

NorthNet Library System

Steering Committee

Thursday, June 9, 2011

9:00 AM – 9:25 AM

Yolo County Library
Arthur F. Turner Community
1212 Merkley Avenue
West Sacramento, CA 95691
(916) 375-6465

1. Welcome and Introductions Gregg Atkins, Chair
2. Public invited to address the Committee
- ACTION** 3. Approval of the Agenda Gregg Atkins
- ACTION** 4. Consent Calendar Gregg Atkins
 - a. Approval of Minutes from May 3-4, 2011 Meeting
 - b. Approval of Minutes from May 31, 2011 Meeting
- ACTION** 5. Revision of By-laws to Lower Quorum Gregg Atkins
- ACTION** 6. Contracts for FY 2011/12 Delivery Service A. Milliron DeBacker
 - a. Sprint
 - b. BeavEx
7. Adjourn

CONSENT CALENDAR
June 9, 2011

- A. Minutes of Budget Planning Retreat, May 3 -4, 2011.
- B. Minutes of Meeting, May 31, 2011.

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
May 3-4, 2011

Agenda Item #4A

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date at the Sheraton Four-Points Hotel in Sacramento with Chair Gregg Atkins presiding. The meeting convened at 9:35 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Dixon Public Library	Gregg Atkins - Chair
X		Plumas County Library	Margaret Miles – Vice Chair
X		Colusa Public Library	Wendy Burke
X		Humboldt County Library	Victor Zazueta
X		El Dorado Public Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
X		Orland Free Public Library	Jody Meza
X		St. Helena Public Library	Jennifer Baker
X		NLS System Headquarters – Executive Director	Annette Milliron
X		Facilitator	Dr. Paque
X		Butte County Library	Linda Mielke
X		Shasta Public Libraries	Jan Erickson

INTRODUCTION

Meeting facilitator, Dr. Diana Paque, was introduced to the NLS Steering Committee. Dr. Paque described her background and library experience. Two members of the NLS Council / North State Cooperative Library System were also present at the meeting and were introduced: Jan Erickson, library director for Shasta Public Libraries and Linda Mielke, library director for Butte County Library. It was noted that this was an official meeting of the NLS Steering Committee is subject to the Brown Act guidelines.

ADOPTION OF GROUND RULES, PARKING LOT

Dr. Paque reviewed the ground rules and parking lot concept with the NLS Committee and noted that the rules were created with input from Chair Gregg Atkins and Vice Chair Margaret Miles. It was clarified that the “parking lot” is for issues that come up during the meeting that aren’t on the agenda and will be addressed later in the day.

A Motion to adopt the ground rules and parking lot was made by Danis Kreimeier and seconded by Wendy Burke. The Motion passed unanimously.

REVIEW AND APPROVAL OF THE AGENDA

Mr. Atkins noted that “Public Invited to Address the Council” needed to be added to the agenda. A Motion to approve the agenda as amended was made by Jeanne Amos and seconded by Cheryl Baker. The Motion passed unanimously.

PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

ANTICIPATED RETREAT OUTCOMES

Dr. Paque asked the library directors to write down the #1 outcome they want to achieve at this meeting. All answers were anonymous and read by various Committee members. She stated that it appeared all Committee members seem to be on the same page and it looked like the outcomes were all cohesive. Discussion was held on the anticipated retreat outcomes and Dr. Paque stated she could help the Committee “fine tune” the outcomes and would provide the Committee with the results.

Ms. Milliron thanked the library directors who responded to the budget survey that was sent out last week. Dr. Paque tabulated the results in a spreadsheet and presented the information to the Committee.

FUNDAMENTALS OF THE NORTHNET LIBRARY SYSTEM

REVIEW OF THE MANIFESTO

CONSIDERATION OF NLS VALUES AND VALUE STATEMENTS

The sustainability of NLS’ budget as well as philosophy was discussed. Dr. Paque noted that there are a number of things listed in the NLS manifesto that was created two years ago when the system was first formed. She stated that the value statements need to be reviewed as everything was based on them. The group discussed the stated values and philosophy of NLS and then moved on to the manifesto.

Jan Erickson commented that, although she is not a member of the NLS Steering Committee, she always gets stuck on how NLS can decide what to spend money on if the amount of State money is not known. Dr. Paque noted that the Committee needs to acknowledge the difficulty and start with the idea that the state money is not going to be available. Discussion ensued.

ALIGNMENT OF NLS VALUES WITH NLS MEMBER PRIORITIES

Please see Attachment A at the end of this document.

A Motion to approve the alignment of NLS values with NLS member service priorities as developed at the February 11, 2011 Council meeting was made Katy Curl and seconded by Margaret Miles. The Motion passed unanimously.

BUDGET INFORMATION PRESENTATION

Discussion was held on creating a zero-based budget and having zero State funding. Additional options that currently exist for local revenues that are currently not being dedicated to services were also discussed.

Discussion was held on each system’s reserves and NLS’ reserves as a whole. NLS has \$300,000 created with \$100,000 from each System, and these are the reserves the Council could approve using if they are needed. MVLS and NBCLS have designated reserves that would require their approval to expend. The Steering Committee directed the development of budget scenarios using \$159,000 from NLS reserves. The remaining NLS reserves are to be held for shutdown liabilities. Discussion was held on budgeting issues in relation to values and priorities and included the consideration of budget, services, staffing and structure.

A discussion on the PERS option was held. This action requires the assent of the 3 systems as the PERS contracts are currently under the authority of each. The actuarial studies take up to a year to

complete and will provide the actual obligation to pay each off. Once the studies are complete, Each system and NLS will have up to 6 months to act on changes it determines are in the best interest of the members and bring for action to the membership before making any changes with PERS.

