

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Board of Directors

Sonoma County Library

Rincon Valley Branch Library

6959 Montecito Boulevard

Santa Rosa, CA 95409

Tuesday, February 28, 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 (pages 1-9)
7. System Status Report Annette DeBacker
8. Clarification of Membership Dues Annette DeBacker
- ACTION 9. Resource Sharing Options Committee David Dodd
- ACTION 10. SuperSearch Program Discussion (page 10)
- ACTION 11. Database Contracts (pages 11-14)
- ACTION 12. MOU with NCCL for historical record keeping (page 15)
- ACTION 13. Discussion of Chair and Vice-Chair positions Jennifer Baker
14. NorthNet Report Jennifer Baker
15. Library of California Report Jennifer Baker
16. Board Member Items
An opportunity for members of the Board to share or request information

17. Next meeting/Agenda Building—Set ongoing meeting schedule
18. Adjournment

2/28/2012 Agenda Item #6

**CONSENT CALENDAR
February 28, 2012**

- A. Minutes of December 12, 2011 NBCLS Meeting
- B. Statement of Revenue, Expenditures & Encumbrance for period ending January 31, 2012

**NORTH BAY COOPERATIVE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
December 12, 2011**

1. CONVENING:

The North Bay Cooperative Library System (NBCLS) Board of Directors met this date at the Sonoma County Petaluma Regional Branch Library with Chair Jennifer Baker presiding. The meeting convened at 9:40 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Benicia Public Library	Jennifer Baker, Chair
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		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
		Sonoma Developmental Center	Vacant
X		NLS System Headquarters – Exec. Dir.	Annette Milliron

2. WELCOME & INTRODUCTIONS

Everyone introduced themselves.

3. PUBLIC INVITED TO ADDRESS THE BOARD

No members of the public were present.

4. APPROVAL OF THE AGENDA

A motion to approve the agenda as presented was made by Diane Smikahl, seconded by Gregg Atkins. Motion passed unanimously.

5. APPROVAL OF MINUTES – NOVEMBER 28, 2011

A motion to approve the minutes as presented was made by Gregg Atkins, seconded by Diane

Smikahl. Motion passed unanimously.

6. RESOLUTION UPDATING HARTFORD 457 DEFERRED COMPENSATION PLAN

A motion to approve the updated North Bay Cooperative Library System Deferred Compensation Plan #2011 was moved by Gregg Atkins, seconded by Lynne Williams. Annette Milliron DeBacker explained that recent changes in legislation triggered some language updates in the contract. The contract was created in 1986 for employees to use to defer compensation. NBCLS does not contribute any matching funds to the account. At this time only one current employee and two separated employees have funds in the account. Ms. DeBacker intends to transfer her funds in early 2012 and will contact the separated employees to discuss transferring their funds to an IRA. The transfers cannot be achieved by December 31, 2011 and the plan must be updated by that date. Motion passed unanimously.

7. SUPERSEARCH PROGRAM DISCUSSION

Jennifer Baker suggested that the Board consider suspending SuperSearch given current funding troubles for participating members. Sandy Cooper reported that Sonoma County is a net borrower and relies on the service to help serve their patrons. Melanie Lightbody reported that Mendocino County is still receiving complaints about their withdrawal from SuperSearch. In fact, the potential of restoration of SuperSearch service rallied a lot of support for the tax measure. As a net lender Marin County would like to see the service dropped. Ms. Cooper suggested that the service continue operations for six months while a replacement product evaluation is conducted. The service needs staff support at about 20 hours per week. NBCLS has an equipment reserve fund that can be used to purchase a replacement product and/or help support the cost of program operations. An ad hoc NBCLS Resource Sharing Options Committee was suggested. The committee charge is to find an alternative to replace SuperSearch by July 1, 2012 but the group should also evaluate long term options for technology to support resource sharing, the current delivery system and routes, and a cost sharing formula as well as other issues related to resource sharing in the six-county area. David Dodd, Sonoma County Collection Development Librarian will chair the committee. Additional members include: Gregg Atkins, Jaime Anderson, Patty Hector, and Donna Mettier.

