

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors**  
**WebEx**

**Tuesday, April 17, 2012**  
**Noon – 1:00 PM**

Meeting Number: 576 760 224  
(This meeting does not require a password.)

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To start or join the online meeting  
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## **AGENDA**

Chair Jennifer Baker, presiding

- |               |    |   |                |
|---------------|----|---|----------------|
|               | 1. | Convening/Roll Call   | Jennifer Baker |
|               | 2. | Introductions   |                |
|               | 3. | Plan for minute taking  | Jennifer Baker |
|               | 4. | Public invited to address the Board   |                |
| <b>ACTION</b> | 5. | <b>Approval of Agenda</b>   | Jennifer Baker |
| <b>ACTION</b> | 6. | <b>Consent Calendar (pg. 5 - 13)</b>  | Jennifer Baker |
| <b>ACTION</b> | 7. | <b>Proposed policy for NBCLS specific funds</b>   | Gregg Atkins   |
|               |    | It shall be the policy of the North Bay Cooperative Library System ("NBCLS"), a joint powers agency established in 1963, that expenditures from specific and separately-owned NBCLS funds (which are identified below and which may be managed by a contracted fiscal agent provided through the NorthNet Library System beginning on July 1, 2012) must be authorized in advance by vote of the NBCLS Council. |                |

It shall further be the policy of NBCLS that regular quarterly and annual financial statements specific to NBCLS funds will be provided to NBCLS by any contracted fiscal agent which manages these funds.

NBCLS reserves the right to withdraw NBCLS funds from the portfolio of funds managed by any contracted fiscal agent at any time.

The NBCLS funds covered by this policy are

- General account 79111 subaccount 320 Unreserved/undesignated fund balance
  - General account 79111 subaccount 335 Fund balance designated – contingencies
  - General account 79111 subaccount 341 Fund balance designated – medical insurance
- Equipment Replacement Trust Account #392548

- |        |     |   |                |
|--------|-----|---|----------------|
|        | 8.  | NorthNet Library System report  | Jennifer Baker |
| ACTION | 9.  | <b>NorthNet Library System dues study</b>   | Jennifer Baker |
| ACTION | 10. | Motion to amend the “Joint Powers Agreement Of the NorthNet Library System” Section V (Treasurer/Fiscal Agent) Subpart (a) to read:<br>(a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.<br>And to have this change become effective July 1, 2012. | Jennifer Baker |
|        | 11. | Board Member Items<br>An opportunity for members of the Board to share or request information   |                |
|        | 12. | Next meeting/Agenda Building  |                |
|        | 13. | Adjournment   |                |

*Support materials for agenda available for review at NBCLS Headquarters Office*

**Bold type indicates a support document is included in the packet.**

*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 Council 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**

Belvedere-Tiburon Public Library, 1501 Tiburon Boulevard, Tiburon, CA 94920  
Benicia Public Library, 150 East L Street, Benicia, CA 95410  
Dixon Public Library - 230 North First Street Dixon, CA 95620  
Dominican University Library – 50 Acacia Ave., San Rafael, CA 94901  
Lake County Library – 1425 High St., Lakeport, CA 95453  
Larkspur Public Library – 400 Magnolia Avenue, Larkspur, CA 94939  
Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903  
Mendocino County Library – 105 Main St., Ukiah, CA 95482  
Mill Valley Public Library – 375 Throckmorton Avenue, Mill Valley, CA 93941  
Napa City-County Library – 580 Coombs St., Napa, CA 94559  
Napa Valley College Library – 2277 Napa-Vallejo Hwy, Napa, CA 94558  
NorthNet Library System – 1701 4<sup>th</sup> St. Suite 100, Santa Rosa, CA 95404  
St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574  
San Anselmo Public Library – 10 Tunstead Ave., San Anselmo, CA 94960  
San Rafael Public Library – 1100 E Street, San Rafael, CA 94901  
Santa Rosa Junior College Doyle Library, 1501 Mendocino Ave., Santa Rosa, CA 95401  
Sausalito Public Library – 420 Litho Street, Sausalito, CA 94965  
Solano College Library, 4000 Suisun Valley Rd., Bldg. 100, Fairfield, CA 94534  
Solano County Library – 1150 Kentucky Street, Fairfield, CA 96097  
Sonoma County Library – 211 E Street, Santa Rosa, CA 95404