A Motion for the Steering Committee to recommend to the 3 systems that they take action on the following in order to consolidate NLS interactions with PERS:

Start pay-off studies for all 3 systems, including the following provisions:

- Pay off the MVLS contract as it covers no current or anticipated future employees;
- Open the conversation with PERS to combine the NSCLS and NBCLS contracts, grandfathering in the provisions of both for current retirees;
- Rename the consolidated contract the NLS contract with all current and future employees under the NLS contract, and
- Schedule current outstanding obligations for PERS so they may be paid off over time should the system so choose this as an option.

Moved by Danis Kreimeier and seconded by Jennifer Baker. The Motion passed unanimously.

REVIEW AND APPROVAL OF THE MAY 4, 2011 AGENDA

The meeting agenda for the second day of the meeting as well as the materials from the May 3rd was reviewed to determine where additional discussion was needed.

A Motion to approve the agenda as revised to achieve desired outcomes was made by Katy Curl and seconded by Cheryl Baker. The Motion passed unanimously.

BUDGET FOR PLAN OF SERVICE AND OPTIONS FOR THE FIRST QUARTER 2011/12

Budget revenue and expenditures were discussed. The Steering Committee reviewed the budget materials and discussed the options for drafting a budget that included the following:

- no state funding and no additional local funding support for NLS
- no state funding with additional local funding support
- partial state funding - 50% from CLSA or other sources
- full state funding at current year levels

Scenario #1: 6-month time period. The system would pay for delivery, one full-time System Administrator, one Account Clerk (hours to be determined) for six months. The Assistant Director, Electronic Services Manager and Administrative Assistant would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 2: 1-year time period. Retirement of Executive Director and re-hire at part-time. The Assistant Director and the Administrative Assistant would both work part-time as well. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 3: 1-year time period. Retirement of Executive Director and re-hire at ¼ time, the Assistant Director would work ¾ time and the Administrative Assistant would work ½ time. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative

assistant position needs to be discussed further with the NBCLS Board.

A Motion that the NLS Committee submit to the NLS Council for their consideration refined versions of the budgets including 0%, 50% and 100% CLSA funding was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

The Steering Committee reviewed the work and discussed what still needed to be done to submit the Plan of Service to the State Library. Discussion was also held on that issues/work need to be undertaken in preparation for the Retreat of the full Council in September.

A Motion directing Ms. Milliron to extend the contract with Dr. Paque to include document preparation for the June Council meeting as well as the presentation of Steering Committee Retreat outcomes at the Council meeting was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

ADJOURN

There being no further business, the meeting was adjourned at 2:30 p.m.

Annette Milliron DeBacker
Clerk of the Committee
May 3 & 4, 2011

Values Priorities Exercise May 3, 2011
In Order Printed in the NLS Manifesto

Manifesto Item Number	Manifesto Values as adopted	TOTAL											
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11

Steering Committee Priorities for Manifesto Values
May 3, 2011 Exercise

Manifesto Item Number	Steering Committee Priority Order	TOTAL VOTES											
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
May 31, 2011**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Chair Gregg Atkins presiding. The meeting convened at 11:15 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Dixon Public Library	Gregg Atkins - Chair
X		Plumas County Library	Margaret Miles – Vice Chair
	X	Colusa Public Library	Wendy Burke
	X	Humboldt County Library	Victor Zazueta
X		El Dorado Public Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
	X	Orland Free Public Library	Jody Meza
X		St. Helena Public Library	Jennifer Baker
X		Consultant	Dr. Diana Paque
X		California State Library Representative	Linda Springer
X		California State Library Representative	Gerry Maginnity
X		NLS System Headquarters – Executive Director	Annette Milliron
X		NLS System Headquarters – Assistant Director	Patty Hector
X		NLS System Headquarters – Admin. Assistant	Kelli Logasa
X		NLS System Headquarters – Account Clerk	Myra Lazio

1. WELCOME & INTRODUCTIONS:

Gregg Atkins welcomed Linda Springer and Gerry Maginnity to the meeting.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No public were present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Margaret Miles and seconded by Cheryl Baker. The Motion passed unanimously.

4. APPROVAL OF MARCH 30, 2011 STEERING COMMITTEE MINUTES

A Motion to approve the March 30, 2011 Steering Committee minutes was moved by Cheryl Baker and seconded by Danis Kreimeier. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING APRIL 30, 2011

A Motion to approve the Consent Calendar was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

6. NEWS FROM THE STATE LIBRARY

Linda Springer reported that she didn't have anything to report and asked the Steering Committee if they had any questions or issues they would like her to address. It was asked if she or Mr. Maginnity knew of the timeline of when the budget might be passed and/or what the final budget proposal would look like. Ms. Springer and Mr. Maginnity stated that there has not been any action as of yet and that they didn't have any information regarding the budget. Discussion on the \$15 million being added back into the budget and the potential breakdown between CLSA, literacy and PLF breakdown was held. Mr. Maginnity stated that he has not had a discussion with the State Librarian regarding the breakdown and does not know what the breakdown would be between the three programs. He noted that the State Library doesn't have a sense of the timeline on when decisions will be made regarding the budget.

7. OPERATIONS FOR 2011/12

A. REVIEW OF MAY 3 – 4, 2011 SUMMARY DOCUMENTS

Dr. Paque advised the Steering Committee that the summary documents are not the actual meeting minutes, which are prepared by NorthNet Library System, but were prepared by her to accompany the NLS Steering Committee meeting minutes for the May 3 and 4, 2010 meeting. Dr. Paque explained to the Steering Committee how she extracted and compiled the information from the May 3 and 4 budget planning workshop. She noted that the budgets included in the packet were compiled using the formulas agreed upon at the retreat. Since then, Ms. Milliron was able to create documents that resulted in different numbers because she didn't have all of the actual numbers at the retreat. Cheryl Baker commended Dr. Paque for being able to take all of the information that was discussed at the retreat and present it in a document that everyone can comprehend. Dr. Paque proceeded to recap the two day workshop.

