

NorthNet Library System

Steering Committee

WebEx Desktop Meeting Agenda

Wednesday, November 30, 2011

3:00 PM – 5:00 PM

Meeting Number: 572 025 318
(This meeting does not require a password.)

To start or join the online meeting

Goto
<https://infopeople.webex.com/infopeople/j.php?ED=187182897&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
- ACTION** 4. Approval of Minutes from October 28, 2011 Meeting Wendy Burke
- ACTION** 5. Consent Calendar Annette Milliron
 - A. Financial Statement ending October 31, 2011
6. News from the State Library Darla Gunning
7. Possible withdrawal of North Bay Cooperative Library System Wendy Burke and Greg Atkins
- ACTION** 8. Plan for operations January 1, 2012 Wendy Burke
 - A. Plan of Service
 1. Delivery
 2. Shared programs such as OverDrive
 3. Administration
 - a. Appointment of team to transition NLS to new service model

B. Budget 1/01/2012 – 6/30/2012

Includes cost recover of current delivery costs and collection of dues at currently authorized schedules and a very preliminary review of 2012/13 expenses.

9. Council Member Items: An opportunity for members of the Board 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
Dixon Public Library - 230 North First Street Dixon, CA 95620
El Dorado Public Library - 345 Fair Lane Placerville, CA 95667
Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903
Modoc County Library - 212 W. 3rd Street Alturas, CA 96101
NorthNet Library System – 55 E Street, 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

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
October 28, 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	Dixon Public Library	Gregg Atkins -
x		El Dorado Public Library	Jeanne Amos
	x	Marin County Free Library	Gail Haar
x		Orland Free Public Library and Willows Public Library	Jody Meza
	x	Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
x		Tehama County Library	Jessica Hudson
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
x		NLS System Headquarters – Executive Director	Annette Milliron
x		California State Library Representative	Darla Gunning
x		Consultant	Joan Frye Williams
x		Napa City-County Library	Danis Kreimeier
x		Benicia Public Library	Diane Smikahl

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 amended was moved by Patty Wong, seconded by Jessica Hudson. The Motion passed unanimously.

4. APPROVAL OF MINUTES FROM OCTOBER 13, 2011 MINUTES

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

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2011

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

6. NEWS FROM THE STATE LIBRARY

Darla Gunning there is no new news. Darla reviewed the Sustainability Retreat grant application and is working with Annette to tweak the final version. The grant will be awarded very soon. When asked about an update on revenues vs. projected revenue and the trigger bill Darla responded that the State Library does not get any additional information other than that reported in the news. Overall revenues are lower than projected.

7. SUSTAINABILITY RETREAT

A. Grid and Small Group work

Joan has developed service alternatives based on design work, conversations with colleagues, state librarians, other systems. The service alternatives are sorted by the general three main approaches identified, CLSA (hub and spoke -- current arrangement), cafeteria, and barter/credit. The small group will look at the alternatives and then use the evaluation checklist to identify the best approach for development of services. The small group while conducting the evaluation has been asked to offer ways to strength the concept presented with comments. Also the group will assess the impact of the program at the local level. Need to have local implications recorded. What is needed for the meeting on the 15th is to have the potential ideas vetted as feasible.

The group will have two meetings; the first to have a brief discussion on how to approach completing the evaluation, the second to review the evaluations with Joan.

An agenda and the Alternative Service Models document will be sent to the Council next week to get people to start thinking about the November 15th.

B. Finalize November 15th Meeting Plans

With Joan's update and Annette's report that hotel/meal arrangements are in place, it seems that plans are on track and moving forward. Hotel reservations have been distributed to those members that require a hotel room.

Discussion moved on to the need for a follow-up meeting with the Council in December to make financial decisions. Concern was voiced that without fully developed budget a decision cannot be made. A WebEx Council meeting will be scheduled for December 5th to present a budget and plan of service for January through June 30, 2012.

8. UPDATE ON NLS STAFFING

Kelli Logasa, Administrative Assistant, has accepted a full time position with the County of Sonoma. Here last day on the job is November 4th. Given the potential change in programs and services and the lack of budget for January – June, 2012 replacing her with a temp seems to be the best approach. Annette and Kelli have interview potential candidates and have selected a candidate to start training.

