

AGENDA

NSCLS COUNCIL OF LIBRARIANS

Thursday, April 5, 2012

WebEx Virtual Meeting

2:00 PM – 3:30 PM

Meeting Number: 570 915 878

Meeting Password: (This meeting does not require a password.)

To start or join the online meeting

Go to <https://infopeople.webex.com/infopeople/j.php?ED=197711537&UID=489649202&RT=MiMO>

Audio conference information

Call-in toll-free number (US/Canada): 1-877-668-4490

Access code:570 915 878

Call to order: Jody Meza, Chair

- | | | |
|---------------|-----------|--|
| | 1. | Roll Call |
| | 2. | Public invited to address the Board |
| ACTION | 3. | Approval of Agenda |
| ACTION | 4. | Consent Calendar |
| | | A. Minutes of January 12, 2012 Council meeting |
| | | B. Financial Statement ending February 29, 2012 |
| ACTION | 5. | NSCLS Operations – Annette Milliron |
| | | A. CalPERS Employer Contribution for FY 2011/12 –Annette Milliron |
| | | The amount due for FY 2010/11 is \$16, |
| | | B. Revised FY 2011/12 budget |
| | | C. Retiree medical insurance costs for FY 2012/13 |
| | | D. CalPERS retirement contract buyout update |
| | 6. | Discuss FY 2012/13 NLS Dues |
| | 7. | Announcements (if time is available): Council Members |

Adjournment

Bold indicates document included

Support materials for agenda available for review at NSCLS Headquarters Office and Website
http://www.northnetlibs.org/NSCLS_Meetings

*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 Steering 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

Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966
Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531
Humboldt County Library – 1313 Third Street, Eureka, CA 95501
Lassen Library District – 1618 Main Street, Susanville, CA 96130
Modoc County Library - 212 W. 3rd Street Alturas, CA 96101
NorthNet Library System – 1701 4th Street, Suite 100, Santa Rosa, CA 95404
Orland Free Library - 333 Mill Street Orland, CA 95963
Plumas County Library – 455 Jackson Street, Quincy, CA 95971
Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001
Siskiyou County Library – 719 4th Street, Yreka, CA 96097
Tehama County Library – 645 Madison Street, Red Bluff, CA 96080
Trinity County Library – 211 N. Main St., Weaverville, CA 96093
Willows Public Library – 201 N. Lassen Street, Willows, CA 95988

NSCLS COUNCIL MEETING

April 5, 2012

Administrative Notes

AGENDA ITEM #4 CONSENT CALENDAR

- A. Minutes of the January 12, 2012 Council Meeting.
- B. The statement of expenditure and revenue for February 29, 2012 is in the packet

AGENDA ITEM #7 NSCLS OPERATIONS

- A. A \$16,131.00 payment for the employer liability contribution for FY 2011/12 is due to CalPERS. Although the NSCLS contract is in the Closed Pool an employer contribution is required to help recover the losses sustained in the market. There are funds available in the NSCLS cash reserves. On July 1, 2011 there was \$28,033.40 available in the unreserved cash fund. There is \$24,907.42 cash available as of February 29, 2012. Below are the estimated expenses for the remainder of the year.

| | | |
|--|----------|--|
| Cash available 7/1/2011 | \$28,033 | |
| Retiree Health Insurance Paid through February 29, 20112 | 3,242 | CalPERS has been contacted to correct some over/under billing issues |
| Interest thru 12/31/2011 | 116 | |
| Cash available 2/29/2012 | \$24,907 | |
| Estimated Retiree Health Insurance Due | 3,670 | Payment for 4 retirees Jan – June 2012 |
| Employer Retirement Liability for 2011/12 | 16,131 | |
| Audit | 2,000 | Estimate for 2010/11 audit |
| Fiscal agent fees | 750 | Estimate for 2011/12 |
| Total Remaining cash | \$ 2,356 | Estimate for 6/30/2012 |

- B. A budget adjustment is required to fund the liability payment from the cash available. The following resolution will adjust the budget to include the \$3,150 paid for retiree health insurance for July – December 2011. The total budget to be approved is \$25,922. A proposed revised budget is included in the packet.

