

NorthNet Library System

Steering Committee

WebEx Desktop Meeting Agenda

Friday, October 28, 2011

3:00 PM – 5:00 PM

Meeting Number: 573 232 130

To start or join the online meeting:

<https://infopeople.webex.com/infopeople/j.php?ED=183838382&UID=489649202&RT=MiM0>

You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Audio conference information:

Call toll-free 877.668.4490

1. Welcome and Introductions Wendy Burke, Chair
2. Public invited to address the committee
- ACTION** 3. Approval of the Agenda Wendy Burke
- ACTION** 4. Approval of Minutes from October 13, 2011 Meeting Wendy Burke
- ACTION** 5. Consent Calendar Annette Milliron
 - A. Financial Statement ending September 30, 2011
6. News from the State Library Darla Gunning
7. Sustainability Retreat Joan Frye Williams and Wendy Burke
 - A. Grid and Small Group Work
 - B. Finalize November 15th Meeting Plans
8. Update on NLS Staffing Annette Milliron
9. Plan for operations January 1, 2012 Gregg Atkins
10. Next Meeting Date:
11. Agenda Building
12. 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.

Meeting 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

Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903

Modoc County Library - 212 W. 3rd Street Alturas, CA 96101

Orland Free Library - 333 Mill Street Orland, CA 95963

St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574

Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001

Tehama County Library – 645 Madison Street, Red Bluff, CA 96080

Woodland Public Library – 250 First Street, Woodland, CA 95695

Yolo County Library – 226 Buckeye, Woodland, CA 95695

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
October 13, 2011**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:04 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
x		Modoc County Library	Cheryl Baker – Vice Chair
	x	Dixon Public Library	Gregg Atkins -
x		El Dorado Public Library	Jeanne Amos
x		Marin County Free Library	Gail Haar
	x	Orland Free Public Library and Willows Public Library	Jody Meza
x		Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
	x	Tehama County Library	Jessica Hudson
x		Woodland Public Library	Heather Muller
	x	Yolo County Library	Patty Wong
x		NLS System Headquarters – Executive Director	Annette Milliron
x		California State Library Representative	Darla Gunning

1. WELCOME & INTRODUCTIONS:

No newcomers were in attendance.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No members of the public were present.

3. APPROVAL OF THE AGENDA

Wendy Burke added an item to the agenda regarding the Executive Director’s potential jury duty assignment. A Motion to approve the agenda as amended was moved by Jan Erickson, seconded by Jeanne Amos. The Motion passed unanimously.

3 A. PLANNING FOR EXECUTIVE DIRECTOR’S POTENTIAL JURY DUTY

Annette Milliron DeBacker reported that she has been summoned to federal jury duty at the U.S. Ninth Circuit Court in San Francisco. She immediately submitted a request to be excused given the budget situation, the sustainability planning process and lack of staff at NLS. Her request was denied. Jurors are excused only when the hardship occurs to the juror not the employer. Her explanation that if as the only full time experienced staff member she is unavailable to participate in the planning process, there may not be an agency and therefore no job to return to was not considered a hardship on her. The pool of jurors is 116 and 16 will be selected to serve. The next round of screening is scheduled for 7:30 AM on October 24th. The trial will start that same week and is projected to last 4 months.

Wendy and Annette will develop some staffing and workflow options to present to the Steering Committee should she be selected for duty. Darla Gunning will check with Gerry Maginnity to see if the State Library may be able to offer some support by funding a consultant to assist with new service program implementation. A Doodle survey will be used to pick an NLS Steering Committee meeting after October 25th. Jury selection should be complete by that date.

4. APPROVAL OF MINUTES FROM SEPTEMBER 13, 2011 MINUTES

A Motion to approve the minutes as presented was moved by Gail Haar, seconded by Cheryl Baker. The Motion passed unanimously.

Ms. Burke asked for permission to change the order of the agenda because of the potential of losing a quorum when members have to leave for another meeting. The Committee concurred.

7. DEBRIEF OF SEPTEMBER 30TH MEETING

Joan Frye Williams asked the Committee to confirm that the three broad categories that were identified as sustainable planning steps included: virtualization of services, participation in a cafeteria style plan, and bartered/credit services. All agreed that those three topics had the most discussion and appeal. Joan asked for confirmation that cost of service predictability is extremely important. There was discussion about single payment defined services as an unlimited subscription model, known price up front purchase of service (Califa model) and pay per use model. The Committee agreed that the membership is not ready to commit to a pay per use model as it is difficult to plan and predict cost of service for full year of service. There was a great interest in the cafeteria style of participation but quickly it became apparent that there are many ways to apply "buy in" in a cafeteria model (baseline service with option for value added cost; no baseline, but buy in for service desired, and/or what services require mandatory participation to become a member).

The discussion illuminated how the small group would become the evaluators of the proposed services in terms of the viability. Joan is developing concepts of what can be done, what does it look like, then she and Annette will determine what would it cost. The next step is to check with the small group to see what it will cost at the local level to implement the service...is it viable? The small group will also compare existing services vs. visualized services to see how best to fund operations: all have to participate, cafeteria style or barter system.

