

AGENDA

NSCLS COUNCIL OF LIBRARIANS Thursday, April 5, 2012

WebEx Virtual Meeting 2:00 PM – 3:30 PM

Meeting Number: 570 915 878

Meeting Password: (This meeting does not require a password.)

To start or join the online meeting

Go to <https://infopeople.webex.com/infopeople/j.php?ED=197711537&UID=489649202&RT=MiMO>

Audio conference information

Call-in toll-free number (US/Canada): 1-877-668-4490

Access code:570 915 878

Call to order: Jody Meza, Chair

- | | | |
|---------------|-----------|--|
| | 1. | Roll Call |
| | 2. | Public invited to address the Board |
| ACTION | 3. | Approval of Agenda |
| ACTION | 4. | Consent Calendar |
| | | A. Minutes of January 12, 2012 Council meeting |
| | | B. Financial Statement ending February 29, 2012 |
| ACTION | 5. | NSCLS Operations – Annette Milliron |
| . | | A. CalPERS Employer Contribution for FY 2011/12 –Annette Milliron |
| | | The amount due for FY 2010/11 is \$16, |
| | | B. Revised FY 2011/12 budget |
| | | C. Retiree medical insurance costs for FY 2012/13 |
| | | D. CalPERS retirement contract buyout update |
| | 6. | Discuss FY 2012/13 NLS Dues |
| | 7. | Announcements (if time is available): Council Members |

Adjournment

Bold indicates document included

Support materials for agenda available for review at NSCLS Headquarters Office and Website
http://www.northnetlibs.org/NSCLS_Meetings

*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

Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966
Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531
Humboldt County Library – 1313 Third Street, Eureka, CA 95501
Lassen Library District – 1618 Main Street, Susanville, CA 96130
Modoc County Library - 212 W. 3rd Street Alturas, CA 96101
NorthNet Library System – 1701 4th Street, Suite 100, Santa Rosa, CA 95404
Orland Free Library - 333 Mill Street Orland, CA 95963
Plumas County Library – 455 Jackson Street, Quincy, CA 95971
Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001
Siskiyou County Library – 719 4th Street, Yreka, CA 96097
Tehama County Library – 645 Madison Street, Red Bluff, CA 96080
Trinity County Library – 211 N. Main St., Weaverville, CA 96093
Willows Public Library – 201 N. Lassen Street, Willows, CA 95988

NSCLS COUNCIL MEETING

April 5, 2012

Administrative Notes

AGENDA ITEM #4 CONSENT CALENDAR

- A. Minutes of the January 12, 2012 Council Meeting.
- B. The statement of expenditure and revenue for February 29, 2012 is in the packet

AGENDA ITEM #7 NSCLS OPERATIONS

- A. A \$16,131.00 payment for the employer liability contribution for FY 2011/12 is due to CalPERS. Although the NSCLS contract is in the Closed Pool an employer contribution is required to help recover the losses sustained in the market. There are funds available in the NSCLS cash reserves. On July 1, 2011 there was \$28,033.40 available in the unreserved cash fund. There is \$24,907.42 cash available as of February 29, 2012. Below are the estimated expenses for the remainder of the year.

Cash available 7/1/2011	\$28,033	
Retiree Health Insurance Paid through February 29, 20112	3,242	CalPERS has been contacted to correct some over/under billing issues
Interest thru 12/31/2011	116	
Cash available 2/29/2012	\$24,907	
Estimated Retiree Health Insurance Due	3,670	Payment for 4 retirees Jan – June 2012
Employer Retirement Liability for 2011/12	16,131	
Audit	2,000	Estimate for 2010/11 audit
Fiscal agent fees	750	Estimate for 2011/12
Total Remaining cash	\$ 2,356	Estimate for 6/30/2012

- B. A budget adjustment is required to fund the liability payment from the cash available. The following resolution will adjust the budget to include the \$3,150 paid for retiree health insurance for July – December 2011. The total budget to be approved is \$25,922. A proposed revised budget is included in the packet.

