resources will be provided through access to library catalogs on CalCat and SuperSearch.
- C. Publicize online databases for virtual reference 24/7.

2. Was the System able to meet the performance objectives for this component?

ETHNIC MINORITIES:

- A. Objective met. Information has continued to be shared on Spanish Language collection development and other appropriate topics at appropriate meetings.

- B. Objective met. Appropriate items were passed along via listservs and individually.
- C. Objective met. Notice and participation was encouraged to attend a couple of Northern California Spanish Language vendor fairs. Lists were distributed upon request from vendor associated with the Guadalajara Book Fair.

DISABLED:

- A. Objective met. Use of EZ Proxy for access to CalCat was discussed with several libraries. Patron access was improved when SuperSearch migrated to version 4.2 in January 2010.

GEOGRAPHICALLY ISOLATED:

- A. Objective met. Continued effort was made to give special service including reference delivery and discounted purchases of online databases with technical support as needed.
- B. Objective met.
- C. Objective met. Announcements of online training and newsletters produced by database companies were distributed via listserv.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM REFERENCE PROGRAM COMPONENT

INTERLIBRARY REFERENCE
(5 California Administrative Code Section 20157)

1. Performance Objective(s) for FY 2009/10:

- A. Answers shall be provided for 90% of all questions referred from member libraries.
- B. 70% of answers shall be returned to the originating member library within 10 working days of the question having been transmitted by the library into the System's reference referral structure.
- C. No objective set as of April 1, 1983.
- D. NLS reference staff will use the collections of member libraries, Sonoma State University, the Sonoma County Law Library, San Francisco Public, Los Angeles Public via First Source Project, UC Davis Library, UC Berkeley, San Jose Public/San Jose State University Librarian, virtual partners and any other libraries deemed necessary as needed to answer questions received at the center. The service of information broker, Guy Wired, and other subject specialist stringers will also used as needed.
- E. NLS staff will share collections, information files and subject expertise with the reference librarians at other second/next level reference centers as needed..

2. Was the System able to meet the performance objectives for this component?

- A. Objective met. Answers were provided for 100% of the questions.
- B. Objective met. 99.1% of the questions were answered in 10 days or less.
- C. No objective set as of April 1, 1983.
- D. Objective met.
- E. Objective met.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
CLSA SYSTEM COMMUNICATIONS & DELIVERY

1. Service Objective(s) for FY 2009/10:

- A. 100% of intra-system messages will be received by addressees within 24 hours (time of origin to time of receipt, next working day).
- B. 90% of items sent by intra-system delivery will be delivered within four working days.

2. Was the System able to meet the service objectives set?

- A. Objective met as all libraries have email, fax machines, and/or ability to scan documents.
- B. Objective partially met because several libraries in the North State region still only have one day per week delivery. Also the academic library members in the Mountain Valley region only have one day per week of delivery.

CLSA System Program Annual Report
System Plan of Service Objective Evaluation
SYSTEM ADVISORY BOARD

1. Objective(s) for FY 2009/10:

Explore ways with California State Library that the SAB members can assist the Administrative Council in the evaluation, development and implementation of services.

2. Was the System able to meet the objectives set?

Partially. Even with the use of virtual meeting software, the SAB members were not able to find a date for a meeting with a quorum. We were able to set up an electronic discussion list for SAB members to facilitate their communication. Individual SAB members have served on system committees, attended system meetings, attended local city council/board of supervisor meetings on behalf of their libraries, met with local legislators, and contributed to the strategic plan for the new system.

SYSTEM ADVISORY BOARD ACTIVITY, FY 2009/10

- a. Number of members serving on Advisory Board (including alternates). 17
- b. Number of Advisory Board meetings held. 0
- c. Number of System meetings/events which SAB members attended. 3
- d. Number of miles traveled annually, all members. 224
- e. Number of overnight stays required, all members. 0

California State Library
CLSA System Uniform Expenditure Report

System: NorthNet Library System

Fiscal Year: 2009/10

Page 1 of 6

Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State		Federal		Local		h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Program 1:									
System Administration									
1.1 Salaries & Benefits	362,468	124,391	28,500	466	247,617	5,405		406,379	(43,911)
1.2 Operating Expenses	65,841				26,192			26,192	39,649
1.3 Materials								-	-
1.4 Equipment	-							-	-
1.5 Indirect								-	-
1.6 Program Total	428,309	124,391	28,500	466	273,809	5,405		432,571	(4,262)
Program 2:									
System Reference									
2.1 Salaries & Benefits	105,354	105,354						105,354	-
2.2 Operating Expenses	64,093	63,293		500	300			64,093	-
2.3 Materials	92,426	82,271			10,155			92,426	-
2.4 Equipment	-							-	-
2.5 Indirect								-	-
2.6 Program total	261,873	250,918	-	500	10,455	-		261,873	-

