

NorthNet Library System

Executive Committee

Roseville Downtown Library Community Room

225 Taylor Street
Roseville, CA 95678
916-774-5234

Friday, January 23, 2015

9:30 AM – 11:30 AM

- | | | | |
|---------------|--|------------------|--------------|
| | 1. Welcome and Call to Order | Lightbody, Chair | |
| | 2. Public invited to address the Committee | Lightbody | |
| ACTION | 3. Approval of the Agenda | Lightbody | |
| ACTION | 4. Approval of Minutes from October 10, 2014 Meeting | Light | Attachment 1 |
| | 5. Financial Report | Light | Attachment 2 |
| | 6. Open Issues | | |
| ACTION | A. RFP for NLS Fiscal and Administrative Support | Lightbody | Attachment 3 |
| ACTION | B. Planning for FY15/16 Budget & letter to State Library | Lightbody | |
| ACTION | C. Orienting new library directors to NLS | Lightbody | |
| ACTION | D. Documenting the value of System participation for Members | Lightbody | |
| | E. NorthNet LSTA Projects | Lightbody | |
| | 7. New Business | | |
| ACTION | A. Executive Committee Meetings Schedule | Lightbody | |
| ACTION | B. Shared ebook collection status | Dale | |
| | C. Nominating Committee for FY15/16 | Lightbody | |
| | D. CLA Summer Reading Program Standards | Vantrease | |
| | 8. Adjournment | Lightbody | |

Lunch (and Roundtable) following at Monk's Cellar, 240 Vernon St, Roseville, CA 95678

Draft Minutes

NLS Executive Committee Meeting Minutes
Napa Chamber of Commerce
Friday, October 10, 2014

- 1. Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 9:30 AM. Present were: Lisa Dale (Vice-Chair); Natasha Casteel; Mary George; Danis Kreimeier; Rita Lovell; Diane Smikahl; and Victor Zazueta.
Also present were: Linda Crowe and Jane Light, Peninsula Library System; Jennifer Baker; Wally Clark; and Darla Gunning, California State Library.
- 2. Public invited to address the Committee:** None were present.
- 3. Approval of the Agenda:** The agenda was approved as presented. Motion passed unanimously.
- 4. Consent Calendar: Minutes of the August 6, 2014 Meeting of the NLS Executive Committee for approval:** The minutes were approved as written. Motion passed unanimously.
- 5. Financial Report**

There was some discussion about the unexpected funding and discussion if this would happen again. How can we plan ahead? The discussion was interrupted by vendor demonstration. Further discussions of the financial report were revisited under the CLSA Augmentation Funds (See 7C).
- 6. Webinar on Freegal**

There was discussion on the two models, pay-by-use or subscription. Pay-by-use has been phased out and subscription is the available model. The cost differentiation was questioned, and the demonstration ended with vendor agreeing to contact chair next week.
- 7. Open Issues**
 - A. Survey Results Discussion – The survey was answered by 30 of the 41 members. What makes us different and what keeps use together. Can work with system region or as a whole.
 - B. Structure and Future of NorthNet Discussion – The agreements include:
 - Continue as NorthNet
 - Concentrate on finding two or three things; own them and do them well
 - C&D in the broadest sense (physical and technical)
 - Training, e.g.: Leading from any Position, SIF (Staff Innovation Fund)

- Change management
- Create marketing tools on who we are and what we do
- Develop system management and determine future of admin support, facilitating our own contract as needed
- PLS will assist with orientation and staff training

- C. Discussion of CLSA Augmentation Funds – The Committee agreed to use CLSA funds as currently budgeted and approved; and next year’s augmentation for delivery and ebooks specifically for enki and Overdrive. Administration will send claim forms to member libraries.

Note: When the Executive Committee learned that that C&D funds had been augmented they also learned that they could allocate the base C&D funds to an Equipment Reserve Fund. However, this did not apply to the one year augmentation funds. The Executive Committee decision was to allocate a base amount equal to the augmentation funds to the Equipment Reserve Fund. NLS will use the augmentation and the remainder of the base C&D funds to keep the member allocations the same as approved at the May Administrative Council meeting.

