

# NORTH BAY COOPERATIVE LIBRARY SYSTEM

## Board of Directors

**Sonoma County Library**  
Healdsburg Regional Library  
139 Piper Street  
Healdsburg, CA 95448

**Wednesday, May 30, 2012**  
**2:00 PM – 5:00 PM**

## AGENDA

Chair Jennifer Baker, presiding

1. Convening/Roll Call
2. Plan for Minute taking
3. Introductions
4. Public invited to address the Board
- ACTION 5. Approval of Agenda
- ACTION 6. Consent Calendar
  - A. Financials through April 30, 2012 Annette DeBacker
  - B. Minutes from April 17, 2012 Board Meeting
  - C. Minutes from April 26, 2012 Board Meeting
  - D. Preliminary NBCLS 2012/13 Budget
- ACTION 7. Resource Sharing Options Committee David Dodd
- ACTION 8. ILL Statistics Annette DeBacker
- ACTION 9. Database Contracts Renewals Jennifer Baker
- ACTION 10. Sprint Delivery Contract Renewal Annette DeBacker
- ACTION 11. Alternate Delivery: Campus Ship/BeavEx Annette DeBacker
- ACTION 12. Associate Members Annette DeBacker
- ACTION 13. NorthNet Report Jennifer Baker
  - A. General Update
  - B. Election of an at-large representative to the NLS Steering Committee
14. Board Member Items  
An opportunity for members of the Board to share or request information

15. Next meeting/Agenda Building—Set ongoing meeting schedule
16. Adjournment

**CONSENT CALENDAR**  
**May 30, 2012**

- A. Statement of Revenue, Expenditures & Encumbrance for period ending April 30, 2012.
- B. Minutes of April 17, 2012 North Bay Cooperative Library System Meeting.
- C. Minutes of April 26, 2012 North Bay Cooperative Library System Meeting.
- D. Preliminary 2012/13 NBCLS Budget

Item #6A

North Bay Cooperative Library System  
General Ledger  
For the Ten Months Ending April 30, 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	4,046.19	(1,446.19)	(55.62)	1,347.23
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	12,127.93	(135.93)	(1.13)	1,236.59
<b>Total Revenue</b>	<b>11,992.00</b>	<b>12,127.93</b>	<b>(135.93)</b>	<b>(1.13)</b>	<b>1,236.59</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>\$ 16,174.12</b>	<b>72,882.88</b>	<b>81.84</b>	<b>\$ 2,583.82</b>

North Bay Cooperative Library System  
General Ledger  
For the Ten Months Ending April 30, 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	0.00	0.00	0.00	(6,514.78)
5924-Medicare	1,350.00	867.60	482.40	35.73	96.40
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	41,641.00	37,360.98	4,280.02	10.28	4,031.17
5931-Disability Insurance	0.00	0.00	0.00	0.00	(147.52)
5932-Dental Insurance	711.00	355.59	355.41	49.99	(1,066.77)
5933-Life Insurance	0.00	0.00	0.00	0.00	(86.30)
5934-Vision Insurance	310.00	292.40	17.60	5.68	34.40
5935-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
5940-Workers Compensation	0.00	0.00	0.00	0.00	(1,166.90)
6280-Memberships	100.00	0.00	100.00	100.00	0.00
<b>Total Salaries &amp; Benefits</b>	<b>68,357.00</b>	<b>38,876.57</b>	<b>29,480.43</b>	<b>43.13</b>	<b>(4,820.30)</b>

North Bay Cooperative Library System  
General Ledger  
For the Ten Months Ending April 30, 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>\$ 39,020.57</b>	<b>50,036.43</b>	<b>56.18</b>	<b>\$ (4,820.30)</b>

North Bay Cooperative Library System  
 General Ledger  
 For the Ten Months Ending April 30, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>89,057.00</u>	<u>39,020.57</u>	<u>50,036.43</u>	<u>56.18</u>	<u>(4,820.30)</u>
Grand Total Revenues	<u>106,863.00</u>	<u>16,174.12</u>	<u>90,688.88</u>	<u>(84.86)</u>	<u>2,583.82</u>
Difference	\$ <u><u>106,863.00</u></u>	\$ <u><u>16,174.12</u></u>	<u><u>90,688.88</u></u>		\$ <u><u>2,583.82</u></u>
Net Change in Journals	\$ <u><u>17,806.00</u></u>	\$ <u><u>(22,846.45)</u></u>	<u><u>40,652.45</u></u>		\$ <u><u>7,404.12</u></u>

**North Bay Cooperative Library System  
Board of Directors Meeting  
April 17, 2012**

**1. Convening:**

The North Bay Cooperative Library System (NBCLS) Board of Directors met this date via WebEx Desktop Meeting. The meeting convened at 12:10 p.m. with Vice-Chair Diane Smikahl presiding.