Joan will draft a message based on the September 30th work and Committee's discussion that identifies and confirms the three broad categories. The report will be distributed to the membership then she will start work with small group. The findings of the small group will be the core of discussion for the November 15th meeting.

3:45 PM Joan Frye Williams, Heather Muller and Gail Haar leave meeting.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING AUGUST 31, 2011

The Consent Calendar was not considered due to lack of quorum. It will be reviewed at the next committee meeting.

6. NEWS FROM THE STATE LIBRARY

Darla Gunning reported that not even the State Librarian has any confirmed budget information as the application of the trigger amendment is yet to be determined. Everyone is caught in the waiting game. December 15th is still the target date for the release of actual 2011/12 budget numbers. Darla also reminded that January 2012/13 budget numbers will be revealed in the Governor's budget which is release in the second week of January. Cheryl Baker asked if members should engage in letter writing to promote funding. Darla indicated that letters will be useful when numbers are known but right now they won't do much good. Darla reported that the Serra system is also using Joan Frye Williams to develop a sustainability plan. Unfortunately the System's fund balances were incorrectly reported and Serra may run out of money by end of October.

8. FINALIZE NOVEMBER 15TH MEETING PLANS

With Joan's update and Annette's report that hotel/meal arrangements are in place, it seems that plans are on track and moving forward. Annette needs to revise the LSTA grant proposal for the November session as the payment for the September meeting came from the 2010/11 LSTA LAIF (rural libraries) grant. Darla and Annette have discussed the update.

9. PLAN FOR OPERATIONS JANUARY 1, 2012

Gregg Atkins had asked to have this issue placed on the agenda. The current budget is authorized through December 31, 2011. The Committee asked Darla for an update about possible state funding. Again she confirmed that no one has been given any indication of availability and/or level of funding. Without a quorum Wendy recommended placing the discussion on the next Steering Committee meeting agenda.

10. NEXT MEETING DATE

A meeting will be scheduled for the end of the week of October 14th. A Doodle survey will be sent to set the date.

11. AGENDA BUILDING

Items for the next agenda:

An update on Annette's jury duty situation.

Review of the August and September financial statement.

An update from Joan Frye Williams/small group.

Plan for operations January 1, 2012.

There being no further business, the meeting was adjourned at 4.15 PM.

Annette Milliron DeBacker
Clerk of the Committee
October 13, 2011

CONSENT CALENDAR
October 28, 2011

- A. Financial Statement ending September 30, 2011.

NorthNet Library System
General Ledger
For the Three Months Ending September 30, 2011

Agenda Item #5A

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1650-Rev Carried Fwd-LSTA	\$ 210,591.00	\$ 0.00	210,591.00	100.00	\$ 0.00
1700-Interest Earned	1,500.00	0.00	1,500.00	100.00	0.00
2560-CLSA Reference	0.00	0.00	0.00	0.00	0.00
2562-CLSA SAB	0.00	0.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	0.00	0.00	0.00	0.00	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	0.00	0.00	0.00	0.00	0.00
2803-LSTA	115,123.00	0.00	115,123.00	100.00	0.00
Total LSTA	115,123.00	0.00	115,123.00	100.00	0.00
3480-Contract Fees	88,288.00	73,983.04	14,304.96	16.20	9,299.00
3482-Contract Fees	115,022.00	152,895.20	(37,873.20)	(32.93)	3,545.00
Total Member Share	203,310.00	226,878.24	(23,568.24)	(11.59)	12,844.00
4102-Donations/Reimbursements	22,817.00	4,999.41	17,817.59	78.09	2,939.72
4157-Member Reimbursement	111,777.00	107,326.41	4,450.59	3.98	14,368.50
Total Donations & Reimbursements	134,594.00	112,325.82	22,268.18	16.54	17,308.22
4620-Transfer between funds	0.00	0.00	0.00	0.00	0.00
Total Transfer Between Funds	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Total Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Grand Total Revenues	\$ 817,207.00	\$ 339,204.06	478,002.94	58.49	\$ 30,152.22

NorthNet Library System
 General Ledger
 For the Three Months Ending September 30, 2011

	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	95,573.00	49,066.22	46,506.78	48.66	7,376.11
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	14,609.00	1,086.22	13,522.78	92.56	1,086.22
5924-MediCare	1,386.00	609.78	776.22	56.00	101.63
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	11,208.00	5,098.08	6,109.92	54.51	5,098.08
5931-Disability Insurance	1,434.00	295.04	1,138.96	79.43	147.52
5932-Dental Insurance	2,122.00	592.65	1,529.35	72.07	592.65
5933-Life Insurance	881.00	172.60	708.40	80.41	86.30
5934-Vision Insurance	928.00	68.80	859.20	92.59	68.80
5935-Unemployment Insurance	30,377.00	0.00	30,377.00	100.00	0.00
5940-Workers Compensation	965.00	0.00	965.00	100.00	0.00
Total Salaries & Benefits	159,483.00	56,989.39	102,493.61	64.27	14,557.31