Annette reported that she was excused from jury duty.

9. PLAN FOR OPERATIONS JANUARY 1, 2012

Gregg Atkins had asked to have this issue placed on the agenda. The current budget is authorized through December 31, 2011. The Committee will consider this issue after the November 15th meeting. The Committee will develop a budget at the late November committee meeting to present to the full Council on December 5th.

10. NEXT MEETING DATE

A meeting will be scheduled for the week of November 28th. A Doodle survey will be sent to set the date.

11. AGENDA BUILDING

Items for the next agenda:

Dues issue

Plan for operations January 1, 2012 including office space and delivery

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

Annette Milliron DeBacker
Clerk of the Committee
October 28, 2011

CONSENT CALENDAR November 30, 2011

- A. Financial Statement ending October 31, 2011.

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NorthNet Library System
General Ledger
For the Four Months Ending October 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1650-Rev Carried Fwd-LSTA	\$ 210,591.00	\$ 0.00	210,591.00	100.00	\$ 0.00
1700-Interest Earned	1,500.00	0.00	1,500.00	100.00	0.00
2560-CLSA Reference	0.00	0.00	0.00	0.00	0.00
2562-CLSA SAB	0.00	0.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	0.00	7,931.49	(7,931.49)	0.00	7,931.49
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	0.00	7,931.49	(7,931.49)	0.00	7,931.49
2803-LSTA	115,123.00	26,790.00	88,333.00	76.73	26,790.00
Total LSTA	115,123.00	26,790.00	88,333.00	76.73	26,790.00
3480-Contract Fees	88,288.00	74,032.04	14,255.96	16.15	49.00
3482-Contract Fees	115,022.00	152,895.20	(37,873.20)	(32.93)	0.00
Total Member Share	203,310.00	226,927.24	(23,617.24)	(11.62)	49.00
4102-Donations/Reimbursements	22,817.00	7,916.23	14,900.77	65.31	2,916.82
4157-Member Reimbursement	111,777.00	107,326.41	4,450.59	3.98	0.00
Total Donations & Reimbursements	134,594.00	115,242.64	19,351.36	14.38	2,916.82
4620-Transfer between funds	0.00	0.00	0.00	0.00	0.00
Total Transfer Between Funds	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Total Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Grand Total Revenues	\$ 817,207.00	\$ 376,891.37	440,315.63	53.88	\$ 37,687.31

NorthNet Library System
General Ledger
For the Four Months Ending October 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	73,105.37	22,467.63	23.51	24,039.15
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	14,609.00	3,258.66	11,350.34	77.69	2,172.44
5924-MediCare	1,386.00	885.90	500.10	36.08	276.12
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	11,208.00	12,994.88	(1,786.88)	(15.94)	7,896.80
5931-Disability Insurance	1,434.00	442.56	991.44	69.14	147.52
5932-Dental Insurance	2,122.00	948.24	1,173.76	55.31	355.59
5933-Life Insurance	881.00	258.90	622.10	70.61	86.30
5934-Vision Insurance	928.00	103.20	824.80	88.88	34.40
5935-Unemployment Insurance	30,377.00	0.00	30,377.00	100.00	0.00
5940-Workers Compensation	965.00	0.00	965.00	100.00	0.00
Total Salaries & Benefits	159,483.00	91,997.71	67,485.29	42.32	35,008.32