**2. Roll Call:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		St. Helena Public Library	Jennifer Baker, Chair
x		Benecia Public Library	Diane Smikahl, Vice-Chair
	x	Belvedere-Tiburon Library	Debbie Mazzolini
	x	Dixon Public Library	Gregg Atkins
	x	Dominican University	Gary Gorka
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 Kreimeyer
	x	Napa Valley Community College	Rebecca Scott
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	Abbott Chambers
	x	Solano Community College Library	Rebecca Scott
x		Solano County Library	Bonnie Katz
x		Sonoma County Library	Sandy Cooper
		Sonoma Developmental Center	Vacant
x		NLS System Headquarters – Exec. Dir.	Annette Milliron
x		CSL	Darla Gunning

**3. Plan for Minute taking**

Sandy Cooper, Sonoma County Library, volunteered to take minutes.

**4. Introductions**

NorthNet Chair Wendy Burke introduced herself.

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

No members of the public were present.



## **6. Approval of Agenda**

A motion to approve the agenda as presented was made by Bonnie Katz and seconded by Linda Kenton. Motion passed.

## **7. Consent Calendar**

A motion to approve the consent calendar was made by Bonnie Katz and seconded by Sandy Cooper. Motion passed.

## **8. Proposed Policy for NCCLS specific funds**

The agenda included a proposed policy recommended by Dixon Public Library Director Gregg Atkins:

*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*

A motion to postpone discussion until more information was available was made by Sandy Cooper, seconded by Linda Kenton, and subsequently withdrawn.

Chair Jennifer Baker joined the meeting and took over the chair at 12:30 p.m.

A motion to adopt the policy was made by Diane Smikahl and seconded by Melanie Lightbody. Motion passed.

## **9. NorthNet Library System dues study**

Jennifer Baker and Wendy Burke reviewed the proposed dues structure, and the group provided feedback.

## **10. Meeting Interrupted, Subsequently Adjourned**

The web cast transmission was interrupted; and, when the group reconvened, there was not a quorum. The meeting was adjourned for a lack of a quorum at 1:20 p.m. with the agreement that a subsequent meeting would be held on Thursday, April 26, 2012.

Submitted by:

Sandy Cooper  
Sonoma County Library Director  
May 23, 2012

NORTHBAY COOPERATIVE LIBRARY SYSTEM

Board of Directors WebEx Desktop Meeting – April 26, 2012

1. Welcome and Roll Call Jennifer Baker/Annette Milliron –Debacker

Meeting was called to order by the chair at 9:46 a.m.

2. Introductions

3. Plan for Taking Minutes:

Jennifer Baker agreed to take minutes.

4. Public Invited to Address Board

No members of the public were present.

5. Approval of Agenda

The agenda was approved by acclamation. Action: Gail Haar moved to accept Agenda. Danis Kreimeier seconded. Unanimously approved.

6. Consent Calendar

Consent items were approved by acclamation. Action: Gail Haar moved to accept Agenda. Danis Kreimeier seconded. Unanimously approved.

7. Motion to amend the “Joint Powers Agreement of the NorthNet Library System” Section V (Treasurer/Fiscal Agent) Subpart (a)

The chair entertained a motion to amend the JPA as stated in the packet. Action: Danis Kreimeir moved to accept the changes and make effective July 1, 2012. Diane Smikahl seconded. Unanimously approved.

8. There were no items for discussion from members.

9. The next Board meeting was confirmed for Wednesday, May30th at 2pm in Sonoma County.

10. Meeting adjourned at 9:57 a.m.

Budget12/13  
 5/24/2012  
 rev:

North Bay Cooperative Library System  
 Budget FY 2012/13  
 Approved:  
 No State Funding -- 12 months

**REVENUE**

c:\MyFiles\Budget\NBC Budget12-13-No State funding.xls

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		Retirees	ADMIN	Proj. Revenue
Reserves		43,271	0	43,271
1700	Interest Earned	2,600	0	
	TOTAL INTEREST	2,600	0	2,600
4040	Miscellaneous	0	0	
4102	Donations/Reimb	0	0	
	Retiree Reimb	13,338	0	
4157	Member Reimb	0	0	
	TOTAL LOCAL	13,338	0	13,338
<b>GRAND TOTAL REVENUES</b>		<b>59,209</b>	<b>0</b>	<b>59,209</b>

Robert Kramer reimburses the total cost of his health insurance as he is the spouse of a deceased employee  
 All other retirees reimburse 14% of the cost of the monthly premium  
 The health insurance premium will change on January 1, 2012. Open enrollment is usually Sept.  
 Retirees reimburse the entire cost of vision and dental insurance.