8. New Business

- A. In-Person Meeting Schedule – The Committee agreed that face-to-face meetings were more productive than calls and decided to meet in person four times a year. The next meeting will be held in January at Roseville. George will send a Doodle poll to determine a date.
- B. NorthNet LSTA Grant Projects – NorthNet staff will work with Gunning to develop an LSTA grant proposal.
- C. Staff Development or Innovation Support for Members – MSP: Kreimeier made a motion, seconded by *not noted* to allocate \$41,000 (\$1,000 to each member library) to support staff development. Administration will send claim forms.

9. **Adjournment:** Lightbody adjourned the meeting at 11:30 AM.

NorthNet
Balance Sheet
As of 12/31/14

	Current Year	6/30/14
Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	1,268,601.73	778,338.25
Total Cash & Cash Equivalents	1,268,601.73	701,825.70
Accounts Receivable		
Accounts Receivable	24,075.27	24,615.31
Interest Receivable		453.64
Total Accounts Receivable	24,075.27	25,068.95
Total Current Assets	1,292,677.00	803,407.20
Total Assets	1,292,677.00	803,407.20
Liabilities		
Current Liabilities		
Accounts Payable		30,364.91
Deferred Revenue		
Deferred Revenue	5,122.50	14,689.15
Deposits Payable	457,107.31	457,107.31
Total Deferred Revenue	462,229.81	502,161.37
Total Current Liabilities	462,229.81	502,161.37
Total Liabilities	462,229.81	502,161.37
Reserves & Fund Balance		
Total Reserves & Fund Balance	830,447.19	301,245.83

Deposit Payable

NBCLS	233,332.63	
NSCLS	19,096.17	**Account Receivable
MVLS	204,678.51	
TOTAL	457,107.31	

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 12/31/2014

001 - General Fund
915 - LOCAL

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Reimbursable Costs	<u>72,709.76</u>	<u>72,709.76</u>	<u>150,000.00</u>	<u>(77,290.24)</u>
Total Other Income	<u>72,709.76</u>	<u>72,709.76</u>	<u>150,000.00</u>	<u>(77,290.24)</u>
Total Revenue	<u>72,709.76</u>	<u>72,709.76</u>	<u>150,000.00</u>	<u>(77,290.24)</u>
Expenditures				
Other Charges				
Reimbursable - Library	<u>50,835.16</u>	<u>50,835.16</u>	<u>150,000.00</u>	<u>99,164.84</u>
Total Other Charges	<u>50,835.16</u>	<u>50,835.16</u>	<u>150,000.00</u>	<u>99,164.84</u>
Total Expenditures	<u>50,835.16</u>	<u>50,835.16</u>	<u>150,000.00</u>	<u>99,164.84</u>
Changes in Fund Balance	<u>21,874.60</u>	<u>21,874.60</u>	<u>0.00</u>	<u>21,874.60</u>

001 - General Fund
916 - Communication

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	<u>541,770.00</u>	<u>541,770.00</u>	<u>339,471.00</u>	<u>202,299.00</u>
Total Grant Revenue	<u>541,770.00</u>	<u>541,770.00</u>	<u>339,471.00</u>	<u>202,299.00</u>
Other Income				
Reimbursable Costs	<u>0.00</u>	<u>0.00</u>	<u>190,000.00</u>	<u>(190,000.00)</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>190,000.00</u>	<u>(190,000.00)</u>
Total Revenue	<u>541,770.00</u>	<u>541,770.00</u>	<u>529,471.00</u>	<u>12,299.00</u>
Expenditures				
Services & Charges				
Communication	<u>322.32</u>	<u>322.32</u>	<u>600.00</u>	<u>277.68</u>
Contractual Services	<u>163,293.69</u>	<u>163,293.69</u>	<u>524,471.00</u>	<u>361,177.31</u>
Office Expense	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>1,200.00</u>
Postage	<u>1,234.04</u>	<u>1,234.04</u>	<u>3,200.00</u>	<u>1,965.96</u>
Total Services & Charges	<u>164,850.05</u>	<u>164,850.05</u>	<u>529,471.00</u>	<u>364,620.95</u>
Total Expenditures	<u>164,850.05</u>	<u>164,850.05</u>	<u>529,471.00</u>	<u>364,620.95</u>
Changes in Fund Balance	<u>376,919.95</u>	<u>376,919.95</u>	<u>0.00</u>	<u>376,919.95</u>

