

NorthNet Library System

Steering Committee

WebEx Desktop Meeting Agenda

Thursday, February 9, 2012

3:00 PM – 5:00 PM

Meeting Number: 574 330 417
(This meeting does not require a password.)

To start or join the online meeting

Goto

<https://infopeople.webex.com/infopeople/j.php?ED=193053002&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-in toll-free number (US/Canada): 1-877-668-4490

1. Enter your name and email address.
2. Click "Join"

- | | |
|--|--------------------|
| 1. Welcome and Roll Call | Wendy Burke, Chair |
| 2. Public invited to address the committee | |
| ACTION 3. Approval of the Agenda | Wendy Burke |
| 4. Volunteer for minute taking | Wendy Burke |
| ACTION 4. Consent Calendar | Annette Milliron |
| A. Financial Statement ending December 31, 2011 | |
| B. Minutes from November 30, 2011 Meeting | |
| 5. News from the State Library | Darla Gunning |
| ACTION 6. Election of a Vice-Chair/Chair-Elect for 2011/12 | Wendy Burke |
| ACTION 7. Delinquent dues policy | Wendy Burke |
| 8. Transition Team Update on Dues Structure | Danis Kreimeier |
| 9. Committee Member Items: An opportunity for members of the Committee to share or request information | |

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.

A reminder for all Steering Committee members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote.

Meeting Locations

Colusa County Library - 738 Market Street Colusa, CA 95932

Del Norte County Library District – 190 Price Mall, Crescent City, CA 95531

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

NorthNet Library System – 1701 4th Street, Suite 100, Santa Rosa, CA 95404

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

CONSENT CALENDAR
February 9, 2012

- A. Financial Statement ending December 31, 2011.
- B. Minutes from the Steering Committee November 30, 2011 Meeting

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NorthNet Library System
General Ledger
For the Six Months Ending December 31, 2011

Agenda item #4A

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1650-Rev Carried Fwd-LSTA	\$ 199,632.00	\$ 0.00	199,632.00	100.00	\$ 0.00
1700-Interest Earned	1,500.00	1,219.78	280.22	18.68	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	7,613.00	7,931.49	(318.49)	(4.18)	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	7,613.00	7,931.49	(318.49)	(4.18)	0.00
2803-LSTA	99,106.00	93,259.00	5,847.00	5.90	66,469.00
Total LSTA	99,106.00	93,259.00	5,847.00	5.90	66,469.00
3480-Contract Fees	174,961.00	78,948.24	96,012.76	54.88	49.00
3482-Contract Fees	324,047.00	175,748.40	148,298.60	45.76	0.00
Total Member Share	499,008.00	254,696.64	244,311.36	48.96	49.00
4102-Donations/Reimbursments	974.00	9,213.50	(8,239.50)	(845.94)	(2,065.91)
4157-Member Reimbursement	67,488.00	155,623.01	(88,135.01)	(130.59)	41,180.60
Total Donations & Reimbursements	68,462.00	164,836.51	(96,374.51)	(140.77)	39,114.69
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	\$ 1,027,410.00	\$ 521,943.42	505,466.58	49.20	\$ 105,632.69

NorthNet Library System
General Ledger
For the Six Months Ending December 31, 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	134,118.60	(38,545.60)	(40.33)	54,167.64
5911-Extra Help	0.00	195.00	(195.00)	0.00	0.00
5921-Retirement Cont.	14,609.00	6,969.58	7,639.42	52.29	2,783.19
5924-MediCare	1,386.00	1,657.36	(271.36)	(19.58)	685.35
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	11,725.00	11,083.08	641.92	5.47	0.00
5931-Disability Insurance	1,434.00	590.08	843.92	58.85	147.52
5932-Dental Insurance	2,122.00	1,540.89	581.11	27.39	237.06
5933-Life Insurance	881.00	345.20	535.80	60.82	86.30
5934-Vision Insurance	928.00	154.80	773.20	83.32	17.20
5935-Unemployment Insurance	31,641.00	11,178.38	20,462.62	64.67	147.38
5940-Workers Compensation	965.00	0.00	965.00	100.00	0.00
Total Salaries & Benefits	161,264.00	167,832.97	(6,568.97)	(4.07)	58,271.64

NorthNet Library System
General Ledger
For the Six Months Ending December 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	1,216.00	424.49	791.51	65.09	74.90
6045-Comm. - Telephone	500.00	256.95	243.05	48.61	227.65
6085-Adm Janitorial	960.00	600.00	360.00	37.50	120.00
6100-Insurance	1,260.00	1,221.62	38.38	3.05	817.75
6140-Maint. of Equipment	350.00	153.13	196.87	56.25	0.00
6280-Memberships	100.00	0.00	100.00	100.00	0.00
6302-Adm Debt Revolve	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	2,951.00	2,321.27	629.73	21.34	0.00
6410-Postage	33,185.00	11,916.44	21,268.56	64.09	1,932.11
6415-Library Materials	0.00	0.00	0.00	0.00	(10,000.00)
6461-Purchases for Members	125,396.00	124,653.54	742.46	0.59	63,373.82
6500-Other Prof. Services	71,942.00	21,222.22	50,719.78	70.50	3,108.79
6516-Data Processing Services	1,859.00	1,283.44	575.56	30.96	153.75
6517-Online Services OCLC	27,749.00	45,322.08	(17,573.08)	(63.33)	4,646.13
6521-County Services	7,634.00	0.00	7,634.00	100.00	0.00
6540-Contract Services	403,600.00	137,839.00	265,761.00	65.85	27,751.24
6800-Duplicating / Photocopies	3,336.00	4,249.25	(913.25)	(27.38)	2,581.84
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	11,498.00	9,581.95	1,916.05	16.66	1,916.39
7000-Special Dept. Expenses	28,143.00	0.00	28,143.00	100.00	0.00
7110-Staff Development	54,411.00	8,355.00	46,056.00	84.64	0.00
7120-In-Service Training	55,467.00	25,336.91	30,130.09	54.32	0.00
7302-Conferences & Travel	32,316.00	32,666.94	(350.94)	(1.09)	3,160.00
7303-Private Car Expense	350.00	1,291.14	(941.14)	(268.90)	0.00
7320-Utilities	1,923.00	1,640.57	282.43	14.69	318.21
Total Services & Supplies	866,146.00	430,335.94	435,810.06	50.32	100,182.58
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	\$ 1,027,410.00	\$ 598,168.91	429,241.09	41.78	\$ 158,454.22