**NBCLS BOARD MEETING**  
**April 17, 2012**  
**ADMINISTRATIVE NOTES**

**AGENDA ITEM #6 CONSENT CALENDAR**

- A. The statement of expenditure and revenue for March 30, 2012 is in the packet.
- B. Minutes of the February 28, 2012 Board of Directors meeting are in the packet.
- C. The new Sonoma County Special Districts Auditor/Controller has asked to have the December Revised Budget resolution re-confirmed with the following language. The language does not change the action take, but it is stated in a format that Mr. Lewis is asking that we us. The motion is:

Account 79111 has chr 46-4645 appropriations of \$74,465 this includes \$\$20,700 related to SuperSearch but because this was paid out of Equipment Replacement Fund and is no longer needed, nor is the \$20,700 in chr 60-6540. The remaining balance of \$53,705 is the use of Fund Balance 320 instead of chr 46-4645.

**CONSENT CALENDAR**  
**April 17, 2012**

- A. Statement of Revenue, Expenditures & Encumbrance for period ending March 31, 2012.
- B. Minutes of February 28, 2012 North Bay Cooperative Library System Meeting.
- C. Confirmation of December 12, 2011 NBCLS Board of Directors Budget Revision.

North Bay Cooperative Library System  
General Ledger  
For the Nine Months Ending March 31, 2012

	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	2,600.00	2,698.96	(98.96)	(3.81)	0.00
3480-Tech. Serv. Fees	0.00	0.00	0.00	0.00	0.00
3482-Contract Fee	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
4102-Donations/Reimbursements	11,992.00	10,891.34	1,100.66	9.18	1,372.32
<b>Total Revenue</b>	<b>11,992.00</b>	<b>10,891.34</b>	<b>1,100.66</b>	<b>9.18</b>	<b>1,372.32</b>
4645-Trust To General	74,465.00	0.00	74,465.00	100.00	0.00
<b>Grand Total Revenues</b>	<b>\$ 89,057.00</b>	<b>\$ 13,590.30</b>	<b>75,466.70</b>	<b>84.74</b>	<b>\$ 1,372.32</b>

North Bay Cooperative Library System  
General Ledger  
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 24,245.00	\$ 0.00	24,245.00	100.00	\$ 0.00
5910-Perm. Positions	0.00	0.00	0.00	0.00	0.00
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	0.00	6,514.78	(6,514.78)	0.00	0.00
5924-Medicare	1,350.00	771.20	578.80	42.87	96.40
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	41,641.00	33,329.81	8,311.19	19.96	4,031.17
5931-Disability Insurance	0.00	147.52	(147.52)	0.00	0.00
5932-Dental Insurance	711.00	1,422.36	(711.36)	(100.05)	118.53
5933-Life Insurance	0.00	86.30	(86.30)	0.00	0.00
5934-Vision Insurance	310.00	258.00	52.00	16.77	34.40
5935-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
5940-Workers Compensation	0.00	1,166.90	(1,166.90)	0.00	0.00
6280-Memberships	100.00	0.00	100.00	100.00	0.00
<b>Total Salaries &amp; Benefits</b>	<b>68,357.00</b>	<b>43,696.87</b>	<b>24,660.13</b>	<b>36.08</b>	<b>4,280.50</b>

North Bay Cooperative Library System  
General Ledger  
For the Nine Months Ending March 31, 2012

	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	0.00	0.00	0.00	0.00
6302-Dept. Revolving	0.00	0.00	0.00	0.00	0.00
6400-Office Expenses	0.00	0.00	0.00	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	0.00	144.00	(144.00)	0.00	0.00
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCL	0.00	0.00	0.00	0.00	0.00
6521-County Services	0.00	0.00	0.00	0.00	0.00
6540-Contract Services Payroll	20,700.00	0.00	20,700.00	100.00	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
<b>Total Services &amp; Supplies</b>	<b>20,700.00</b>	<b>144.00</b>	<b>20,556.00</b>	<b>99.30</b>	<b>0.00</b>
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	0.00	0.00	0.00	0.00	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
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Expenditures</b>	<b>\$ 89,057.00</b>	<b>\$ 43,840.87</b>	<b>45,216.13</b>	<b>50.77</b>	<b>\$ 4,280.50</b>



