

NSCLS SYSTEM ADVISORY BOARD MEETING
Friday, March 20, 2009
Redding Public Library
1100 Parkview Avenue
Redding , CA
96001
(530) 245-7250

Phone Conference Call Dial in Available

9:00 AM Hospitality

9:15 – 10:45 AM Call to Order and Welcome: Sue Gallagher, Chair, SAB

1. **Minutes of May 15, 2008 Meeting**
2. Introductions: Welcome any new SAB members and introduction of Board members
3. Announcements: Board Members
4. **Administrator's Report: Annette Milliron**
 - a. NorthNet Library System
 - b. Annual Meeting NorthNet Meeting
 - c. Web pages
 - d. Legislative Day
5. **Action Items:**
 - a. **Bylaws**
 - b. Summer Reading Program Support: Annette Milliron
 - c. Reports to Appointing Authorities: Board members
 - d. Nominating Committee
6. Business of the Day:
 - a. **Plan of Service 2009/2010**
 - b. Report on NSCLS workshops attended: Board Member
 - c. Report on Committee Meetings attended: Board Members
 - d. Discussion of SAB Meeting Time
7. Board Member Items:
 - a. An opportunity for members of the Board to share or information
8. Agenda Building/Next Meeting: Friday, April 24, 2009
9. Adjournment (no later 10:45 AM)

Bold print indicates a support document in the packet for that agenda item.

NORTH STATE COOPERATIVE LIBRARY SYSTEM
System Advisory Board Meeting
May 15, 2008

CALL TO ORDER:

The System Advisory Board of the North State Cooperative Library System (NSCLS) met this date at the Redding Public Library in Redding, California with Vice-Chair Sue Gallagher presiding. The meeting convened at 8:30 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Butte County Library	Patricia Koskinen
	X	Del Norte County Library District	Colleen Luttrell
	X	Humboldt County Library	Vacant
	X	Modoc County Library	Jan Romero
	X	Orland Free Library	Vacant
	X	Plumas County Library	Laura Ashkin
X		Shasta County Library	Pat Bunnell
	X	Siskiyou County Library	Vacant
	X	Susanville District Library	John Flaherty
X		Tehama County Library	Sue Gallagher
X		Trinity County Library	Jan Mountjoy
	X	Willows Public Library	Vacant
X		Shasta County Library	Linda Mandere
X		NSCLS System Headquarters – Executive Director	Annette Milliron
	X	NSCLS System Headquarters – Assistant Director	Patty Hector

1. APPROVAL OF MINUTES OF MARCH 14, 2008 COUNCIL MEETING:

A correction to page 2, Item 4. B – Reports to Appointing Authorities, change the name “Pat Gallagher” and Ms. Gallagher to “Pat Bunnell” and “Ms. Bunnell”. A Motion to approve the March 14, 2008 minutes as corrected was moved by Pat Bunnell and seconded by Linda Mandere. The Motion passed unanimously.

2. INTRODUCTIONS:

No introductions were necessary.

3. ANNOUNCEMENTS:

Ms. Milliron reported that she has been extremely busy coordinating the second joint systems merger meeting to be held tomorrow, May 16th plus coordinate the NSCLS Council and SAB meetings. She advised the SAB that Ms. Hector recently underwent surgery for breast cancer. Ms. Milliron stated that she did not realize that some of the SAB did not receive a meeting notice and apologized for that oversight. Discussion ensued.

Sue Gallagher stated that over the summer she planned to try and recruit two SAB members for Willows and Orland. Ms. Milliron advised Ms. Gallagher that there is a new director in Willows, Sandra Hobbs and that she would be attending the Council meeting later today. Ms. Hobbs doesn’t have a background in libraries and most recently has worked at CSU Chico in the human resources department. She has a good business background. Ms. Hector and Ms. Milliron plan to arrange training for her with InfoPeople. Discussion ensued.

Ms. Milliron reported that there hadn’t been any recruitment efforts to fill the vacancy on the System Advisory Board because the State budget had not been passed. Libraries were told that there would be a 10% budget

cut and directors had responded that if the State needs to cut money from library systems, to do so with the SAB funds rather than have delivery funds cut. The attitude now is to wait and see if the SAB program survives the budget cuts. Ms. Milliron asked the SAB to hold off on any recruitment of new SAB members until the State budget is adopted. Currently, the 10% cut is being taken from TBR, which is much needed money for the systems. Discussed ensued.

Jan Mountjoy of Trinity County Library will send her written report to Kelli Logasa to be attached to the minutes. *Report is attached to the minutes.*

Pat Bunnell reported that Shasta County Library has a new director, Jan Erikson and will be attending the Council meeting later today. Ms. Bunnell will send her written report to Kelli Logasa to be attached to the minutes. *Report is attached to the minutes.*

Sue Gallagher of the Tehama County Library reported that the Corning Friends group raised \$500 to \$600 but hope to increase that amount by selling more attractive titles online. The Friends group donated books on CD as well. The Department of Education held a "Lit Fest" in March where authors are invited to attend. This year, libraries were also invited. Tehama County's children's librarian was asked to help with the dinner and decorations. Discussion ensued. On April 11th the Library held a volunteer appreciation luncheon but Ms. Gallagher was unable to attend. During the Red Bluff Roundup Week, the library won a "best historical display" award. Director Caryn Brown attended CLA Legislative day in Sacramento and was not very impressed with the process in terms of making any impact since both legislators are termed out. Locally, the Red Bluff City Council and the county Board of Supervisors held a combined meeting with Senator Aanestad and Senator Keene in attendance. Ms. Gallagher stated that it was an interesting meeting.

4. ACTION ITEMS:

A. REPORTS TO APPOINTING AUTHORITIES

Ms. Milliron noted that Ms. Hector had emailed out the updates for the SAB members to use when making their reports to their appointing authorities. Pat Bunnell stated that she never received her information. Ms. Milliron will have Ms. Hector resend that information. No reports have been made.

Ms. Milliron reported that the Rural Library Initiative is holding workshops in conjunction with Infopeople. The workshop is called the *Traveling Petting Zoo* and is a compilation of various library "tools". The workshop will be at the Chico Branch of the Butte County Library on June 17th and at the Red Bluff Branch of the Tehama County Library on June 19th from 10 a.m. to 4 p.m.

Another workshop called *What is Web 2.0: what rural library staff need to know* is being held in the computer lab of the Red Bluff Branch of the Tehama County Library on Wednesday, June 18th from 9 a.m. to 4:30 p.m. This workshop will teach participants how to create content for the web, how wikis and blog work, etc.

Ms. Milliron encouraged the SAB to attend the workshops and stated that she would also email the workshop announcements to the SAB members.

B. NOMINATING COMMITTEE

A Motion for Sue Gallagher to serve as Chair and Linda Mandere to serve as Vice-Chair of the System Advisory Board for the FY 2008/09 was moved by Pat Bunnell and seconded by Jan Mountjoy. The Motion passed unanimously.

C. PLAN OF SERVICE

The 08/09 Plan of Service was discussed. Ms. Milliron will email out a list of acronyms to the SAB. She noted that there are no radical changes in the Plan of Service for 2008/09. If NSCLS proceeds with the system consolidation this year, then it would use this year to plan new services or at least new approaches to service. If NSCLS decides not to merge at this time, it can be revisited. Discussion ensued. Outsourcing the delivery service was discussed as well.

A Motion to recommend approval of the Plan of Service to the Council was moved by Pat Koskinen and seconded by Linda Mandere. The Motion passed unanimously.

