

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Board of Directors

WebEx Meeting
June 29, 2011
11:00 AM

AGENDA

To join the WebEx online meeting:

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=175442947&UID=489649202&RT=MiMO>
2. Enter your name and email address
3. Click "join"

To join the audio conference:

Call-in toll-free number (US/Canada): 1-866-699-3239

Access code: 573 728 378

Chair Danis Kreimeier, presiding

1. Convening
2. Introductions
3. Public invited to address the Board
- ACTION 4. Approval of Agenda**
- ACTION 5. Consent Calendar**
 - A. Statement of Revenue, Expenditures & Encumbrance for period ending 5/31/11
 - B. Revised FY 2010/11 Budget. Revised Revenue and Expense sheets to cover layoff costs.
 - C. FY 2010/11 NBCLS Delivery Statistics
- ACTION 6. Minutes of June 9, 2011 Board Meeting**
- ACTION 7. Draft NLS – NBCLS 2011/12 Contract for Staff Support**
- ACTION 8. Medical Insurance Severance upon Layoff**
- ACTION 9. Preliminary FY 2011/12 Budget**
10. Board Member Items
An opportunity for members of the Board to share or request information
11. Announcements
12. Adjournment

Support materials for agenda available for review at NBCLS Headquarters Office

*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.

Teleconference Locations

- NorthNet Library System Headquarters - 55 E Street Santa Rosa, CA
- Belvedere-Tiburon Public Library 1501 Tiburon Boulevard Tiburon, CA
- Benicia Public Library 150 East L Street Benicia, CA
- Dixon Public Library 230 North First Street Dixon, CA
- Lake County Library 1425 High Street Lakeport, CA
- Larkspur Public Library 400 Magnolia Avenue Larkspur, CA
- Marin County Free Library 3501 Civic Center Drive, #414 San Rafael, CA
- Mendocino County Library 105 North Main Street Ukiah, CA
- Mill Valley Public Library 375 Throckmorton Avenue Mill Valley, CA
- Napa City-County Library 580 Coombs Street Napa, CA
- Napa Valley College Library Upper Valley Campus 1088 College Avenue St. Helena, CA
- San Anselmo Public Library 110 Tunstead Avenue San Anselmo, CA
- San Rafael Public Library 1100 E Street San Rafael, CA
- St. Helena Public Library 1492 Library Lane St. Helena, CA
- Sausalito Public Library 420 Litho Street Sausalito, CA
- Solano Community College Library 4000 Suisun Valley Road Suisun, CA
- Solano County Library 1150 Kentucky Street Fairfield, CA
- Sonoma County Library Third & E Streets Santa Rosa, CA

NBCLS BOARD MEETING
June 29, 2011
ADMINISTRATIVE NOTES

AGENDA ITEM #5 CONSENT CALENDAR

- A. The statement of expenditure and revenue for May 31, 2011 is in the packet.
- B. FY 2010/11 Budget adjustment changes in expenditure and revenue reflect the layoff vacation and sick leave payoff.
- C. Delivery Statistics for FY 2010/11 reflect an increase of 7.1% over last year.

AGENDA ITEM # 6 MINUTES OF THE JUNE 9, 2011 BOARD MEETING

No one sent in any minutes from the June 9 meeting for the administrative files. Skeleton draft minutes are in the packet for revision before approval.

AGENDA ITEM # 7 DRAFT NLS-NBCLS 2011/12 CONTRACT FOR STAFF SUPPORT

NLS contracts for staff from NBCLS as NLS does not have a PERS contract. The contract automatically renews each year but with the radical change in staffing it needs revision this year. The contract was not just a simple update of the prior year contract because of the lack of confirmation about CLSA funding. The majority of the revisions are in Attachment A. The service standards definition is a puzzling one. It currently references CLSA and that is probably not appropriate any at this time, any suggestions for standards that should be referenced? Also this should probably be a six month contract.

AGENDA ITEM #8 HEALTH INSURANCE SEVERENCE

When NBCLS was cover by an MOU with SEIU the layoff procedure granted 3 months of fully paid health insurance coverage and then an additional 3 months of 50% payment of health insurance coverage. NBCLS provides health insurance for two of the three affected employees. Those two employees are covered through July 31st. One of the two employees cannot enter a new affordable plan until the end of September. That employee has been with NBCLS for 14 years. It would cost NBCLS \$2,487.39 to offer a severance for longevity to bridge that gap.

AGENDA ITEM #9 PRELIMINARY 2011/12 BUDGET

The auditor is willing to allow staff to use the NLS budget to reflect all salary and benefit costs. The past 2 years salary and benefits have been paid from NLS as a contract fee. He suggested that a simplification the financial transactions required by eliminating the transfer funds between the two agencies would be beneficial given the staffing level for the year. There will not be an issue about tax or pension reporting as all reports to the IRS and PERS would be filed with the NBC tax number.

The resulting NBC budget is then much more streamline. The retiree health benefit, auditor costs, and county fiscal agent fees are the only items shown in the budget.

