

NorthNet Library System

Executive Committee

Adobe Connect Meeting Agenda

Friday, October 18, 2013

11:00 AM – 12:00 PM

- | | |
|--|----------------------|
| 1. Welcome and Roll Call | Michael Perry, Chair |
| 2. Public invited to address the Committee | |
| ACTION 3. Approval of the Agenda | Michael Perry |
| 4. Consent Calendar | Jane Light |
| ACTION A. Minutes from August 23, 2013 Meeting | |
| 5. Planning for FY14/15 Services Contract(s) | Michael Perry |
| ACTION A. Preparation of RFP | |
| B. RFP fiscal service | |
| ACTION 6. CalPERS legal advice for the legacy Systems | Jane Light |
| 7. MarinNet possible interest in joining PLP/BALIS | Jane Light |
| 8. Adjourn | Michael Perry |

*Ralph M. Brown Act
Section 54953*

*Meetings to be public; attendance by phone
(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.*

A reminder for all Executive Committee members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote.

Meeting Locations

Audio Conference Details:
Participant Code: 325220

Conference Number:
US: 1-888-450-5996

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Draft Minutes

NLS Executive Committee Meeting Minutes
Adobe Connect Meeting
Friday, August 23, 2013

1. **Welcome and Roll Call:** Chair Michael Perry called the meeting to order at 11:05 and welcomed attendees to the first Executive Committee meeting. Present were: Michael Perry, Chair; Jennifer Baker, Past Chair; Mary George; Mel Lightbody; Rita Lovell; Victor Zazueta. Also present were Darla Gunning, California State Library and Donna Truong and Jane Light, Peninsula Library System.
2. **Public invited to address the Committee:** None were present.
3. **Approval of the Agenda:** Moved by Baker, seconded by Lovell, to approve but move items 5 & 6 (Vacant System Chair-elect and Appointment of Finance Committee) to the end of the agenda. Motion unanimously approved.
4. **Consent Calendar: A. Minutes from the May 23, 2013 Meeting of the NLS Steering Committee for acceptance:** The Steering Committee was replaced with the Executive Committee after the approval of revised by-laws and elections at the May 31, 2013 NLS Administrative Council meeting. Because the Executive Committee cannot approve the minutes of a former body, the minutes were presented for acceptance, not approval. Baker moved, George seconded that the minutes of the Steering Committee meeting of May 23, 2013 be accepted. Motion passed unanimously.
5. **FY12/13 Financial Statements (unaudited):** Donna Truong reviewed the financial statements that were part of the agenda packet. Both revenues and expenditures were very close to the budgeted amounts. The NorthNet Library System fund balance (local funds remaining as of June 30, 2013) is \$307,211.94. In addition, NBCLS had a fund balance of \$253,480.65 and MVLS of \$210,170.65. NSCLS had a fund balance of \$18,282.98 although that number included accounts receivable from the members to pay its current CalPERS invoice and its net fund balance is \$0.

6. FY2013/14 NLS Budget

- A. Corrected Base Membership Dues & Admin Fees FY13/14:** Donna Truong reviewed these as shown on Page 15 of the agenda packet. She applied the Base dues formula as shown on that page, using the most recently published California State Library information for both population and budget. In a few cases a constituent member library did not fit into the dues categories because its population fell into one category and its budget into another. In those cases she applied the dues category that applied to the member's budget.

In addition, she reviewed the administration fees for members participating in NLS contracts for delivery, Overdrive, and databases in response to questions and comments made at the May 31 Administrative Council meeting. She recommended a flat 10% admin fee for each service a member chooses to participate in. This reduces the total admin fees paid by participating libraries by about \$7000.

Baker moved, George seconded approval of the NLS dues and fees for FY2013/14 as shown on Page 15 of the agenda packet. Approved unanimously. Truong indicated that she and her staff will send invoices as well as a claim form for the CLSA Delivery and Communications finds out to the members.

- B. Fund Balance Status:** See item 5 above.

- C. Allocation of Funding from Fund Balance for Grants for Staff Development and/or Innovation:** The approved 2013/14 budget included \$40,000 available for either of these purposes. The Steering Committee had expressed interest, depending on the end of last fiscal year fund balance, in perhaps also using some of the fund balance for one or both purposes in FY2013/14.

Executive Committee members saw value in both types of grants, but recognized that the Innovation Grants require both larger amounts and longer periods of time to be completed and establish outcomes. They also expressed concern that the maximum number of members participate in these grants.

If the Administrative Council wants to continue funding for this purpose, ongoing funding source needs to be identified and put in place.

Moved by Baker, seconded by Lovell to allocate \$42,000 from the fund balance for a total of \$82,000 for Staff Development Grants during FY 2013/14. Any unspent funds are to be returned to the fund balance. Approved unanimously.