The motion required to make this adjustment is as follows:

North State Library System 791319 has char 46-4645 appropriations of \$15,629 that are no longer anticipated. An appropriation of \$25,571 is approved for release from the undesignated, unreserved fund balance FB 320.

- C. On April 24, 2009 the Council voted to freeze the employer contribution to the health insurance premium cost at the current level for 2009/10. Then in 2010/11 start a 25% reduction each year until reaching the minimum allowable by PERS. The minimum for 2012 is \$112 and rises to \$115 in 2013. NSCLS is currently paying \$127.10 for three employees and \$218.59 for one employee. To continue payments in FY 2012/13 an estimate of \$6,272 is needed to fund the program at the minimum level. The Council further decided that it would cease funding retiree

health benefits on June 30, 2014 because of the lack of reserves. The reserves have been used more quickly than projected because of the need to pay \$16,131 in employer retirement liability. A decision is needed on how to proceed with the retiree's health benefit insurance program.

- D. An actuarial study to determine the total payoff of the NSCLS CalPERS retirement contract was requested in June 2011. The study was to take about one year to complete. An update on the study's progress has been requested. Hopefully there will be an update available by Thursday.

AGENDA ITEM #6 DISCUSS FY 2012/13 NLS DUES

Attached is a copy of the NLS dues study worksheet that Jeanne Amos developed for working sessions with the Transition Team. The numbers represented on this sheet are a study NOT the proposed dues. The Transition Team will continue to refine the numbers for presentation to the full Council in May. Michael Perry, Jeanne Amos, or Wendy Burke will be available to discuss the study during the NSCLS Council meeting.

CONSENT CALENDAR
April 5, 2012

- A. Minutes of January 12, 2012 Council of Librarians meeting
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2011/12. Period ending February 29, 2012.

consent.doc\C:\wp\agenda\amm

**NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
January 12, 2011**

CONVENING:

The North State Cooperative Library System (NSCLS) Council of Librarians met via Webex/conference call at 1:14 pm on this date with Chair Jody Meza presiding.

1. ROLL CALL:

Present:	Absent:	Member Library	Representative
	x	Butte County Library	Interim
x		Del Norte County Library District	Linda Kaufmann
	x	Humboldt County Library	Victor Zazueta
x		Lassen Library District	Jeff Hawkins
x		Modoc County Library	Cheryl Baker
x		Orland Free Library	Jody Meza
x		Plumas County Library	Dora Mitchell
	x	Shasta Libraries	Jan Erickson
	x	Siskiyou County Library	Michael Perry
	x	Tehama County Library	Interim Sally Ainsworth
	x	Trinity County Library	Oresta Esquibel
x		Willows Public Library	Jody Meza
		Other Meeting Attendees	
	x	State Library Representative	Linda Springer
x		State Library Representative	Darla Gunning
x		NSCLS System Headquarters -Exec. Dir.	Annette Milliron

2. PUBLIC INVITED TO ADDRESS THE COUNCIL

No members of the public were present.

3. APPROVAL OF THE AGENDA

It was noted that only 6 libraries, 50%, were represented, therefore no quorum. Agenda was recommended by acclimation.

4. Consent Calendar

A. APPROVAL OF MINUTES – June 9, 2011 COUNCIL MEETING

B. FINANCIAL STATEMENT ending NOVEMBER 30, 2011

Jeff Hawkins noted correction to agenda: financial statement should be 2011. Annette Milliron noted that retiree health costs were lower due to withdrawals from several former employees which should help with extra costs due next month. Motion to recommend approval of the consent calendar at the next meeting was moved by Cheryl Baker and seconded by Linda Kaufman. The Motion passed unanimously.