California State Library
CLSA System Uniform Expenditure Report

System: NorthNet Library System

Fiscal Year: 2009/10

Page 2 of 6

	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State	Federal	Local			g. Other	h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest			
Program 3: System Communication & Delivery									
1.1 Salaries & Benefits								-	-
1.2 Operating Expenses	502,719			537	265,619		3,061	508,529	(5,810)
1.3 Materials								-	-
1.4 Equipment								-	-
1.5 Indirect								-	-
1.6 Program Total	502,719		-	537	265,619		3,061	508,529	(5,810)
Program 4: System Advisory Board									
2.1 Salaries & Benefits								-	-
2.2 Operating Expenses	7,332							7,332	-
2.3 Materials								-	-
2.4 Equipment								-	-
2.5 Indirect								-	-
2.6 Program total	7,332		-	-	-		-	7,332	-

California State Library
CLSA System Uniform Expenditure Report

System: NorthNet Library System

Fiscal Year: 2009/10

Page 3 of 6

	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State b. CLSA	Federal c. LSTA	d. TBR (from CLSA)	Local		g. Other	h. Expended/ encumbered (b through g)	i. Unexpended Balance
					e. Local funds/fees	f. Interest			
Program 5: SuperSearch									
5.1 Salaries & Benefits	52,322				38,621			38,621	13,701
5.2 Operating Expenses	31,509				30,449			30,449	1,060
5.3 Materials								-	-
5.4 Equipment	11,845							-	11,845
5.5 Indirect								-	-
5.6 Program Total	95,676	-	-	-	69,070	-	-	69,070	26,606
Program 6: Local Database Programs									
6.1 Salaries & Benefits	280,620			12,043	268,577			280,620	-
6.2 Operating Expenses								-	-
6.3 Materials								-	-
6.4 Equipment Reserve								-	-
6.5 Indirect								-	-
6.6 Program total	280,620	-	-	12,043	268,577	-	-	280,620	-

California State Library
CLSA System Uniform Expenditure Report

System: NorthNet Library System

Fiscal Year: 2009/10

Page 4 of 6

	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State		Federal		Local		h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Program 7: LSTA 40-7339 Health Partnerships									
5.1 Salaries & Benefits	90,000		90,000					-	-
5.2 Operating Expenses								90,000	-
5.3 Materials								-	-
5.4 Equipment								-	-
5.5 Indirect								-	-
5.6 Program Total	90,000	-	90,000	-	-	-	-	90,000	-
Program 8: LSTA 40-7331 Rural Library Initiative									
6.1 Salaries & Benefits	195,000		195,000					-	-
6.2 Operating Expenses								195,000	-
6.3 Materials								-	-
6.4 Equipment								-	-
6.5 Indirect								-	-
6.6 Program total	195,000	-	195,000	-	-	-	-	195,000	-

California State Library
CLSA System Uniform Expenditure Report

System: NorthNet Library System

Fiscal Year: 2009/10

Page 5 of 6

Programs:	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State		Federal		Local		h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
Allocation to Reserves									
Transfer to create operating reserve	300,000				300,000			300,000	-
5.6 Program Total	300,000	-	-	-	300,000	-	-	300,000	-
6.1 Salaries & Benefits									-
6.2 Operating Expenses									-
6.3 Materials									-
6.4 Equipment									-
6.5 Indirect									-
6.6 Program total	-	-	-	-	-	-	-	-	-

California State Library
CLSA System Uniform Expenditure Report

Total Expenditure
Page 6 of 6

System: NorthNet Library System

Fiscal Year: 2009/10

	a. Total Budgeted	Source of Funds for Expenditure						Total	
		State		Federal		Local		h. Expended/ encumbered (b through g)	i. Unexpended Balance
		b. CLSA	c. LSTA	d. TBR (from CLSA)	e. Local funds/fees	f. Interest	g. Other		
10.0 Grand Total Expenditures	2,161,529	621,953	313,500	13,546	1,187,530	5,405	3,061	2,144,995	16,534

NORTHNET STRATEGIC PLANNING SESSION

MAY 14, 2010

REPORT/NOTES

Representatives from the three library cooperative systems (Mountain Valley Library System, North Bay Cooperative Library System, North State Library System) that now make up the Northnet Library System (NLS) discussed strategic planning as part of their regular meeting on May, 14, 2010. A system advisory member and State Library representative were also in attendance. The group reviewed the nine identified strategies and various goals, determined their top three strategies and discussed action plans for those strategies.