001 - General Fund

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 12/31/2014

918 - Administration

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
State Library	107,692.00	107,692.00	84,868.00	22,824.00
Federal Grants	<u>5,238.00</u>	<u>5,238.00</u>	<u>5,238.00</u>	<u>0.00</u>
Total Grant Revenue	112,930.00	112,930.00	90,106.00	22,824.00
Fees				
JPA Member Fees	<u>104,270.00</u>	<u>104,270.00</u>	<u>104,709.00</u>	<u>(439.00)</u>
Total Fees	104,270.00	104,270.00	104,709.00	(439.00)
Use of Money & Property				
Interest Income	<u>178.74</u>	<u>178.74</u>	<u>500.00</u>	<u>(321.26)</u>
Total Use of Money & Property	<u>178.74</u>	<u>178.74</u>	<u>500.00</u>	<u>(321.26)</u>
Total Revenue	<u>217,378.74</u>	<u>217,378.74</u>	<u>195,315.00</u>	<u>22,063.74</u>
Expenditures				
Services & Charges				
Professional Services	268.62	268.62	11,000.00	10,731.38
Contractual Services	90,376.64	90,376.64	175,665.00	85,288.36
Office Expense	24.02	24.02	0.00	(24.02)
Travel & Meetings	1,247.33	1,247.33	6,500.00	5,252.67
Service Fees	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>	<u>50.00</u>
Total Services & Charges	91,916.61	91,916.61	193,215.00	101,298.39
Other Charges				
General Insurance	<u>2,139.00</u>	<u>2,139.00</u>	<u>2,100.00</u>	<u>(39.00)</u>
Total Other Charges	<u>2,139.00</u>	<u>2,139.00</u>	<u>2,100.00</u>	<u>(39.00)</u>
Total Expenditures	<u>94,055.61</u>	<u>94,055.61</u>	<u>195,315.00</u>	<u>101,259.39</u>
Changes in Fund Balance	<u>123,323.13</u>	<u>123,323.13</u>	<u>0.00</u>	<u>123,323.13</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 12/31/2014

001 - General Fund
921 - NBCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	138.65	138.65	400.00	(261.35)
Total Use of Money & Property	138.65	138.65	400.00	(261.35)
Other Income				
Reimbursale Costs	1,628.16	1,628.16	3,346.00	(1,717.84)
Total Other Income	1,628.16	1,628.16	3,346.00	(1,717.84)
Budgeted Fund Balance				
Budgeted Fund Balance	0.00	0.00	26,354.00	(26,354.00)
Total Budgeted Fund Balance	0.00	0.00	26,354.00	(26,354.00)
Total Revenue	<u>1,766.81</u>	<u>1,766.81</u>	<u>30,100.00</u>	<u>(28,333.19)</u>
Expenditures				
Personnel Expenses				
Retire Benefits	12,764.12	12,764.12	30,000.00	17,235.88
Total Personnel Expenses	12,764.12	12,764.12	30,000.00	17,235.88
Services & Charges				
Membership Fees/Dues	0.00	0.00	100.00	100.00
Total Services & Charges	0.00	0.00	100.00	100.00
Total Expenditures	<u>12,764.12</u>	<u>12,764.12</u>	<u>30,100.00</u>	<u>17,335.88</u>
Changes in Fund Balance	<u>(10,997.31)</u>	<u>(10,997.31)</u>	<u>0.00</u>	<u>(10,997.31)</u>

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 12/31/2014

001 - General Fund
922 - MVLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Use of Money & Property				
Interest Income	126.45	126.45	350.00	(223.55)
Total Use of Money & Property	126.45	126.45	350.00	(223.55)
Budgeted Fund Balance				
Budgeted Fund Balance	0.00	0.00	6,650.00	(6,650.00)
Total Budgeted Fund Balance	0.00	0.00	6,650.00	(6,650.00)
Total Revenue	<u>126.45</u>	<u>126.45</u>	<u>7,000.00</u>	<u>(6,873.55)</u>
Expenditures				
Personnel Expenses				
Retire Benefits	0.00	0.00	7,000.00	7,000.00
Total Personnel Expenses	0.00	0.00	7,000.00	7,000.00
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>
Changes in Fund Balance	<u>126.45</u>	<u>126.45</u>	<u>0.00</u>	<u>126.45</u>