The motion required to make this adjustment is as follows:

North State Library System 791319 has char 46-4645 appropriations of \$15,629 that are no longer anticipated. An appropriation of \$25,571 is approved for release from the undesignated, unreserved fund balance FB 320.

- C. On April 24, 2009 the Council voted to freeze the employer contribution to the health insurance premium cost at the current level for 2009/10. Then in 2010/11 start a 25% reduction each year until reaching the minimum allowable by PERS. The minimum for 2012 is \$112 and rises to \$115 in 2013. NSCLS is currently paying \$127.10 for three employees and \$218.59 for one employee. To continue payments in FY 2012/13 an estimate of \$6,272 is needed to fund the program at the minimum level. The Council further decided that it would cease funding retiree

health benefits on June 30, 2014 because of the lack of reserves. The reserves have been used more quickly than projected because of the need to pay \$16,131 in employer retirement liability. A decision is needed on how to proceed with the retiree's health benefit insurance program.

- D. An actuarial study to determine the total payoff of the NSCLS CalPERS retirement contract was requested in June 2011. The study was to take about one year to complete. An update on the study's progress has been requested. Hopefully there will be an update available by Thursday.

AGENDA ITEM #6 DISCUSS FY 2012/13 NLS DUES

Attached is a copy of the NLS dues study worksheet that Jeanne Amos developed for working sessions with the Transition Team. The numbers represented on this sheet are a study NOT the proposed dues. The Transition Team will continue to refine the numbers for presentation to the full Council in May. Michael Perry, Jeanne Amos, or Wendy Burke will be available to discuss the study during the NSCLS Council meeting.

CONSENT CALENDAR
April 5, 2012

- A. Minutes of January 12, 2012 Council of Librarians meeting
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2011/12. Period ending February 29, 2012.

consent.doc\C:\wp\agenda\amm

**NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
January 12, 2011**

CONVENING:

The North State Cooperative Library System (NSCLS) Council of Librarians met via Webex/conference call at 1:14 pm on this date with Chair Jody Meza presiding.

1. ROLL CALL:

| Present: | Absent: | Member Library | Representative |
|----------|---------|---------------------------------------|-------------------------|
| | x | Butte County Library | Interim |
| x | | Del Norte County Library District | Linda Kaufmann |
| | x | Humboldt County Library | Victor Zazueta |
| x | | Lassen Library District | Jeff Hawkins |
| x | | Modoc County Library | Cheryl Baker |
| x | | Orland Free Library | Jody Meza |
| x | | Plumas County Library | Dora Mitchell |
| | x | Shasta Libraries | Jan Erickson |
| | x | Siskiyou County Library | Michael Perry |
| | x | Tehama County Library | Interim Sally Ainsworth |
| | x | Trinity County Library | Oresta Esquibel |
| x | | Willows Public Library | Jody Meza |
| | | Other Meeting Attendees | |
| | x | State Library Representative | Linda Springer |
| x | | State Library Representative | Darla Gunning |
| x | | NSCLS System Headquarters -Exec. Dir. | Annette Milliron |

2. PUBLIC INVITED TO ADDRESS THE COUNCIL

No members of the public were present.

3. APPROVAL OF THE AGENDA

It was noted that only 6 libraries, 50%, were represented, therefore no quorum. Agenda was recommended by acclimation.

4. Consent Calendar

A. APPROVAL OF MINUTES – June 9, 2011 COUNCIL MEETING

B. FINANCIAL STATEMENT ending NOVEMBER 30, 2011

Jeff Hawkins noted correction to agenda: financial statement should be 2011. Annette Milliron noted that retiree health costs were lower due to withdrawals from several former employees which should help with extra costs due next month. Motion to recommend approval of the consent calendar at the next meeting was moved by Cheryl Baker and seconded by Linda Kaufman. The Motion passed unanimously.

5. NLS System Operations- Annette Milliron

A. 1/01-6/30/12 Membership/Delivery Discussion- Annette Milliron

Annette Milliron reminded members that invoicing for 75% of OCLC cataloging fee would be going out. Discussion ensued about members absorbing cost of delivery. Several member libraries stated that they would be seeking approval from local boards/councils to implement cost recovery from patrons for postage fees. It was asked if libraries needed to continue

keeping ILL statistics to track information. Darla Gunner recommended keeping track in order to provide information to State Library if needed, and to show how resources are being used in order to argue for restoring funding.