As part of the discussion, the group combined a number of strategies that they felt were similar or subsets of another one, identified and added concepts that were missing (e.g. advocacy) and eliminated one strategy that basically re-stated the mission of NLS.

The issue of short-term (accomplish in 2010), interim-term (by 2011) and long-term (by 2010 or later) strategies was discussed. The first three strategies noted below were targeted for the short-term category with action plans identified. The remaining two strategies were determined to be interim in nature. It was noted that some work had already been completed (e.g. creating a logo) and that other topics under all the strategies might be identified in the future that could be longer term in completion.

Noted below are the notes from the planning session.

Reordered Strategies and Goals

(Listed in ranked order with number III eliminated by consensus of the group)

The NSL will:

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

- Goal 1: Connect libraries that are not part of a resource sharing network.
- Goal 2: Manage a library system that meets the needs of member libraries and is cost effective.

II. Facilitate the ability of member libraries to work together to maximize the quantity and quality of the services and programs for the people in the broader geographic area.

- Goal 1: Develop a fee structure for membership that provides adequate revenue to operate the system and is equitable to member libraries.
- Goal 2: Create and manage annual budgets that are built responsibly on available resources, and will build organizational strength.
- Goal 3: Create systems for effective member communication.

IV & VI (combined). 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 members.

I & VIII (combined). 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. (in process).
- Goal 2: Participate in grants made available through the American Recovery and Reinvestment Act (ARRA) – Done
- Goal 3: Participate in grants from various sources when appropriate. (in process)

VII & XI (combined). 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.
- Goal 2: Create a structure to support needs of communities of practice throughout the NLS system.

Action Plans

(small group reports)

Strategy V Report:

- Identify libraries that are not part of a resource sharing network (Link+/URSA) & identify option & costs to create a network to handle a consortium of some magnitude for resource sharing. Can Link+/URSA remain intact?
 - Short term: Incorporate non-resource sharing libraries into a resource sharing system
 - Long term: Create a joint interface/system to incorporate the entire Northnet system
 - Define what resource sharing is & identify protocols & needs per system. What are Link+ & URSA options & costs? What is the lifespan of each resource sharing system?
 - May look at one system for the long term
 - Conduct a NLS survey under the aegis of the NLS Council.
 - Have a Task Force with representation from each resource sharing system.
 - Establish Task Force by July 1, 2010 with a status report at the November, CLA Annual Conference & final report due in January 2011.
- Establish a delivery system task force (7 members?) that is representative of geographic areas and different size libraries (maybe subgroups) by July 1, 2010 to evaluate the delivery system and report back by the Annual Conference.
- Facilitate discussions of patron –initiated First Search (OCLC) (*from virtual conversation*)
- Expand use of Easy Proxy – (*from virtual conversation*)
 - No timeframe or responsibility given for the virtual discussion ideas

Strategy II Report:

- Develop a fee structure (e.g. based on CLSA structure) & build from that
 - Steering Committee & staff will be responsible

- Status report January 2011
- Final report March 2011
- Responsible budgeting to create & manage the annual budget
 - Steering Committee & staff will be responsible
 - Timeframe will follow the normal budgeting process
- Implement the strategic plan
 - Status report Fall 2010 (CLA Annual Conference?)

Strategy VI combined with IV Report:

- Train on “front line” advocacy training – Directors
 - 1) Task Force of 7 members established with an August planning meeting,
 - 2) In September, announce the training schedule
- Develop a marketing/advocacy plan which is a combination of strategies 4 and 6.
 - Convene a Task Force composed of members from different geographic areas & different size libraries by July 1, 2010
 - Create a draft plan to be shared at CLA in November during the Annual Conference.
- Review the CLSA legislation on funding for libraries to meet today’s needs—nimble system funding. Katie as well as Annette to serve as a liaison with State Library representative, Linda Springer.
 - Task Force established by July 1, 2010.
 - Status report out in November 2010 and presented at the Annual Conference.

BIN Items

(comments of interest)

Some strategies might be merged *(actually accomplished during meeting)*

Remove “will” and use an active voice in the listing of the strategies *(took a first pass at this suggestion as noted above under Re-ordered Strategies and Goals).*

Concern re: cost. This is a barrier to move forward with the goals. Recorded from online participants.

Work on how we can get Link Plus, Super Search, etc. better integrated.