CONSENT CALENDAR
June 29, 2011

- A. Statement of Revenue, Expenditures & Encumbrance for period ending May 31, 2011
- B. Revised FY 2010/11 Budget. Revised Revenue and Expense sheets to cover layoff costs.
- C. FY 2010/11 NBCLS Delivery Statistics

North Bay Cooperative Library System
 General Ledger
 For the Eleven Months Ending May 31, 2011

Agenda Item #5A

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	6,000.00	3,569.93	2,430.07	40.50	0.00
3480-Tech. Serv. Fees	0.00	0.00	0.00	0.00	0.00
3482-Contract Fee	513,683.00	462,562.15	51,120.85	9.95	16,072.79
4025-Sales - Pers. Property	0.00	0.00	0.00	0.00	0.00
4030-Sales - Taxable	0.00	0.00	0.00	0.00	0.00
4040-Miscellaneous	200.00	0.00	200.00	100.00	0.00
4102-Donations/Reimbursements	51,854.00	43,753.51	8,100.49	15.62	5,095.41
	565,737.00	506,315.66	59,421.34	10.50	21,168.20
Total Revenue	565,737.00	506,315.66	59,421.34	10.50	21,168.20
4645-Trust To General	45,989.00	0.00	45,989.00	100.00	0.00
	617,726.00	509,885.59	107,840.41	17.46	21,168.20
Grand Total Revenues	\$ 617,726.00	\$ 509,885.59	107,840.41	17.46	\$ 21,168.20

North Bay Cooperative Library System
 General Ledger
 For the Eleven Months Ending May 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 0.00	\$ 13,537.18	(13,537.18)	0.00	\$ 0.00
5910-Perm. Positions	395,913.00	380,975.81	14,937.19	3.77	15,308.09
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	58,065.00	51,616.17	6,448.83	11.11	0.00
5924-Medicare	6,918.00	6,632.83	285.17	4.12	411.30
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	97,590.00	87,412.02	10,177.98	10.43	7,395.60
5931-Disability Insurance	5,939.00	3,199.57	2,739.43	46.13	0.00
5932-Dental Insurance	8,625.00	7,470.12	1,154.88	13.39	682.14
5933-Life Insurance	1,919.00	1,778.57	140.43	7.32	0.00
5934-Vision Insurance	1,286.00	886.90	399.10	31.03	81.45
5935-Unemployment Insurance	3,921.00	3,421.00	500.00	12.75	622.00
5940-Workers Compensation	3,916.00	3,078.36	837.64	21.39	0.00
Total Salaries & Benefits	584,092.00	560,008.53	24,083.47	4.12	24,500.58

North Bay Cooperative Library System
General Ledger
For the Eleven Months Ending May 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	0.00	0.00	0.00	0.00	0.00
6045-Comm. - Telephone	0.00	0.00	0.00	0.00	0.00
6085-Janitorial Service	0.00	0.00	0.00	0.00	0.00
6100-Insurance	0.00	0.00	0.00	0.00	0.00
6140-Maint. of Equipment	0.00	0.00	0.00	0.00	0.00
6280-Memberships	0.00	100.00	(100.00)	0.00	0.00
6302-Dept. Revolving	0.00	0.00	0.00	0.00	0.00
6400-Office Expenses	0.00	21.06	(21.06)	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Library Materials	0.00	0.00	0.00	0.00	0.00
6461-Purchases for Members	0.00	0.00	0.00	0.00	0.00
6500-Other Prof Services	7,000.00	0.00	7,000.00	100.00	0.00
6516-Data Processing Services	3,000.00	2,982.93	17.07	0.57	234.12
6517-Online Services OCL	0.00	0.00	0.00	0.00	0.00
6521-County Services	2,612.00	12,528.00	(9,916.00)	(379.63)	0.00
6800-Duplicating / Photocopies	0.00	0.00	0.00	0.00	0.00
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	0.00	0.00	0.00	0.00	0.00
7120-In-Service Training	0.00	0.00	0.00	0.00	0.00
7301-County Car Expense	0.00	0.00	0.00	0.00	0.00
7302-Conferences & Travel	0.00	0.00	0.00	0.00	0.00
7303-Private Car Expense	0.00	0.00	0.00	0.00	0.00
7320-Utilities	0.00	0.00	0.00	0.00	0.00
Total Services & Supplies	12,612.00	15,631.99	(3,019.99)	(23.95)	234.12
Fixed Assets					
8560-Equipment	0.00	0.00	0.00	0.00	0.00
8620-Designated Reserve Fund	0.00	0.00	0.00	0.00	0.00
8640-Operatonal transfer	21,022.00	0.00	21,022.00	100.00	0.00
8800-Equipment Reserve	0.00	0.00	0.00	0.00	0.00
8900-Increase to Bldng Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	21,022.00	0.00	21,022.00	100.00	0.00
Grand Total Expenditures	\$ 617,726.00	\$ 575,640.52	42,085.48	6.81	\$ 24,734.70

North Bay Cooperative Library System
 General Ledger
 For the Eleven Months Ending May 31, 2011