5. NLS System Operations- Annette Milliron

A. 1/01-6/30/12 Membership/Delivery Discussion- Annette Milliron

Annette Milliron reminded members that invoicing for 75% of OCLC cataloging fee would be going out. Discussion ensued about members absorbing cost of delivery. Several member libraries stated that they would be seeking approval from local boards/councils to implement cost recovery from patrons for postage fees. It was asked if libraries needed to continue

keeping ILL statistics to track information. Darla Gunner recommended keeping track in order to provide information to State Library if needed, and to show how resources are being used in order to argue for restoring funding.

B. Re-location of NSCLS Keep Forever Files

Annette Milliron advised that the puppet collection has been relocated to Redding but there are 2 filing cabinets w/ approximately 8-10 boxes that still need to be relocated. Some files are being stored at the InfoStore and can stay at that location at this time. Jody Meza offered to store files at the Willows Public Library.

C. NLS Steering Committee Representative

Linda Kaufman volunteered to serve on committee.

A Motion was made by Cheryl Baker and seconded by Jeff Hawkins to recommend approval at next council meeting for libraries to absorb cost of delivery due to lack of funding from state, to relocate permanent files to Willows Library and for Linda Kaufman to serve as NLS Steering Committee Representative. The motion passed unanimously.

6. Announcements: Council Members

Ms Baker announced that there have been heavy cuts to Modoc County Library resulting in a reduction of hours and closures.

Mr. Hawkins announced the literacy program has been terminated at the Lassen Library District and they are also experiencing closures on Fridays and anticipate further cuts.

Ms. Mitchell also announced reduction of hours and closures on Fridays at the Plumas County Library.

Ms. Gunning gave a reminder about the Public Library Summit to be held January 17, 2011 in Sacramento and the focus group meetings that are scheduled for various areas around the state to develop a new 5 year plan for LSTA.

9. ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

Agenda #4B

North State Cooperative Library System
General Ledger
For the Eight Months Ending February 29, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1700-Interest Earned	\$ 500.00	\$ 115.60	384.40	76.88	\$ 0.00
2563-CLSA TBR-ILL	0.00	0.00	0.00	0.00	0.00
4102-Don/Reimb	0.00	0.00	0.00	0.00	0.00
4109-Outdated/Cancelled Warran	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	500.00	115.60	384.40	76.88	0.00
2803-LSTA	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total LSTA	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	15,629.00	0.00	15,629.00	100.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Trust to General Fund	15,629.00	0.00	15,629.00	100.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Grand Total Revenues	\$ 16,129.00	\$ 115.60	16,013.40	99.28	\$ 0.00
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North State Cooperative Library System
General Ledger
For the Eight Months Ending February 29, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5911-Extra Help	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5922-FICA Retirement	0.00	0.00	0.00	0.00	0.00
5924-Medicare	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	13,379.00	3,241.78	10,137.22	75.77	91.49
5940-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
Total Salaries & Benefits	13,379.00	3,241.78	10,137.22	75.77	91.49

North State Cooperative Library System
General Ledger
For the Eight Months Ending February 29, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Communications	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	0.00	0.00	0.00	0.00
6400-Office Expense	0.00	0.00	0.00	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Prof. Literature	0.00	0.00	0.00	0.00	0.00
6461-ChildBks & Puppets/DBs	0.00	0.00	0.00	0.00	0.00
6500-Other Prof Services	2,000.00	0.00	2,000.00	100.00	0.00
6517-OCLC ILL/Catalog Access	0.00	0.00	0.00	0.00	0.00
6521-Fiscal Agent Fee	750.00	0.00	750.00	100.00	0.00
6540-Contract Services	0.00	0.00	0.00	0.00	0.00
6800-Duplicating / Photocopies	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expense	0.00	0.00	0.00	0.00	0.00
7120-Workshps/Prof Literature	0.00	0.00	0.00	0.00	0.00
7302-Conference & 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
Total Services & Supplies	2,750.00	0.00	2,750.00	100.00	0.00
Fixed Assets					
8620-Undesignated reserve fund	0.00	0.00	0.00	0.00	0.00
8640-Operational Transfer	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	\$ 16,129.00	\$ 3,241.78	12,887.22	79.90	\$ 91.49