B. Re-location of NSCLS Keep Forever Files

Annette Milliron advised that the puppet collection has been relocated to Redding but there are 2 filing cabinets w/ approximately 8-10 boxes that still need to be relocated. Some files are being stored at the InfoStore and can stay at that location at this time. Jody Meza offered to store files at the Willows Public Library.

C. NLS Steering Committee Representative

Linda Kaufman volunteered to serve on committee.

A Motion was made by Cheryl Baker and seconded by Jeff Hawkins to recommend approval at next council meeting for libraries to absorb cost of delivery due to lack of funding from state, to relocate permanent files to Willows Library and for Linda Kaufman to serve as NLS Steering Committee Representative. The motion passed unanimously.

6. Announcements: Council Members

Ms Baker announced that there have been heavy cuts to Modoc County Library resulting in a reduction of hours and closures.

Mr. Hawkins announced the literacy program has been terminated at the Lassen Library District and they are also experiencing closures on Fridays and anticipate further cuts.

Ms. Mitchell also announced reduction of hours and closures on Fridays at the Plumas County Library.

Ms. Gunning gave a reminder about the Public Library Summit to be held January 17, 2011 in Sacramento and the focus group meetings that are scheduled for various areas around the state to develop a new 5 year plan for LSTA.

9. ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

| |
|-------------------|
| Agenda #4B |
|-------------------|

North State Cooperative Library System
General Ledger
For the Eight Months Ending February 29, 2012

| Revenues | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------------|--------------|-----------------|-------------|-------------|---------------|
| 1700-Interest Earned | \$ 500.00 | \$ 115.60 | 384.40 | 76.88 | \$ 0.00 |
| 2563-CLSA TBR-ILL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4102-Don/Reimb | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4109-Outdated/Cancelled Warran | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Revenues | 500.00 | 115.60 | 384.40 | 76.88 | 0.00 |
| 2803-LSTA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total LSTA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4645-Trust to General Fund | 15,629.00 | 0.00 | 15,629.00 | 100.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Trust to General Fund | 15,629.00 | 0.00 | 15,629.00 | 100.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Grand Total Revenues | \$ 16,129.00 | \$ 115.60 | 16,013.40 | 99.28 | \$ 0.00 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

North State Cooperative Library System
 General Ledger
 For the Eight Months Ending February 29, 2012

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------------------|------------------|-----------------|------------------|--------------|---------------|
| Salaries & Benefits | | | | | |
| 5911-Extra Help | \$ 0.00 | \$ 0.00 | 0.00 | 0.00 | \$ 0.00 |
| 5922-FICA Retirement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5924-Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5930-Health Insurance | 13,379.00 | 3,241.78 | 10,137.22 | 75.77 | 91.49 |
| 5940-Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Salaries & Benefits | <u>13,379.00</u> | <u>3,241.78</u> | <u>10,137.22</u> | <u>75.77</u> | <u>91.49</u> |

North State Cooperative Library System
General Ledger
For the Eight Months Ending February 29, 2012

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------------------|---------------------|--------------------|------------------|---------------|-----------------|
| Services & Supplies | | | | | |
| 6040-Communications | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6140-Maint. of Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6280-Memberships | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6400-Office Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410-Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6415-Prof. Literature | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6461-ChildBks & Puppets/DBs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6500-Other Prof Services | 2,000.00 | 0.00 | 2,000.00 | 100.00 | 0.00 |
| 6517-OCLC ILL/Catalog Access | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6521-Fiscal Agent Fee | 750.00 | 0.00 | 750.00 | 100.00 | 0.00 |
| 6540-Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6800-Duplicating / Photocopies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7000-Special Dept. Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7120-Workshps/Prof Literature | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7302-Conference & Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7303-Private Car Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Services & Supplies | 2,750.00 | 0.00 | 2,750.00 | 100.00 | 0.00 |
| Fixed Assets | | | | | |
| 8620-Undesignated reserve fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8640-Operational Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total Expenditures | \$ 16,129.00 | \$ 3,241.78 | 12,887.22 | 79.90 | \$ 91.49 |