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>617,726.00</u>	<u>575,640.52</u>	<u>42,085.48</u>	<u>6.81</u>	<u>24,734.70</u>
Grand Total Revenues	<u>617,726.00</u>	<u>509,885.59</u>	<u>107,840.41</u>	<u>(17.46)</u>	<u>21,168.20</u>
Difference	\$ <u><u>617,726.00</u></u>	\$ <u><u>509,885.59</u></u>	<u><u>107,840.41</u></u>		\$ <u><u>21,168.20</u></u>
Net Change in Journals	\$ <u><u>0.00</u></u>	\$ <u><u>(65,754.93)</u></u>	<u><u>65,754.93</u></u>		\$ <u><u>(3,566.50)</u></u>

Budget10/11
rev:6/21/2011

North Bay Cooperative Library System
Revised Budget FY 2010/2011
Presented June 29, 2011

EXPENDITURES		LSTA	SSearch	REF	ADMIN	Retirees	PROJECT.	
-----			:	:	:		BUDGET	
Salaries and Benefits:			:	:	:			
5900 Payoff Acct	0	0	:	2,760	:	25,319	:	0 28,079
5910 Perm. Positions	0	33,686	:	78,052	:	310,599	:	0 422,337
5911 Extra Help	0	0	:	0	:	0	:	0 0
5921 Retirement Cont.	0	4,773	:	11,447	:	41,845	:	0 58,065
5924 Medicare	0	492	:	1,172	:	4,277	:	1,157 7,098
5925 Deferred Comp.	0	0	:	0	:	0	:	0 0
5930 Health Insurance	0	0	:	24,184	:	35,153	:	26,448 85,785
5931 Disability Ins.	0	488	:	1,171	:	4,280	:	0 5,939
5932 Dental Insurance	0	1,364	:	1,566	:	4,761	:	0 7,691
5933 Life Insurance	0	169	:	218	:	1,532	:	0 1,919
5934 Vision Insurance	0	135	:	268	:	648	:	235 1,286
5935 Unemployment Ins	0	325	:	754	:	2,842	:	0 3,921
5940 Workers Comp	0	400	:	754	:	2,833	:	0 3,987
TOTAL SAL. & BEN.	0	41,833	:	122,345	:	434,088	:	27,840 626,106
Services and Supplies:			:	:	:			
6040 Comm. - E Mail	0	0	:	0	:	0	:	0 0
6045 Comm. - Tphone	0	0	:	0	:	0	:	0 0
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	:	0 0
6280 Memberships	0	0	:	0	:	18,990	:	0 18,990
6302 Dept Revolving	0	0	:	0	:	0	:	0 0
6400 Office Expense	0	0	:	0	:	22	:	0 22
6410 Postage	0	0	:	0	:	0	:	0 0
6415 Library Mat.	0	0	:	0	:	0	:	0 0
6461 Purchases for Members	0	0	:	0	:	0	:	0 0
6500 Other Prof Serv	0	0	:	0	:	7,155	:	0 7,155
6516 Data Proc'ing Serv	0	0	:	0	:	3,360	:	0 3,360
6517 Online Serv, OCLC	0	0	:	0	:	0	:	0 0
6521 County Services	0	0	:	0	:	2,612	:	0 2,612
6800 Dup/Photocopy	0	0	:	0	:	0	:	0 0
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 0
7302 Conf. & Travel	0	0	:	0	:	0	:	0 0
7303 Private Car Exp.	0	0	:	0	:	0	:	0 0
7320 Utilities	0	0	:	0	:	0	:	0 0
TOTAL SERV & SUPPLIES	0	0	:	0	:	32,139	:	0 32,139 32,139
Fixed Assets:			:	:	:			
8560 Equipment	0	0	:	0	:	0	:	0 0
8640 Operational Transfer	0	0	:	0	:	21,022	:	0 21,022
8800 Equip. Reserve	0	0	:	0	:	0	:	0 0
TOTAL FIXED ASSETS	0	0	:	0	:	21,022	:	0 21,022
GRAND TOTAL EXPENDITURES	0	41,833	:	122,345	:	487,249	:	27,840 679,267 679,267

Budget10/11
rev:5/24/2010

North Bay Cooperative Library System
Revised Budget FY 2010/11
Presented June 29, 2011