North State Cooperative Library System
 General Ledger
 For the Eight Months Ending February 29, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>16,129.00</u>	<u>3,241.78</u>	<u>12,887.22</u>	<u>79.90</u>	<u>91.49</u>
Grand Total Revenues	<u>16,129.00</u>	<u>115.60</u>	<u>16,013.40</u>	<u>(99.28)</u>	<u>0.00</u>
Difference	\$ <u>0.00</u>	\$ <u>(3,126.18)</u>	<u>3,126.18</u>		\$ <u>(91.49)</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(3,126.18)</u>	<u>3,126.18</u>		\$ <u>(91.49)</u>

NSCLS_budget_11/12

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2011/12 Preliminary Budget
 Approved May 23, 2011

EXPENDITURES

-----	LSTA RLI	ILL ACCESS	CHILDREN SERVICES	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT. BUDGET
Salaries and Benefits:									
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 CalPERS Retirement Liability	0	0	0	16,131	0	0	0	0	16,131
5924 Medicare	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	7,041	0	0	0	0	7,041
5940 Unemployment Ins	0	0	0	0	0	0	0	0	0
TOTAL SAL. & BEN.	0	0	0	23,172	0	0	0	0	23,172
Services and Supplies:									
6040 Comm. - E Mail	0	0	0	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0	0	0	0
6400 Office Expense	0	0	0	0	0	0	0	0	0
6410 UPS	0	0	0	0	0	0	0	0	0
6410 Postage	0	0	0	0	0	0	0	0	0
6415 Professional Literature	0	0	0	0	0	0	0	0	0
6461 Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500 Other Prof Serv	0	0	0	0	0	0	0	2,000	2,000
6517 OCLC ILL/Cataloging Access	0	0	0	0	0	0	0	0	0
6521 Fiscal agent fee	0	0	0	0	0	0	0	750	750
6540 Contractual Service	0	0	0	0	0	0	0	0	0
7000 Special Departmental Expense	0	0	0	0	0	0	0	0	0
7120 Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303 Private Car Exp.	0	0	0	0	0	0	0	0	0
TOTAL SERV & SUPPLIES	0	0	0	0	0	0	0	2,750	2,750
Fixed Assets:									
Equipment	0	0	0	0	0	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES	0	0	0	23,172	0	0	0	2,750	25,922
Projected Program Fund Balance end of Fiscal Year		-	-						-

Tiers plus Cafeteria (Based on \$100,000 Budget)