5. BUSINESS OF THE DAY:

A. REPORT ON CLA LEGISLATIVE DAY

Ms. Milliron reported that Legislative Day was held on Wednesday, April 16th in Sacramento.

B. REPORT ON NSCLS WORKSHOPS ATTENDED

No workshops were attended.

C. REPORT ON COMMITTEE MEETINGS ATTENDED

No committee meetings were attended.

6. ADMINISTRATOR'S REPORT:

A. RESOURCE SHARING SYMPOSIUM

A resource sharing symposium was held at the Sacramento Public Library on April 17th, the day after legislative day. Members from all three systems were invited to send their staff to view ILL resource sharing software demonstrations by automation vendors: OCLC, SirsiDynix, Autographics, Innovative Interfaces. Ms. Milliron explained interlibrary loan software and how it helped cut down on library staff time. 65 people attended and all three systems were very well represented. So far, MVLS and NBCLS are interested in two different vendors. Ms. Milliron will find out what NSCLS is interested in at their meeting later today. The hope is that this can be a joint project among the three systems. Discussion ensued.

B. SYSTEM CONSOLIDATION

Ms. Milliron reported that John Shupe, the attorney working on the tri-system merger, has completed his initial research. There are three alternatives that could be used to form a consolidated organization. The best approach, in his opinion would be to have MVLS and NSCLS Councils voted join NBCLS. MVLS and NSCLS are joint resolution agencies and have the power to join other agencies if joining will benefit their members. Resolutions from MVLS and NSCLS governing authorities authorizing this action are not necessary as a JRA has the authority to operate for the benefit of its members. The State Library felt this method would be financially damaging as MVLS and NSCLS would be counted as only 2 new members to NBC rather than 26 new members. **OR** NBCLS, MVLS, and NSCLS could form a new joint resolution agency but this would require a resolution from each governing authority of each member. However, Mr. Shupe feels that JRA resolutions are not as difficult to craft and pass as are JPA resolutions. The third and final option is to form a 501 C 3 non-profit public benefit agency that would hire NBCLS as the fiscal agent and staff for the agency. The State Library recommends the formation of a new agency as a Joint Resolution Agency. They feel that a JRA gives the systems the greatest flexibility. Ms. Milliron will check to see if the existing JPA and JRAs have to be dissolved and how that would work.

The possible damaging fiscal effects are grim. Rosario Garza received an estimate for CLSA budget figures for a consolidated MCLS in 2009/10 and was shocked to discover that the group would lose \$90,000. It seems that the CLSA formula punishes consolidation. Discussion ensued. Ms. Milliron reported that stated that she was told that the systems will have approximately the same amount of money

to work with and distribution will be based on population. The base amount will be divided among the 15 systems which after the pending consolidations will be pared down to seven systems. She noted that there had been a suggestion that the State “hold harmless” all systems for 2008/09 while they are in the midst of planning their consolidation. Ms. Milliron spoke with Sandy Habbestad at the State Library and found that the current formula was a LoC Board action and not listed in the regulations. It is important that the Systems find out what the current formula is and then contribute our input in formulating the new calculation/formula. Ms. Milliron noted that geography and population are definitely part of the current calculation. Ms. Milliron will contact the State Library to request the current formula calculation and will bring it to the Joint Systems meeting in Redding on May 16th. At the LoC August meeting, the systems will submit their merger request and the Board to hold all systems contemplating a merger harmless while holding funding at current levels. Further discussion ensued.

Ms. Milliron reported on the discussion she held with Jeanne Goodrich regarding her thoughts on system consolidation. Ms. Goodrich offered to work with NBC in a discussion approach, much the way that Liz Gibson offered. She has some valid suggestions that are so vast that all the systems and the State Library should be involved in the discussion and development of the ideas. She feels that the CLSA model is so out of date that systems need to return to a zero base system planning approach. Furthermore, there is merit in the idea that the “Mega-Systems” could work in a library development manner, but only as long as it was in concert to move the agenda of the State Library. Her concern is that the systems will never have the funding to “provide” services to libraries and should not even attempt to do so. North State is a prime example of how giving service to the libraries didn’t foster them to grow their local services. The NBC delivery program is another example of how the System could never give delivery to the members. Ms. Goodrich also suggests that new legislation to structure the new approach would be more beneficial than patching up CLSA.

7. AGENDA BUILDING/NEXT MEETING

Orientation for new members and a list of acronyms will be added to the agenda of the next SAB meeting, which will be held on June 9, 2008 at the Red Bluff branch of the Tehama County Library.

8. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

Sue Gallagher
Vice-Chair of the Board
May 15, 2008

Annette Milliron DeBacker
Clerk of the Board
May 15, 2008

NORTH STATE COOPERATIVE LIBRARY SYSTEM

May 15, 2008 SAB Report
Shasta Public Libraries
Pat Bunnell

The Redding Library continues to show an increase in its total circulation and use. Total circulation for the three libraries more than doubled in 2007. Nearly 1,500 people visit the Library daily. Measured by the hour, Sunday is the busiest day of the week. Self check out represents 80% of circulation.

A volunteer recognition lunch was held April 30 in the Community Room.

The Friends of the Redding Library Annual Meeting was held May 13, 2008. At this meeting Jan Erickson, Library Director, reported on the Strategic Planning Committee, which is composed of 18 members from varied segments of the community. This committee has been created to determine what Shasta Public Libraries can do for the greater community, not just Redding. Subjects discussed were Literacy and Community Enhancement

Community Enhancement includes purchase of the Novelist Plus data base. This data base, which can be accessed from home, includes information about authors, subjects, book clubs, suggested reading for K -12 students, and other matters.. This data base contains information for those who read for the pure love of reading. It was voted at the Annual Meeting that the FOSCL will purchase this data base.

The FOSCL board agreed to act on the Genealogy Society's request to purchase a subscription to Ancestry.com, a research program.

Reservations for Library meeting rooms can now be made on line.

Pat Bunnell
SAB Representative

NORTH STATE COOPERATIVE LIBRARY SYSTEM TRINITY COUNTY LIBRARY REPORT TO SYSTEM ADVISORY BOARD

Redding Public Library, 15 May 2008

From Jan Mountjoy, SAB member, member of the Friends of the Trinity County Library, and Hayfork Library volunteer

Oresta Esquibel, County Librarian, reports that preparations for the Weaverville Library's children's summer reading program are progressing well, thanks to a creative and talented planning team. Based on this year's theme, "Catch the Reading Bug", the weekly program consists of a story time followed by art activities and will start registration on June 9th.

The Hayfork Branch Library is also planning a similar program and hopes to offer weekly or semiweekly one-

hour programs staffed by volunteers. The libraries have received grants for the programs from the Trinity Trust for program expenses.

Several weeks ago Weaverville kindergarten classes visited the library for an opportunity to hear stories read aloud and to handle the books, media and toys in the children's area. Teachers planned the visit and several parent accompanied the children on this trip. Library visits contribute as an important step towards literacy.

Fundraising efforts will continue by the Friends of the library in both the Weaverville main library and Hayfork branch. Hayfork friends raised \$225 at its semiannual book sale May 3 and the Weaverville Library will be having its sale on the 30th and 31st of May. The libraries also offer regular sale books on display in the libraries' entrance areas that bring in a modest return. A library themed hanging quit donated by members of the Hayfork Log Cabin Quilters is now on display at the Hayfork Library and raffle tickets are being sold for the Christmas raffle.

Friends of both the county and the Hayfork branch libraries have sent out annual spring letters requesting membership and supporting funds.