NorthNet Library System
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 For the Six Months Ending December 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>1,027,410.00</u>	<u>598,168.91</u>	<u>429,241.09</u>	<u>41.78</u>	<u>158,454.22</u>
Grand Total Revenues	<u>1,027,410.00</u>	<u>521,943.42</u>	<u>505,466.58</u>	<u>(49.20)</u>	<u>105,632.69</u>
Difference	\$ <u>0.00</u>	\$ <u>(76,225.49)</u>	<u>76,225.49</u>		\$ <u>(52,821.53)</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(76,225.49)</u>	<u>76,225.49</u>		\$ <u>(52,821.53)</u>

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
November 30, 2011**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:06 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
	x	Modoc County Library	Cheryl Baker – Vice Chair
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
x		Napa City-County Library	Danis Kreimeier

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

A Motion to approve the agenda as presented was moved by Gail Haar, seconded by Jessica Hudson. The Motion passed unanimously.

4. APPROVAL OF MINUTES FROM OCTOBER 28, 2011 MINUTES

A Motion to approve the minutes as presented was moved by Patty Wong, seconded by Heather Muller. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING OCTOBER 31, 2011

A Motion to approve the consent calendar as presented was moved by Jeanne Amos, seconded by Gail Haar. The Motion passed unanimously.

6. NEWS FROM THE STATE LIBRARY

Darla Gunning there is no new news.

7. POSSIBLE WITHDRAWAL OF NORTH BAY COOPERATIVE LIBRARY SYSTEM

Jennifer Baker reported that the NBCLS Board of Directors met on Monday, 11/28. A proposal to withdraw from NLS was discussed. The issue was tabled and probably be discussed again. NBCLS is going continue participation in NLS and will continue to assess the sustainability of NLS.

8. PLAN FOR OPERATIONS JANUARY 1, 2012

A. PLAN OF SERVICE

Jan Erickson asked what you get for the membership fee. The Committee agreed that the discussion at the November 15th retreat defined the benefits for fee as access to resources, delivery, shared programs such as OverDrive, and some administrative coordination. Using that definition Chair Wendy Burke proposed using a transition team to develop plan of service. She further explained that two representatives from each region will serve on the team. Suggested names for the team were Jeanne Amos, Danis Kreimeier, Gail Haar, Patty Wong, and Mike Perry. Wendy Burke, Chair and Cheryl Baker, Vice Chair will also serve on the committee. It was suggested to consider adding a North State representative from a large library. The committee will set up regular scheduled meetings to move the project forward. The plan is be completed by June 30 with an RFP for management to be completed by March 31. Chair Burke will set a meeting date within 2 weeks.

B. BUDGET 1/01/2012 – 6/30/2012

A draft January 1 – June 30, 2012 was presented. The budget includes cost recover of current delivery costs and collection of 6 months of dues at currently authorized schedules. Using a model of a .50 FTE administrator and .50 FTE account clerk working from a free office leaves surplus revenue in the amount of about \$33,000. Discussion about the surplus revenue included reducing dues for everyone. Final consensus was to collect the extra revenue and roll it forward into the next fiscal year if it is realized. Additionally there was discussion about using an office manager rather than administrator. Discussion centered on transition of the staff into 1 position but the transition team needs to work on the staff duties and cost issues.

A very preliminary review of a 2012/13 budget was presented. A dues schedule using Joan Frye William's recommendation of a budget based dues schedule. The dues schedule was built using data from the publication *California State Library Statistics, 2011*. The data is compiled from public library FY 2009/10 annual reports. Discussion ensued.

A motion to recommend adoption of the January 1 – June 30, 2012 budget that includes funding for two .50 FTE staff members was moved by Jennifer Baker, seconded by Jeanne Amos. Motion passed unanimously. The transition team will be directed to reduce staff costs within the budget.

A motion to present the preliminary proposed FY 2012/13 dues schedule and budget as corrected to the Council for planning purposed was moved by Patty Wong, seconded by Heather Muller. Motion passed unanimously.

9. COUNCIL MEMBER ITEMS: AN OPPORTUNITY FOR MEMBERS OF THE BOARD TO SHARE OR REQUEST INFORMATION:

There was no time for this agenda item.

10. NEXT MEETING DATE: will be scheduled after the December 5th Council meeting.

11. AGENDA BUILDING: Reports from transition team, review of roles of transition team and steering committee in this process

The being no further business the meeting adjourn at 5:05 PM.

Annette Milliron DeBacker
Clerk of the Committee
November 30, 2011