Population	Op. Budget	Membership	Delivery Admin & Fiscal	OverDrive Admin & Fiscal	Database Admin & Fiscal	New New Dues	Proposed Dues 2012/13	Actual Dues 2011/12		
Alpine	1,189	\$ 274,131	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 847	
Belvedere Tiburon	11,175	\$ 1,432,957	\$ 1,000	\$ 1,500	\$ -	\$ 200	\$ 2,700	\$ 5,250	\$ 4,149	Base Dues
Benicia	28,086	\$ 1,916,713	\$ 1,000	\$ 1,500	\$ 275	\$ -	\$ 2,775	\$ 5,250	\$ 4,609	
Butte	221,768	\$ 1,951,779	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 5,250	\$ 4,015	Under 100,000 Pop. And Under \$1,000,000 Budget
Colusa	22,206	\$ 552,906	\$ 500	\$ 500	\$ 550	\$ -	\$ 1,550	\$ 3,000	\$ 1,284	Under 300,000 Pop. And Under \$2,000,000 Budget
Del Norte	29,673	\$ 181,161	\$ 500	\$ -	\$ 550	\$ -	\$ 1,050	\$ 600	\$ 404	Under 300,000 Pop. And Under \$3,000,000 Budget
Dixon	25,850	\$ 860,512	\$ 500	\$ 1,500	\$ 550	\$ -	\$ 2,550	\$ 3,000	\$ 3,841	Under 200,000 Pop. And Over \$3,000,000 Budget
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ 500			Under 300,000 Pop. And Over \$5,000,000 Budget
El Dorado	182,019	\$ 2,579,427	\$ 2,000	\$ 500	\$ 550	\$ -	\$ 3,050	\$ 5,250	\$ 5,034	Over 300,000 Pop. or \$5,000,000 Budget
Folsom	71,453	\$ 1,551,700	\$ 1,000	\$ 1,000	\$ 550	\$ -	\$ 2,550	\$ 5,250	\$ 2,542	
Humboldt	133,400	\$ 2,441,634	\$ 2,000	\$ -	\$ 275	\$ -	\$ 2,275	\$ 5,250	\$ 3,109	
Lake	64,053	\$ 892,681	\$ 500	\$ 1,500	\$ -	\$ 200	\$ 2,200	\$ 3,000	\$ 4,149	Delivery Contract
Larkspur	12,398	\$ 674,842	\$ 500	\$ 1,500	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ 3,841	
Lassen	35,889	\$ 116,549	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 600	\$ 433	2 days/wk 500
Lincoln	41,111	\$ 870,490	\$ 500	\$ 500	\$ 275	\$ -	\$ 1,275	\$ 3,000	\$ 1,284	4 days/wk 1000
Marin	143,772	\$ 11,313,209	\$ 3,000	\$ 1,500	\$ -	\$ 200	\$ 4,700	\$ 10,415	\$ 12,059	5 days/wk 1500
Mendocino	90,289	\$ 1,285,984	\$ 1,000	\$ 1,500	\$ -	\$ 200	\$ 2,700	\$ 5,250	\$ 4,149	
Mill Valley	14,144	\$ 1,504,785	\$ 1,000	\$ 1,500	\$ -	\$ 200	\$ 2,700	\$ 5,250	\$ 4,609	
Modoc	9,777	\$ 316,000	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 339	OverDrive Contract
Mono	13,617	\$ 1,001,301	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 3,000	\$ 847	
Napa	132,907	\$ 6,323,472	\$ 3,000	\$ 1,500	\$ 550	\$ -	\$ 5,050	\$ 9,056	\$ 4,761	Under 3,000 Circ 280
Napa College			\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500			Over 3,000 Circ 560
Nevada	98,680	\$ 1,854,687	\$ 1,000	\$ 500	\$ 550	\$ -	\$ 2,050	\$ 5,250	\$ 2,542	
Orland	15,215	\$ 275,918	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 477	
Placer	190,210	\$ 3,947,148	\$ 3,000	\$ 500	\$ 550	\$ -	\$ 4,050	\$ 7,875	\$ 5,034	Databases
Plumas	23,731	\$ 600,748	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 3,000	\$ 635	
Roseville	115,781	\$ 2,803,266	\$ 2,000	\$ 500	\$ 550	\$ -	\$ 3,050	\$ 5,250	\$ 5,034	Less than 5 200
Sacramento	1,373,874	\$ 31,436,078	\$ 5,000	\$ 1,000	\$ -	\$ -	\$ 6,000	\$ 10,415	\$ 12,714	More than 5 400
St. Helena	6,010	\$ 869,125	\$ 500	\$ 1,500	\$ 275	\$ -	\$ 2,275	\$ 3,000	\$ 4,146	
San Anselmo	12,744	\$ 418,515	\$ 500	\$ 1,500	\$ -	\$ -	\$ 2,000	\$ 1,500	\$ 3,841	
San Rafael	58,822	\$ 2,172,123	\$ 2,000	\$ 1,500	\$ -	\$ 200	\$ 3,700	\$ 5,250	\$ 4,609	
Sausalito	7,596	\$ 596,934	\$ 500	\$ 1,500	\$ -	\$ 200	\$ 2,200	\$ 3,000	\$ 3,841	
Shasta	184,247	\$ 1,950,382	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 5,250	\$ 3,244	
Siskiyou	46,010	\$ 350,000	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 555	
Solano	373,901	\$ 15,370,572	\$ 5,000	\$ 1,500	\$ 550	\$ -	\$ 7,050	\$ 10,415	\$ 12,059	
Sonoma	493,285	\$ 14,485,620	\$ 5,000	\$ 1,500	\$ -	\$ 400	\$ 6,900	\$ 10,415	\$ 12,059	
Sutter	99,154	\$ 1,175,519	\$ 500	\$ 1,000	\$ 275	\$ -	\$ 1,775	\$ 5,250	\$ 2,542	
Tehama	63,100	\$ 529,656	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 3,000	\$ 1,019	
Trinity	13,898	\$ 291,820	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 362	
Willows	14,219	\$ 236,062	\$ 500	\$ -	\$ 275	\$ -	\$ 775	\$ 1,500	\$ 329	
Woodland	57,288	\$ 1,591,181	\$ 1,000	\$ 1,000	\$ 275	\$ -	\$ 2,275	\$ 5,250	\$ 2,542	
Yolo	145,665	\$ 5,589,557	\$ 4,000	\$ 500	\$ -	\$ -	\$ 4,500	\$ 9,056	\$ 5,034	
Yuba	73,380	\$ 592,977	\$ 500	\$ 500	\$ 275	\$ -	\$ 1,275	\$ 3,000	\$ 2,542	
Total	4,751,586	\$125,180,121	\$ 56,500	\$ 32,500	\$ 10,175	\$ 1,800	\$ 100,975	\$ 185,847	\$ 151,465	