8. DELIVERY PROGRAM DISCUSSION

Concerns were expressed about the ability to fund delivery with the loss of PLF, TBR, and CLSA Communication and Delivery support. St. Helena and Lake County are very concerned about how they will be able to fund delivery from local budgets. The current delivery contract with Sprint runs through June 30, 2012. The contract may be extended for another year if NBCLS and Sprint negotiate an extension. Negotiations should be underway by April 2012. It was proposed that a small group of directors will meet with Frank Magarino, Sprint Courier Service owner, to discuss options on contract renewal. Sonoma, Mendocino and Lake (SMAL) will discuss methods of reducing delivery volume between the three jurisdictions. As part of the Open Source LSTA grant Lori Ayre developed functionality requirements for the replacement of the SNAP ILS. The State Library may be interested in funding a demonstration of a large Open Source ILS with LSTA funds. . A brief discussion of growing a larger and more inclusive shared ILS resulted in SNAP offering to share the functionality requirements report.

9. CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (AS PER GOVERNMENT CODE SECTION 54950 ET SEQ.)

10. REPORT FROM CLOSED SESSION

NBCLS will end employment of Ann Amman effective December 31, 2011. Support for the SuperSearch program will be supplied by the Dixon Public Library. An MOU between NBCLS and Dixon PL will be developed that specifies SuperSearch support at the monthly cost of \$3,450 effective January 1 – June 30, 2012. Dixon will offer a contract for SuperSearch support service to Ann Amman for the January 1 – June 30, 2012 period at the rate of \$3,450 monthly. Effective December 31, 2011 NBCLS will no longer have employees.

11. REVISED NBCLS 2011/12 BUDGET

A motion to adopt the revised NBCLS 2011/12 budget was made by Diane Smikahl, seconded by Gail Haar.

A motion to revise the presented revised 2011/12 budget with following changes: use the Employee Benefit Trust account in the amount \$3,824 and \$2,668 from the unreserved undesignated fund balance to fund SuperSearch Payoff Acct sub-object 5900 was made by Gregg Atkins, seconded by Lynne Williams. Motion passed unanimously.

A motion to use \$20,700 from the Equipment Replacement Fund to fund the 6540 sub-object for Contractual Service SuperSearch was made by Lynne Williams, seconded by Gail Haar. Motion passed with 11 Aye votes and 1 abstention by Gregg Atkins.

A motion to remove all expenditures from the SuperSearch program except for \$6,493 in sub-object 5900 and \$20,700 in sub-object 6540 for a program total of \$27,193 was moved by Gregg Atkins, seconded by Jennifer Baker. Motion passed unanimously.

The question of passing the revised NBCLS 2011/12 budget with the additional approved revisions was called for a vote. The motion passed unanimously.

12. ELECTION OF VICE-CHAIR OF NBCLS/NLS STEERING COMMITTEE REPRESENTATIVE

A Vice-Chair/ Chair-Elect is needed for NBCLS. The person filling that post will also serve on the NLS Steering Committee as an NBCLS Representative. The term for this post is 18 months due to the recent resignation of the NBCLS Chair. With her consent to serve for 6 months Diane Smikahl was nominated by Gail Haar. Melanie Lightbody seconded the nomination. Diane was elected Vice-Chair by acclamation.

13. NORTHNET TRANSITION AND PERSONNEL TEAM -- DIRECTION AND INPUT DISCUSSION.

A Transition Team has been appointed by NLS Chair, Wendy Burke. The Team includes: Danis Kreimeier as chair, Jeanne Amos, Patty Wong, Michael Perry, Cheryl Baker, Gail Haar, and Wendy Burke. The Team will meet about every 2 weeks to work on developing an RFP for a new contract for management, structure for service and programs operations, and a dues schedule. MARINet and SNAP will share their formulas for the dues structure study. Current governance structure will be reviewed for opportunities to streamline operations.

Gregg Atkins reminded that there is a need to house the NBCLS legal documents one location that provides easy access when needed. Napa City-County volunteered to take two filing cabinets of the “keep forever” documents. An MOU between NBCLS and Napa City-County Library will be developed to insure the safe keeping of the legal documents. The fiscal files that are disposable on

a retention schedule will be stored at InfoStor in Santa Rosa.