NorthNet Library System
General Ledger
For the Four Months Ending October 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	608.00	334.59	273.41	44.97	74.90
6045-Comm. - Telephone	250.00	24.45	225.55	90.22	4.85
6085-Adm Janitorial	720.00	360.00	360.00	50.00	0.00
6100-Insurance	4,309.00	0.00	4,309.00	100.00	0.00
6140-Maint. of Equipment	500.00	153.13	346.87	69.37	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	2,532.00	2,285.54	246.46	9.73	63.80
6410-Postage	22,000.00	8,334.47	13,665.53	62.12	875.59
6415-Library Materials	0.00	10,000.00	(10,000.00)	0.00	0.00
6461-Purchases for Members	173,628.00	52,851.91	120,776.09	69.56	20,514.45
6500-Other Prof. Services	75,624.00	18,004.64	57,619.36	76.19	38.84
6516-Data Processing Services	1,859.00	1,078.44	780.56	41.99	112.00
6517-Online Services OCLC	27,749.00	36,029.82	(8,280.82)	(29.84)	22,091.13
6521-County Services	7,634.00	0.00	7,634.00	100.00	0.00
6540-Contract Services	172,788.00	82,404.51	90,383.49	52.31	0.00
6800-Duplicating / Photocopies	2,359.00	1,667.41	691.59	29.32	0.00
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	11,498.00	7,667.56	3,830.44	33.31	1,916.39
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	54,411.00	8,175.00	46,236.00	84.98	0.00
7120-In-Service Training	51,529.00	24,000.00	27,529.00	53.42	0.00
7302-Conferences & Travel	44,816.00	29,506.94	15,309.06	34.16	3,867.00
7303-Private Car Expense	1,100.00	1,252.18	(152.18)	(13.83)	0.00
7320-Utilities	1,709.00	1,286.95	422.05	24.70	284.80
Total Services & Supplies	657,723.00	285,417.54	372,305.46	56.61	49,843.75
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	\$ 817,206.00	\$ 377,415.25	439,790.75	53.82	\$ 84,852.07

NorthNet Library System
General Ledger
For the Four Months Ending October 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>817,206.00</u>	<u>377,415.25</u>	<u>439,790.75</u>	<u>53.82</u>	<u>84,852.07</u>
Grand Total Revenues	<u>817,207.00</u>	<u>376,891.37</u>	<u>440,315.63</u>	<u>(53.88)</u>	<u>37,687.31</u>
Difference	\$ <u>1.00</u>	\$ <u>(523.88)</u>	<u>524.88</u>		\$ <u>(47,164.76)</u>
Net Change in Journals	\$ <u>1.00</u>	\$ <u>(523.88)</u>	<u>524.88</u>		\$ <u>(47,164.76)</u>

NorthNet Libraries

Operations 01/01 - 6/30/2012

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Region	Library	Dues owed using the 2011/12 schedules	Delivery Cost for current days of delivery *	Delivery method and # of days	Total cost for admin, delivery
MVLS	Alpine County	\$424	\$300	UPS	\$724
NBCLS	Bel-Tib	\$2,075	\$3,870	van - 5	\$5,945
NBCLS	Benicia	\$2,305	\$6,636	van - 5	\$8,941
NSCLS	Butte County	\$4,015	\$1,694	USPS	\$5,709
MVLS	Colusa County	\$642	\$1,633	van - 2	\$2,275
NSCLS	Del Norte County	\$0	\$788	USPS	\$788
NBCLS	Dixon	\$1,921	\$3,195	van - 5	\$5,116
NBCLS	Dominican University	\$2,075	\$2,080	van - 2	\$4,155
MVLS	El Dorado County	\$2,517	\$1,633	van - 2	\$4,150
MVLS	Folsom Public	\$2,517	\$3,265	van - 4	\$5,782
NSCLS	Humboldt County	\$3,109	\$1,984	USPS	\$5,093
NBCLS	Lake Cty	\$2,075	\$16,530	van - 5	\$18,605
NBCLS	Larkspur	\$1,921	\$3,640	van - 5	\$5,561
NSCLS	Lassen Library	\$0	\$690	UPS	\$690
MVLS	Lincoln Public	\$1,284	\$1,633	van - 2	\$2,917
NBCLS	Marin Cty	\$6,030	\$12,872	van - 5	\$18,902
NBCLS	Mendo Cty	\$2,075	\$17,119	van - 5	\$19,194
NBCLS	Mill Vily	\$2,305	\$5,428	van - 5	\$7,733
NSCLS	Modoc County	\$0	\$1,148	USPS	\$1,148
MVLS	Mono County	\$642	\$850	UPS	\$1,492
NBCLS	Napa City-Cty	\$2,381	\$17,585	van - 5	\$19,966
NBCLS	Napa Valley Coll	\$1,921	\$1,984	van - 5	\$3,905
MVLS	Nevada County	\$1,271	\$1,633	van - 2	\$2,904
NSCLS	Orland Free Library	\$0	\$612	USPS	\$612
MVLS	Placer County	\$2,517	\$1,633	van - 2	\$4,150
NSCLS	Plumas County Lib	\$0	\$1,126	USPS	\$1,126
MVLS	Roseville Public	\$2,517	\$1,633	van - 2	\$4,150
MVLS	Sacramento Public	\$6,357	\$6,530	van - 4	\$12,887
NBCLS	San Anselmo	\$1,921	\$5,344	van - 5	\$7,265
NBCLS	San Rafael	\$2,305	\$6,037	van - 5	\$8,342
NBCLS	Sausalito	\$1,921	\$4,312	van - 5	\$6,233
NSCLS	Shasta Public Librs	\$3,244	\$541	USPS	\$3,785
NSCLS	Siskiyou County Lib	\$0	\$150	USPS	\$150
NBCLS	Solano Comm. Coll.	\$1,921	\$936	van - 5	\$2,857
NBCLS	Solano Cty	\$6,030	\$17,167	van - 5	\$23,197
NBCLS	Sonoma Cty	\$6,030	\$17,084	van - 5	\$23,114
NBCLS	St. Helena	\$2,075	\$4,853	van - 5	\$6,928
MVLS	Sutter County	\$1,271	\$3,265	van - 4	\$4,536
NSCLS	Tehama County	\$0	\$1,327	USPS	\$1,327
NSCLS	Trinity County	\$0	\$1,007	USPS	\$1,007
NSCLS	Willows Public	\$0	\$641	USPS	\$641
MVLS	Woodland	\$1,271	\$3,265	van - 4	\$4,536
MVLS	Yolo County	\$2,517	\$1,633	van - 2	\$4,150
MVLS	Yuba County	\$1,271	\$1,633	van - 2	\$2,904
		\$86,673	\$188,909		\$275,582