Ms. Milliron reported that she had received bids from two contractors in response to the RFP for delivery service. The NBCLS Board of Directors recently reviewed the bids for their portion of delivery service and was concerned with how the bid from a new vendor, BeavEx, was offered. Discussion ensued. The NBCLS Board decided to remain with their current contractor and are hoping that MVLS will be interested in trying the new contractor who would have a new business model so it can be evaluated. Ms. Milliron noted that BeavEx is a regional carrier and uses larger trucks, which could potentially be an issue with the smaller communities in Marin County as many of their roads are small and congested. Ms. Milliron reminded the Steering Committee that it was their recommendation to allow the libraries using the delivery service to determine what bid would best serve their needs. The delivery bids will stand whether the carriers receive the full contract or just a portion of the contract. Discussion ensued.

B. BUDGET SCENARIOS

Dr. Paque stated that a common thread throughout the two day meeting was that the assumptions were based on no ongoing State funding, therefore the Steering Committee's goal was to determine the minimum level of support NLS needs in order to exist. The disproportionate impact the loss of CLSA funding has on smaller libraries was discussed. The three funding scenarios; 0%, 50%, and 100%, and their supplemental documentation were discussed.

The shutdown of NLS and the projected staffing model for the system were discussed. It was noted that if the system was shut down, it would be critical to have a full time executive director to make sure the shut down goes smoothly. Ms. Kreimeier stated that it was important to

include the staffing costs that weren't available at the time of creating the document. Ms. Miles asked if it was possible to put the numbers in. Mr. Atkins noted that the budget spreadsheets in the meeting packet that start at page 23 through 28 use correct, up to date numbers that are noted as being revised as of 5/26/11. Ms. Kreimeier stressed that the documents presented at the NLS Council meeting on June 9th need to have the most current numbers. Discussion ensued.

The 0% State funding budget scenario was discussed. Ms. Baker asked Ms. Milliron to correct the spreadsheets prior to the June 9th Council meeting so that staffing option 1 on the assumptions document will correspond to staffing option 1 on the budget spreadsheet, which currently reads "Admin 1". Ms. Baker also asked Ms. Milliron to create one document that explains what each item is so the Council members won't need to flip pages back and forth. Ms. Milliron explained to the Steering Committee on how to read the spreadsheet. If NLS closes, a closure audit would be required, so an additional \$10,000 would need to be added to the "6500 Other Professional Services" budget line. Ms. Kreimeier requested that it be noted on the spreadsheet that the \$10,000 is the closure audit expense. Ms. Milliron stated that she will create an assumptions sheet to go with it budget spreadsheet. She noted that there will be no moving expenses in the 0% State funding scenario as per the lease, 180 days notice is required if NLS is to move. The 0% scenario is only for 6 months. Ms. Milliron reported that she has given verbal notice to the landlords and plans to have a more official discussion after the June 9th NLS Council meeting. She noted there is a clause in lease that says if the system's funding should change significantly, NLS has the right to move.

The 50% State funding budget scenario was discussed. Ms. Milliron reported that with 50% funding, there would be enough money to allow NLS to remain in its current location for 6 months plus cover the moving expenses to a significantly smaller space due to the reduced staffing model. The money listed in the "Special Expense" budget line is an estimate of the money needed to move telephone, furniture, deposit on new space, etc. All of that money listed may not be used. In this model, the three staffing models come in a little higher than revenue and would require the use of some reserve money.

The 100% State funding budget scenario was discussed. It was noted that there didn't need to be a large discussion on 100% funding as it most likely will not happen. This budget scenario also includes moving system headquarters. Ms. Milliron was asked why there were reference expenses listed under staffing and she explained that the current staff member would work a few weeks into the new fiscal year so NLS would need to pay a little for his health insurance. Ms. Milliron reminded the Steering Committee that cutting the reference staff was a result of their decision to move money between the CLSA program silos and place the emphasis on delivery, not question handling and that type of reference support. It was noted that it was assumed if there were 100%, except for the reference program, the staffing level wouldn't change. Ms. Milliron clarified that the NLS Steering Committee stated they wanted more support to go towards delivery. Therefore the staffing would be a full-time Director, a full-time Assistant Director, a part-time 25 hours/week administrative assistant and a part-time 10 hours/week account clerk. The Director and Assistant Director would assume the reference handling duties by sending questions to Serra system or another system that is interested in question handling. The Director and Assistant Director would also assume the negotiation of database contracts. Discussion ensued.

The NLS Steering Committee determined that, although unlikely, the 100% State funding scenario should be presented to the full Council since it will be sent to the State Library. Ms. Milliron noted that the major change for the NLS Council would be to respect the NLS Steering Committee's determination that reference is not a priority within NLS and therefore that position will go away. Discussion ensued. Ms. Milliron reported that reference money would be spent reference support products such as databases rather than to staff a position. The NLS Council held a full discussion on this matter and decided they would rather have reference products than providing 2nd level reference and fund a staff person. That was the decision making process and that is the change the State Library will see so the elimination of that position is the Council's decision which is reflected in the budget. Mr. Atkins noted that this is reflected on page 12 of the meeting packet under the priority list.

C. PLAN OF SERVICE

Ms. Milliron asked Mr. Maginnity and Ms. Springer for feedback on the Plan of Service included in the meeting packet as the form had asked for her to be "brief". Mr. Maginnity stated that he and the State Librarian felt they needed ideas and issues from the systems to use as communication points when talking with legislators. He stated that each system completed the brief Plan of Service a little differently, but it appears Ms. Milliron provided the kind of data they were looking for. He noted that once the actual budget numbers are received, Ms. Milliron will be required to submit a full Plan of Service.