North State Cooperative Library System
 General Ledger
 For the Eight Months Ending February 29, 2012

| | YTD Budget | YTD Spent/Rec'd | YTD Balance | Remaining % | Current Month |
|--------------------------|------------------|----------------------|------------------|----------------|-------------------|
| Grand Total Expenditures | <u>16,129.00</u> | <u>3,241.78</u> | <u>12,887.22</u> | <u>79.90</u> | <u>91.49</u> |
| Grand Total Revenues | <u>16,129.00</u> | <u>115.60</u> | <u>16,013.40</u> | <u>(99.28)</u> | <u>0.00</u> |
| Difference | \$ <u>0.00</u> | \$ <u>(3,126.18)</u> | <u>3,126.18</u> | | \$ <u>(91.49)</u> |
| Net Change in Journals | \$ <u>0.00</u> | \$ <u>(3,126.18)</u> | <u>3,126.18</u> | | \$ <u>(91.49)</u> |

NSCLS_budget_11/12

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2011/12 Preliminary Budget
 Approved May 23, 2011

EXPENDITURES

| EXPENDITURES ----- | LSTA RLI | ILL ACCESS | CHILDREN SERVICES | RETIREEES | REF | C&D | SAB | ADMIN | PROJECT. BUDGET |
|---|-------------|---------------|----------------------|---------------|----------|----------|----------|--------------|--------------------|
| Salaries and Benefits: | | | | | | | | | |
| 5911 Extra Help | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5921 CalPERS Retirement Liability | 0 | 0 | 0 | 16,131 | 0 | 0 | 0 | 0 | 16,131 |
| 5924 Medicare | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5930 Health Insurance | 0 | 0 | 0 | 7,041 | 0 | 0 | 0 | 0 | 7,041 |
| 5940 Unemployment Ins | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL SAL. & BEN. | 0 | 0 | 0 | 23,172 | 0 | 0 | 0 | 0 | 23,172 |
| Services and Supplies: | | | | | | | | | |
| 6040 Comm. - E Mail | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6280 Memberships | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6400 Office Expense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6410 UPS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6410 Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6415 Professional Literature | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6461 Child Bks and Puppets/Dbases | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6500 Other Prof Serv | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 | 2,000 |
| 6517 OCLC ILL/Cataloging Access | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6521 Fiscal agent fee | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 750 | 750 |
| 6540 Contractual Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7000 Special Departmental Expense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7120 Workshops/Prof Literature | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7303 Private Car Exp. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL SERV & SUPPLIES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,750 | 2,750 |
| Fixed Assets: | | | | | | | | | |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL EXPENDITURES | 0 | 0 | 0 | 23,172 | 0 | 0 | 0 | 2,750 | 25,922 |
| Projected Program Fund Balance end of Fiscal Year | | - | - | | | | | | - |

Tiers plus Cafeteria (Based on \$100,000 Budget)