North Bay Cooperative Library System  
 General Ledger  
 For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>89,057.00</u>	<u>43,840.87</u>	<u>45,216.13</u>	<u>50.77</u>	<u>4,280.50</u>
Grand Total Revenues	<u>106,863.00</u>	<u>13,590.30</u>	<u>93,272.70</u>	<u>(87.28)</u>	<u>1,372.32</u>
Difference	\$ <u><u>106,863.00</u></u>	\$ <u><u>13,590.30</u></u>	<u><u>93,272.70</u></u>		\$ <u><u>1,372.32</u></u>
Net Change in Journals	\$ <u><u>17,806.00</u></u>	\$ <u><u>(30,250.57)</u></u>	<u><u>48,056.57</u></u>		\$ <u><u>(2,908.18)</u></u>

**North Bay Cooperative Library System  
Board of Directors Meeting  
February 28, 2012**

**1. Convening:**

The North Bay Cooperative Library System (NBCLS) Board of Directors met this date at the Sonoma County Rincon Valley Branch Library with Chair Jennifer Baker presiding. The meeting convened at 2:00 p.m.

Roll Call:

<u>Present</u>	<u>Absent</u>	<u>Member Library</u>	<u>Representative</u>
X		Benicia Public Library	Diane Smikahl
	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	Gail Haar
X		Mendocino County Library	Mel Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kreimeier
	X	Napa Valley Community College	Rebecca Scott
X		St. Helena Public Library	Jennifer Baker, Chair
X		San Anselmo Public Library	Linda Kenton
	X	San Rafael Public Library	Sarah Houghton
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public library	Abbot Chambers
	X	Solano Community College Library	Jeffery Lamb
X		Solano County Library	Lynne Williams for Bonnie Katz
X		Sonoma County Library	Sandy Cooper David Dodd
		Sonoma Developmental Center	Vacant
X		NLS System, Exec. Director	Annette DeBacker

**2. Plan for Minute taking**

Susan Clayton, Lake County Library, was chosen to take minutes for this meeting.

**3. Introductions**

There were no introductions.

**4. Public Invited to Address the Board**

David Dodd was present but did not address the Board at this time.

## **5. Approval of Agenda**

A motion to approve the agenda as presented was made by Sandy Cooper and seconded by Gail Haar. Motion passed.

## **6. Consent Calendar**

A motion to approve the consent calendar was made by Lynne Williams and seconded by Mel Lightbody. Motion passed.

## **7. System Status Report**

Annette DeBacker presented the System status report. To date, the System is half way through the budget and expenditures. The audit has been delayed until May.

## **8. Clarification of Membership Dues**

Annette DeBacker clarified payment of membership dues. Invoices were corrected and several libraries are to receive refunds.

## **9. Resource Sharing Options Committee**

David Dodd presented information from the Resource Sharing Options Committee. There are two vendors that are compatible with all member systems: Autographics and Innovative. A discussion of the SuperSearch program was started but it was decided to hold this discussion until the next agenda item. Discussion continued on resource sharing. The committee will continue its research.

## **10. SuperSearch Program Discussion**

The discussion on the SuperSearch program began with the question of whether to revive SuperSearch or replace it. Marinet has decided to leave SuperSearch. A suggestion was made to explore Link + costs. Sandy Cooper made a motion to end the use of SuperSearch as a resource sharing program. Linda Kenton seconded the motion. There was discussion concerning a SuperSearch replacement and the staff associated with SuperSearch functions. Gregg Atkins will direct the staff member's work going forward. The question was called and the motion was approved. The Resource Sharing Options Committee will continue its research.

## **11. Database Contracts**

The Database committee is looking into the possibilities of group purchase. There was discussion on negotiations strategies and the role of Califa in possible negotiations. Sandy Cooper, Danis Kreimeier, and Jennifer Baker will look into database contract negotiations. Jennifer Baker will join the system-wide database committee.