Eco-Haul and ReCycle Town were mentioned as potential resources to use for the disposal of furniture and equipment.

14. BOARD MEMBER ITEMS -- AN OPPORTUNITY FOR MEMBERS OF THE BOARD TO SHARE OR REQUEST INFORMATION

Members present had nothing new to report.

15. NEXT MEETING/AGENDA BUILDING

A Doodle survey will be used to set a meeting for late February. A report from the NLS Transition Team and the ad hoc NLS Resource Sharing Options Committee will be on the agenda

16. ADJOURN

There being no further business, the meeting was adjourned at 11:45 a.m.

Annette Milliron DeBacker
Clerk of the Board
December 12, 2011

Item #6b

	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)	1,382.99
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	8,986.33	3,005.67	25.06	1,606.18
Total Revenue	11,992.00	8,986.33	3,005.67	25.06	1,606.18
4645-Trust To General	74,465.00	0.00	74,465.00	100.00	0.00
Grand Total Revenues	\$ 89,057.00	\$ 11,685.29	77,371.71	86.88	\$ 2,989.17

North Bay Cooperative Library System
General Ledger
For the Seven Months Ending January 31, 2012

North Bay Cooperative Library System
 General Ledger
 For the Seven Months Ending January 31, 2012

	YTD Budget	YTD Spend/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-Medicaid	1,350.00	578.40	771.60	57.16	96.40
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	41,641.00	25,907.64	15,733.36	37.78	8,062.34
5931-Disability Insurance	0.00	147.52	(147.52)	0.00	0.00
5932-Dental Insurance	711.00	1,185.30	(474.30)	(66.71)	0.00
5933-Life Insurance	0.00	86.30	(86.30)	0.00	0.00
5934-Vision Insurance	310.00	206.40	103.60	33.42	17.20
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
Total Salaries & Benefits	68,357.00	35,793.24	32,563.76	47.64	8,175.94

North Bay Cooperative Library System
General Ledger
For the Seven Months Ending January 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	44.00	(44.00)	0.00	0.00
6500-Other Prof Services	0.00	0.00	0.00	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 ^{part / 1 year}	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	20,700.00	44.00	20,656.00	99.79	0.00
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-Operational 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 Blng Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 89,057.00	\$ 35,837.24	53,219.76	59.76	\$ 8,175.94

North Bay Cooperative Library System
General Ledger
For the Seven Months Ending January 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	89,057.00	35,837.24	53,219.76	59.76	8,175.94
Grand Total Revenues	106,863.00	11,685.29	95,177.71	(89.07)	2,989.17
Difference	\$ 106,863.00	\$ 11,685.29	95,177.71		\$ 2,989.17
Net Change in Journals	\$ 17,806.00	\$ (24,151.95)	41,957.95		\$ (5,186.77)

From: Annette Milliron DeBacker <annette@northnetlibs.org>
Sent: Tuesday, February 14, 2012 10:36 AM
To: 'Frances Gordon'
Cc: Jennifer Baker
Subject: RE: Adjustment on SuperSearch Fee

Item #10

The Board will need to discuss the status of SuperSearch and the cost of the program at the upcoming February 28th Board meeting. SirsiDynix has not been paid any support fee at all this year. So there is no credit against a payment that they have to issue. There is a sub-committee that has been looking into finding a replacement product. I am sure there will be a report from that committee presented at the meeting.

Annette
Annette Milliron DeBacker
Executive Director

Please note change of mailing address
NorthNet Library System
1585 Terrace Way, #244
Santa Rosa, CA 95404
707-544-0142
www.northnetlibs.org
Please note office hours: Tues., Weds., Thurs. 9:00 – 5:00

From: Frances Gordon [mailto:fgordon@cityoflarkspur.org]
Sent: Monday, February 13, 2012 4:50 PM
To: Annette Milliron
Subject: Adjustment on SuperSearch Fee

Hi Annette:

We are processing our current invoices, NorthNet Library System being one of them, and I was just wondering if there will be any adjustment made to the charge for SuperSearch for Q3 & Q4 as it hasn't been available since last December? Does SirsiDynix give us some kind of credit? I know there is no new news about when it will come back either.