The Trinity County Board of Supervisors will soon be preparing their budget for the 2008-09 year and county funds this year are tighter than ever. Our library budget, all coming from the general fund, is so minimal that we will be grateful just to have the status quo continued and will rely on grants, donations and volunteer help for other necessities.

I have enjoyed being a part of the North State Cooperative Library, System Advisory Board, these last four years and I believe that our library system has benefited from the information and ideas our SAB members have shared with each other. Attending the Council's meetings and/or sharing the staff's information has also helped keep me informed of the larger state and regional library issues. Oresta and I will endeavor to find my replacement as soon as possible. I will miss the meetings and friendship of my fellow members and wish them well. Perhaps we can keep in touch and visit each other's libraries when we are in their region.

Jan Mountjoy, Hayfork, Trinity County

**NSCLS COUNCIL MEETING
March 20, 2009
ADMINISTRATIVE NOTES**

AGENDA ITEM #6 CONSOLIDATION TASK FORCE REPORT

- A. The minutes from the Consolidation Task Force are in the packet. The official name of the new system is NorthNet Library System. The Bylaws, Standing Rules and JPA are ready for your review. We will send the Bylaws and JPA past the attorney one last time after the NBCLS Board review on April 2nd. The Standing Rules do not need a review by an attorney as they function more as a procedure than a policy.

We are planning the first annual membership meeting of NorthNet Library System for Friday, May 8th at the Napa Valley College Upper Valley Campus in St. Helena. The location was chosen because NVC has adequate meeting space, plenty of free parking, and a culinary program that presents a multi-course gourmet lunch as a final exam that week. NBC and MVLS have used this venue for a joint meeting in past years much to everyone's delight.

The Bylaws, JPA and Standing Rules will be voted on at the meeting. We will also have an election for Chair and Vice Chair of the NorthNet Library System. The budget and Plan of Service for FY 2009/2010 will also be voted on at the same time.

- B. The CTF was very sensitive to the issue of equity in terms of services. Sadly CLSA funding is just not adequate to cover the delivery needs of North State and most libraries do not have the funds to makeup the difference. CLSA funds can provide only one day of delivery to the headquarters of each North State public library. For years North State has been supplementing the cost of delivery with TBR funds. The downturn in TBR funding require a review of the delivery program The North State TBR Committee will be making recommendations later in the meeting about the delivery situation.

After exhaustive discussion and examination of various fee schedules the recommendation of the CTF is to hold each regional system to its current contribution level for administration. So member fees will remain the same as FY 2008/09 for North Bay and Mountain Valley. North State will contribute from their TBR funds as they have in prior years. There is a short fall of approximately \$55,000 in the administration program. Each system will pay a portion of that amount based on an average of the operating budgets of the region. NSCLS' share is about \$6,000. Those reserve funds will be used to cover the cost.

- C. The Plan for Service is in the packet. The narrative portion of the plan is completed, but the budget portion is not. The State Library sent the budget estimates out this past week. The budget portion will be completed when the membership reviews the plan at the first annual membership meeting.

AGENDA ITEM # 7B PERSONNEL AND BUDGET COMMITTEE

- 1. The Committee will bring a recommendation to the meeting. More information is needed from PERS to complete the recommendation.

2. Delivery statistics are in the packet. Although we assumed that the NSCLS drivers and Sprint counted items in the same way.

**NORTH BAY COOPERATIVE LIBRARY SYSTEM
 NORTH STATE COOPERATIVE LIBRARY SYSTEM
 MOUNTAIN VALLEY LIBRARY SYSTEM**

**CONSOLIDATION TASK FORCE MEETING
 March 13, 2009**

CALL TO ORDER:

Representatives of North Bay Cooperative Library System (NBCLS), North State Cooperative Library System (NSCLS) and Mountain Valley Library System (MVLS) met this date at the Woodland Public Library in Woodland, California with Chair Derek Wolfgram presiding. The meeting convened at 12:15 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Benicia Public Library	Diane Smikahl
X		Napa Valley College Library	Bonnie Thoreen
X		San Rafael Public Library	David Dodd
X		Butte County Library	Derek Wolfgram
	X	Orland Free Library	Marilyn Cochran
X		Plumas County Library	Margaret Miles
	X	Lincoln Public	Darla Wegener
X		Mono County	Bill Michael
X		Yuba County Library	Loren MccRory
X		UC Davis	Sandra Vella
X		State Library	Jon Torkelson
X		Consultant	Anne Marie Gold
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Annette Milliron
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Patty Hector

WELCOME:

Mr. Wolfgram welcomed everyone to the meeting. Ms. MccRory and Ms. Vella joined the meeting via GoToMeeting. Mr. Wolfgram announced that NorthNet Library System is now the official name of the new system.

APPROVAL OF JANUARY 16, 2009 MINUTES

A Motion to approve the minutes of the January 16, 200 meeting was made by Bonnie Thoreen and seconded by Margaret Miles. The Motion passed unanimously.

FINANCIAL ISSUES

Ms. Milliron reported on the work that has been done so far by consultant Ann Marie Gold. Ms. Gold presented the various options that were developed. Discussion ensued.

FUNDING

The CTF discussed potential policy issues and determined that the biggest issue will be the member fees as there is no option that is favorable for all libraries. Ms. Gold has developed a number of different models for the group to review

and discuss. The CTF discussed system employee benefits and determined that it would make sense to eventually move current employees and their PERS accounts under NLS. Ms. Milliron noted that the first year or two, NLS can contract with NBCLS for staff with provisions in the contract that NLS is responsible for benefits and has governing powers. Discussion ensued.

EQUITABLE SERVICES/COSTS

- **Delivery – Final Review**
Ms. Thoreen asked if there could be a hybrid that gave one day of delivery to NSCLS, plus UPS. The group felt this could be a good option. Brooklyn Public Library recently moved to a model of delivery for their branches using UPS and Ms. Gold has reviewed their model.
- **Administration**
The CTF determined there does need to be more study done on the delivery issue. The group looked at the two staffing scenarios; one that solely uses the CLSA money, which cuts staff to a part-time administrator and part-time administrative assistant and one that includes member fees that keep the present level of staffing. Discussion ensued. The CTF felt the present staffing level would be necessary in order to run the new system. Ms. Miles discovered the budget presented at the meeting has an incorrect figure. Ms. Milliron noted that she will send out a corrected budget.

The CTF expressed their appreciation to Ms. Gold for her thoroughness and excellence in addressing the system's delivery issues in her report. The CTF agreed on the policy issues as discussed.

- **Reference – Final Review**
The final review of reference was conducted under the Plan of Service.
- **Databases – Discussion**
- **Training – Final Review**
- **ILS**
- **Grant Development – Ideas**
- **Possible Initiatives and Services**

EQUITABLE FEE STRUCTURE

EQUITABLE FORMULAS FOR SERVICES

The CTF reviewed various model for member fees. A Motion for the three systems to use the FY 2008/09 membership fees/TBR as the membership fee for the NLS and allocate a share of the \$55,000 shortfall to be paid from each systems' reserves was moved by David Dodd and seconded by Bonnie Thoreen. The Motion passed unanimously. The CTF noted that each system's share will be based on an average of the operating budgets per system. This allocation will be a one-year bridge that will be addressed by each system while a membership formula is developed. Discussion ensued.

CONSOLIDATED PLAN OF SERVICE

The CTF had a few questions about the consolidated Plan of Service. Discussion ensued. A Motion to approve the Plan of Service and send it on to each system for approval was moved by Margaret Miles and seconded by Bonnie Thoreen. The Motion passed unanimously.