Budget12/13  
5/24/2012  
rev:

North Bay Cooperative Library System  
Budget FY 2012/2013  
Approved:  
No state funding -- 12 months operations

c:\MyFiles\Budget\NBC Budget12-13-No State funding.xls

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				.
<b>Salaries and Benefits:</b>				
5924	Medicare	2,755	0	2,755
5930	Health Insurance	54,519	0	54,519
5932	Dental Insurance	1,464	0	1,464
5934	Vision Insurance	470	0	470
TOTAL	SAL. & BEN.	59,208	0	59,208
<b>Services and Supplies:</b>				
6280	Memberships	100	0	100
7000	Special Dept.Exp.	0	0	0
TOTAL	SERV & SUPPLIES	100	0	100
<b>GRAND TOTAL EXPENDITURES</b>				
		59,308	0	59,308

GSRMA access to lower cost health insurance  
Amount to transfer to PLS --TBD

Health insurance is paid monthly to Golden State Risk Management Association.  
Vision and dental insurance is paid monthly to Sonoma County Library.  
Medicare insurance reimbursement for monthly cost of insurance is paid to the following  
Lorraine Stickney at \$96.40 monthly  
Annette DeBacker at \$133.20 monthly

5/24/2012

rev:

Retirees

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	5930	5932	5934	5924	
Employee	Health	Dental	Vision	Medi-	TOTAL
	Ins.	Ins.	Ann.Rate	care	
	Rate	Ann.Rate	\$235.00	Reimbursement	
		\$1,464		tp Retiree	
			inc.		
	10% inc	inc.			
	1/1/2013				
-----					
Kramer	\$8,869	\$0	\$0	\$0	\$8,869
Owens	\$18,103	\$0	\$0	\$0	\$18,103
Stickney	\$9,445	\$0	\$0	\$0	\$9,445
Eakle	\$0	\$0	\$235	\$1,157	\$1,392
Milliron	\$18,103	\$1,464	\$235	\$1,598	\$21,400
TOTAL	\$54,519	\$1,464	\$470	\$2,755	\$59,209
	5930	5932	5934	5924	