NorthNet Library System
General Ledger
For the Three Months Ending September 30, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	608.00	259.69	348.31	57.29	74.90
6045-Comm. - Telephone	250.00	19.60	230.40	92.16	0.00
6085-Adm Janitorial	720.00	360.00	360.00	50.00	120.00
6100-Insurance	4,309.00	0.00	4,309.00	100.00	0.00
6140-Maint. of Equipment	500.00	153.13	346.87	69.37	62.50
6280-Memberships	5,429.00	0.00	5,429.00	100.00	0.00
6302-Adm Debt Revolve	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	2,432.00	2,310.88	121.12	4.98	2,171.84
6410-Postage	22,000.00	7,458.88	14,541.12	66.10	3,554.99
6415-Library Materials	0.00	10,000.00	(10,000.00)	0.00	10,000.00
6461-Purchases for Members	173,628.00	32,337.46	141,290.54	81.38	11,166.58
6500-Other Prof. Services	75,624.00	37,965.80	37,658.20	49.80	15,140.50
6516-Data Processing Services	1,859.00	966.44	892.56	48.01	51.25
6517-Online Services OCLC	27,749.00	13,938.69	13,810.31	49.77	5,159.10
6521-County Services	7,634.00	0.00	7,634.00	100.00	0.00
6540-Contract Services	172,788.00	82,404.51	90,383.49	52.31	27,865.86
6800-Duplicating / Photocopies	2,359.00	1,667.41	691.59	29.32	884.78
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	11,498.00	5,751.17	5,746.83	49.98	1,916.39
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	54,411.00	8,175.00	46,236.00	84.98	3,174.00
7120-In-Service Training	51,529.00	4,000.00	47,529.00	92.24	4,000.00
7302-Conferences & Travel	44,816.00	25,639.94	19,176.06	42.79	21,156.93
7303-Private Car Expense	1,100.00	1,163.04	(63.04)	(5.73)	238.08
7320-Utilities	1,709.00	1,002.15	706.85	41.36	351.62
Total Services & Supplies	662,952.00	235,573.79	427,378.21	64.47	107,089.32
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 822,435.00	\$ 292,563.18	529,871.82	64.43	\$ 121,646.63

NorthNet Library System
 General Ledger
 For the Three Months Ending September 30, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>822,435.00</u>	<u>292,563.18</u>	<u>529,871.82</u>	<u>64.43</u>	<u>121,646.63</u>
Grand Total Revenues	<u>817,207.00</u>	<u>339,204.06</u>	<u>478,002.94</u>	<u>(58.49)</u>	<u>30,152.22</u>
Difference	\$ <u><u>(5,228.00)</u></u>	\$ <u><u>46,640.88</u></u>	<u><u>(51,868.88)</u></u>		\$ <u><u>(91,494.41)</u></u>
Net Change in Journals	\$ <u><u>(5,228.00)</u></u>	\$ <u><u>46,640.88</u></u>	<u><u>(51,868.88)</u></u>		\$ <u><u>(91,494.41)</u></u>

California Library Services Act - FY 2011/12 Budget Appropriation

System Budget Allocation Scenarios

Based on May 2011 population figures and the proposed affiliations of Camarillo and Santa Clarita w/SCLC;
and the withdrawal of Santa Clara County Library from PLP
\$8,500,000 CLSA/TBR Budget Appropriation

\$8.5 million Budget with...									
No Reduction to Systems					Reductions of...				
System	REF	C&D	SAB	TOTAL(100%)	15%	25%	30%	35%	50%
Black Gold	52,256	59,699	1,689	\$ 113,644	\$ 96,597	\$ 85,233	\$ 79,551	\$ 73,869	\$ 56,822
49-99	62,547	48,537	1,123	112,207	95,376	84,155	78,545	72,935	56,104
Inland	168,240	121,350	2,002	291,592	247,853	218,694	204,114	189,535	145,796
NorthNet	314,673	298,462	9,200	622,335	528,985	466,751	435,635	404,518	311,168
PLP	307,561	197,997	2,548	508,106	431,890	381,080	355,674	330,269	254,053
SJVLS	104,755	75,485	2,140	182,380	155,023	136,785	127,666	118,547	91,190
Serra	126,109	76,413	2,402	204,924	174,185	153,693	143,447	133,201	102,462
SCLC	472,199	212,457	6,156	690,812	587,190	518,109	483,568	449,028	345,406
TOTAL	1,608,340	1,090,400	27,260	\$ 2,726,000	\$2,317,100	\$ 2,044,500	\$1,908,200	\$1,771,900	\$ 1,363,000



Transaction Based Reimbursements

Reduction to FY10/11 Budget (\$10,182,000)						
	43.3%	39.3%	36.6%	35.3%	34%	30%
Balance for TBR	\$ 5,774,000	\$6,182,900	\$ 6,455,500	\$6,591,800	\$6,728,100	\$ 7,137,000
Percent of 2010/11 Budget						
	56.7%	60.7%	63.4%	64.7%	66%	70%

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