REVENUE

	LSTA ELF09	SUPERS	REF	ADMIN	RETIRE :	PROJECTED BUDGET
Rev Carried Forward	0	0	0	0	0 :	0
4645 Trust to General Fund	0	0	0	18,890	18,435 :	37,325
					:	
1700 Interest Earned	0	0	0	4,500	0 :	4,500
TOTAL INTEREST	0	0	0	4,500	0 :	4,500
					:	
2560 CLSA Reference	0	0	0	0	0 :	0
2562 CLSA SAB	0	0	0	0	0 :	0
2563 CLSA TBR-ILL	0	0	0	0	0 :	0
2564 CLSA Data Base	0	0	0	0	0 :	0
2565 CLSA Comm. & Del.	0	0	0	0	0 :	0
TOTAL CLSA	0	0	0	0	0 :	0
LSTA ELF 09	0	0	0	0	0 :	0
2803 LSTA	0	0	0	0	0 :	0
3480 Tech. Serv. Fees	0		0	0	0 :	0
3482 Contract Fee/ Black Gold Contract	0	38,806	112,694	434,088	0 :	585,588
4040 Miscellaneous	0	0	0	0	0 :	0
4102 Donations/Reimb	0	3,027	9,651	29,771	9,405 :	51,854
4157 Member Reimb	0	0	0	0	0 :	0
TOTAL LOCAL	0	41,833	122,345	463,859	9,405 :	637,442
Equip. Reserve					:	0
					:	
GRAND TOTAL REVENUES	0	41,833	122,345	487,249	27,840 :	679,267

**North Bay Cooperative Library System
Delivery Statistics
FY 2010/11**

LIBRARY	QTR 1	QTR 2	QTR 3	QTR 4	YTD 2010/11	Prior Year Comparison	
						YTD 2009/10	% change
NBCLS MEMBERS							
Belvedere-Tiburon	41,340	35,295	38,415	36,465	151,515	144,300	5.0%
Benicia	61,230	58,500	67,275	64,545	251,550	247,455	1.7%
Dixon	26,910	29,835	32,565	28,860	118,170	119,145	-0.8%
Lake Co. - <i>Lakeport</i>	103,740	108,680	112,840	112,320	437,580	398,060	9.9%
<i>Clear Lake</i>	35,100	33,020	33,800	33,280	135,200	121,940	10.9%
<i>Upper Lake</i>	9,100	9,100	9,880	9,100	37,180	40,300	-7.7%
<i>Middletown</i>	16,120	12,220	13,780	13,000	55,120	56,160	-1.9%
Larkspur	36,855	34,515	37,245	31,590	140,205	135,720	3.3%
Marin County	142,935	142,350	128,895	122,460	536,640	479,999	11.8%
Mendocino Co. - <i>Ukiah</i>	97,695	115,596	117,078	116,220	446,589	394,251	13.3%
<i>Fort Bragg</i>	30,030	36,660	36,465	40,170	143,325	125,580	14.1%
<i>Point Arena</i>	8,970	11,895	10,920	12,480	44,265	39,000	13.5%
<i>Willits</i>	20,280	23,400	24,570	23,400	91,650	79,560	15.2%
Mill Valley	56,160	53,040	57,525	52,845	219,570	202,410	8.5%
Napa City-County	98,085	97,695	111,345	121,290	428,415	417,690	2.6%
<i>American Canyon</i>	33,540	32,370	35,295	36,270	137,475	127,530	7.8%
<i>Calistoga</i>	17,160	17,745	18,525	20,280	73,710	72,345	1.9%
<i>Yountville Branch</i>	10,335	10,335	10,530	12,870	44,070	38,220	15.3%
Napa Valley College	11,700	14,235	16,965	15,015	57,915	55,575	4.2%
<i>Upper Campus</i>	3,900	3,900	6,240	6,045	20,085	16,380	22.6%
NBCLS	65	163	325	975	1,528	5,642	-72.9%
St. Helena	41,925	51,090	52,845	54,405	200,265	180,960	10.7%
San Anselmo	26,130	26,910	30,615	27,495	111,150	99,645	11.5%
San Rafael	48,555	50,895	54,405	54,990	208,845	203,678	2.5%
<i>Pickleweed</i>	5,070	5,070	5,460	5,460	21,060	21,450	-1.8%
SRJC	20	59	7	59	143	241	-40.5%
Sausalito	20,670	20,085	22,035	20,865	83,655	80,535	3.9%
Solano Community College	8,385	10,335	9,165	7,410	35,295	33,930	4.0%
Solano County	161,070	152,685	171,600	161,070	646,425	640,185	1.0%
Sonoma County	162,357	180,239	186,453	178,295	707,343	637,104	11.0%
TOTAL	1,335,432	1,377,916	1,453,062	1,419,529	5,585,938	5,214,989	7.1%
OTHER LIBRARY SYSTEMS							
49-99 Library System	488	650	813	488	2,438	1,073	127.3%
BALIS/PLS/SVLS/MOBAC	780	975	1,625	2,113	5,493	3,465	58.5%
SJVLS	228	813	813	488	2,340	1,391	68.2%
TOTAL	1,495	2,438	3,250	3,088	10,270	5,928	73.2%
GRAND TOTAL:	1,336,927	1,380,353	1,456,312	1,422,616	5,596,208	5,220,917	7.2%