- 7. Criteria For Staff Development Grants:** Moved by George, seconded by Zazueta that each public library member is eligible for a grant of up to \$2000 for FY 2013/14. Grant requests will be submitted on an application form and must be approved by the PLS Executive Director. Funds may be used for in-house workshops, regional workshops (including in cooperation with other NLS libraries that pool the funds), conference & meeting attendance (physical or virtual), or other purpose stated in the approved application. Grantees will provide a very brief summary by June 30, 2014 of how the funds were used that can be posted on the NLS website or otherwise disseminated among the members.
- 8. Vacant System Chair-Elect/Vice Chair:** Sandy Cooper is retiring in September as Sonoma county Librarian and will therefore be unable to serve. Mel Lightbody indicated her willingness to serve as Chair-Elect. Baker stated that Danis Kreimeier is willing to serve on the Executive Committee and could take Lightbody's seat.

Moved by Baker and seconded by Lovell that Mel Lightbody be appointed Chair-Elect and that Danis Kreimeier be appointed to the Executive Committee to complete a 2 year term expiring in June 2015. Approved unanimously.

- 9. Appointment of Finance Committee:** The revised by-laws provide for the appointment by the System Chair of a Finance Committee consisting of the Chair, Chair-Elect and Past Chair and two other members of the Executive Committee. Three members constitute a quorum. The Finance Committee makes recommendations to the Executive Committee that either acts on those or places before the Administrative Council at a special or its annual meeting. Given the vacancy in the Chair-Elect position and the important financial matters before the System, Chair Perry appointed the entire Executive Committee to the Finance Committee. Mary George volunteered to serve on the Finance Committee to ensure that a quorum of three is available for meetings.
- 10. Contractor for FY14/15.** Jane Light informed the Executive Committee that PLS has decided that FY13/14 will be its final year contracting with NLS to provide administrative and fiscal services and wanted to let the Committee and members know now in order to provide the maximum time for transition. Truong assured the Committee that PLS staff will continue to work diligently on behalf of NLS and to assist in a transition.

Darla Gunning commented that some of the other CLSA systems have split the administrative functions and the fiscal duties with a member library or jurisdiction taking on the fiscal agent role.

Perry will inform the members and let them know the Executive Committee will be preparing an RFP for services.

11. Adjournment: Perry adjourned the meeting at 12:45 PM.

**NORTH NET LIBRARY SYSTEM
Santa Rosa, CA**

REQUEST FOR PROPOSAL

**ADMINISTRATIVE SERVICES
EFFECTIVE JULY 1, 2012**

I. INTRODUCTION

A. Purpose

The NorthNet Library System, hereafter referred to as NLS, is seeking proposals from qualified contractors for administrative 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. NLS reserves the right to accept or reject all or part of any proposals.

B. Submission of responses

Prospective contractors should submit proposals by 4:00 p.m., Thursday, March 1, 2012, to:

NLS Library System
Attn: Wendy Burke, Chair
738 Market Street
Colusa, CA 95932
Phone: (530) 458-7671
Fax: (530) 458-7358
E-mail: wburke@countyofcolusa.org
cc: danis.kremeier@countyofnapa.org
patty.wong@yolocounty.org

Proposals may be hand-delivered, mailed, sent via fax, 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 forty-one public library members: Alpine County, Belvedere Tiburon Public Library, Benicia Public Library, Butte County, Colusa County, Del Norte County, Dixon Public Library, El Dorado County, Folsom Public Library, Humboldt County, Lake County, Larkspur Public Library, Lassen Library District, Lincoln Public Library, Marin County Free Library, Mendocino County, Mill Valley Public Library, Modoc County, Mono County, Napa City-County Library, Nevada

County, Orland Free Library, Placer County, Plumas County, Roseville Public Library, Sacramento Public Library, St. Helena Public Library, San Anselmo Public Library, San Rafael Public Library, Sausalito Public Library, Shasta Public Libraries, Siskiyou County, Solano County, Sonoma County, Sutter County, Tehama County, Trinity County, Willows Public Library, Woodland Public Library, Yolo County and Yuba County. There are also sixteen academic and law libraries: Butte College Library, CSU Chico Library, CSU Sacramento Library, College of the Redwoods Library, College of the Siskiyous Library, Dominican University, Feather River College Library, Humboldt State University Library, Lassen College Library, Napa Valley College Library, Sacramento County Public Law Library, Santa Rose Junior College Library, Shasta College Library, Simpson University Library, Solano Community College library and UC Davis - Shields Library.

These libraries participate fully in all aspects of NLS services and programs. NLS is presently headquartered in a temporary office space in Santa Rosa, though this arrangement will end June 30, 2012. The System Director position is vacant and there are no plans to fill it. All other staff positions were eliminated in fall 2011.

NLS policies and financial matters are controlled by an Administrative Council consisting of the head librarian (or delegated representative) of each member library. These librarians govern NLS, authorized by a Joint Powers Agreement (JPA) authorized by their governing jurisdictions. A subset of the NLS Council, representatives nominated by each of the original Mountain Valley Library System, North Bay Library System, and North State Library System, comprise the NLS Steering Committee and provide advisory and procedural support to the NLS Council Chair and the NLS Council. The County of Sonoma currently serves as the NLS fiscal agent, but may withdraw from that role effective July 1, 2012.