I just wanted to check on this before we processed the invoice.

Thanks,

Frances Gordon
Larkspur Library
415-927-5135

From: Annette Milliron DeBacker <annette@northnetlibs.org>
Sent: Tuesday, February 14, 2012 10:41 AM
To: Jennifer Baker
Cc: Patty Wong; 'Wendy Burke'
Subject: FW: Database subscriptions and NorthNet?
Attachments: Database Contract Info.xls

Item #11

Hi Jennifer,
Attached is a database contract spreadsheet that lists all the database contracts that are managed by NLS. Given the message from MARINet about dropping subscriptions, it might be useful to have someone in NBC volunteer to be the point person for the contract that are primarily NBCLS subscriptions. This would be a good agenda item for the February 28th meeting.

Annette
Annette Milliron DeBacker
Executive Director

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From: Ann Amman [mailto:ssearch@sonic.net]
Sent: Monday, February 13, 2012 12:12 PM
To: Dan McMahan
Cc: Deborah Moehrke; Annette Milliron
Subject: Re: Database subscriptions and NorthNet?

Hi Dan,

I no longer work for NorthNet, so you should let Annette know; I am cc-ing her on this email. I am now contracted by North Bay to maintain the SuperSearch program.

Thanks for letting us know,
Ann

Ann Amman
SuperSearch Program Manager
ssearch@sonic.net
707-544-0145

On Mon 13/02/12 12:06 PM , "Dan McMahan" dmcmahan@marinet.info sent:
MARINet has decided to drop our subscriptions to Gale's BRC and LRC when these run out this year. (LRC ends 8/31/12, BRC ends 7/31/12.) Since we had these subscriptions though NorthNet, it seemed best to let you know.

Thanks,
Dan McMahan
MARINet
<http://catalog.marinet.lib.ca.us>

NorthNet Libraries' Database Contracts

Database	Library	Amount	Funding Source	Renewal Date	Status
Associations Unlimited	Sonoma Co	\$10,136.75	Local	7/31/2012	paid
	Sausalito Public	<u>\$1,028.40</u>			
	TOTAL	<u>\$11,165.15</u>			
<hr/>					
Biography Resource Center & Biography and Genealogy Master Index	Marinet	\$10,136.75	Local	7/31/2012	paid
	Sonoma Co.	<u>\$8,786.40</u>			
	TOTAL	<u>\$18,923.15</u>			
<hr/>					
Columbia Grangers World of Poetry	Mill Valley	\$300.00	Local	6/30/2012	paid
	Sausalito	<u>\$300.00</u>			
	TOTAL	<u>\$600.00</u>			
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Ebsco Automobile Repair and Reference Center	Sonoma Co	\$10,500.00	Local	1/31/2012	paid
	Lake Co	\$1,000.00			used one-time LSTA funds
	Mendocino Co	<u>\$1,000.00</u>			
	TOTAL	<u>\$12,500.00</u>			
<hr/>					
Ebsco MAS Ultra	Mendocino Co	\$5,000.00	Local	6/30/2012	paid
	Lake Co	<u>\$4,500.00</u>		11/31/2012	
	TOTAL	<u>\$9,500.00</u>			
<hr/>					
Gale Cengage Business and Company Resource Center	Sonoma Co.	\$9,976.17	Local	6/30/2012	paid
	Sausalito	<u>\$2,527.90</u>			
	TOTAL	<u>\$12,504.07</u>			
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Gale Cengage Chilton's Automobile Repair	MVLS Libraries	\$28,908.33	CLSA	8/31/2012	paid
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Gale Cengage Chilton's Automobile Repair	NSCLS Libraries	\$11,165.00	CLSA	7/31/2012	paid
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Gale Cengage General Reference Center Gold + Infotrac Jr K-12 Graphics + Infotrac K-12 Student on it Web + Kids InfoBits + Health Reference Center Academic + Hosting Fee \$1,200	NSCLS Libraries	\$24,708.91	CLSA	6/30/2012	paid
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Gale Virtual Reference Library - Hosting Fee	MVLS Libraries	\$2,500.00	CLSA	6/30/2012	paid
	NSCLS Libraries	\$2,500.00	CLSA	6/30/2012	paid