* UPS to NSCLS not included

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Salaries and Benefits:								
5900	Payoff Acct	0	0	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0	0	0
5911	Extra Help	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0	0
5924	Medicare	0	0	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0	22,732	22,732
5940	Workers Comp	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	22,732	22,732
Services and Supplies:								
6040	Comm. - E Mail	0	0	0	0	608	0	608
6045	Comm. - Tphone	0	0	0	0	250	0	250
6085	Janitorial Service	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	0	250	250
6280	Memberships	0	0	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0	0	0
6400	Office Expense	0	100	0	0	300	0	400
6410	Postage	0	0	0	0	11,000	0	11,000
6415	Library Mat.	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	30,600	0	0	0	30,600
6500	Other Prof Serv	0	3,100	0	0	0	15,000	18,100
6516	Data Proc'ing Serv	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	15,710	0	12,039	0	27,749
6521	County Services	0	0	0	0	0	7,634	7,634
6540	Contractual Service Delivery	0	0	0	0	168,000	0	168,000
6540	Contractual Service Staff	0	0	0	0	0	102,400	102,400
6800	Dup/Photocopy	0	0	0	0	0	2,359	2,359
6820	Rental of Equip	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0	0	0
7000	Special Dept.Exp.	0	0	0	0	0	0	0
7110	Staff Devel.	54,121	0	0	0	0	0	54,121
7120	In-Serv Training	0	3,939	0	0	0	0	3,939
7302	Conf. & Travel	0	2,426	0	0	0	0	2,426
7303	Private Car Exp.	0	0	0	0	0	125	125
7320	Utilities	0	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	54,121	9,565	46,310	0	192,197	127,768	429,961
Fixed Assets:								
8560	Equipment	0	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0	0
TOTAL	FIXED ASSETS	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES								
		54,121	9,565	46,310	0	192,197	150,500	452,693