GOVERNANCE

Ms. Milliron reported that 49-99 has approached her about joining NLS. She asked Linda Crowe how PLP will be

handling new members. Ms. Crowe reported that new members would join the original systems and would then be included in the new JPA. The CTF agreed that this would be a good way to handle it. It was noted that no library would be eligible to join NLS until July 2010. NLS' Bylaws state that new members are systems so individual libraries are not eligible to join. Discussion ensued.

A Motion to approve the NLS Bylaws was made by Margaret Miles and seconded by David Dodd. The Motion passed unanimously.

The Standing Rules for the new system were discussed. Derek Wolfgram asked that any recommendations or changes for the Standing Rules be e-mailed to Ms. Milliron since they are not necessary to the formation of our new system.

Communities of Interest were discussed. Ms. Milliron stated that she would like to include a member of the Council as a member of each of the Communities of Interest. The individual systems could then continue to have their own committees at their discretion, but system staff would only be able to support them virtually. Discussion ensued.

The JPA was discussed and it was determined that there needs to be a section on employees. The two vice-chairs agreed to serve as chair and vice-chair for 2009-2010: Diane Smikahl will serve as Chair and Bill Michael as vice-chair. Each system will appoint three members to serve on the Steering Committee. Discussion ensued.

NEXT MEETING DATE AND LOCATION

The next meeting will be held on April 10 via GoToMeeting and will begin at 10 a.m.

ADJOURNMENT

The meeting was adjourned at 3:23 p.m..

Derek Wolfgram
Chair of the Board
March 20, 2009

Annette Milliron DeBacker
Clerk of the Board
March 20, 2009



Headquartered in Santa Rosa, CA
Serving the 12 Far Northern
Counties of California



The North State Cooperative Library Catalog helps you find the library materials you need, no matter where they are located in libraries in the North State region

Agenda Item #4

- Search the NSCLS Group Catalog >>
- Search the DVD / Listen In Catalog >>

HOME CATALOGS SYSTEM INFORMATION RESOURCES FOR MEMBERS REFERENCE LOG IN

Menu

- Children's Services Blog
- NSCLS Blog
- SAB Blog



Webjunction

- Video Shoot @ ACRL In Seattle Tomorrow
- Are Surveys A Waste Of Time?
- Going To ACRL? Explore Staff Training & Continuing Ed.
- Learn Better Together
- The Hot And New Content On WebJunction

More

Home

System Advisory Board FY 2008/09

Manual

Roster

BUTTE COUNTY LIBRARY

Patricia Koskinen
272 Canyon Highlands Drive
Oroville, CA 95966
Voice: (530) 538-9196
Email: pmkoskinen@yahoo.com
1st Term Ends: 06/08
2nd Term Ends: 06/10

HUMBOLDT COUNTY LIBRARY

VACANT
1st Term Ends:
2nd Term Ends:

MODOC COUNTY LIBRARY

Carol Sharp
P.O. Box 1341
Alturas, CA 96101
Voice: (530)233-4355
E-mail: <mailto:sharpay@frontiernet.net> 1st Term
Ends: 01/10
2nd Term Ends:

PLUMAS COUNTY LIBRARY

VACANT
1st Term Ends:
2nd Term Ends:

DEL NORTE COUNTY LIBRARY DISTRICT

Colleen Luttrell
P. O. Box 429
Smith River, CA 95567
Voice: (707) 487-3025
E-mail: Chetpup@charter.net
1st Term Ends: 06/09
2nd Term Ends: 06/11

LASSEN LIBRARY DISTRICT

VACANT
1st Term Ends:
2nd Term Ends:

ORLAND FREE LIBRARY

VACANT
1st Term Ends:
2nd Term Ends:

SHASTA COUNTY LIBRARY

Linda Mandere
16099 Plateau Circle
Redding, CA 96001
Voice: (530) 241-5004
Email: e-Imandere@sbcglobal.net
1st Term Ends: 06/10
2nd Term Ends: 06/12

SISKIYOU COUNTY LIBRARY

VACANT

1st Term Ends:

2nd Term Ends:

TEHAMA COUNTY LIBRARY

Sue Gallagher

8355 Marek Road

Los Molinos, CA 96055

Voice: (530) 384-2945

Email: suedan@saber.net

1st Term Ends: 06/09

2nd Term Ends: 06/11

TRINITY COUNTY LIBRARY

VACANT

1st Term Ends:

2nd Term Ends:

WILLOWS PUBLIC LIBRARY

VACANT

1st Term Ends:

2nd Term Ends:

This roster can be found online at <http://www.nscls.org/SAB>

By-laws
For
North State Cooperative Library System
System Advisory Board

PREAMBLE:

Formed under the California Library Services Act of the State of California Education Code, Chapter 1215, as of April 1979.

ARTICLE I: NAME AND LOCATION

The name is the System Advisory Board of the North State Cooperative Library System.
The address is:

c/o North State Cooperative Library System
55 E Street
Santa Rosa, CA 95404-4728

ARTICLE II: DUTIES

The duties of the System Advisory Board are to advise the Council on the needs of the public at large and underserved residents by:

1. Assisting the Administrative Council in the development of a System Plan of Service.
2. Advising the Administrative Council on the need for services and programs.
3. Assisting in the evaluation of service provided by the System.
4. (Assuring that) at least one member of the System Advisory Board will serve on each of the System Committees.
5. Enabling the communication links between the citizens, the library and city and county staff and the System by sharing and listening. One annual report to the appointing authority is required.

ARTICLE III: MEMBERSHIP

Membership shall consist of one person appointed from each member jurisdiction. The term for any member shall be for two years, and the terms shall be staggered.

No member may serve more than two consecutive terms.

An alternate may be appointed by each member jurisdiction.

ARTICLE IV: VOTING AND QUORUM

Each jurisdiction shall have one (1) vote.

A quorum shall consist of one more than half the sitting jurisdiction representatives. Voting by mail may be accepted with time limits to be fixed by circumstance.

ARTICLE V: MEETINGS

Meetings shall be held at least once a year.

The chairman may also call special meetings as needed.

Meetings shall be open and accessible to the public unless otherwise provided by law.

Absence from three (3) meetings within a term of service, without a valid reason, will be considered as automatic resignation from the Board.

ARTICLE VI: OFFICERS AND DUTIES

The chairman shall oversee the activities of the Board, conduct the meetings and appoint members to committees authorized by the Board.

The vice chairman shall assume the duties fo the chairman in the absence of that officer.

Secretarial services shall be provided by the NSCLS office personnel.

ARTICLE VII: ELECTIONS

Elections from the membership shall take place at the last quarterly meeting of the calendar year.

Officers shall be elected for a one calendar year term, assuming office on July 1 and serving through June 30.

ARTICLE VIII: AMENDMENT TO BY-LAWS

By-laws may be amended or changed by a two-thirds (2/3) vote of those attending any regular meeting provided that written notice of such proposed action has been given at least one week prior to that meeting.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Parliamentary authority for this Board shall be ROBERTS RULES OF ORDER.