A Motion to approve the May 3 & 4, 2011 summary documents, budget scenarios and Plan of Service with changes requested by the NLS Steering Committee and approved to be sent to the Full Council at the June 9th meeting for adoption was moved by Danis Kreimeier and seconded by Katy Curl. The Motion passed unanimously.

8. FINALIZE JUNE COUNCIL MEETING PLANS

Ms. Milliron asked the State Library consultants if they had received her request for support from the State Library for the NLS Council meeting on June 9th, potentially through the networking grant. Mr. Maginnity stated that he didn't think that was there intent on the State Library's part to help with the June 9th meeting as they're funding the September sustainability meeting.

Ms. Milliron explained that NLS helped the rural libraries who serve on the NLS Steering Committee and some other non-rural member libraries attend the 2-day Sustainability Budget Planning Retreat in May, therefore depleting the surplus NLS had in the current year budget. Ms. Milliron stated she hopes to have the as many of the NLS libraries attend the June meeting, which can also be used as an opportunity to begin the discussion for the sustainability retreat in September. She would like to use the momentum at the June meeting to lay the ground work for the September retreat. Ms. Milliron would like to continue to use Dr. Paque's services at the June 9th meeting to help build that momentum. She noted that a facilitator has not been selected for the September retreat meeting. Specifically, the request is for assistance for use of a facilitator, development over the summer of some webinars, in order to engage membership without requiring travel, the September retreat using an estimate of facilitator fees and support of rural libraries travel. Ms. Springer stated that the request was received on the Friday of a holiday weekend so no one at the State Library had reviewed the proposal as of yet. Ms. Springer said she would speak with Ms. Milliron once the State Library has had an opportunity to discuss it.

Ms. Baker stated that coming from an rural area such as Modoc County, it takes her 6-hours to get to

a meeting in Sacramento and requires 2 overnight stays for her. She appreciates Ms. Milliron addressing this issue and would appreciate any assistance the State Library could provide.

Ms. Milliron stated that she will review the May 3 & 4 summary documents and double check that each system will have a quorum at June 9th as the three Councils will meet separately that day to decide on action on the CalPERS resolution. She has created a comparison sheet to show why the systems can't roll the contracts into one contract. Each system's governing Council or Board must take the action for a study as the contracts are with each individual system. Lunch will be brought in for a networking lunch at the June 9th meeting. In the afternoon, a final discussion will be held and the adoption of a working budget for at least the first 3 months of the year will take place as well as the approval of the Plan of Service. Dr. Paque will present the documents and facilitate the afternoon discussion. The priority matrix was sent to all NLS members who were asked to complete it prior to the June meeting. The results are going to be used to start framing the values and priority settings for the September sustainability retreat. Ms. Milliron noted that she is having some difficulty in getting the directors to respond. She and Dr. Paque will discuss strategies on this after the meeting.

Ms. Springer stated that the State Library needs to know the dollar amount that NLS needs in order to stay open and asked when they could expect that number. Ms. Milliron and Mr. Atkins both noted that the number has already been determined and that NLS needs to receive 50% funding from the State Library in order to stay open. The 50% funding would enable NLS to stay open for one year but would require that NLS use some of its reserve money.

Ms. Milliron stated that if NLS proceeds with layoffs, the system would need money to cover the payout of some sick leave, vacation and 1 year of unemployment compensation, plus approximately \$20,000 to close the gap between the State funding and the membership dues. Ms. Kreimeier stated that it would be good to show the NLS Council the draw down on budget reserves in the various budget scenarios as it's important to know if no money is put in the reserves and the system keeps drawing from it, how long will the system last. Discussion ensued.

Ms. Kreimeier reported that she had been asked by the State Librarian to serve on the CLSA Rewrite Committee. She noted that she is the only one from the North Bay region who is serving on the committee. The rest appear to be from southern California and the PLS libraries. She asked to be placed on the June 9th agenda at the beginning of the meeting so she can ask the directors for any issues they would like her to bring to that committee. Discussion ensued. The Steering Committee were asked to notify either Gregg Atkins, Margaret Miles or Annette Milliron if they thought of anything else that needed to be placed on the 9th agenda.

9. NEXT MEETING DATE

The NLS Steering Committee will next meet on June 9th at 9 a.m., prior to the full NLS Council in West Sacramento at the Turner Branch of the Yolo County Library. The Council meeting will run from 9:30 a.m. to 4:00 p.m. After that meeting, Ms. Miles and Ms. Milliron will look at the calendar to determine the first NLS Steering Committee meeting date for the new 2011/12 fiscal year.

10. AGENDA BUILDING

- Approval of May 3 & 4 NLS Steering Committee meeting minutes
- CLSA Rewrite Committee – Danis Kreimeier asking for input from NLS members

11. ADJOURN

There being no further business, a Motion to adjourn the meeting was moved by Danis Kreimeier and seconded by Jennifer Baker. The Motion passed unanimously. The meeting was adjourned at 1:00 p.m.

Annette Milliron DeBacker

Clerk of the Committee

May 31, 2011

Recommended motion to revise NorthNet Library System By-laws as shown below:

I move that the NorthNet Library System Council approve the change in definition of a quorum from two fifths (2/5) to 25% of the total number of Council members eligible to vote...

~~Two fifths (2/5)~~ Twenty-five percent of the total number of Council members eligible to vote, including at least one Council member from each Member, shall constitute a quorum for the transaction of business, including, but not limited to:

- approval of the annual budget or adjustments thereto;
- approval of any personnel action regarding the position of System Administrator or any other NLS staff position;
- approval of any agreement or contract between NLS and a Recognized Employee Organization;
- approval of any change in requirements and/or obligations for NLS membership, and approval of any new Members;
- approval of the annual Plan of Service under the California Library Services Act, and of any other grants for new programs;
- adoption of new Bylaws or amendment or repeal of existing bylaws.