**NORTH BAY COOPERATIVE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
June 9, 2011**

1. CONVENING:

The North Bay Cooperative Library System (NBCLS) Council of Librarians met this date at the Arthur F. Turner Community Library in West Sacramento with Chair Danis Kreimeier presiding. The meeting convened at 11:20 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Benicia Public Library	Diane Smikahl
X		Napa City-County Library	Danis Kreimeier, Chair
	X	Belvedere-Tiburon Library	Debbie Mazzolini
X		Dixon Public Library	Gregg Atkins
	X	Lake County Library	Susan Clayton
	X	Larkspur Public Library	Frances Gordon
X		Marin County Free Library	Bonnie White for Gail Haar
X		Mendocino County Library	Eliza Wingate for Melanie Lightbody
	X	Mill Valley Public Library	Anji Brenner
	X	Napa Valley Community College	Rebecca Scott
X		St. Helena Public Library	Jennifer Baker
	X	San Anselmo Public Library	Linda Kenton
X		San Rafael Public Library	David Dodd
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public Library	Mary Richardson
	X	Solano Community College Library	Philip Andreini
X		Solano County Library	Bonny White for Bonnie Katz
X		Sonoma County Library	Jaime Anderson for Sandy Cooper
	X	Sonoma Developmental Center	Vacant
	X	NLS System Headquarters – Exec. Dir.	Annette Milliron

2. INTRODUCTIONS:

The Board introduced themselves to Jaime Anderson, Sonoma County Library Board representative, and Bonnie White, Board representative for Solano County Library.

3. PUBLIC INVITED TO ADDRESS THE BOARD

No public were present.

4. APPROVAL OF AGENDA

A Motion to approve the agenda was moved by ----- and seconded by ----- . The Motion passed unanimously.

5. MINUTES OF MAY 24, 2011 BOARD MEETING

A Motion to approve the March 4, 2010 Board minutes was moved by ----- and seconded by ----- . The Motion unanimously.

6. RESOLUTION OF INTENT TO TERMINATE PERS RETIREMENT CONTRACT

A Motion to approve the resolution of intent to terminate PERS retirement contract was moved by ----- and seconded by -----. The Motion passed unanimously.

7. ELECTION OF NBC CHAIR, VICE-CHAIR AND REPRESENTATIVE AT LARGE TO THE NLS STEERING COMMITTEE

A slate of Gregg Atkins, Chair, Jennifer Baker, Vic-Chair, and Gail Haar, Representative at large was moved by ----- and seconded by -----. The Motion passed unanimously.

8. BOARD MEMBER ITEMS

Danis Kreimeier reported on the remodeling of the Napa City library. A time capsule from 19--- was discovered during the remodel.

9. ANNOUNCEMENTS

No announcements were made.

10. ADJOURN

A Motion to adjourn the meeting was moved by --- and seconded by ---. The meeting was adjourned at 11:45 a.m.

<Insert Name>

<Insert Title>

June 9, 2011

TERMS and AGREEMENT between
NORTHNET LIBRARY SYSTEM and
NORTH BAY COOPERATIVE LIBRARY SYSTEM

This statement of terms constitutes the Agreement whereby NORTH BAY COOPERATIVE LIBRARY SYSTEM (NBCLS) will provide services for NORTHNET LIBRARY SYSTEM (NLS).

1. Effective Date
 - a) The Agreement is effective July 1, 2011.
 - b) The Agreement will be a one-year contract, renewable annually upon approval of both the NLS and NBCLS Administrative Councils.

2. Alteration

No alteration or variation of terms of this agreement shall be valid unless approved by the NBCLS and NLS Administrative Councils, and made in writing and signed by both parties hereto. Changes in the Agreement may be negotiated at the request of either party.

3. Termination

If either party requests termination of the agreement, such notice must be given at least 180 days prior to the effective date of termination. Either party may terminate this contract without notice upon a material breach of the terms of this agreement.

4. Compensation

A fee as designated in Attachment B will be charged for the services outlined in Attachment A. Any changes in such fee shall be subject to any changes in Attachment A.

5. Payment Schedule

Upon receipt of invoices as approved by the Executive Director.

6. Dissolution of Agreement

In the event that this Agreement is terminated, NBCLS will return to NLS all funds, files and financial records in its custody. NBCLS will cause an audit to take place within ninety days of the expiration of the Agreement. Any remaining funds after all NLS expenditures and obligations are accounted for will be returned to NLS or to its designated entity within 30 days following the acceptance of the Audit by the NLS and NBCLS Administrative Councils.

7. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for NLS and NBCLS shall amend this Agreement in compliance with any required changes.

8. Governing Authority

NBCLS agrees that NorthNet should govern all decisions regarding all services provided by NBCLS for NorthNet members. NorthNet agrees to be responsible for all costs associated with such services. The Chair of NorthNet Administrative Council is authorized to serve as liaison with the Chair of NBCLS Administrative Council for any issues pertaining to agreement. The Chair of NBCLS Administrative Council shall serve as a member of NLS Finance and Personnel Committee.

9. Staffing

NBCLS agrees that the approval of the NorthNet Administrative Council shall be required for the following:

- a) Appointment of the Executive Director of NBCLS.
 - b) All personnel related issues for staff providing services to NLS, including the number and classifications of staff, salary ranges, and benefit packages for all current and new employees.
 - c) All retiree benefits, including health care and retirement contracts, for current and new employees
- During the term of this agreement, NLS shall retain the right to hire any staff or contract employees.