Adopted by NSCLS Advisory Board 12/12/86. Revised May 20, 1998 and may 20, 1994

Agenda Item #6A

2009/2010 PROGRAM BASELINE BUDGET REQUEST

California Library Services Act

System Name: NorthNet Library System	Fiscal Agent: County of Sonoma
Date reviewed by Advisory Board:	Approved Signature (System Chair/Admin.):

Date this request approved by System Council:

BUDGET SUMMARY				
Expense Category	PROGRAMS			
	(A) Reference	(B) Communications & Delivery	(C) System Advisory Board	(D) Total
Personnel				
Materials				
Operations				
Capital Outlay				
Service Program Sub-total				
System Indirect (PC&E) (1)				
TOTAL (2)				

- (1) Must not exceed PC&E totals, Column B, Charts 1, 2, 3. Percentage of Service Program Sub-total must be the same for all programs.
- (2) Must match program totals shown in Appendix C, Summary Chart.

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(E) QUALITATIVE DATA

PROGRAM BASELINE BUDGET REQUEST FY 2009/2010

SYSTEM NAME NorthNet Library System

NorthNet Library System is a new consortium of northern California independent city, county, academic and special libraries that have joined to form a cooperative network. A consolidation of the Mountain Valley Library System, the North Bay Cooperative Library System and the North State Cooperative Library System, NLS covers 57,838 square miles and encompasses the northern part of the state from the coast to the Nevada boarder and the San Francisco Bay/Sacramento area to the Oregon border. 48% of California's 58 counties are included in it. The members of the three regional systems sought this merger to provide better services to the communities they serve by:

- increasing resource sharing;
- improving delivery service ;
- realizing economies of scale ;
- decreasing administration costs; and
- bringing equity of services to members.

The member libraries of NLS vary widely from small, rural isolated libraries to large, urban libraries. 64% of the counties are classified as frontier or rural and have no incorporated areas greater than 50,000 persons. The other 36% includes several large library systems with numerous branches.

To overcome the challenges of distance, geographic isolation, and disparate budgets and resources, NLS will support shared catalogs, the use of technology for virtual connections, system-wide delivery to share materials, and access to highly skilled reference staff.

CALIFORNIA LIBRARY SERVICES ACT

System Plan of Service

Description of the System Service Area, 2008/09

Use the following outline to prepare the Description of the System Service Area for your annual Plan of Service.

1. System name: NorthNet Library System
2. Population profile: see page 5
3. Users and non-users:

The NorthNet population is truly a diverse community. Residents of the area range from the geographically isolated to urbanites. The economic range is from disadvantaged to affluent. The educational level encompasses highly educated as well as illiterate, computer literate to non-English speaking.

Service to the rural areas in NLS poses particular challenges. California's rural counties have a greater proportion of residents that are:

- below the poverty level,
- over age 55,
- did not go to college,
- have served in active duty,
- are unemployed, and
- do not have health insurance

Each of the System member libraries offers programs and services to the underserved in their communities. Some examples of the programs offered include:

Geographically Isolated: Mendocino County operates a bookmobile to provide service to residents of rural areas of both Mendocino and Sonoma Counties. FAX machines and staff email accounts are in use at all branch libraries within NLS to provide connection to a greater pool of resources for remote communities. Several resource sharing programs such as SuperSearch in the North Bay region and group catalogs in the North State and Mountain Valley regions, provide greater access to all types of library materials.

Ethnic Services: Each System member provides non-English materials for their patrons. Sonoma County, St. Helena Public, Yolo County, Belvedere-Tiburon Community, Colusa County, Napa City/County work to expand their Spanish Language collections. In previous years North Bay supported sending at least one representative to the Guadalajara Book Fair or other appropriate book fairs, to purchase Spanish language materials for member's collections. The member libraries quickly discovered the value of sending staff to the fair. Several members now send their own staff to the event to conduct collection development. The Yolo County Library took the lead last year in developing a local REFORMA chapter. NLS will work with the smaller libraries that don't send staff to aid with the selection of materials from vendors.

Children & Youth: Most member libraries provide excellent children's service programs. Although the three regional systems will each maintain their Youth Services Committees, there will be a System-wide Youth Services Community of Interest that will have representatives from each region that will coordinate training opportunities and summer reading program materials through the California Summer reading program grant. Children's services activities and events are publicized via the NLS website, listserv and three meetings per year.

Functionally Illiterate: Many of the System members are participating in California Library Literacy Services funding. Those libraries continue working to develop financial support from local community businesses and agencies. Some members have been forced to cut back on the services offered, because local support could not be secured. High interest, low vocabulary books for adults are available in most public library members' collections, and tutor recruitment and training programs are in place. Some members have consolidated their programs to gain greater effectiveness and efficiency. Also NBCLS served as the fiscal agent for the LSTA funded *Reach Out and Read*, the *Nutrition Literacy* and *Early Learning with Families @ Your Library* grant programs. NLS will work to include the membership in the projects as appropriate.

Handicapped: Appropriate facilities are provided for the disabled through remodeling of existing buildings and proper planning for new ones. TDD equipment is available for the hearing impaired. Talking books and large print materials are available for the blind and visually handicapped.

Citizens Over Age 65: Talking books, books on tape/CD, digital downloadable books, Playaways and large print materials are available in many member libraries to assist older patrons with impaired vision.

4. Information needs:

Underserved: The SAB and each of the communities of interest will discuss at length methods of more effective service to the underserved. The various committees will continue to identify areas of training that can be improved with workshops. Also, the Reference and Multi-Cultural Committees will continue to advise on collection development to better meet the needs of that population.

General Reference: Overall the reference program provides timely answers to a wonderfully diverse range of questions. Second level staff is challenged to seek new sources and is continuing to establish new networking patterns. Second level research is provided to NorthNet members as well as the members of Black Gold CLS. First Source is also used to access the LAPL collection. A greater wealth of resources is made available and information is speedily delivered to local patrons. Contracts with information brokers increase NLS' ability to offer third level question answering.

The rural libraries in the North State region lack local funds for reference books and other printed materials. Their ability to provide current and complete information is dependent on their shared databases that are provided by the System. User surveys indicated that it can take some time to deliver requested materials to patrons. Fax and e-mail transmissions will continue to be used to provide urgently needed materials in minutes.

To further improve service, "hands on" training sessions demonstrating on-line searching and new databases will continue to be presented or coordinated by NLS reference staff.

NorthNet will continue to provide staff support, workshops and resource brochures to improve service to the underserved groups within the System service area as funds allow.

The Rural Library Initiative (RLI) grant offers staff training both on ground and online. NLS' rural libraries will continue participation in the grant program in FY 2009/10. The training opportunities are very crucial to the rural libraries within the system.

Member libraries not eligible for the RLI Grant will have the opportunity to contribute to shared contracted online Infopeople workshops. This is a tremendously powerful staff training tool.

A full-time Technology Coordinator is still needed to help each local library in the North State region. Without this expertise, member libraries continue to fall behind in implementing new technology. Funding for this position is not possible at this time.

CALIFORNIA LIBRARY SERVICES ACT
Annual Plan of Service
System Population Profile, 2008/09

1. System Name: NorthNet Library System
2. Total Population of System Service Area: _____
- 3.

Underserved Population	Number	Percentage of Total Population
<u>Economically Disadvantaged</u> (Below poverty level)		%
<u>Institutionalized</u>		%
<u>Aged (65+)</u>		%
<u>Children & Youth:</u>		%
• Under 5		%
• 5 to 9		%
• 10 to 14		%
• 15 to 19		%
<u>Handicapped</u>		%
Speakers of limited English or <u>English as a Second Language</u>		%
<u>Non-English Speaking</u>		%
<u>Ethnicity</u>		%
• Black		%
• Hispanic		%
• Asian		%
• Native American		%
• Other (specify)		%
<u>Geographically Isolated</u>		%
<u>Functionally Illiterate</u>		%
<u>Shut-In</u>		%

4. List source(s) of this data:

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

PLAN OF SERVICE, 2008/09
CLSA System Reference Program, Component: General Improvement
of Local Reference Service (5 Code. of Calif. Regulations Sec. 20155)

1. Service specification(s) adopted:

- A. Provide access to training for member libraries' reference staffs.
- B. Stress the sharing of information concerned with reference work.
- C. Share information on materials selections in order to improve local collections.
- D. Increase the use of on-line resources that are now available to member libraries by negotiating group discounts.