Kramer reimbuses total amount

## NorthNet Libraries Dues and Fees 2012/2013

Library	Population	Budget 09/10	Base Dues	Delivery Admin	Over Drive Admin	Database Admin	Total Member Dues	Delivery	OverDrive	TOTAL Dues & Fees
Alpine	1,189	\$ 274,131	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 237	\$ 1,017
Bel-Tib	11,175	\$ 1,432,957	\$ 1,000	\$ -	\$ -	\$ 210	\$ 1,210			\$ 1,210
Benicia	28,086	\$ 1,916,713	\$ 1,000	\$ 1,530	\$ 280	\$ -	\$ 2,810	\$ 13,271	\$ 1,145	\$ 17,226
Butte	221,768	\$ 1,951,779	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000			\$ 1,000
Colusa	22,206	\$ 552,906	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 438	\$ 4,993
Del Norte	29,673	\$ 181,161	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 655	\$ 1,435
Dixon	25,850	\$ 860,512	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 6,390	\$ 543	\$ 9,243
<b>Dominican</b>			\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -		\$ 500
El Dorado	182,019	\$ 2,579,427	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 3,265	\$ 4,539	\$ 10,874
Folsom	71,453	\$ 1,551,700	\$ 1,000	\$ 1,020	\$ 560	\$ -	\$ 2,580	\$ 6,530	\$ 2,082	\$ 11,192
Humboldt	133,400	\$ 2,441,634	\$ 2,000	\$ -	\$ 280	\$ -	\$ 2,280		\$ 3,702	\$ 5,982
Lake Cty	64,053	\$ 892,681	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240	\$ 33,061		\$ 35,301
Larkspur	12,398	\$ 674,842	\$ 500	\$ -	\$ -	\$ -	\$ 500			\$ 500
Lassen	35,889	\$ 116,549	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 431	\$ 1,211
Lincoln	41,111	\$ 870,490	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 1,318	\$ 5,873
Marin	143,772	\$ 11,313,209	\$ 3,000	\$ -	\$ -	\$ 210	\$ 3,210			\$ 3,210
Mendocino	90,289	\$ 1,285,984	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740	\$ 44,517		\$ 47,257
Mill Valley	14,144	\$ 1,504,785	\$ 1,000	\$ -	\$ -	\$ 210	\$ 1,210			\$ 1,210
Modoc	9,777	\$ 316,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 364	\$ 1,144
Mono	13,617	\$ 1,001,301	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 701	\$ 1,481
Napa City-Cty	132,907	\$ 6,323,472	\$ 3,000	\$ 1,530	\$ 560	\$ -	\$ 5,090	\$ 35,170	\$ 2,616	\$ 42,876
<b>Napa Coll</b>			\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 3,968		\$ 5,998
Nevada	98,680	\$ 1,854,687	\$ 1,000	\$ 510	\$ 560	\$ -	\$ 2,070	\$ 3,265	\$ 3,431	\$ 8,766
Orland	15,215	\$ 275,918	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 408	\$ 1,188
Placer	190,210	\$ 3,947,148	\$ 3,000	\$ 510	\$ 560	\$ -	\$ 4,070	\$ 3,265	\$ 6,399	\$ 13,734
Plumas	23,731	\$ 600,748	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 568	\$ 1,348
Roseville	115,781	\$ 2,803,266	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 3,265	\$ 3,693	\$ 10,028
Sacramento	1,373,874	\$ 31,436,078	\$ 5,000	\$ 1,020	\$ -	\$ -	\$ 6,020	\$ 6,530	\$ 582	\$ 13,132
St. Helena	6,010	\$ 869,125	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 9,705		\$ 12,015
San Anselmo	12,744	\$ 418,515	\$ 500	\$ -	\$ -	\$ -	\$ 500			\$ 500
San Rafael	58,822	\$ 2,172,123	\$ 2,000	\$ -	\$ -	\$ 210	\$ 2,210			\$ 2,210
<b>SRJC</b>			\$ 500	\$ 510			\$ 1,010			\$ 1,010
Sausalito	7,596	\$ 596,934	\$ 500	\$ -	\$ -	\$ 210	\$ 710			\$ 710
Shasta	184,247	\$ 1,950,382	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000			\$ 1,000
Siskiyou	46,010	\$ 350,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 1,624	\$ 2,404

<b>Solano Coll</b>			\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 1,872		\$ 3,902
Solano	373,901	\$ 15,370,572	\$ 5,000	\$ 1,530	\$ 560		\$ 7,090	\$ 34,333	\$ 7,894	\$ 49,317
Sonoma	493,285	\$ 14,485,620	\$ 5,000	\$ 1,530	\$ -	\$ 420	\$ 6,950	\$ 34,168		\$ 41,118
Sutter	99,154	\$ 1,175,519	\$ 500	\$ 1,020	\$ 280	\$ -	\$ 1,800	\$ 6,530	\$ 2,090	\$ 10,420
Tehama	63,100	\$ 529,656	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 1,231	\$ 2,011
Trinity	13,898	\$ 291,820	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 546	\$ 1,326
Willows	14,219	\$ 236,062	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 658	\$ 1,438
Woodland	57,288	\$ 1,591,181	\$ 1,000	\$ 1,020	\$ 280	\$ -	\$ 2,300	\$ 6,530	\$ 1,605	\$ 10,435
Yolo	145,665	\$ 5,589,557	\$ 4,000	\$ 510	\$ -	\$ -	\$ 4,510	\$ 3,265		\$ 7,775
Yuba	73,380	\$ 592,977	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 1,850	\$ 6,405
<b>Total</b>			\$ 55,500	\$ 23,970	\$ 9,520	\$ 1,890	\$ 92,880	\$268,695	\$ 51,350	\$ 412,925
<b>BASE DUES</b>										
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.										
Maintainance 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										
<b>DELIVERY ADMINISTRATION AND FISCAL AGENT</b>										
Issuing RFPs, negotiating contracts, administering contracts and making payments to delivery service providers.										
<b>OVERDRIVE ADMINISTRATION AND FISCAL AGENT</b>										
Negotiating contract, and making payments to OverDrive.										
<b>DATABASE ADMINISTRATION AND FISCAL AGENT</b>										
Negotiating contracts, administering contracts and making payments to database vendors.										
c://AMD/NorthNet/Dues/NorthNet Dues and Fees-5-23-2012-Mendo.xls										



