NorthNet Library System and Administrative Council Meeting
Four Points by Sheraton Sacramento International Airport

4900 Duckhorn Drive, Sacramento
Phone 916-263-9000
Meeting Room: Natomas/Sacramento
August 27, 2012
9am – 4pm

Purpose of today's meeting: Transitioning cooperation in the NorthNet region to a more sustainable future

Agenda (Revised)

Welcome and logistics – Jennifer Baker

Morning discussion – How NorthNet does business

1. Making the case for cooperation in challenging times
    a. Collection sharing
    b. Technology sharing
    c. Identification/incubation of new services
    d. Group discounts
    e. Learning opportunities, idea sharing

2. Organizing for effective cooperation
    a. JPA
        i. Current status
        ii. Changes needed?
    b. Bylaws
        i. Current status
        ii. Changes needed?
    c. Administrative tasks
        i. Current status
        ii. Changes needed?
    d. Dues/fees
        i. Current status
        ii. Changes needed?

3. Management of funds

    a. Status of NorthNet and legacy systems fund balances

      b. Resolution to join Local Agency Investment Fund (attachment) (Action Item)

4. Implementation of necessary changes
   a. Timeline
   b. Subcommittee assignments

5. Ongoing obligations of legacy systems

Lunch brought in

Refocus/re-energize activity – Jennifer Baker

Afternoon discussion – 2012-2013 NorthNet operations

6. New plan of service (attachment) (Action Item)

7. Use of one-time CLSA funds

   a. Delivery and administration
   b. Other projects

8. Current year operational issues and how to address them

   a. Best practices for communications
   b. Delivery issues
   c. Other?

9. Next steps and suggestions for going forward

Resolution Number: _____

Date: August 27, 2012

AUTHORIZING INVESTMENT OF MONIES

IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the NorthNet Library System/Executive Board does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as the best interests of the (City/District).

NOW THEREFORE, BE IT RESOLVED, that the NorthNet Library System /Executive Board does hereby authorize the deposit and withdrawal of NorthNet Library System monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following NorthNet Library System officers **or their successors in office** shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

PASSED AND ADOPTED, by the NorthNet Library System/Executive Board of NorthNet Library System of State of California on _____

Signature: _____   Signature _____

     Jennifer Baker   Linda Crowe

     Chair Council,   Executive Director

     NorthNet Library System

System Information

System Name:			
NorthNet Library System			
Director:	Email:		
Linda Crowe	crowe@plsinfo.org		
Address:	City:	State:	Zip:
2471 Flores Street	San Mateo	CA	94403
Phone:	Fax:		
650-349-5538	650-349-5089		

System Chair:	Fiscal Agent:
Jennifer Baker	Peninsula Library System
Date approved by Administrative Council:	
August 27, 2012	

	7/26/12
Signature of System Administrative Chair	Date

Demographics of System Service Area
System Population Profile, 2012/13

Total Population of System Service Area: 4,614,340

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	581,429	12.6%
Institutionalized	122,067	2.7%
Aged (65+)	594,186	12.9%
Children & Youth: • Under 5	302,207	6.6%
• 5 to 9	279,870	6.1%
• 10 to 14	294,062	6.4%
• 15 to 19	328,930	7.1%
Handicapped	743,967	16.1%
Speakers of limited English or English as a Second Language	650,622	14.1%
Non-English Speaking	101,515	2.2%
Ethnicity • Black	295,449	6.4%
• Hispanic	860,931	18.7%
• Asian	372,428	8.1%
• Native American	95,387	2.1%
• Other (specify)	22,491	.5%
Geographically Isolated	1,208,957	26.2%
Functionally Illiterate	110,744	2.4%
Shut-In	0	0%

List source(s) of this data:

U.S. Census 2,000 State and County Quick Facts

Rand California Statistics

State Literacy Resource Center of California

U.S. Census 2,000 American Fact Finder

Describe briefly how this data will be used to plan CLSA-funded services:

This data is used for planned activities of our various committees and to serve all segments of the underserved.

California State Library
System Detailed Budget

Programs	State a. CLSA Program	Federal b. LSTA	c. TBR (from CLSA)	Local d. Local funds/fees	e. Interest	f. Other	Total g. Total Budgeted
Program 1: System Administration							
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	85,794	0	0	95,948	1,500	0	$183,242
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$85,794	$0	$0	$95,948	$1,500	$0	$183,242
Program 2: System Communications and Delivery							
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	343,176	0	0	264,362	0	0	$607,538
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$343,176	$0	$0	$264,362	$0	$0	$607,538
Program 3: System Reference							
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	0	$0
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0

Income Sources

Programs	State	Federal		Local				Total
	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other		g. Total Budgeted

Program 4: Local

Programs	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other	g. Total Budgeted
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	0	0	0	148,968	0	0	$148,968
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$0	$0	$0	$148,968	$0	$0	$148,968

Program 5: NorthNet Sustainablility Transition Phase

Programs	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other	g. Total Budgeted
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	0	20,000	0	0	0	0	$20,000
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$0	$20,000	$0	$0	$0	$0	$20,000

Program 6:

Programs	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other	g. Total Budgeted
Salaries & Benefits	0	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	0	$0
Materials	0	0	0	0	0	0	$0
Equipment	0	0	0	0	0	0	$0
Indirect	0	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0

	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other	g. Total Budgeted
Allocation to Reserve		0	0	0	0	0	$0
Grand Total System Budget	$428,970	$20,000	$0	$509,278	$1,500	$0	$959,748

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2012-2013 PROPOSED CLSA BUDGET

BUDGET SUMMARY

Expense Category	PROGRAMS		
	Communications & Delivery	System Reference	Total
Salaries & Benefits	0	0	0
Operations	343,176	0	343,176
Materials		0	0
Equipment	0	0	0
Service Program Sub-total	343,176	0	343,176
System Administration (PC&E)[1]	$85,794.00	$0.00	$85,794.00
TOTAL	$428,970.00	$0.00	$428,970.00

[1]Must not exceed System Administrative (PC&E) total

Use of Funding for Communications and Delivery

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the delivery of items. The second section contains several questions that help us understand your plans for communication and delivery.