Support online reference through working with the Ask Now and other appropriate projects.

2. Performance objective(s) adopted:

- 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, ERP, 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:
 - a. 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.

- b. The following union lists will be considered for revision as needed:

System Directory of Reference Librarians

- c. System staff will update the following handbooks and manuals as needed:

- Interlibrary Loan Manual
- Reference Manual
- Directory of Member Libraries
- NBCLS SuperSearch/URSA User's Manual

The products noted above are/or will be made available in electronic form via website.

3. Reason(s) for choosing 1. and 2. above:

In an area of limited professional and book resources, it is essential that the System foster the shared training of staff and the sharing of collections. In this way, reference staffs will be more effective in serving the reference needs of member library patrons. It is also essential that member libraries make the best use of electronic resources to compensate for the lack of in-depth book and periodical resources. By so doing each member can provide efficient and more effective reference services at the local level.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

Individually, many Northern California libraries would not be able to obtain the training and knowledge currently fostered by the System. Reference service for their patrons would be limited; libraries would not be able to answer difficult questions in an effective and timely manner.

5. One-paragraph description of the methods to be used in providing this component, and the principal resources to be used. Indicate System and member library staff involved.

System reference staff will organize workshops or round table discussions. The Reference, Multicultural, and Collection Development Committees, which have been merged into a single Information Services Community of Interest, will be surveyed for the topics. Meetings will be the main instrument for sharing information on reference techniques and resources. System staff will send out information using the reference listserv and web page. Information Services CI members will share collection development information and will assist in producing the updates of the various union lists, directories and handbooks. System staff will assist in training member librarians in the use of reference tools and online databases.

6. What evidence of benefit will be provided, and how will it be gathered?

System staff will keep statistics on all reference questions. Staff will compile evaluations and statistics on workshops. Local libraries will keep track of the number of reference questions answered locally and by which means the question was answered.

Name of System: NorthNet Library System

PLAN OF SERVICE, 2008/09
CLSA System Reference Program, Component: Improvement of Reference
Services to the Underserved (5 Code of Calif. Regulations Sec. 20156)

1. What underserved groups(s) were identified during the current fiscal year for improvement of reference services?

Ethnic minorities, including: Latinos/Hispanics, Native Americans, Asian Americans, and African-Americans; children; disabled; geographically isolated and home school kids.

2a. What potential services were identified at the System level for the improvement of reference service to these underserved groups?

The System will insure that workshops or round table discussions will provide information to improve service to the underserved. These will broaden knowledge of resources in areas of interest to the underserved and will attempt to identify ways to improve access to materials and services for these groups. Members will also work on shared program development and on continuing to use publications as a way of sharing information important to service providers for the underserved. NLS will continue to identify sources of information in Northern California, which will enhance collection development of ethnic materials and community resources by offering current materials.

2b. Which of these services was evaluated as achievable and beneficial for the improvement of reference services to the underserved?

All of the above.

3. Based on the above, what service specifications(s) are adopted for the coming fiscal year?

ETHNIC MINORITIES:

- A. Identify and implement methods by which System staff can assist member libraries in sharing resources of interest to ethnic groups in the Northern California.
- B. System staff will support the material purchase of member libraries to provide better access to information of use to ethnic minorities.
- C. NLS will provide a forum by which member libraries can exchange information on services to ethnic groups within the Northern California area.

DISABLED:

- A. System libraries will continue to develop their collections in order to provide resource materials to the disabled and their caregivers.

GEOGRAPHICALLY ISOLATED:

- A. Because they have little or no access to major library collections, the geographically isolated library users of Northern California must look to the System staff to provide reference

service from the most basic to the highest level of research.

- B. The System will help member libraries promote virtual reference services to the geographically isolated.

4. What performance objectives(s) are adopted and why did you choose them?

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.

5. Describe briefly the methods to be used in providing these services and the principal resources to be used. Indicate System and member library staff involved.

ETHNIC SERVICES:

- A. Several years of collection development activity stimulated by purchasing Spanish language materials at the Guadalajara book fair has motivated members to create purchasing programs of their own. We will continue to support this activity in some form, or similar activities. Information will be shared with our children's and reference committees.
- B. We will consult with the children's and reference committees for items of interest to discuss at our committee meetings, and to include on the listserv and/or the Web page.
- C. We will work with appropriate Spanish Language vendors and provide resource lists for purchase of materials from the Guadalajara Book Fair, or other appropriate book fairs or venues.

DISABLED:

- A. Reference Committee members will report on resource materials in their local collections that serve the disabled and their caregivers at their committee meetings.

GEOGRAPHICALLY ISOLATED:

- A. System reference staff will work on questions received from geographically isolated areas in the NorthNet Region. Currently, this is about 30-35% of all questions received at the reference center. Reference staff will keep track of our member's internal delivery dates to insure that questions or answers are returned in a timely manner.

5a. Amount of System Reference allocation budgeted for this component (5 Code of Calif. Regulations Sec. 20156[c]): \$ 4,000

6. What evidence of benefit will be provided, and how will it be gathered?

- A. Workshop attendance and evaluations will be kept.
- B. Statistics for attendance at committee meetings will be kept.
- C. An account of publication distribution for bibliographies, newsletters, updates, etc. will be kept.
- D. Librarians for reference questions answered for the geographically isolated will be consulted and adjustments will be made based on the information received .

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PLAN OF SERVICE, 2008/09
CLSA System Reference Program, Component: Interlibrary Reference
(5 Code of Calif. Regulations Sec. 20157)

- 1. Service specification(s) adopted: (If additional specifications are adopted by the System, list them.)**
 - A. The highest possible percentage of questions shall be answered.
 - B. The answers shall be delivered to the user within an acceptable time period.
 - C. Answers shall meet the user's need in terms of amount, format, language and accuracy of information.
 - D. Specifications a-b should be carried out at the lowest possible cost.
 - E. Utilize other library collections, resources and any outside resources deemed necessary in a cooperative.

- 2. Performance objective(s) adopted: (If higher or additional objectives are adopted by the System, state them. Minimum specifications are set in Code of Calif. Regulations Sec. 20157(b).)**
 - 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 be 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..

- 3. If System has adopted specifications and/or performance objectives in addition to those listed in 1. and 2. above, give reasons for this adoption.**

It is vital that reference staff use all library collections and resources available to them within the Northern California area and access resources statewide and beyond as needed. Collection development information will be shared through discussion at Information Services Community of Interest meetings. Expanding access to resources by participating in a virtual reference center that includes the staffs, collections and other resources of the other cooperative reference centers. By so doing, staff can provide a more complete and timely reference service.

4. What would the service described above be without the CLSA System Reference component? State in the same terms as the performance objectives above.

- A. Those questions not answered at the local level would remain unanswered, and service would be limited to whatever is locally available.
- B. Answers to questions would arrive too late to meet the needs of the user, once again limiting service to what is available locally.
- C. Without access to diverse and/or more specialized collections, reference staff would not be able to answer many questions in a timely manner.

5. One-paragraph description of the methods to be used in providing this component, and the principal resources to be used. Indicate System and member library staff involved.