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-----		LSTA - PLSEP	LSTA - System	LOC	Ssearch	COM	ADMIN	Budget
Salaries and Benefits:								
5900	Payoff Acct	0	0	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0	0	0
5911	Extra Help	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0	0
5924	Medicare	0	0	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0	22,732	22,732
5940	Workers Comp	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	22,732	22,732
Services and Supplies:								
6040	Comm. - E Mail	0	0	0	0	608	0	608
6045	Comm. - Tphone	0	0	0	0	250	0	250
6085	Janitorial Service	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	0	250	250
6280	Memberships	0	0	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0	0	0
6400	Office Expense	0	100	0	0	300	100	500
6410	Postage	0	0	0	0	11,000	0	11,000
6415	Library Mat.	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	30,600	0	0	0	30,600
6500	Other Prof Serv	0	3,100	0	0	0	15,000	18,100
6516	Data Proc'ing Serv	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	15,710	0	12,039	0	27,749
6521	County Services	0	0	0	0	0	7,634	7,634
6540	Contractual Service Delivery	0	0	0	0	168,000	0	168,000
6540	Contractual Service Staff	0	0	0	0	0	67,600	67,600
6800	Dup/Photocopy	0	0	0	0	0	2,359	2,359
6820	Rental of Equip	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0	0	0
7000	Special Dept.Exp.	0	0	0	0	0	0	0
7110	Staff Devel.	54,121	0	0	0	0	0	54,121
7120	In-Serv Training	0	3,939	0	0	0	0	3,939
7302	Conf. & Travel	0	2,426	0	0	0	0	2,426
7303	Private Car Exp.	0	0	0	0	0	0	0
7320	Utilities	0	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	54,121	9,565	46,310	0	192,197	92,943	395,136
Fixed Assets:								
8560	Equipment	0	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0	0
TOTAL FIXED ASSETS		0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES		54,121	9,565	46,310	0	192,197	115,675	417,868

NorthNet Libraries Dues Structure Study for 2012/1

c:\northnet\fees\Dues by budget and pop-AMD-11-28-2011.xls

Region	Library	Budget 09/10	Budget based Formula	Dues Paid 2011/12
MVLS	Alpine County	274,131	\$1,500	\$847
NBCLS	Bel-Tib	1,432,957	\$5,250	\$4,149
NBCLS	Benicia	1,916,713	\$5,250	\$4,609
NSCLS	Butte County	2,440,423	\$5,250	\$4,015
MVLS	Colusa County	552,906	\$3,000	\$1,284
NSCLS	Del Norte County	182,668	\$600	\$404
NBCLS	Dixon	860,512	\$3,000	\$3,841
MVLS	El Dorado County	2,579,427	\$5,250	\$5,034
MVLS	Folsom Public	1,551,700	\$5,250	\$2,542
NSCLS	Humboldt County	2,374,251	\$5,250	\$3,109
NBCLS	Lake Cty	892,681	\$3,000	\$4,149
NBCLS	Larkspur	674,842	\$3,000	\$3,841
NSCLS	Lassen Library	115,454	\$600	\$433
MVLS	Lincoln Public	870,490	\$3,000	\$1,284
NBCLS	Marin Cty	11,313,209	\$10,415	\$12,059
NBCLS	Mendo Cty	1,285,984	\$5,250	\$4,149
NBCLS	Mill Vly	1,504,785	\$5,250	\$4,609
NSCLS	Modoc County	320,000	\$1,500	\$339
MVLS	Mono County	1,001,301	\$3,000	\$847
NBCLS	Napa City-Cty	6,323,472	\$9,056	\$4,761
MVLS	Nevada County	1,854,687	\$5,250	\$2,542
NSCLS	Orland Free Library	275,918	\$1,500	\$477
MVLS	Placer County	3,947,148	\$7,875	\$5,034
NSCLS	Plumas County Lib	558,769	\$3,000	\$635
MVLS	Roseville Public	2,803,266	\$5,250	\$5,034
MVLS	Sacramento Public	31,436,078	\$9,056	\$12,714
NBCLS	San Anselmo	418,515	\$1,500	\$3,841
NBCLS	San Rafael	2,172,123	\$5,250	\$4,609
NBCLS	Sausalito	596,934	\$3,000	\$3,841
NSCLS	Shasta Public Librs	1,896,828	\$5,250	\$3,244
NSCLS	Siskiyou County Lib	274,000	\$1,500	\$555
NBCLS	Solano Cty	15,370,572	\$10,415	\$12,059
NBCLS	Sonoma Cty	14,485,620	\$10,415	\$12,059
NBCLS	St. Helena	869,125	\$3,000	\$4,146
MVLS	Sutter County	1,175,519	\$5,250	\$2,542
NSCLS	Tehama County	525,659	\$3,000	\$1,019
NSCLS	Trinity County	295,566	\$1,500	\$362
NSCLS	Willows Public	245,691	\$1,500	\$329
MVLS	Woodland	1,591,181	\$5,250	\$2,542
MVLS	Yolo County	5,589,557	\$10,415	\$5,034
MVLS	Yuba County	592,977	\$3,000	\$2,542
		125,443,639	\$185,848	\$151,465