10. NLS Operations

During first year of this Agreement, NLS agrees to review options for operations, e.g. continued contracting with NBCLS, establishment of NorthNet as independent operating entity.

11. Independent Contractor

NLS agrees that it is an independent contractor and that its officers and employees do not become employees of NBCLS nor are they entitled to any employee benefits as NBCLS employees as a result of the execution of this agreement.

12. Indemnification

NLS shall indemnify NBCLS, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold NBCLS harmless from any loss occasioned as a result of the performance of this contract by Contractor. NBCLS shall provide necessary Worker's Compensation insurance at its own cost and expense.

13. Conflict of Interest

No officer, member or employee of NLS and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in this agreement or the proceeds thereof. No employee of NLS nor any member of any employee's family shall serve on NLS board, committee or hold any such position which either by rule, practice or action nominates, recommends, supervises NBCLS' operations or authorizes funding to NLS.

14. Assignment

NLS or NBCLS may not assign or transfer this agreement, any interest therein or claim thereunder without the prior written approval of either party.

15. Title VI

NBCLS assures that it will comply with Title VI of the Civil Rights Act of 1964 and that no person shall, on the ground of race, creed, color, sex or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement.

16. Scope of Services – Attachment A

The Scope of Services to be provided under this Agreement is attached as Attachment A to this Agreement. Changes in Attachment A require approval by both the Administrative Councils of NBCLS and NLS. Changes in Attachment A do not require amendment of these Terms and Agreement.

17. Budget – Attachment B

The NLS Budget for services to be provided under this Agreement is attached as Attachment B to this Agreement. Changes in Attachment B require the approval of the NLS Administrative Council. Amending the budget does not require amendment of these Terms and Agreement.

18. Signatures

NORTH BAY COOPERATIVE
LIBRARY SYSTEM

NORTHNET LIBRARY SYSTEM

Administrative Council Chair

Administrative Council Chair

Date

Date

Address

Address

City, State , Zip

City, State, Zip

94-1585240

90-0497686

Tax Identification No.

Tax Identification No.

TERMS and AGREEMENT between
NORTHNET LIBRARY SYSTEM and
NORTH BAY COOPERATIVE LIBRARY SYSTEM

ATTACHMENT A

Scope of Services

1. Service Standards

Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).

2. Administrative Services

NBCLS will provide the following services:

- a) Preparing a Budget, a Plan of Service, and an Annual Report in compliance with the requirements of the CLSA and the California State Library and subject to approval or adoption by the NLS Administrative Council. **This probably should stay in as we did have to approve the CLSA plan of service and two budget projections.**
- b) Meeting with NLS Administrative Council at their regularly scheduled meetings, and maintaining close contact with NLS Administrative Council Chair as necessary.
- c) Preparing quarterly fiscal reports showing revenues and disbursements, quarterly reports showing reference activity, and delivery system statistics, and submitting these to NLS Administrative Council.
- d) Maintaining and reporting records or statistics in compliance **with CLSA** and other applicable state and federal requirements.
- e) Supporting special projects and additional activities desired by the NLS Administrative Council at service levels and costs to be negotiated with the NLS Administrative Council and added thereafter as Attachments to this Agreement.
- f) Annually developing a budget in collaboration with NLS Administrative Council for programs or services to be provided in the subsequent fiscal year.
- g) Arranging for and obtaining necessary insurance coverages of NLS officers and committee members as required in the execution of their duties.
- h) Administering all necessary contracts for the provision of all NLS services
- i) Maintenance of files and records as required by State or Federal laws and retention policies
- j) Maintenance of files and records belonging to the NLS (e.g., Agendas, Minutes, Contracts, records, and other applicable documents)
- k) Seek and develop grant opportunities and administer successful grants for NLS.
- l) Preparing and distributing documents, grant applications, agendas, minutes, and other official records and reports as required by the organization.

NLS Administrative Council will provide NBCLS with administrative oversight regarding NLS programs and services as follows:

- a) Providing NBCLS with meeting schedules, agendas and materials for all NLS committees, as available

- b) Maintaining close contact with member libraries to review committee activities and needs
- c) Coordinate NLS communities of practice and standing committees (e.g., Steering, Youth Service, Resource Sharing and Technology Committee, Information Services)
- d) Monitoring reference and communications and delivery activities and service levels
- e) Maintaining close contact with the all parties involved in any specific non-CLSA projects
- f) Approving choices of, contracts with, and performance of, any third-party vendors, contractors, or consultants providing services to NLS

3. Fiscal Services

NBCLS will provide fiscal services for NLS as follows:

- a) Act as fiscal agent for NLS so that NLS funds remain discreet and not commingled with funds from any other jurisdiction
- b) Arranging for appropriate required payments from NLS members e.g. retiree health care costs, PERS contributions
- c) Arranging for the receipt and deposit of State funds, Constituent Library Share funds, grant funds and other fees or revenues, whether by grant application, invoice, or other means
- d) Making payment to vendors, contractors, or consultants, on behalf of NLS
- e) Submitting requests for payment in excess of \$5,000 to the NLS Chair for approval
- f) Collecting **CLSA Transaction Based Reimbursement funds (should those funds become available)** on behalf of constituent libraries and disbursing them as requested by those libraries
- g) Providing comprehensive revenue, expenditure, and reserve financial reports in accordance with the **reporting requirements of CLSA (if any CLSA funds are awarded)** and generally accepted accounting principles, including investment statements.
- h) Arranging for an annual independent financial audit of NLS.