NORTHNET LIBRARY SYSTEM
55 E Street, Santa Rosa, CA 95404-4728
VOICE: 707-544-0142 FAX: 707-544-8411

SERVICES AGREEMENT

1. Scope of Service:

- A. The Sprint Courier Service will provide delivery service to the North Bay region of the NorthNet Library System (NLS) members as per the frequency on the routing schedules as submitted in the attached Sprint proposal.
- B. The Sprint Courier Service will provide delivery service on a Monday through Friday basis. Service will not be provided on the days listed on the Holiday Schedules which are attached as Exhibit C. When libraries have additional schedule closures, the NorthNet Library System will notify Sprint Courier Service as early as possible. The Sprint Courier Service agrees to provide at least 24 hours notice whenever a minor schedule change is required. The Sprint Courier Service will present notice two (2) weeks in advance for written approval of any proposed major schedule changes.
- C. The Sprint Courier Service will provide a dedicated route when appropriate so that library materials are not intermingled with any other materials. On rural/remote routes library materials may be combined with other appropriate cargo to create a cost effective service.
- D. The Sprint Courier Service agrees to arrive at each member library during a window of time designated for pick-up at that library, unless notification of changes has been made; and to notify NorthNet Library System, 707-544-0142, if there is an emergency change in schedule of more than ½ hour due to poor weather, road work, and/or traffic conditions.
- E. The Sprint Courier Service will sort the materials by library code provided by NLS when the material is picked up at each library. The materials will be protected from inclement weather while they are being moved between the truck and at the building, as well as while they are being sorted. Each subsequent schedule stop will include deliveries picked up during that day's route.
- F. The Sprint Courier will complete a simple written survey form, supplied by NLS, to count items delivered for a 2-week period in each quarter of the year.
- G. The Sprint Courier Service will transport books, written materials in packages, audio-visual materials and equipment, realia and other reasonable library materials that normally fit into a one-ton van.
- H. The Sprint Courier Service shall provide a trained, knowledgeable substitute driver as required.

2. Sprint Courier Service Responsibilities:

- A. Materials must be protected from the environment at all times while in the Sprint Courier Service's care (i.e. warehoused, closed trucks, transfer to and from trucks, etc.) The vehicle used by the Sprint Courier Service shall protect the materials transported in a covered, water-tight environment and drivers will be trained to keep materials dry while moving to and from libraries as all locations require pickup and delivery to be inside their building.
- B. Sprint Courier Service agrees to maintain comprehensive automobile liability insurance in the amount of \$4,000,000 liability, \$1,000,000 worker's compensation, \$100,000 bond, \$25,000 cargo insurance and \$50,000/\$25,000 transit. The Sprint Courier Service will further agree to defend, indemnify, and hold harmless NLS, its member libraries, officers and agents from any claims for damages, injuries, or losses resulting from the operations or services.

3. Terms and Termination:

- A. The agreement is effective July 1, 2011 through June 30, 2012, with optional one year extensions. Negotiation for the extension of this contract for subsequent fiscal years will be completed by April 15th of each year beginning in 2012.
- B. If the services provided by Sprint Courier Service fall below an acceptable performance level, or if there is any breach of this agreement, NLS may, at its option, terminate this contract upon ten days' written notice. In the event of such termination, NLS shall be obliged to pay the Sprint Courier only for the services provided to the date termination.
- C. The contract is subject to annual funding of NLS by the State of California. If, due to changes in State funding, funding is not available in any given year of the contract, the contract will be canceled, with no further obligation by NLS. NLS will give written notification sixty (60) days prior to termination in the event of changes in State funding.

4. Fees and Billing:

- A. NLS will pay Sprint Courier Service per regional schedule for the 12 month period July 1, 2011 through June 30, 2012 for the services described in the Scope of Services section. The amount per regional route is noted in the attached Sprint proposal.
- B. Sprint Courier Service will submit invoices, in arrears, to NLS on a monthly basis.
- C. A fuel surcharge as noted on Exhibit B Fuel Surcharge will be added in the event of fuel prices in Santa Rosa exceed \$4.10 per gallon for regular grade fuel. Additionally if fuel charges decline a decrease will be applied to the invoice. However, the decrease in fuel surcharge will be capped a \$3.70.

Exhibit A

Monthly Charges July 1, 2011 through June 30, 2012

North Bay Region

Annual amount not to exceed \$269,592 (fuel surcharge increases exempt from this cap)

Any additional route stops to be added or deleted will be calculated on a case by case basis.

April 27, 2011

NorthNet Library System
55 E Street
Santa Rosa CA 95404

Dear Annette:

Sprint Courier Service will provide delivery service to the NLS as outlined in the "Request for Quotation". And will adhere to the provisions of the agreement. Cost for service is as follows.

NorthNet Library System

Cost for 5 Day Service:	\$23,994.00 (per month)
Cost for 4 Day Service:	\$20,160.00 (per month)
Cost for 3 Day Service:	\$16,070.00 (per month)

Please note the cost is based on the current fuel price which is hovering around \$4.10 per gallon. The fuel surcharge sliding scale will show a percentage of increase or decrease; however the decrease in fuel surcharge will be capped at \$3.80, see Exhibit B. Additionally, any changes in the routes or frequency of stops other than how it's outlined in Exhibit A may adversely affect the quote.

Attached as Exhibit A is the brake down of cost per stop and delivery times, as well as the libraries with routes that share a common catalog.

Sprint Courier Service meets all requirements as requested in the "Request for Quotation" for comprehensive automobile, general liability and workers compensation, which is currently on file with NorthNet Library System and will be provided upon request.

Cost per stop observation: The price is structured as in such a way that each library is part of a chain link and reflects a shared cost. Example: Libraries with heavy volume will take just as long to service in terms of time to unload, load and sort, where as smaller libraries equate the same time in terms of travel. The delivery system can best service its members if the network remains as a whole.