Gale Virtual Reference Library	Butte Co	\$4,028.00	LSTA	materials owned	paid
	Shasta Libraries	\$3,504.00	LSTA	materials owned	paid
	Yolo Co	\$2,967.00	LSTA	materials owned	paid
	Sacramento	\$615.78	LSTA	materials owned	paid
<hr/>					
Gale/Cengage Literature Resource Center + Literature Finder w/Twaynes and Scribners	Sonoma	\$20,177.00	Local	8/31/2012	paid
	Marinet	<u>\$10,791.00</u>			used one-time LSTA funds
	TOTAL	<u>\$30,968.00</u>			
<hr/>					
Learning Express Job Accelerator	<i>Public Libraries:</i>	\$31,000.00	LSTA	3/31/2012	paid
	Belvedere-Tiburon PL				used one-time LSTA funds
<hr/>					
	Benicia PL				
	Dixon PL				
	Folsom PL				
	Larkspur PL				
	Lincoln PL				
	Marin County Free PL				
	Mill Valley PL				
	Napa City-Co				
	Roseville PL				
	Sacramento PL				
	St. Helena PL				
	San Anselmo PL				
	Sausalito PL				
	Solano Co				
	Sonoma Co				
	Woodland PL				
	Yolo Co				
	Yuba Co				
	<i>Academic Libraries:</i>	included	LSTA	3/31/2012	paid
	Butte College				
	College of the Redwoods				
	College of the Siskiyous				
	Feather River College				
	Lassen College				
	Napa Valley College				
	Santa Rosa Jr. College				
	Shasta College				
	Simpson University				
	Solano Community College				

<i>Renewed Rural Libraries</i>	\$7,000.00 LSTA	12/31/2012 paid used LSTA used one-time LSTA funds
Alpine Co		
Butte Co		
Colusa Co		
Del Norte Co		
El Dorado Co		
Humboldt Co		
Lake Co		
Lassen Library District		
Mendocino Co		
Modoc Co		
Mono Co		
Nevada Co		
Orland Free Library		
Placer Co		
Plumas Co		
Shasta Co		
Siskiyou Co		
Sutter Co		
Tehama Co		
Trinity Co		
Willows PL		

OverDrive	27 participating libraries annual platform cost contract needs renewal September 2014	\$18,600.00 LSTA	9/14/2012 paid used one-time LSTA funds 7/2/2011 libraries invoiced their 2011/12 share
Proquest Heritage Quest	SNAP Belvedere-Tiburon Sonoma Co	\$6,200.00 Local \$620.00 <u>\$2,800.00</u>	11/30/2012 paid
	TOTAL	<u>\$9,620.00</u>	
Proquest Newsstand	Lake Co Marinet Mendocino Co Sonoma Co	\$1,015.00 Local \$13,895.00 \$1,522.00 <u>\$19,250.00</u>	11/30/2012 paid
	TOTAL	<u>\$35,682.00</u>	
Reference USA	Sacramento	\$10,000.00 LSTA	1/14/2013 paid used one-time LSTA funds

updated January 2012

February ____, 2012

Danis Kreimeier
Director
Napa City-County Library
580 Coombs
Napa, CA 94559-3396

Dear Danis:

This letter will serve as a memorandum of understanding between North Bay Cooperative Library System (NBCLS) and Napa City-County Library (NCCL). It confirms the mutual agreement that Napa City-County Library will hold the NBCLS historical files and will act as the point of contact for access to the files effective immediately. Also NCCL agrees to hold the files and will not dispose of the files without authorization from the NBCLS Board of Directors

Jennifer Baker, Chair
North Bay Cooperative Library System
Director, St. Helena Public Library

Date

Danis Kreimeier
Director
Napa City- County Library

Date

AMD/dms
amd:c:mydoc/myfile/forms/filesmou