NLS Administrative Council will:

- a) Approve NBCLS developed budget(s) and/or fees for services to NLS
- b) Review quarterly fiscal reports, request any explanations, review and respond to expenditure requests, or budget amendments
- c) Address and determine any policy or procedural issues brought forward by NBCLS staff to ensure that financial services are delivered efficiently, accurately, and at the lowest cost, as determined by NLS.

4. Reference Services

NBCLS will provide limited second level” reference services, and other reference services as defined under the CLSA, for constituent libraries according to the following arrangements:

- a) NBCLS will provide limited Second Level reference services
- b) NBCLS staff and limited reference services are available from 8 am to 5pm, Monday through Friday.
- c) NBCLS will provide NLS constituent library reference librarians with at least one annual workshop training in submitting questions and managing the reference referral process.
- d) NBCLS will provide a quarterly statistical report on questions submitted and answered

- e) NLS will renew online database licenses that are held by NBCLS, MVLS, NSCLS and NLS as funds permit during the fiscal year.
- f) .

NLS will contract with Serra for second level reference services for member libraries according to the following arrangements:

- a) NLS constituent libraries will submit reference questions to NLS in a manner and format to be determined by NLS.
- b) NLS constituent libraries will each assign a staff member to participate on the NLS Reference Committee and to participate in the annual reference training provided by NLS.
- c) The NLS Reference Committee and Administrative Council will advise on the development of the NLS Reference Plan of Service.
- d)

5. Communications and Delivery Services

NBCLS staff will Delivery Services for NLS, to include:

- a) Arranging for a delivery system for and between NLS constituent libraries, which meets CLSA service levels.
- b) Working with the NLS Administrative Council to determine delivery sites, frequency, participating libraries, and costs
- c) Continue to review options for delivery system

NBCLS staff will provide Communications Services for NLS, to include:

- a) Arranging for communications services as required, including, but not limited to, domain name registration and maintenance, email and email lists, web site and content, WebEx virtual meetings and conference calls.

NLS will

- Monitor delivery services at the constituent library level
- Maintain delivery and pickup areas for easy access
- Participate in collecting delivery statistics
- Provide content for the NLS Web site

6. Staffing

NBCLS will provide the following staffing:

1 FTE Executive Director

.50 Administrative Assistant

.50Administrative Assistant for SuperSearch program management. Salary by participating member libraries.

TERMS and AGREEMENT between
NORTHNET LIBRARY SYSTEM and
NORTH BAY COOPERATIVE LIBRARY SYSTEM

ATTACHMENT B

Fee for Services

A fee of \$142,390 will be charged by North Bay Cooperative Library System for the services delivered July 1, 20011 – December 31, 2011 as outlined Scope of Services described in Attachment A.

NLS Budget with no State Funding
Approved June 9, 2011

NLS Budget 0 State Funding		LSTA - LAIF	LSTA - Lib2Go	Ssearch	COM	ADMIN	Budget
Salaries and Benefits:							
5900	Payoff Acct	0	0	0	0	14,510	14,510
5910	Perm. Positions	0	0	13,917	0	81,657	95,573
5911	Extra Help	0	0	0	0	0	0
5921	Retirement Cont.	0	0	2,126	0	12,483	14,609
5924	Medicare	0	0	202	0	1,184	1,386
5925	Deferred Comp.	0	0	0	0	0	0
5930	Health Insurance	0	0	0	0	11,208	11,208
5931	Disability Ins.	0	0	209	0	1,225	1,434
5932	Dental Insurance	0	0	341	0	1,023	1,364
5933	Life Insurance	0	0	85	0	85	169
5934	Vision Insurance	0	0	54	0	162	216
5935	Unemployment Ins	0	0	139	0	817	956
5940	Workers Comp	0	0	141	0	825	965
TOTAL	SAL. & BEN.	0	0	17,213	0	125,177	142,390
Services and Supplies:							
6040	Comm. - E Mail	0	0	0	420	0	420
6045	Comm. - Tphone	0	0	0	250	0	250
6085	Janitorial Service	0	0	0	0	0	0