Thank you for your consideration, if you have any questions please call me @ 707.321.8407.

Sincerely,

Frank Magarino

NBCLS SNAP Route

Current Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Cost Per Day
American Canyon	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	\$ 42.00
Benicia	8:10 AM	8:10 AM	8:10 AM	8:10 AM	8:10 AM	\$ 42.00
Solano County	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	\$ 42.00
Dixon	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	\$ 42.00
Solano College	10:45 AM	10:45 AM	10:45 AM	10:45 AM	10:45 AM	\$ 42.00
Napa Valley College	11:15 AM	11:15 AM	11:15 AM	11:15 AM	11:15 AM	\$ 42.00
Napa City County	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	\$ 42.00
Yountville	12:30 PM		12:30 PM		12:30 PM	\$ 42.00
Upper Valley Campus	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	\$ 42.00
St. Helena	1:15 PM	1:15 PM	1:15 PM	1:15 PM	1:15 PM	\$ 42.00
Calistoga	2:15 PM	2:15 PM	2:15 PM	2:00 PM	2:00 PM	\$ 42.00

Exhibit A

NBCLS Marin Route

Current Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Cost Per Day
Marin Tech Services	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	\$ 42.00
San Rafael	9:45 AM	9:45 AM	9:45 AM	9:45 AM	9:45 AM	\$ 42.00
San Anselmo	10:15 AM	10:15 AM	10:15 AM	10:15 AM	10:15 AM	\$ 42.00
Larkspur	10:45 AM	10:45 AM	10:45 AM	10:45 AM	10:45 AM	\$ 42.00
Mill Valley	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	\$ 42.00
Sausalito	12:15 PM	12:15 PM	12:15 PM	12:15 PM	12:15 PM	\$ 42.00
Belvedere-Tiburon	12:45 PM	12:45 PM	12:45 PM	12:45 PM	12:45 PM	\$ 42.00
Pickleweed		1:10 PM	1:10 PM	1:10 PM	1:10 PM	\$ 42.00
Marin Tech Services	1:45 PM	1:45 PM	1:45 PM	1:40 PM	1:30 PM	\$ 42.00

Exhibit A

NBCLS Mendocino Route

Current Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Cost Per Day
Ukiah	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	\$ 42.00
Sonoma County	11:15 AM	11:15 AM	11:15 AM	11:15 AM	11:15 AM	\$ 42.00
Santa Rosa JC				12:30 PM		\$ 42.00
Ukiah		9:00 AM	9:00 AM	9:00 AM	9:00 AM	\$ 42.00
Willits		10:00 AM	10:00 AM		10:00 AM	\$ 42.00
Ft. Bragg		11:30 AM	11:30 AM	11:30 AM		\$ 42.00
Pt. Arena				1:00 PM		\$ 42.00
Ukiah		4:00 PM	4:00 PM	4:00 PM	4:00 PM	\$ 42.00

Exhibit A

NBCLS Lake Route

Current Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Cost Per Day
Sonoma County	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	\$ 42.00
Lakeport	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM	\$ 42.00
Clearlake	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM	\$ 42.00
Upperville		3:45 PM		3:45 PM		\$ 42.00
Middletown			3:00 PM		3:00 PM	\$ 42.00

EXHIBIT B

At Least:	But Less Than:	Surcharge:	At Least:	But Less Than:	Surcharge:
\$3.80	\$3.83	-1.50%	\$4.76	\$4.79	5.75%
\$3.83	\$3.87	-1.25%	\$4.79	\$4.82	6.00%
\$3.87	\$3.90	-1.00%	\$4.82	\$4.86	6.25%
\$3.90	\$3.93	-0.75%	\$4.86	\$4.89	6.50%
\$3.93	\$3.97	-0.50%	\$4.89	\$4.92	6.75%
\$3.97	\$4.00	-0.25%	\$4.92	\$4.96	7.00%
\$4.00	\$4.03	0.00%	\$4.96	\$4.99	7.25%
\$4.03	\$4.06	0.25%	\$4.99	\$5.02	7.50%
\$4.06	\$4.10	0.50%	\$5.02	\$5.05	7.75%
\$4.10	\$4.13	0.75%	\$5.05	\$5.09	8.00%
\$4.13	\$4.16	1.00%	\$5.09	\$5.12	8.25%
\$4.16	\$4.20	1.25%	\$5.12	\$5.15	8.50%
\$4.20	\$4.23	1.50%	\$5.15	\$5.19	8.75%
\$4.23	\$4.26	1.75%	\$5.19	\$5.22	9.00%
\$4.26	\$4.30	2.00%	\$5.22	\$5.25	9.25%
\$4.30	\$4.33	2.25%	\$5.25	\$5.29	9.50%
\$4.33	\$4.36	2.50%	\$5.29	\$5.32	9.75%
\$4.36	\$4.39	2.75%	\$5.32	\$5.35	10.00%
\$4.39	\$4.43	3.00%	\$5.35	\$5.38	10.25%
\$4.43	\$4.46	3.25%	\$5.38	\$5.42	10.50%
\$4.46	\$4.49	3.50%	\$5.42	\$5.45	10.75%
\$4.49	\$4.53	3.75%	\$5.45	\$5.48	11.00%
\$4.53	\$4.56	4.00%	\$5.48	\$5.52	11.25%
\$4.56	\$4.59	4.25%	\$5.52	\$5.55	11.50%
\$4.59	\$4.63	4.50%	\$5.55	\$5.58	11.75%
\$4.63	\$4.66	4.75%	\$5.58	\$5.62	12.00%
\$4.66	\$4.69	5.00%	\$5.62	\$5.65	12.25%
\$4.69	\$4.72	5.25%	\$5.65	\$5.68	12.50%
\$4.72	\$4.76	5.50%	\$5.68	\$5.71	12.75%