<u>**Section 1**</u>

Estimated Workload

Items sent by:	Items delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	3,209,268	20,660	3,229,928
b. Non-public libraries in System area	14,960	11,200	26,160
TOTAL	3,224,228	31,860	3,256,088
		System Owned	Contracted Vendor
c. Number of delivery vehicles		0	8
d. Frequency/schedule of delivery service		N/A	Varies from 1-5 days per week dependent on route

e. Percentage of items to be delivered:

U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	0%	79.5%	0%

<u>**Section 2**</u>

1. Briefly describe the goals for the Communications and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

NorthNet libraries have been a model for resource sharing for years. Even with the elimination of TBR monies, delivery has been unanimously identified by member libraries as our highest priority. As evidenced by our high rate of inter-library loans, library users throughout our region depend on the depth and breadth of our combined collections to meet their ongoing needs. These funds will be divided in an equitable manner to subsidize the cost of physical delivery among member libraries. Also, in an effort to improve and streamline our resource-sharing processes, a portion of these funds will be used to develop and implement a shared-software platform that can connect our different ILSs to create a scalable, virtual union catalog for the purpose of facilitating inter-library loans.

2. Describe your current delivery model? How has it changed from last year? Will you be making any changes in the upcoming year?

   Due to the geographic size of our region, NorthNet libraries use a combination of delivery models including the US Postal Service and other private delivery companies for remote locations with low volume, and contracted services to delivery companies for moving high-volume loads between library systems and branches in more populated areas. These systems are regularly reviewed and have been found to be very efficient and cost-effective. No changes will be made to the current models for physical delivery in the upcoming year.

3. What is the average cost to move one item in the region?

   Due to the variations in delivery, the average cost differs from one area of the region to another. For contracted services, the overall cost is calculated based on volume and number of stops, whereas the cost of those items shipped through traditional package delivery may fluctuate based on weight and other variables. Overall, the average cost is estimated at $0.10 per item.

4. Please briefly describe how any non-CLSA funds are used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

   Two library systems within our group are actively pursuing open source solutions for their ILS (Evergreen). The ILL software which we intend to investigate and implement is also open source (Fulfillment). The installation of Evergreen in at least two libraries in our system will accelerate the implementation of Fulfillment throughout the region. The two library systems pursuing this project are using a combination of grant and local monies to fund the projects. Also, since the CLSA funds will only be used to subsidize physical delivery of ILLs between systems, any remaining costs over and above those provided by CLSA will still be funded by individual member libraries.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

   ILL statistics will be tracked and reported as usual. Following the implementation of the ILL software, a comparative study will be done to determine whether resource sharing increases and if there is any effect on the cost of delivery. Percentage increase (or decrease) of ILLs will serve as a measure of meeting community needs.

Use of Funding for Reference

Although SB1044 removes the requirement for using funding for reference, if your system determines that it is needed by your community, please complete the following portion of the plan. If you system is not providing any services in this area, please move on to Future Plans for Cooperative System.

There are two sections to this portion of the plan. The first section requires your best estimate for questions and training for 2012-2013. The second section contains several questions that help us understand how your plans for reference.

We are not using CLSA funds to support reference services.

Section 1
Estimated Workload

	For questions referred to system by:			
What is the estimated 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
	0	0	0	0

Estimated number of Reference questions received locally by member libraries: _____

Estimate total number of Reference questions handled by your System Reference Program: _____

Estimated total number of training events to be presented: _____

Estimated total number of local staff to be trained: _____

Section 2

1. Briefly describe the goals for the reference funding. How will they support the needs of your community? How did you determine these needs?

2. Have your models for providing information services and training changed? If so, how?

3. Please briefly describe how any non-CLSA funds are used to support reference. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

4. How will you evaluate that the goals have been met and the funding has met the needs of the community?

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will you be funded? What services are a priority? And lastly, how will your system evolve?

Building on the retreat facilitated by Joan Frye Williams in December 2011, NorthNet is in the process of an administrative restructuring. Management of the System has been contracted to Peninsula Library System; and the three discrete systems, North Bay, Mountain Valley and North State, have assumed responsibility for the individual regional groups. On August 27, another retreat with Joan Frye Williams will be convened, and next steps for streamlining system operations and future projects will be developed. Issues to be considered include:

•   Develop an open source Evergreen Library System in the Mountain Valley library area that would provide a resource-sharing link to the Koha systems in the North State region. These systems as they evolve would provide a model for libraries in North Bay that are exploring Fulfillment, a newly released resource-sharing tool, and/or Evergreen. This year would be the research design and pilot year to move the project forward and refine it. This will be primarily funded with Califa Open Source Open Libraries funds and some of the CLSA Communications and Delivery dollars.

•   Examine the bylaws and restructure them to make the System more transparent and move it toward being a single entity. It may be necessary to audit the management structure to simplify past and still-current procedures to enable a streamlined, seamless single system.

•   Project financial needs and develop viable funding mechanisms to provide services and programs identified as essential to members.