6100	Insurance	0	0	0	0	4,309	4,309
6140	Maint. of Equip.	0	0	0	0	0	0
6280	Memberships	0	0	0	0	100	100
6302	Dept Revolving	0	0	0	0	0	0
6400	Office Expense	50	0	50	0	100	200
6410	Postage	0	0	0	22,000	0	22,000
6415	Library Mat.	0	0	0	0	0	0
6461	Purchases for Members	0	54,679	0	0	0	54,679
6500	Other Prof Serv	64,060	0	0	0	12,564	76,624
6516	Data Proc'ing Serv	0	0	0	0	1,859	1,859
6517	Online Serv, OCLC	0	0	0	12,039	0	12,039
6521	County Services	0	0	0	0	7,634	7,634
6540	Contractual Service Delivery	0	0	0	172,788	0	172,788
6540	Contractual Service Payroll	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	1,000	1,000
6820	Rental of Equip	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	2,495	0	9,003	11,498
7000	Special Dept.Exp.	0	0	0	0	0	0
7110	Staff Devel.	0	0	50	0	200	250
7120	In-Serv Training	68,000	0	0	0	500	68,500
7302	Conf. & Travel	39,890	0	0	0	0	39,890
7303	Private Car Exp.	0	0	100	0	500	600
7320	Utilities	0	0	855	0	854	1,709
TOTAL	SERV & SUPPLIES	172,000	54,679	3,550	207,497	38,623	476,349
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							
		172,000	54,679	20,762	207,497	163,800	618,738

Budget11/12
rev:6/23/11

North Bay Cooperative Library System
Preliminary Budget FY 2011/12
Presented June 29, 2011

EXPENDITURES	RET	ADMIN	PROJECT.
-----	:	:	BUDGET
Salaries and Benefits:	:	:	:
5900 Payoff Acct	0 :	0 :	0
5910 Perm. Positions	0 :	0 :	0
5911 Extra Help	0 :	0 :	0
5921 Retirement Cont.	0 :	0 :	0
5924 Medicare	0 :	0 :	0
5925 Deferred Comp.	0 :	0 :	0
5930 Health Insurance	26,772 :	0 :	26,772
5931 Disability Ins.	0 :	0 :	0
5932 Dental Insurance	0 :	0 :	0
5933 Life Insurance	0 :	0 :	0
5934 Vision Insurance	196 :	0 :	196
5935 Unemployment Ins	0 :	0 :	0
5940 Workers Comp	0 :	0 :	0
TOTAL SAL. & BEN.	26,968 :	0 :	26,968
Services and Supplies:	:	:	:
6040 Comm. - E Mail	0 :	0 :	0
6045 Comm. - Tphone	0 :	0 :	0
6085 Janitorial Service	0 :	0 :	0
6100 Insurance	0 :	0 :	0
6140 Maint. of Equip.	0 :	0 :	0
6280 Memberships	0 :	0 :	0
6302 Dept Revolving	0 :	0 :	0
6400 Office Expense	0 :	0 :	0
6410 Postage	0 :	0 :	0
6415 Library Mat.	0 :	0 :	0
6461 Purchases for Members	0 :	0 :	0
6500 Other Prof Serv	0 :	3,000 :	3,000
6516 Data Proc'ing Serv	0 :	0 :	0
6517 Online Serv, OCLC	0 :	0 :	0
6521 County Services	0 :	2,302 :	2,302
6800 Dup/Photocopy	0 :	0 :	0
6840 Bldg.Rent/Lease	0 :	0 :	0
7000 Special Dept.Exp.	0 :	0 :	0
7110 Staff Devel.	0 :	0 :	0
7120 In-Serv Training	0 :	0 :	0
7302 Conf. & Travel	0 :	0 :	0
7303 Private Car Exp.	0 :	0 :	0
7320 Utilities	0 :	0 :	0
TOTAL SERV & SUPPLIES	0 :	5,302 :	5,302
Fixed Assets:	:	:	:
8560 Equipment	0 :	0 :	0
8640 Operational Transfer	0 :	0 :	0
8800 Equip. Reserve	0 :	0 :	0
TOTAL FIXED ASSETS	0 :	0 :	0
GRAND TOTAL EXPENDITURES	26,968 :	5,302 :	32,270

Budget11/12
rev:6/23/2011

North Bay Cooperative Library System
Preliminary Budget FY 2011/12
Presented June 29, 2011

REVENUES

-----	RET	ADMIN :	PROJECTED
		:	BUDGET
Rev Carried Forward	0	0 :	0
4645 Trust to General Fund	0	23,814 :	23,814
		:	
1700 Interest Earned	0	3,000 :	3,000
TOTAL INTEREST	0	3,000 :	3,000
		:	
2560 CLSA Reference	0	0 :	0
2562 CLSA SAB	0	0 :	0
2563 CLSA TBR-ILL	0	0 :	0
2564 CLSA Data Base	0	0 :	0
2565 CLSA Comm. & Del.	0	0 :	0
TOTAL CLSA	0	0 :	0
		:	
LSTA LAIF	0	0 :	0
2803 LSTA	0	0 :	0
		:	
3480 Tech. Serv. Fees	0	0 :	0
3482 Contract Fee/ Black Gold Contract	0	0 :	0
4040 Miscellaneous	0	0 :	0
4102 Donations/Reimb	5,456	0 :	5,456
4157 Member Reimb	0	0 :	0
TOTAL LOCAL	5,456	0 :	5,456
		:	
Equip. Reserve		:	
		:	
GRAND TOTAL REVENUES	5,456	26,814 :	32,270