NORTHNET LIBRARY SYSTEM
55 E Street, Santa Rosa, CA 95404-4728
VOICE: 707-544-0142 FAX: 707-544-8411

SERVICES AGREEMENT

1. Scope of Service:

- A. The BeavEx will provide delivery service to the Mountain-Valley Library System region of the NorthNet Library System (NLS) members as per the frequency on the routing schedules which is attached as Exhibit B.
- B. The BeavEx will provide delivery service on a Monday through Friday basis. Service will not be provided on the days listed on the Holiday Schedules which are attached as Exhibit C. When libraries have additional schedule closures, the NorthNet Library System will notify BeavEx as early as possible. The BeavEx agrees to provide at least 24 hours notice whenever a minor schedule change is required. The BeavEx will present notice two (2) weeks in advance for written approval of any proposed major schedule changes.
- C. The BeavEx will provide a service along existing dedicated routes when combining with other appropriate cargo to create a cost effective service.
- D. The BeavEx agrees to arrive at each member library during a window of time designated for pick-up at that library, unless notification of changes has been made; and to notify NorthNet Library System, 707-544-0142, if there is an emergency change in schedule of more than ½ hour due to poor weather, road work, and/or traffic conditions.
- E. The BeavEx will sort the materials by library code provided by NLS when the material is picked up at each library. The materials will be protected from inclement weather while they are being moved between the truck and at the building, as well as while they are being sorted. Each subsequent schedule stop will include deliveries picked up during that day's route.
- F. The BeavEx will complete a simple written survey form, supplied by NLS, to count items delivered for a 2-week period in each quarter of the year.
- G. The BeavEx will transport books, written materials in packages, audio-visual materials and equipment, realia and other reasonable library materials that normally fit into a one-ton van.
- H. The BeavEx shall provide a trained, knowledgeable substitute driver as required.

2. BeavEx Responsibilities:

- A. Materials must be protected from the environment at all times while in the BeavEx's care (i.e. warehoused, closed trucks, transfer to and from trucks, etc.) The vehicle used by the BeavEx shall protect the materials transported in a covered, water-tight environment and drivers will be trained to keep materials dry while moving to and from libraries as all locations require pickup and delivery to be inside their building.
- B. BeavEx agrees to maintain comprehensive automobile liability insurance in the amount of \$4,000,000 liability, \$1,000,000 worker's compensation, \$100,000 bond, \$25,000 cargo insurance and \$50,000/\$25,000 transit. The BeavEx will further agree to defend, indemnify, and hold harmless NLS, its member libraries, officers and agents from any claims for damages, injuries, or losses resulting from the operations or services.

3. Terms and Termination:

- A. The agreement is effective July 1, 2011 through June 30, 2012, with optional one year extensions. Negotiation for the extension of this contract for subsequent fiscal years will be completed by April 15th of each year beginning in 2012.
- B. If the services provided by BeavEx fall below an acceptable performance level, or if there is any breach of this agreement, NLS may, at its option, terminate this contract upon ten days' written notice. In the event of such termination, NLS shall be obliged to pay the BeavEx only for the services provided to the date termination.
- C. The contract is subject to annual funding of NLS by the State of California. If, due to changes in State funding, funding is not available in any given year of the contract, the contract will be canceled, with no further obligation by NLS. NLS will give written notification sixty (60) days prior to termination in the event of changes in State funding.

4. Fees and Billing:

- A. NLS will pay BeavEx per price quoted for schedule for the 12 month period July 1, 2011 through June 30, 2012 for the services described in the Scope of Services section. The amount per regional route is noted in the attached BeavEx proposal.
- B. BeavEx will submit invoices, in arrears, to NLS on a monthly basis. Invoice may be submitted electronically.
- C. A fuel surcharge as noted on Fuel Surcharge chart will be added to the monthly charge.

In WITNESS WHEREOF, NLS and BeavEx have duly executed this contract.

BeavEx: _____

Date: June 10, 2011

NorthNet Library System: _____
Annette Milliron DeBacker

Date: June 10, 2011

Exhibit A

Monthly Charges July 1, 2011 through June 30, 2012

Mountain-Valley Region

Annual amount not to exceed \$57,084 (fuel surcharge increases exempt from this cap)

Any additional route stops to be added or deleted will be calculated on a case by case basis.



Annette Milliron
Executive Director
NorthNet Library System
55 E Street
Santa Rosa, CA 95404-4728

Dear Ms. Milliron:

Thank you for giving BeavEx the opportunity to propose our services to meet the scheduled courier needs of NorthNet Library Systems in Northern California. We believe that BeavEx is well suited to become an important strategic partner for NorthNet Library Systems. With Northern California offices in Sacramento, San Leandro, Union City, San Jose, Redding, Manteca and Fresno and with a driver force in excess of 500, BeavEx is well positioned to meet your needs and provide the highest levels of service for NorthNet Library Systems.

Service Schedule

- The proposal is based on BeavEx providing scheduled courier services to the various libraries that are located in the Mountain Valley and the North Bay Library Systems. The service consists of BeavEx providing schedule delivery service to each of the libraries based on their weekly frequency identified on the following routes:
 - Mountain Valley Route
 - ~~South SNAP Route~~
 - ~~South Marin Route~~
 - ~~North Lake Route~~
 - ~~North Mendocino Route~~
- BeavEx will provide delivery service to the various libraries Monday thru Friday or as listed in the route schedule. BeavEx will perform delivery service in a cargo van or box truck size vehicle in order handle the large sum of box totes from each of the libraries.
- The details of the service consist of BeavEx providing a tote exchange service to each library. BeavEx drivers will deliver and pick-up various quantities of book totes from each library based on an established and consistent time schedule. The book totes that are picked-up will be labeled by NorthNet and will state the delivery destination for each particular book tote. At the end of the route, after all deliveries are complete, BeavEx driver will return book totes to the BeavEx facility where they will be sorted and staged for delivery the following day. The book totes will be sorted by the individual libraries

and isolated by route to allow the drivers to conveniently load their vehicles the following morning by the appropriate delivery sequence. As needed, BeavEx will sort mixed totes and then stage them with the other totes.