Revamped NBCLS Formula by Budget

- 7th \$10,415 > \$11,000,000
- 6th \$9,056 > \$5,000,000
- 5th \$7,875 \$3,500,001 - \$5,000,000
- 4th \$5,250 \$1,000,001 - \$3,500,000
- 3rd \$3,000 \$500,001 - \$1,000,000
- 2nd \$1,500 \$200,001 - \$500,000
- 1st \$600 < \$200,000

* NSCLS paid \$15,000 rather than \$30,000 in 2011/12

Budget11/12
rev.11/23/2011

NorthNet Library System
Budget January 1 - June 30, 2012
Presented December 5, 2011

No state funding -- 6 months operations 1 FTE Director + .5 Acct. Clerk

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-----		LSTA - PL	LSTA - System	LOC	Ssearch	COM	ADMIN	Budget
Salaries and Benefits:								
5900	Payoff Acct	0	0	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0	0	0
5911	Extra Help	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0	0
5924	Medicare	0	0	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0	0	0
5940	Workers Comp	0	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	0	0
Services and Supplies:								
6040	Comm. - E Mail	0	0	0	0	1,216	0	1,216
6045	Comm. - Tphone	0	0	0	0	500	0	500
6085	Janitorial Service	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	0	500	500
6280	Memberships	0	0	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0	0	0
6400	Office Expense	0	100	0	0	300	0	400
6410	Postage	0	0	0	0	22,000	0	22,000
6415	Library Mat.	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	30,600	0	0	0	30,600
6500	Other Prof Serv	0	3,100	0	0	0	15,000	18,100
6516	Data Proc'ing Serv	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	15,710	0	12,039	0	27,749
6521	County Services	0	0	0	0	0	7,634	7,634
6540	Contractual Service Delivery	0	0	0	0	334,800	0	334,800
6540	Contractual Service Staff	0	0	0	0	0	204,800	204,800
6800	Dup/Photocopy	0	0	0	0	0	2,359	2,359
6820	Rental of Equip	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0	0	0
7000	Special Dept.Exp.	0	0	0	0	0	0	0
7110	Staff Devel.	54,121	0	0	0	0	0	54,121
7120	In-Serv Training	0	3,939	0	0	0	0	3,939
7302	Conf. & Travel	0	2,426	0	0	0	0	2,426
7303	Private Car Exp.	0	0	0	0	0	125	125
7320	Utilities	0	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	54,121	9,565	46,310	0	370,855	230,418	711,269
Fixed Assets:								
8560	Equipment	0	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0	0
TOTAL	FIXED ASSETS	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES		54,121	9,565	46,310	0	370,855	230,418	711,269

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-----		LSTA - PLSEP	LOC	Ssearch	COM	ADMIN	Budget
							.
Salaries and Benefits:							
5900	Payoff Acct	0	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0	0
5911	Extra Help	0	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0	0
5924	Medicare	0	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0	0
5940	Workers Comp	0	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0	0
Services and Supplies:							
6040	Comm. - E Mail	0	0	0	608	0	608
6045	Comm. - Tphone	0	0	0	250	0	250
6085	Janitorial Service	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	250	250
6280	Memberships	0	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0	0
6400	Office Expense	0	0	0	300	100	500
6410	Postage	0	0	0	11,000	0	11,000
6415	Library Mat.	0	0	0	0	0	0
6461	Purchases for Members	0	32,210	0	0	0	32,210
6500	Other Prof Serv	0	0	0	0	15,000	18,100
6516	Data Proc'ing Serv	0	0	0	0	0	0
6517	Online Serv. OCLC	0	0	0	0	0	0
6521	County Services	0	0	0	0	7,634	7,634
6540	Contractual Service Delivery	0	0	0	336,000	0	336,000
6540	Contractual Service Staff	0	0	0	0	135,200	135,200
6800	Dup/Photocopy	0	0	0	0	2,359	2,359
6820	Rental of Equip	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0	0
7000	Special Dept.Exp.	0	0	0	0	0	0
7110	Staff Devel.	0	0	0	0	0	0
7120	In-Serv Training	0	0	0	0	0	3,939
7302	Conf. & Travel	0	0	0	0	0	2,426
7303	Private Car Exp.	0	0	0	0	0	0
7320	Utilities	0	0	0	0	0	0
TOTAL	SERV & SUPPLIES	0	32,210	0	348,158	160,543	550,476
Fixed Assets:							
8560	Equipment	0	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0	0
TOTAL FIXED ASSETS		0	0	0	0	0	0
GRAND TOTAL EXPENDITURES							
		0	32,210	0	348,158	160,543	550,476