| Population | Op. Budget | Membership | Delivery Admin & Fiscal | OverDrive Admin & Fiscal | Database Admin & Fiscal | New New Dues | Proposed Dues 2012/13 | Actual Dues 2011/12 | | |
|---------------------|------------------|----------------------|-------------------------|--------------------------|-------------------------|-----------------|-----------------------|---------------------|-------------------|---|
| Alpine | 1,189 | \$ 274,131 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 847 | |
| Belvedere Tiburon | 11,175 | \$ 1,432,957 | \$ 1,000 | \$ 1,500 | \$ - | \$ 200 | \$ 2,700 | \$ 5,250 | \$ 4,149 | Base Dues |
| Benicia | 28,086 | \$ 1,916,713 | \$ 1,000 | \$ 1,500 | \$ 275 | \$ - | \$ 2,775 | \$ 5,250 | \$ 4,609 | |
| Butte | 221,768 | \$ 1,951,779 | \$ 2,000 | \$ - | \$ - | \$ - | \$ 2,000 | \$ 5,250 | \$ 4,015 | Under 100,000 Pop. And Under \$1,000,000 Budget |
| Colusa | 22,206 | \$ 552,906 | \$ 500 | \$ 500 | \$ 550 | \$ - | \$ 1,550 | \$ 3,000 | \$ 1,284 | Under 300,000 Pop. And Under \$2,000,000 Budget |
| Del Norte | 29,673 | \$ 181,161 | \$ 500 | \$ - | \$ 550 | \$ - | \$ 1,050 | \$ 600 | \$ 404 | Under 300,000 Pop. And Under \$3,000,000 Budget |
| Dixon | 25,850 | \$ 860,512 | \$ 500 | \$ 1,500 | \$ 550 | \$ - | \$ 2,550 | \$ 3,000 | \$ 3,841 | Under 200,000 Pop. And Over \$3,000,000 Budget |
| Dominican | | | \$ 500 | \$ - | \$ - | \$ - | \$ 500 | | | Under 300,000 Pop. And Over \$5,000,000 Budget |
| El Dorado | 182,019 | \$ 2,579,427 | \$ 2,000 | \$ 500 | \$ 550 | \$ - | \$ 3,050 | \$ 5,250 | \$ 5,034 | Over 300,000 Pop. or \$5,000,000 Budget |
| Folsom | 71,453 | \$ 1,551,700 | \$ 1,000 | \$ 1,000 | \$ 550 | \$ - | \$ 2,550 | \$ 5,250 | \$ 2,542 | |
| Humboldt | 133,400 | \$ 2,441,634 | \$ 2,000 | \$ - | \$ 275 | \$ - | \$ 2,275 | \$ 5,250 | \$ 3,109 | |
| Lake | 64,053 | \$ 892,681 | \$ 500 | \$ 1,500 | \$ - | \$ 200 | \$ 2,200 | \$ 3,000 | \$ 4,149 | Delivery Contract |
| Larkspur | 12,398 | \$ 674,842 | \$ 500 | \$ 1,500 | \$ - | \$ - | \$ 2,000 | \$ 3,000 | \$ 3,841 | |
| Lassen | 35,889 | \$ 116,549 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 600 | \$ 433 | 2 days/wk 500 |
| Lincoln | 41,111 | \$ 870,490 | \$ 500 | \$ 500 | \$ 275 | \$ - | \$ 1,275 | \$ 3,000 | \$ 1,284 | 4 days/wk 1000 |
| Marin | 143,772 | \$ 11,313,209 | \$ 3,000 | \$ 1,500 | \$ - | \$ 200 | \$ 4,700 | \$ 10,415 | \$ 12,059 | 5 days/wk 1500 |
| Mendocino | 90,289 | \$ 1,285,984 | \$ 1,000 | \$ 1,500 | \$ - | \$ 200 | \$ 2,700 | \$ 5,250 | \$ 4,149 | |
| Mill Valley | 14,144 | \$ 1,504,785 | \$ 1,000 | \$ 1,500 | \$ - | \$ 200 | \$ 2,700 | \$ 5,250 | \$ 4,609 | |
| Modoc | 9,777 | \$ 316,000 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 339 | OverDrive Contract |
| Mono | 13,617 | \$ 1,001,301 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 3,000 | \$ 847 | |
| Napa | 132,907 | \$ 6,323,472 | \$ 3,000 | \$ 1,500 | \$ 550 | \$ - | \$ 5,050 | \$ 9,056 | \$ 4,761 | Under 3,000 Circ 280 |
| Napa College | | | \$ 1,500 | \$ - | \$ - | \$ - | \$ 1,500 | | | Over 3,000 Circ 560 |
| Nevada | 98,680 | \$ 1,854,687 | \$ 1,000 | \$ 500 | \$ 550 | \$ - | \$ 2,050 | \$ 5,250 | \$ 2,542 | |
| Orland | 15,215 | \$ 275,918 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 477 | |
| Placer | 190,210 | \$ 3,947,148 | \$ 3,000 | \$ 500 | \$ 550 | \$ - | \$ 4,050 | \$ 7,875 | \$ 5,034 | Databases |
| Plumas | 23,731 | \$ 600,748 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 3,000 | \$ 635 | |