System staff (1 FTE librarian) and subject expert stringers will answer questions sent by member library staff using the area reference centers electronic resources, and electronic resources provided by the Firstsource project from LAPL. All library collections within the North Bay region and in other close by geographical locations will be utilized in helping to answer questions. Other library staff may assist where special skills have been identified both within the North Bay region and outside. Subject experts both within and outside the North Bay region will be consulted via, phone, fax, email and specialist listservs. Questions will be shared when appropriate with other reference centers with expertise in mind, but all previously described methods.

6. What evidence of benefit will be provided, and how will it be gathered?

Statistics will be compiled and analyzed on the number of questions referred, answered, not answered, response time and turnaround time, and the type of questions received, answered with local resources, and answered with outside resources. Periodic status reports of pending questions will be sent to member libraries. Members will be surveyed as needed.

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CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Reference Program, FY 2009/2010

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

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: _____

**SERVICE PROGRAM BASELINE BUDGET REQUEST FY 2009/2010
(A) SYSTEM REFERENCE (Section 18741)**

SYSTEM NAME: NorthNet Library System

(a) Personnel
(Attach job descriptions only if changed significantly from previous year.)

<u>Classification</u>	<u>FTE/No. of Positions</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
_____	____/____	\$ _____	\$ _____	\$ _____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
Total	____/____	\$ _____	\$ _____	\$ _____

(b) Materials

Library Materials:	\$ _____
Contract Services:	
- On-line Reference Services*	\$ _____
- Lease materials	\$ _____
- Other:	
_____	\$ _____
Total:	\$ _____

*Please specify:

(c) Operations

1. Office Supplies	\$ _____
2. Travel	_____
3. Indirect Costs/Fiscal Agent Fee (attach description of services received) Do Not Include System Indirect (p,c,&e)	_____
4. Contract Services (specify)	_____
5. Duplication/Photocopy	_____
6. Other (specify)	_____
_____	_____
Total:	\$ _____

(d) Capital Outlay

Equipment (specify)	\$ _____
Equipment Replacement Revolving Fund	\$ _____
Total:	\$ _____

What \$ amount of the total reference allocation will be used to improve reference services to the underserved? (same as line 5a. on POS narrative).
\$ _____

Total of a, b, c, d: \$ _____

CLSA-2

CALIFORNIA LIBRARY SERVICES ACT

System Plan of Service, FY 2009/2010

Communications & Delivery Program

1. NorthNet Library System

2. Performance Objectives

- A. 100% of intrasystem 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 intrasystem delivery will be delivered within four working days.

3. Equipment Replacement Planning

As NorthNet Library System is contracting with the North Bay Cooperative Library System to provide staff for all services, North Bay Cooperative Library System will continue to use their existing equipment. As a start up agency NorthNet Library System will grow an equipment replacement fund. As North Bay equipment ages and requires replacement, NorthNet Library System will make the purchase and will built assets. No new equipment purchases are planned for the first year of operation.

NorthNet Library System will contact for delivery services. Therefore vehicles for delivery are not needed.

4. Inventory of Available Resources:

Hardware and software, and utilities:

All members use a PC for telecommunications via network connections to access the Internet and other on-line services. Currently all public library members, System HQ/Reference Center, and affiliated members have FAX machines in the library proper. All members have email accounts and Adobe Reader. Public library members will continue to provide public access to the Internet.

A few aged videoconferencing units are available in the North State and Mountain Valley Regions of NLS. A more advance videoconferencing over IP unit was installed in Mono County in December 2008. The unit is being tested to evaluate performance and connectivity. The outcome of the demonstration model could result in replacement of the older units in more remote regions of NLS.

All members of NLS have access to each other's holdings through CalCat. A consolidated web page will be created from the three regional web pages. All members have access to System HQ via email, an 800 voice and FAX number. System HQ has a voice mail system to capture requests on a 24/7 basis.

Delivery resources:

NLS contracts for van delivery that connects all member libraries, where applicable. There are UPS accounts for remote area and low volume libraries. As CLSA funding for delivery has been stagnant for over 25 years, local member budgets are being cut, and a new mega

system is being created, all delivery routes are under review. Reconfiguration of routes will be undertaken to eliminate artificial boundaries.

Automated systems:

In the Mountain Valley Region there is a mixture of shared ILS and independent operations.

Shared Systems include:

.Innovative Interfaces at Sacramento Public, Woodland Public, Sutter County, Folsom Public, Colusa County (one system shared by all libraries), SIRSI at Yuba College and Yuba County Library (shared system), Endeavor at Lincoln Public Library (shared system with Sierra College); and TLC at Alpine County.

Individual installations include:

Innovative Interfaces at and Yolo County Library; INNOPAC at Calif. State University, Sacramento; DYNIX at Nevada County, Roseville Public, and the Sacramento County Public Law Library; SIRSI at El Dorado County Library, Placer County Library, and Mono County Library; and TLC at Alpine County.

In the North Bay Region there are three shared ILS and an URSA platform locally named SuperSearch that facilitate patron initiated resources sharing. The shared systems are CARL at Benicia, Dixon, Napa City-County Library, Napa Valley College, St. Helena, Solano Community College and Solano County Library. Horizon at Lake County, Mendocino County and Sonoma County Libraries. Innovative Interfaces at Belvedere-Tiburon, Larkspur, Marin County, Mill Valley, San Anselmo, San Rafael, and Sausalito. Also Innovative Interfaces at Santa Rosa Junior College.

5. Plan of Action:

Contracts for van delivery that connects all member libraries, where applicable. Member libraries will receive between 1 to 5 days of van service per week. CLSA funds are not sufficient to offer daily delivery to all members. Also, not all members need daily delivery. Those members requiring additional days of delivery have the option to purchase the service at cost.

There will be an ongoing analysis of volume of materials transported and member library interaction. Delivery routes will be reviewed to determine if greater efficiency can be obtained through reconfiguration of the routes.

There are UPS accounts for Alpine County, Lassen Library District, Trinity and Mono County. More members may chose to use UPS as supplement to van based delivery rather than purchasing additional days of service. .

6. User Benefit Expected:

- A. Users will have timely and reliable access to materials and information.
- B. Delivery service will be appropriate to CLSA definitions and funding levels.
- C. Some activities benefit from economies of scale. By contracting delivery labor costs are controlled, allowing for greater flexibility and economy in scheduling.

- D. Through telecommunications, NLS promotes the linking of local online resources, as well as access to local, state, and national databases. The System continues to look for ways to enhance the local library's ability to take advantage of new resources.
- 7. Related Non-CLSA Activities:
 - A. See descriptions for non-CLSA programs in this plan of service: Youth Services and Resource Sharing Sections.
- 8. Evaluation:
 - A. The use of telecommunications will be monitored for access to on-line services, email, FAX, and CalCat.
 - B. The delivery service workload is monitored.
 - C. Current level of CLSA funding is not adequate to meet the current level of service. Local funds are being used to support the program.