- In the event that volume is extreme for any particular library, BeavEx will contact the library and arrange for a portion of the totes to be delivered the following day.

Additional Service

- BeavEx will provide NorthNet Library with customized manifests that the drivers will use on the routes to record stop times and number of items delivered and picked-up.
- BeavEx drivers will be professionally dressed in BeavEx uniforms and will display BeavEx identification badges while on route. Professional grooming standards will be followed by drivers. Drivers will also be equipped with cell phones for direct communication. Drivers will be regularly audited by both BeavEx local and regional management. Drivers will remain alone while on route at all times. Absolutely no riders will be permitted to join drivers.
- Local BeavEx management will be provided to NorthNet Library to address any issues or changes that occur with the service.

Pricing Schedule –

NORTH NET LIBRARY PRICING SCHEDULE		
Customer	Service	Monthly Cost
Mountain Valley Library System	Utilizing BeavEx Network	\$ 4,575.00
South SNAP	Utilizing BeavEx Network	5,590.00
South Marin	Utilizing BeavEx Network	4,290.00
North Lake	Current Schedule	5,000.00
North Mendo	Current Schedule	2,795.00
Ukiah Linehaul	Current Schedule	2,730.00
-	TOTAL MONTHLY COST	24,980.00

*El Dorado County can be added for \$25.00 per run

Fuel Surcharge – based on the per gallon unleaded fuel price on 1st business day of each month (Sacramento Area) according to the AAA Fuel Gauge Report. Current unleaded fuel price for April 2011 is \$4.18 per gallon.

PER GAL UNLEADED REGULAR	SURCHARGE =
From \$0.00 to \$3.60	0.00%
From \$3.60 to \$3.75	1.50%
From \$3.75 to \$3.90	3.00%
From \$3.90 to \$4.05	4.00%
From \$4.05 to \$4.20	5.00%
Each Additional \$0.10	1.00%

Invoicing can be sent via mail or in an electronic format based upon your preference with payment terms on a cycle of net 30 days.

If you have any questions about BeavEx or the proposal given, please do not hesitate calling me. Thank you for your consideration of BeavEx. We look forward to servicing NorthNet Library System.

Sincerely,

ALAN ELLIS
Western Regional Sales Manager
BeavEx, Inc
920 Riverside Parkway
Suite # 10
West Sacramento, CA 95605
916-617-2900 office
916-717-4392 cell
aellis@beavex.com
www.beavex.com

NorthNet Library Estimated Courier Service Schedule

Route	Library	Frequency	Estimated Stop Time
Mountain Valley	Roseville Public	Tues/Thurs	1:00PM
Mountain Valley	Folsom Public	Tues-Fri	1:00PM
Mountain Valley	CSU Sacramento	Wednesday	12:00PM
Mountain Valley	CA State	Tuesday	1:00PM
Mountain Valley	Sacramento Public	Tues-Fri	2:00PM
Mountain Valley	Dixon	Tues/Thurs	12:00PM
Mountain Valley	UC Davis	Thursday	1:00PM
Mountain Valley	Woodland	Tues-Fri	10:30AM
Mountain Valley	Yolo County	Wed/Fri	11:00AM
Mountain Valley	Colusa County	Tues/Thurs	12:00PM
Mountain Valley	Sutter County	Tues-Fri	1:00PM
Mountain Valley	Yuba County	Tues-Fri	1:30PM
Mountain Valley	Lincoln County	Tues/Thurs	12:00PM
Mountain Valley	Nevada County	Wed/Fri	10:00AM
Mountain Valley	Placer County	Wed/Fri	11:00AM
UPS	El Dorado County	???	10:00AM
South SNAP			
South SNAP	American Canyon	Mon-Fri	11:00AM
South SNAP	Benicia	Mon-Fri	10:00AM
South SNAP	Solano County	Mon-Fri	9:30AM
South SNAP	Dixon	Mon-Fri	8:00AM
South SNAP	Solano College	Mon-Fri	9:00AM
South SNAP	Napa Valley College	Mon-Fri	11:30AM
South SNAP	Napa City County	Mon-Fri	12:00PM
South SNAP	Yountville	MWF	12:30PM
South SNAP	Upper Valley Campus	Mon-Fri	1:00PM
South SNAP	St. Helena	Mon-Fri	1:30PM
South SNAP	Calistoga	Mon-Fri	2:00PM
South Marin			
South Marin	Marin Tech Serv	Mon-Fri (2)	9:00AM and 3:00PM
South Marin	San Rafael	M-F	11:00AM
South Marin	San Anselmo	M-F	11:30AM
South Marin	Larkspur	M-F	12:30PM
South Marin	Mill Valley	M-F	1:00PM
South Marin	Sausalito	M-F	1:30PM
South Marin	Belvedere Tiburon	M-F	2:00PM
South Marin	Richmond	MWF	3:00PM
South Marin	Pickleweed	Tu-Fri	2:30PM
North Lake			
North Lake	Sonoma County	M-F	11:30AM
North Lake	Lakeport	Tu-Fri	1:30PM
North Lake	Redbud	Tu-Fri	2:45PM
North Lake	Upperlake	Tu/Thurs	3:45PM
North Lake	Middletown	Wed/Fri	3:45PM

North Mendo	Ukiah	M-F (2)	11:00AM and 4:30PM
North Mendo	Willits	Tues-Fri	12:15PM
North Mendo	Ft. Bragg	Tu/Wed/Fri	2:15PM
North Mendo	Pt. Arena	Thursday	2:15PM