| Roseville | 115,781 | \$ 2,803,266 | \$ 2,000 | \$ 500 | \$ 550 | \$ - | \$ 3,050 | \$ 5,250 | \$ 5,034 | Less than 5 200 |
| Sacramento | 1,373,874 | \$ 31,436,078 | \$ 5,000 | \$ 1,000 | \$ - | \$ - | \$ 6,000 | \$ 10,415 | \$ 12,714 | More than 5 400 |
| St. Helena | 6,010 | \$ 869,125 | \$ 500 | \$ 1,500 | \$ 275 | \$ - | \$ 2,275 | \$ 3,000 | \$ 4,146 | |
| San Anselmo | 12,744 | \$ 418,515 | \$ 500 | \$ 1,500 | \$ - | \$ - | \$ 2,000 | \$ 1,500 | \$ 3,841 | |
| San Rafael | 58,822 | \$ 2,172,123 | \$ 2,000 | \$ 1,500 | \$ - | \$ 200 | \$ 3,700 | \$ 5,250 | \$ 4,609 | |
| Sausalito | 7,596 | \$ 596,934 | \$ 500 | \$ 1,500 | \$ - | \$ 200 | \$ 2,200 | \$ 3,000 | \$ 3,841 | |
| Shasta | 184,247 | \$ 1,950,382 | \$ 1,000 | \$ - | \$ - | \$ - | \$ 1,000 | \$ 5,250 | \$ 3,244 | |
| Siskiyou | 46,010 | \$ 350,000 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 555 | |
| Solano | 373,901 | \$ 15,370,572 | \$ 5,000 | \$ 1,500 | \$ 550 | \$ - | \$ 7,050 | \$ 10,415 | \$ 12,059 | |
| Sonoma | 493,285 | \$ 14,485,620 | \$ 5,000 | \$ 1,500 | \$ - | \$ 400 | \$ 6,900 | \$ 10,415 | \$ 12,059 | |
| Sutter | 99,154 | \$ 1,175,519 | \$ 500 | \$ 1,000 | \$ 275 | \$ - | \$ 1,775 | \$ 5,250 | \$ 2,542 | |
| Tehama | 63,100 | \$ 529,656 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 3,000 | \$ 1,019 | |
| Trinity | 13,898 | \$ 291,820 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 362 | |
| Willows | 14,219 | \$ 236,062 | \$ 500 | \$ - | \$ 275 | \$ - | \$ 775 | \$ 1,500 | \$ 329 | |
| Woodland | 57,288 | \$ 1,591,181 | \$ 1,000 | \$ 1,000 | \$ 275 | \$ - | \$ 2,275 | \$ 5,250 | \$ 2,542 | |
| Yolo | 145,665 | \$ 5,589,557 | \$ 4,000 | \$ 500 | \$ - | \$ - | \$ 4,500 | \$ 9,056 | \$ 5,034 | |
| Yuba | 73,380 | \$ 592,977 | \$ 500 | \$ 500 | \$ 275 | \$ - | \$ 1,275 | \$ 3,000 | \$ 2,542 | |
| Total | 4,751,586 | \$125,180,121 | \$ 56,500 | \$ 32,500 | \$ 10,175 | \$ 1,800 | \$ 100,975 | \$ 185,847 | \$ 151,465 | |

BASE DUES

Membership in NorthNet Library System, a California cooperative library system.

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

Maintenance and reports of records and statistics in compliance with CLSA and other applicable state and federal requirements.

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

Preparation and distribution of Agendas and Minutes for NLS Administrative Council meetings and for committee meetings as needed.

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

Preparation and execution of payments to approved vendors in compliance with the approved budget for NLS.

Fiscal agent services including making certain that NLS funds remain discrete and not commingled with funds from any other jurisdiction

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

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

Preparing quarterly budget updates to NLS Chair and Administrative Council.

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

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

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

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

Submitting the Annual Report for Special Districts to the State Controller

DELIVERY ADMINISTRATION AND FISCAL AGENT

Issuing RFPs, negotiating contracts, administering contracts and making payments to delivery service providers.

OVERDRIVE ADMINISTRATION AND FISCAL AGENT

Negotiating contract, and making payments to OverDrive.

DATABASE ADMINISTRATION AND FISCAL AGENT

Negotiating contracts, administering contracts and making payments to database vendors.