BASE DUES

Membership in NorthNet Library System, a California cooperative library system.

Preparation of a System Uniform Budget, Plan of Service, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the NLS Administrative Council.

Maintenance and reports of records and statistics in compliance with CLSA and other applicable state and federal requirements.

Meeting with NLS Administrative Council at regularly scheduled meetings (four per year) and maintaining close contact with the NLS Council Chair as necessary and the NLS Steering Committee as appropriate.

Preparation and distribution of Agendas and Minutes for NLS Administrative Council meetings and for committee meetings as needed.

Preparation of quarterly financial reports showing revenues, expenditures, and reserves to be submitted to the NLS Council.

Preparation and execution of payments to approved vendors in compliance with the approved budget for NLS.

Fiscal agent services including making certain that NLS funds remain discrete and not commingled with funds from any other jurisdiction

Arrangement for the receipt and deposit of State funds, member fee funds, and other fees or revenues, whether by grant application, invoice, or other means.

Making payments on behalf of NLS to vendors, contractors, consultants, member libraries, and others for services rendered.

Preparing quarterly budget updates to NLS Chair and Administrative Council.

Submitting requests for payment in excess of \$5,000 to the NLS Chair for approval.

Collecting CLSA Transaction-Based Reimbursement funds on behalf of member libraries and disbursing them as directed by the NLS Administrative Council.

Providing comprehensive revenue, expenditure, and reserve financial reports in accordance with the reporting requirements of CLSA or other State library legislation and generally accepted accounting principles.

Maintaining files and records as required by State and Federal laws and retention policies.

Submitting the Annual Report for Special Districts to the State Controller

DELIVERY ADMINISTRATION AND FISCAL AGENT

Issuing RFPs, negotiating contracts, administering contracts and making payments to delivery service providers.

OVERDRIVE ADMINISTRATION AND FISCAL AGENT

Negotiating contract, and making payments to OverDrive.

DATABASE ADMINISTRATION AND FISCAL AGENT

Negotiating contracts, administering contracts and making payments to database vendors.