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Communications Program, FY 2009/2010

What is the estimated number of messages sent via each communication device listed below, on an annual basis?	<u>Estimated Number of Messages</u>	
	Between System Members	To Other than System Members
a. Telephone	11,750	3,170
b. Telefacsimile	800	100
c. Electronic Mail (other than thru Internet)		
d. Internet (include e-mail thru Internet)	51,5100	20,000
e. Other (Specify)		
Total	64,050	23,270

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Intrasystem Delivery Program, FY 2009/2010

Items sent by:	Items delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library.	4,890,263	193,495	5,083,758
b. Non-public libraries in System area.	104,074	72,495	176,569
TOTAL	4,994,337	265,990	5,260,327
		System Owned	Contracted Vendor
c. Number of delivery vehicles.		N/A	8
d. Frequency/schedule of delivery service.		N/A	Varies from 5 to 1 day per week dependent on route
e. Percentage of items to be delivered:			
U.S. Mail ___0.5___ UPS ___2___ System Van _0___ Contracted Van _97.5___ Other _0___			

**SERVICE PROGRAM BASELINE BUDGET REQUEST FY 2009/2010
(B) SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME _____

Personnel (Attach job descriptions only if changed significantly from previous year.)

(a) FTE/No. of Classification	Positions	Salary	Benefits	Total
_____	____/____	\$_____	\$_____	\$_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
_____	____/____	_____	_____	_____
Total	____/____	\$=====	\$=====	\$=====

(b) Materials

NOT APPLICABLE

(c) Operations

- 1. Office Supplies \$_____
- 2. Travel _____
- 3. Indirect Costs/Fiscal Agent Fee (attach description of services received) **Do Not Include System Indirect** (p,c,&e) _____
- 4. Contract Services (specify) _____
- 5. Duplication/Photocopy _____
- 6. Telecommunications _____
- 7. Other: (specify) _____

Revolving _____

Total: \$_____

(d) Capital Outlay

- Equipment (specify) _____
- _____
- _____
- _____
- Equipment Replacement Revolving Fund \$_____
- Total:** \$_____

(e)

Anticipated Current (2007/08) Year-end Balance, Equipment Fund \$_____

Total of a,c,d: \$_____

CALIFORNIA LIBRARY SERVICES ACT

System Plan of Service, FY 2009/2010

System Advisory Board Program

1. NorthNet Library System
2. Objectives
 - A. Explore ways with California State Library that the SAB members can assist the Administrative Council in the evaluation, development and implementation of services.
3. Inventory of Available Resources:
 - A. Orientation sessions for all members, with staff and Council providing background on current and planned System activities and services.
 - B. System staff and administrative support. System printing, communications, data processing, and delivery services.
 - C. Provided for each SAB member: Council/SAB meeting packets and other communications.
4. Plan of Action:
 - A. The SAB may attend Administrative Council meetings and serve on System committees.
 - B. SAB members may meet, when possible, with community groups to inform them of System activities and services, particularly of services to underserved groups.
 - C. SAB members may consult with System committees and Council in determining possible areas of assistance.
5. User Benefit Expected:
 - A. Public representation on System committees and to the Council provides direct citizens' advice to the System.
 - B. SAB members can communicate information about the System and its plans and programs to the public at large.
6. Related Non-CLSA Activities:
 - A. Many SAB members are also members of local library Friends groups. They assist the local library and the System in public relations and support.
 - B. SAB advice is solicited in all aspects of System activities, not just the CLSA components.
7. Evaluation:
 - A. The SAB may submit an annual report in June.

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

System Advisory Board Program, FY 2009/2010

- a. Number of members on Advisory Board. _____14_____
- b. Number of Advisory Board meetings to be held. _____1_____
- c. Estimated number of System meetings/events which SAB members will attend. __1_____
- d. Estimated number of miles to be traveled annually, all members. __1,000_____
- e. Estimated number of overnight stays required, all members. ____0_____

**SERVICE PROGRAM BASELINE BUDGET REQUEST FY 2009/2010
(D) SYSTEM ADVISORY BOARD (Section 18747b-18750)**

SYSTEM NAME _____

(a) Personnel

NOT APPLICABLE

(b) Materials

NOT APPLICABLE

(c) Operations

(d) Capital Outlay

1. Office Supplies \$ _____

2. Travel _____

3. Indirect Costs/Fiscal Agent Fee (attach description of services received) **Do Not Include System Indirect** (p,c,&e) _____

7. Other (specify) _____

Total: \$ _____

NOT APPLICABLE

Total of c: \$ _____

NORTHNET LIBRARY SYSTEM YOUTH SERVICES

PLAN OF SERVICE 2009/10 DRAFT

PURPOSE

Enhance creative, quality services to youth in constituent libraries through shared ideas, training, collections, special projects and programming.

Carry out additional charges as assigned by the NorthNet Library System Administrative Council.

ORGANIZATION & RESPONSIBILITIES

Youth Services Staff in Constituent Libraries

- Provide creative, quality library services to youth through collections, programs, local partnerships
- Participate in staff development workshops and other training opportunities

Regional Systems (Mountain Valley, North State, North Bay)

- Select two Youth Services representatives to serve on the NorthNet Library System Youth Services Community of Practice. The Community will maintain a balance of urban and rural libraries and include representation of both children's and teen services. Term of service will be two years, with staggered start dates to provide continuity.
- Select one Library Director liaison to serve on the NorthNet Library System Youth Services Community of Practice. Term of service will be two years, with staggered start dates among regions to provide continuity.
- May schedule annual business meeting in conjunction with regional Youth Services workshop.

NorthNet Library System] Youth Services Community of Practice

- Select Chair of Youth Services Community of Practice. Term of office will be one year.

- Conduct quarterly meetings, which may be virtual
- Select and implement annual Youth Services workshop in each region
- May conduct annual regional business meeting in conjunction with regional Youth Services workshop
- Implement special project(s) as outlined in Plan of Service or assigned by NorthNet Library System Administrative Council
- Communicate CLSA training opportunities to Youth Services staff in constituent libraries
- Implement current Plan of Service within program year and budget
- Review and evaluate Plan of Service and budget at year end
- Develop next year Plan of Service and budget to meet NorthNet Library System and CLSA deadlines

NorthNet Library System Staff

- Minimum one NorthNet Library System staff participate in Youth Community of Practice meetings
- Prepare Youth Services Community of Practice agendas; take minutes
- Prepare regional business meeting agendas; post minutes
- Workshops: Create/ distribute flyer; handle registration; order material as needed; conduct evaluation; process invoices and reimbursements
- Establish ongoing electronic communication with constituent libraries

COMMUNICATION

- NorthNet Library System establish online communication with constituent libraries, e.g., member directory, listserv, blog, survey, virtual meeting, website
- NorthNet Library System post agendas, minutes of meetings, surveys, etc. on NorthNet Library System website

INVENTORY OF AVAILABLE RESOURCES

To be determined during program year 2009/10.

PLAN OF ACTION – 2009/10

- Establish NorthNet Library System Youth Services Community of Practice
- Establish ongoing electronic communication with constituent libraries
- Host *California Summer Reading Program* workshop in northern California
- Provide annual Youth Services workshop in each region
- Promote Youth Services staff development by encouraging participation in CLSA funded training programs
- Update Youth Services bookmark of recommended reading for age groups
- Inventory Youth Services resources that constituent libraries are willing to share; develop mechanism for keeping use statistics
- Review and evaluate 2009/10 Plan of Service and budget
- Develop 2010/11 Plan of Service and budget

USER BENEFIT EXPECTED

Improve services to youth in constituent libraries through cooperative efforts in providing collections, programs and opportunities for continuing education.

EVALUATION/ EVIDENCE OF BENEFIT

- Number of constituent libraries participating in *California Summer Reading Program*
- Evaluation of *California Summer Reading Program* theme, training, materials

- Participation in annual Youth Services workshop
- Evaluation of annual Youth Services workshop
- Participation in training/ staff development supported by CLSA funding
- Evaluation of training/ staff development supported by CLSA funding
- Constituent library use of shared collections