NBCLS Job Analysis Form

General Description of Job

(Please feel free to use extra sheets or lines)

Name: Annette Milliron DeBacker **Job Title:** Executive Director

1. What are the major responsibilities of your job?

Plan, direct, and supervise the services, activities, and operations to serve 41 public and 19 academic (members/associates) libraries; coordinate with member library directors and staff; serve as representative of system to various boards, committees, and organizations; conserve resources during prosperous cycles to ensure required capitol in lean times.

In July of this year, required staff cuts went into effect and requiring massive change management. In addition to the duties listed above assumed greater role in the daily operation of accounting, council /member support, human resources, database negotiation, program and website management. Attempt to accomplish the workload of 5 FTE staff with 2 FTE. Staff support reduced by 108 hours weekly for the duties listed above. I assumed these duties without compensated increase in my hours.

2. List and number all tasks that you perform. Show the % of your time that is spent on each task.

	% OF TIME	TASK
1	22%	Develop multiple budgets (12+ options in FY2011/12); supervise account clerk on preparation of A/P, A/R, payroll documents and financial statements. Coordinate and support annual audits.
2	33%	Coordination with NLS Chair and regional system chairs; preparation and distribution of advance meeting materials; conducting meetings either in person or electronically; post meeting document preparation (e.g. minutes, implementation of budget revisions, resolutions, etc. Coordination with State Library. Maintain archives.
3	5%	Grant development, monitoring, reporting. Monitor all levels of government for financial opportunities (NTIA, E-rate, IMLS, etc)
4	10%	Website oversight, posting. Oversight of SuperSearch and CalCat Inter-library Loan Systems. Issues related to website hosting, upgrades with software developers, alternative product evaluations, customer support.

5	10%	Delivery oversight, trouble shooting for van based, UPS and USPS programs. Negotiate contracts. Explore and solicit alternative bids as requested. Acquire shipping containers as needed and coordinate group purchase of containers. Explore, develop and document multiple alternative program delivery options for evaluation.
6	5%	Program/Committee support including assist with meetings and financial oversight – e.g. Over Drive
7	5%	Human Resources, Union Contracts (achieved termination of union representation at NBCLS/NLS in 2010.). Maintain rigorous confidentiality. Support staff morale in financially constrained times (Friday lunches, etc). Support continuing education opportunities for members and staff. Train new/temporary staff. Full/Part-time/Temporary staff scheduling. Manage healthcare and other benefits.
8	1%	Seek, negotiate, procure and manage distribution of special program materials (summer reading prizes, art book donations, puppet shows, etc.)
9	5%	Contract negotiations for databases, meeting sites, and other shared services
10	3%	Maintain currency with library developments/opportunities via various media and conferences. Monitor library-related legislation and programs.
11	1%	Ensure smooth operation of facility (landlord coordination, supplies, parking) and real property (furnishings, electronics and lunch room). Respond to restrictions imposed by special events, construction and other factors that effect operations.

3. What software and/or electronic products do you use to perform your job?

Microsoft Word
Microsoft Excel
Microsoft Outlook
Adobe Acrobat (Pro)
Drupal
Foxfire
WebEx
Constant Contact
URSA (Supersearch)
Doodle and scheduling programs
Dragon
Survey Monkey
Drop Box

Are there any personal attributes (special aptitudes, personality traits, etc.) required for the job?

Organization

Flexibility

Tactfulness

Discretion

Financial acumen and stewardship.

Dependable

Identify/solve problems

Initiative/motivation

Set and meet deadlines

Concise writing/communication

Active listening

Creativity

No fear of change

Leadership on state and national levels

Loyalty to members, staff, retirees

Focus on the best, most creative, most cost effective services for library patrons.