## **12. MOU with NCCL for historical record keeping**

There was a short discussion on what materials are needed to be kept and stored. Sandy Cooper moved to approve the MOU and Lynne Williams seconded the motion. Motion approved.

### **13. Discussion of Chair and Vice-Chair positions**

Jennifer Baker is the current Board chairperson and Diane Smikahl is the vice-chairperson until the end of the current fiscal year. Mel Lightbody offered to be vice-chairperson for the 2012/2013 year. Sandy Cooper moved and Lynne Williams seconded the motion to approve Mel Lightbody as vice-chairperson for the 2012/2013 year. Motion approved.

### **14. NorthNet Report**

Danis Kreimeier presented a short update on the recent NorthNet system meeting.

### **15. Library of California Report**

Jennifer Baker presented a report on the Library of California meeting. The State Library has lost 14 staff members. The State Library is working on LSTA funding.

### **16. Board Member Items**

Lynne Williams announced that SNAP has just upgraded to CARL X. The Solano County Library is remodeling its John F. Kennedy branch library.

### **17. Next Meeting**

The next meeting will be on Wednesday, May 30, at 2:00 p. m. at the Sonoma County Healdsburg Branch Library. The Board decided to meet on the fifth Wednesday of the month.

### **18. Adjournment**

The meeting was adjourned at 3:30 p. m.

Submitted by:

Susan Clayton  
Library Director  
Lake County Library  
March 8, 2012

TO: NBCLS Board

FROM: Gregg Atkins, Dixon Public Library

DATE: April 12, 2012

RE: RECOMMENDATION TO ADOPT POLICY ON HANDLING OF  
NBCLS-SPECIFIC FUNDS

With the planned change regarding fiscal agent services, it is especially important for NBCLS to exercise care to insure that it retains control over its own funds. Because NBCLS has existing responsibilities to retired staff persons for medical insurance as well as responsibility for the CalPERS pension contract, NBCLS must act to insure that it (and it alone) serves as manager of these funds. NBCLS will also want to retain complete control over the funds collected in the Equipment Replacement Trust Fund.

*PROPOSED*

**POLICY ON HANDLING OF NBCLS-SPECIFIC FUNDS**

It shall be the policy of the North Bay Cooperative Library System ("NBCLS"), a joint powers agency established in 1963, that expenditures from specific and separately-owned NBCLS funds (which are identified below and which may be managed by a contracted fiscal agent provided through the NorthNet Library System beginning on July 1, 2012) must be authorized in advance by vote of the NBCLS Council.