001 - General Fund
923 - NSCLS

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Other Income				
Other Agencies	452.33	452.33	0.00	452.33
Reimbursale Costs	19,670.02	19,670.02	19,670.00	0.02
Total Other Income	20,122.35	20,122.35	19,670.00	452.35
Total Revenue	<u>20,122.35</u>	<u>20,122.35</u>	<u>19,670.00</u>	<u>452.35</u>
Expenditures				
Personnel Expenses				
Retire Benefits	2,167.81	2,167.81	19,670.00	17,502.19
Total Personnel Expenses	2,167.81	2,167.81	19,670.00	17,502.19
Total Expenditures	<u>2,167.81</u>	<u>2,167.81</u>	<u>19,670.00</u>	<u>17,502.19</u>
Changes in Fund Balance	<u>17,954.54</u>	<u>17,954.54</u>	<u>0.00</u>	<u>17,954.54</u>

100 - Grant Fund
847 - PLSEP 14/15

NorthNet
Statement of Revenues and Expenditures
From 7/1/2014 Through 12/31/2014

	Current Period Actual	Current Year Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original
Revenue				
Grant Revenue				
Federal Grants	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Total Grant Revenue	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Total Revenue	<u>47,056.00</u>	<u>47,056.00</u>	<u>0.00</u>	<u>47,056.00</u>
Expenditures				
Services & Charges				
Contractual Services	<u>730.88</u>	<u>730.88</u>	<u>0.00</u>	<u>(730.88)</u>
Total Services & Charges	<u>730.88</u>	<u>730.88</u>	<u>0.00</u>	<u>(730.88)</u>
Total Expenditures	<u>730.88</u>	<u>730.88</u>	<u>0.00</u>	<u>(730.88)</u>
Changes in Fund Balance	<u>46,325.12</u>	<u>46,325.12</u>	<u>0.00</u>	<u>46,325.12</u>

**NORTHNET LIBRARY SYSTEM
c/o Peninsula Library System
2471 Flores St.
San Mateo, CA 94403**

REQUEST FOR PROPOSAL

**ADMINISTRATIVE AND FISCAL SERVICES
EFFECTIVE JULY 1, 2015**

I. INTRODUCTION

A. Purpose

The NorthNet Library System hereafter referred to as NorthNet, is seeking proposals from qualified contractors for administrative and fiscal services. Proposals will be judged on the ability to maintain service standards, staff qualifications, costs, and contracting experience. All responses should address experience in delivering the service as well as how the service will be delivered. NorthNet reserves the right to accept or reject all or part of any proposals. Proposals may be submitted for all services or for either the administrative support services or the fiscal services separately.

B. Submission of responses

Prospective contractors should submit proposals by 4:00 p.m., Friday, April 13, 2015, to:

NorthNet Library System
Attn: Mel Lightbody, Chair
Butte County Library Administration
1820 Mitchell Ave
Phone: (530)538-7525, select option 1
E-mail: milightbody@buttecounty.net
cc: hmitchell@buttecounty.net, ldale@folsom.ca.us

Proposals may be hand-delivered, mailed, or sent as an e-mail attachment in MS Word or Adobe pdf format. The responsibility for timely delivery is wholly on the sender.

II. BACKGROUND

The NorthNet Library System consists of 41 public library members. There is an affiliated group of 14 academic and institutional libraries. This makes it the largest cooperative system in the State of California by number. A complete list can be found here: <http://northnetlibs.org/about-nls/council-member-roster/>. These libraries participate fully in all aspects of NorthNet services and programs. NorthNet is presently headquartered at the Peninsula Library System (PLS) in San Mateo, California, though this arrangement will end June 30, 2015. There are no dedicated staff members employed by NorthNet.

NorthNet policies and financial matters are controlled by a Council of Librarians consisting of the director (or delegated representative) of each member library. These directors govern NorthNet, authorized by a Joint Powers Agreement (JPA). A Executive Committee is responsible for policy and oversight in between meetings of the Council of Librarians. The Peninsula Library System currently serves as the NorthNet fiscal and administrative agent, but has asked to withdraw from that role effective July 1, 2015.