NLS services and programs are funded from three primary sources: State funds authorized by the California Library Services Act (CLSA); member fees from NLS libraries; and grants for services when available. There are additional funds for courier service performed for member and non-member libraries. Total revenue expected in FY 2012/13 is estimated to be up to \$200,000.

III. SCOPE

A. Tasks

The NLS Administrative Council has determined the need to contract for administrative services for the System. Tasks to be performed include, but are not limited to, the following:

Administrative Services

Preparing a System Uniform Budget, Plan of Service, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the NLS Administrative Council.

Maintaining and reporting records and statistics in compliance with CLSA and other applicable state and federal requirements.

Meeting with NLS Administrative Council at regularly scheduled meetings (four per year) and maintaining close contact with the NLS Council Chair as necessary and NLS Steering Committee as appropriate.

Preparing and distributing Agendas and Minutes for NLS Administrative Council meetings and for committee meetings as needed.

Preparing quarterly financial reports showing revenues, expenditures, and reserves to be submitted to the NLS Council.

Preparing and executing payments to approved vendors in compliance with the approved budget for NLS.

Annually developing a budget in collaboration with NLS officers and Administrative Council for programs or services to be provided in the subsequent fiscal year.

Drafting agreements and negotiating with vendors, contractors, or consultants on behalf of NLS, including those providing services specifically authorized and funded by CLSA (delivery and reference) and other entities. NOTE: The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to NLS.

Supporting special projects and additional activities not specifically authorized by CLSA as desired by the NLS Administrative Council. Service levels and costs to be negotiated with the Council and added as attachments to the agreement.

Maintaining files and records as required by State or Federal laws and retention policies.

Maintaining files and records belonging to NLS (e.g. Agendas, Minutes, contracts, records, and other applicable documents).

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., Thursday, March 1, 2012.

If necessary, oral interviews may be convened for some or all applicants. The Council will select the best qualified contractors and notify all applicants no later than March 8, 2012. The contractor should be available for an on-site interview with the NLS Chair and representatives no later than March 23, 2012.

Questions regarding the RFP will be accepted until February 17, 2012, and must be submitted in writing via mail, fax, or e-mail to:

NLS Library System
Attn: Wendy Burke, Chair
738 Market Street
Colusa, CA 95932
Phone: (530) 458-7671
Fax: (530) 458-7358
E-mail: wburke@countyofcolusa.org
cc: danis.kremeier@countyofnapa.org
patty.wong@yolocounty.org

IV. PROPOSAL REQUIREMENTS

A. General Instructions

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 NLS 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 Services.

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. NLS reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this Request for Proposal.

NLS 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. Cost.

**NORTHNET LIBRARY SYSTEM
Santa Rosa, CA**

REQUEST FOR PROPOSAL

**FISCAL AGENT SERVICES
EFFECTIVE JULY 1, 2012**

I. INTRODUCTION

A. Purpose

The NorthNet Library System, hereafter referred to as NLS, is seeking proposals from qualified contractors for fiscal agent 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. NLS reserves the right to accept or reject all or part of any proposals.

B. Submission of responses

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Maintaining files and records as required by State and Federal laws and retention policies.

Submitting the Annual Report for Special Districts to the State Controller. *whether these*

Arranging for an annual independent financial audit of NLS.

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., Thursday, March 1, 2012.

If necessary, oral interviews may be convened for some or all applicants. The Council will select the best qualified contractors and notify all applicants no later than March 8, 2012. The contractor should be available for an on-site interview with the NLS Chair and representatives no later than March 23, 2012.

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IV. PROPOSAL REQUIREMENTS

A. General Instructions

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, an estimate of costs, and documentation of the organization including proof of its legal status, its 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.

These libraries participate fully in all aspects of NLS services and programs. NLS is presently headquartered in a temporary office space in Santa Rosa, though this arrangement will end June 30, 2012. The System Director position is vacant and there are no plans to fill it. All other staff positions were eliminated in fall 2011.

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*what are these
add'l funds?*

III. SCOPE

A. Tasks

The NLS Administrative Council has determined the need to contract for fiscal agent services for the System. Tasks to be performed include, but are not limited to, the following:

Fiscal Agent Services:

✓ Acting as the System's fiscal agent and making certain that NLS funds remain discrete and not commingled with funds from any other jurisdiction.

Arranging for the receipt and deposit of State funds, member fee funds, and other fees or revenues, whether by grant application, invoice, or other means.

Making payments on behalf of NLS to vendors, contractors, consultants, member libraries, and others for services rendered.

Preparing quarterly budget updates to NLS Chair and Administrative Council.

Submitting requests for payment in excess of \$5,000 to the NLS Chair for approval.

✓ Collecting CLSA Transaction-Based Reimbursement funds on behalf of member libraries and disbursing them as directed by the NLS Administrative Council.

Providing comprehensive revenue, expenditure, and reserve financial reports in accordance with the reporting requirements of CLSA or other State library legislation and generally accepted accounting principles.

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 NLS 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, and associations may submit proposals in response to this Request for Proposal for provision of Fiscal Agent Services.

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. NLS reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this Request for Proposal.

NLS 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. Cost.