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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	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 847	
Belvedere Tiburon	11,175	\$ 1,432,957	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740	\$ 5,250	\$ 4,149	
Benicia	28,086	\$ 1,916,713	\$ 1,000	\$ 1,530	\$ 280	\$ -	\$ 2,810	\$ 5,250	\$ 4,609	
Butte	221,768	\$ 1,951,779	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 5,250	\$ 4,015	
Colusa	22,206	\$ 552,906	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,000	\$ 1,284	Under 100,000 Pop. And Under \$1,000,000 Budget 500 21
Del Norte	29,673	\$ 181,161	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 600	\$ 404	Under 300,000 Pop. And Under \$2,000,000 Budget 1000 9
Dixon	25,850	\$ 860,512	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 3,000	\$ 3,841	Under 300,000 Pop. And Under \$3,000,000 Budget 2000 4
<b>Dominican</b>			\$ 510	\$ -	\$ -	\$ -	\$ 510			Under 200,000 Pop. And Over \$3,000,000 Budget 3000 3
El Dorado	182,019	\$ 2,579,427	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 5,250	\$ 5,034	Under 300,000 Pop. And Over \$5,000,000 Budget 4000 1
Folsom	71,453	\$ 1,551,700	\$ 1,000	\$ 1,020	\$ 560	\$ -	\$ 2,580	\$ 5,250	\$ 2,542	Over 300,000 Pop. or \$5,000,000 Budget 5000 3
Humboldt	133,400	\$ 2,441,634	\$ 2,000	\$ -	\$ 280	\$ -	\$ 2,280	\$ 5,250	\$ 3,109	
Lake	64,053	\$ 892,681	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240	\$ 3,000	\$ 4,149	
Larkspur	12,398	\$ 674,842	\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 3,000	\$ 3,841	
Lassen	35,889	\$ 116,549	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 600	\$ 433	2 days/wk 510
Lincoln	41,111	\$ 870,490	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,000	\$ 1,284	4 days/wk 1020
Marin	143,772	\$ 11,313,209	\$ 3,000	\$ 1,530	\$ -	\$ 210	\$ 4,740	\$ 10,415	\$ 12,059	5 days/wk 1530
Mendocino	90,289	\$ 1,285,984	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740	\$ 5,250	\$ 4,149	
Mill Valley	14,144	\$ 1,504,785	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740	\$ 5,250	\$ 4,609	
Modoc	9,777	\$ 316,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 339	
Mono	13,617	\$ 1,001,301	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 3,000	\$ 847	
Napa	132,907	\$ 6,323,472	\$ 3,000	\$ 1,530	\$ 560	\$ -	\$ 5,090	\$ 9,056	\$ 4,761	Under 3,000 Circ 280 20
<b>Napa College</b>			\$ 1,530	\$ -	\$ -	\$ -	\$ 1,530			Over 3,000 Circ 560 7
Nevada	98,680	\$ 1,854,687	\$ 1,000	\$ 510	\$ 560	\$ -	\$ 2,070	\$ 5,250	\$ 2,542	
Orland	15,215	\$ 275,918	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 477	
Placer	190,210	\$ 3,947,148	\$ 3,000	\$ 510	\$ 560	\$ -	\$ 4,070	\$ 7,875	\$ 5,034	
Plumas	23,731	\$ 600,748	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 3,000	\$ 635	
Roseville	115,781	\$ 2,803,266	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 5,250	\$ 5,034	
Sacramento	1,373,874	\$ 31,436,078	\$ 5,000	\$ 1,020	\$ -	\$ -	\$ 6,020	\$ 10,415	\$ 12,714	Less than 5 210
St. Helena	6,010	\$ 869,125	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 3,000	\$ 4,146	More than 5 420
San Anselmo	12,744	\$ 418,515	\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 1,500	\$ 3,841	
San Rafael	58,822	\$ 2,172,123	\$ 2,000	\$ 1,530	\$ -	\$ 210	\$ 3,740	\$ 5,250	\$ 4,609	
Sausalito	7,596	\$ 596,934	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240	\$ 3,000	\$ 3,841	
Shasta	184,247	\$ 1,950,382	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 5,250	\$ 3,244	
Siskiyou	46,010	\$ 350,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 555	
Solano	373,901	\$ 15,370,572	\$ 5,000	\$ 1,530	\$ 560	\$ -	\$ 7,090	\$ 10,415	\$ 12,059	
Sonoma	493,285	\$ 14,485,620	\$ 5,000	\$ 1,530	\$ -	\$ 420	\$ 6,950	\$ 10,415	\$ 12,059	
Sutter	99,154	\$ 1,175,519	\$ 500	\$ 1,020	\$ 280	\$ -	\$ 1,800	\$ 5,250	\$ 2,542	
Tehama	63,100	\$ 529,656	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 3,000	\$ 1,019	
Trinity	13,898	\$ 291,820	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 362	
Willows	14,219	\$ 236,062	\$ 500	\$ -	\$ 280	\$ -	\$ 780	\$ 1,500	\$ 329	
Woodland	57,288	\$ 1,591,181	\$ 1,000	\$ 1,020	\$ 280	\$ -	\$ 2,300	\$ 5,250	\$ 2,542	
Yolo	145,665	\$ 5,589,557	\$ 4,000	\$ 510	\$ -	\$ -	\$ 4,510	\$ 9,056	\$ 5,034	
Yuba	73,380	\$ 592,977	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,000	\$ 2,542	
<b>Total</b>	<b>4,751,586</b>	<b>\$ 125,180,121</b>	<b>\$ 55,500</b>	<b>\$ 33,150</b>	<b>\$ 9,520</b>	<b>\$ 1,890</b>	<b>\$ 100,060</b>	<b>\$ 185,847</b>	<b>\$ 151,465</b>	

**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.