The contractor will be reporting directly to the position of Chair of the NorthNet Council of Librarians.

NorthNet services and programs are funded from three primary sources: State funds authorized by the California Library Services Act (CLSA); member fees from NorthNet; and fees for delivery services or other contracts performed for member and non-member libraries. Total revenue expected in FY 2015/16 is approximately \$650,000-700,000.

III. SCOPE

Administrative

1. Prepare Plan of Service and Annual Report in compliance with the requirements of CLSA as administered by the California State Library
2. Maintain and report records in compliance with CLSA and other applicable State and Federal requirements.
3. Coordinate Council of Librarians and Executive Committee meetings and maintain regular communications with NLS Chair and Executive Committee. These meeting may be in person or via conference call.
4. Coordinate and schedule legacyⁱ systems meetings (Please see end-note for explanation of legacy systems).
5. Prepare and distribute Council agenda packets and minutes. Make arrangements for Council meetings.
6. Provide staff support for Council, Executive Committee, and Legacy System meetings
7. Distribute legislative, CLSA, and other State Library correspondence.
8. Respond to communications and requests from members.
9. Track CalPERS information, communicate with legacy systems as needed. Communicate with the California Public Employees Retirement System (CalPERS) regarding NLS legacy system employees.
10. Administer and evaluate system contracts.
11. Maintain all rosters, listservs, directories, electronic records and archives.
12. Maintain NLS website.
13. Pursue new funding opportunities.
14. Represent and advocate for NLS regionally and statewide.
15. Negotiate necessary purchasing/contracting opportunities with vendors, consultants, other systems or regions including services authorized and funded by CLSA
16. Support special projects and activities not mandated by CLSA as determined by NLS Council.
17. Prepare, distribute and compile Statement of Economic Interests (CA State form 700)
18. For additional fees as negotiated Administrative or Fiscal services contractor offer program, grant development or other services for sub-groups of member libraries or for individual members.
19. Provide coordination between member libraries and CENIC (Corporation for Education Network Initiatives in California) as appropriate. Communicate regularly with member libraries and CENIC.

Fiscal

1. Prepare the System Uniform Budget , Annual report and Expenditure Report
2. Act as system's financial manager establishing separate accounts for all NLS funds
3. Develop an annual budget in collaboration with NLS Executive Committee and approved by Council of Librarians for programs or services to be provided in the subsequent fiscal year.
4. Monitor budget and prepared monthly status reports.
5. Arrange for the receipt and deposit of State funds, member fee funds and other fees or revenues whether by grant application, invoice or other means.
6. Prepare claim forms for member libraries to submit

7. Prepare quarterly budget updates showing revenues, expenditures and reserves to be submitted to Council of Librarians.
8. Prepare and execute payments on behalf of NLS to approved vendors, contractors, consultants, member libraries and others for services rendered, in compliance with budget
9. Invoice members and other customers for services
10. Prepare 1099s for contractors.
11. Provide comprehensive revenue expenditure and reserve financial reports in accordance with requirements of CLSA or other State Library legislation and generally accepted accounting principles.
12. Maintain fiscal files and records as required by State and Federal laws and retention policies.
13. Prepare annual reports for Special Districts to State Controller.
14. Arrange for annual independent financial audit.
15. Prepare annual statements of LAIF (Local Agency Investment Fund) interest earned

B. Time line

Applicants should submit a written proposal that includes a resume or resumes of the principal(s) involved, references from past projects, proposed methodology, and all charges and explanations thereof by 4:00 p.m., Friday, [April 13, 2015](#).

If necessary, oral interviews may be convened for some or all applicants. The Council will select a contractor and notify all applicants no later than April 15, 2015. The contractor should be available for preliminary discussions with the NorthNet Chair and Vice-Chair and current fiscal/administrative agent no later than [April 18, 2015](#). Please see Attachment #1 for further information.

Questions regarding the project will be accepted until [March 15, 2015](#), and must be submitted in writing via mail or e-mail to:

NorthNet Library System
Attn: Mel Lightbody, Chair
Butte County Library Administration
1820 Mitchell Ave
Phone: (530)538-7525, select option 1
E-mail: mlightbody@buttecounty.net
cc: hmitchell@buttecounty.net, ldale@folsom.ca.us

IV. PROPOSAL REQUIREMENTS

A. General Instructions

Individuals or organizations may submit for administrative services only, fiscal services only or both. The proposal should be concise and demonstrate the contractor's qualifications and applicable experience. The written proposal must include a discussion of the contractor's approach to the project, a breakdown and explanation of tasks, and an estimate of costs. Organizations submitting proposals should also include documentation including proof of legal status, structure, and a copy of the last annual report.

B. Contents shall include:

1. Executive summary.
2. Identification of the contractor, including addresses of office(s) and the name, title, address, and phone number of a contact person.
3. Experience and technical competence.

4. References to similar projects, with contact information of the organization(s) for which work was performed.
5. Proposed method to accomplish the work.
6. Project organization and key personnel. Include resumes and/or job descriptions of key personnel.
7. Cost details. As appropriate, outline all additional costs such as materials, photocopies, printing, and other related expenses.
8. Names and qualifications of subcontractors.

V. OTHER CONSIDERATIONS

A. Compensation

Upon contract award, contractor will invoice NorthNet quarterly for services provided.

B. Ownership of materials

All materials developed, data collected, and reports prepared under the terms of this agreement will become the property of the NorthNet Library System.

C. Eligible applicants

Public corporations, libraries, agencies, organizations, associations, and individuals may submit proposals in response to this Request for Proposal for provision of Administrative and Fiscal Services or Administrative and Fiscal Services separately.

VI. EVALUATION OF PROPOSALS

A. Evaluation process

Each proposal will be evaluated to determine its responsiveness to the criteria, requirements, and standards as described in this Request for Proposal. NorthNet reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this Request for Proposal.

NorthNet may request clarifying documentation and information from any applicant after the responses have been submitted. Such documentation and/or information will be used to assist interpretation of the response and must be received within one week after it is requested. If necessary, oral interviews may be convened for some or all applicants.

B. Evaluation criteria

Proposals will be evaluated using the following criteria, which are not in priority order:

1. Clear understanding of the purpose and scope of the contract.
2. Experience, expertise, and professional credentials of proposed staff in the design and conduct of similar contracts.
3. Ability, capacity, and skills of the applicant to perform the service.
4. Reputation, judgment, and quality of performance of the applicant in performing tasks of a similar nature.
5. Appropriateness of the methodology proposed to the desired outcomes of the project.
6. Clear and feasible work plan that is responsive to the requirements and time lines of the Request for Proposal.
7. Organization's willingness to do both Administrative and Fiscal Services
8. Cost.

ATTACHMENT #1 – Proposed transition time line

**Administrative and fiscal Management services-Transition
May-June 2015 – August 2016**

TASK	Date	By
New fiscal and administrative agent(s) selected		Council/Exec Committee
Contract sign		Chair
JPA needs to change regarding the fiscal agent	April/May	Council -- check JPA language
Need resolution to have new fiscal agent as authorized signers	April/May	Council/Exec Committee
Meet with current Administrator	May	
Set up accounting system	May	
Review current contracts/vendors	May	
Review financial statements for FY 14/15	May	
Open checking account	June	
Apply credit card	May	
Enter FY 15/16 budget	June	
Prepare all contracts for FY 15/16	June	
Order checks/invoices with new address	June	
Notify the State Library regarding changes in administration	June	
Notify all NorthNet members regarding changes in Administrative and Fiscal Services	June	
Move admin files to new office	June	
Prepare membership and other invoices for FY 15/16	June	
Notify vendors regarding new address	June	
Transfer balance from current fiscal agent to new account	June	
Add new fiscal agent to LAIF account	June	
Provide log in info for Website support	June	PLS
Provide log in info for Listserv	June	
Change UPS accounts	June	
Transfer fund from current account to new bank account	July	
Close FY 14/15 Fiscal year and prepare for audit	August	

ⁱ Legacy systems. Previous to the formation of NorthNet all member libraries belonged to one of three smaller systems: North Bay Cooperative Library System, Mountain Valley Library System and North State Cooperative Library system. These systems had CalPERs employees. There remain several issues having to do with the dissolution of these smaller systems.