

NorthNet Library System

1701 Fourth Street, Suite 100

Santa Rosa, CA 95404

Council of Librarians

WebEx Desktop Meeting Agenda

Thursday, April 26, 2012

10:00 AM -- Noon

Meeting Number: 571 298 816

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=199344117&UID=489649202&RT=MiM0>

You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Audio conference information

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

1. Enter your name and email address.
2. Click "Join"

- | | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | 1. Welcome and Roll Call | Wendy Burke, Chair |
| | 2. Public invited to address the committee | |
| | 3. Plan for taking minutes | Wendy Burke |
| ACTION | 4. Approval of the Agenda | Wendy Burke |
| ACTION | 5. Consent Calendar | Annette Milliron |
| | A. Financial Statement ending March 31, 2012 | |
| | B. Minutes of the December 19, 2011 Council Meeting | |
| | 6. News from the State Library | Darla Gunning |
| ACTION | 7. Plan for Administrative and Fiscal Services for FY 2012/13 | Wendy Burke |
| | A. Report on NorthNet Library System change to JPA to designate Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller | |

and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5. And to have this change become effective July 1, 2012.

- B. Review and consider approval of contract for administrative and fiscal services FY 2012/13
- C. Review and consider approval of contract for consulting service May 1 – June 30, 2012 in preparation of assuming administrative and fiscal services authority on July 1, 2012.

ACTION **8. Review and consider approval of NorthNet Library System Dues and Membership Fee Schedule for 2012/13** **Jeanne Amos**

ACTION 9. LSTA Grant Opportunity for 2011/12 Wendy Burke

10. Next Meeting Date and Agenda Building:

11. Agenda Building

12. Adjourn

Bold indicates document included

Support materials for agenda available for review at NLS Headquarters Office

*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

Alpine County Library, 270 Laramie Street, Markleeville, CA 96120
Belvedere-Tiburon Public Library, 1501 Tiburon Boulevard, Tiburon, CA 94920
Benicia Public Library, 150 East L Street, Benicia, CA 95410

Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966
Colusa County Library - 738 Market Street Colusa, CA 95932
Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531
Dixon Public Library - 230 North First Street Dixon, CA 95620
Dominican University Library – 50 Acacia Ave., San Rafael, CA 94901
El Dorado Public Library - 345 Fair Lane Placerville, CA 95667
Folsom Public Library – 411 Stafford St., Folsom, CA 95630
Humboldt County Library – 1313 Third Street, Eureka, CA 95501
Lake County Library – 1425 High St., Lakeport, CA 95453
Larkspur Public Library – 400 Magnolia Avenue, Larkspur, CA 94939
Lassen Library District – 1618 Main Street, Susanville, CA 96130
Lincoln Public Library – 485 Twelve Bridges Dr., Lincoln, CA 95648
Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903
Mendocino County Library – 105 Main St., Ukiah, CA 95482
Mill Valley Public Library – 375 Throckmorton Avenue, Mill Valley, CA 93941
Modoc County Library - 212 W. 3rd Street Alturas, CA 96101
Mono County Library – 400 Sierra Park Rd., Mammoth Lakes, CA 93546
Napa City-County Library – 580 Coombs St., Napa, CA 94559
Napa Valley College Library – 2277 Napa-Vallejo Hwy, Napa, CA 94558
Nevada County Library – 980 Helling Way, Nevada City, CA 95959
NorthNet Library System – 1701 Fourth St., Suite 100, Santa Rosa, CA 95404
Orland Free Library - 333 Mill Street Orland, CA 95963
Placer County Library – 350 Nevada Street, Auburn, CA 95603
Plumas County Library – 455 Jackson Street, Quincy, CA 95971
Roseville Public Library – 225 Taylor Street, Roseville, CA 95678
Sacramento Public Library – 828 I Street, Sacramento, CA 95814
St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574
San Anselmo Public Library – 10 Tunstead Ave., San Anselmo, CA 94960
San Rafael Public Library – 1100 E Street, San Rafael, CA 94901
Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001
Sausalito Public Library – 420 Litho Street, Sausalito, CA 94965
Shasta Public Libraries – 1100 Parkview Avenue, Redding, CA 96001
Siskiyou County Library – 719 4th Street, Yreka, CA 96097
Solano County Library – 1150 Kentucky Street, Fairfield, CA 96097
Sonoma County Library – 211 E Street, Santa Rosa, CA 95404
Sutter County Library – 750 Forbes Ave., Yuba City, CA 95991
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
Woodland Public Library – 250 First Street, Woodland, CA 95695
Yolo County Library – 226 Buckeye, Woodland, CA 95695
Yuba County Library – 303 Second Street, Marysville, CA 95901

NLS COUNCIL MEETING
April 26, 2012

Please note that the NBCLS Board of Directors is meeting at 9:30 AM on Thursday, April 26, 2012 to complete one action that needs approval by a quorum of the NBCLS Board. The logon for their meeting is the same address as the one for the 10:00 A.M. NorthNet Council meeting.

If you logon to the NLS Council WebEx session a few minutes prior to 10 A.M. you may hear NBCLS concluding their meeting. Please feel free to listen in to the meeting as it is open to the public.

The NorthNet Library System meeting will begin at 10:00 A. M.

AGENDA ITEM #5 CONSENT CALENDAR

- A. The statement of expenditure and revenue for March 31, 2012 is in the packet.

CONSENT CALENDAR
April 26, 2012

- A. Financial Statement ending March 31, 2012
- B. Minutes of the December 19, 2011 Council Meeting

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

NorthNet Library System
General Ledger
For the Nine Months Ending March 31, 2012

Agenda #5

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1650-Rev Carried Fwd-LSTA	\$ 199,632.00	\$ 0.00	199,632.00	100.00	\$ 0.00
1700-Interest Earned	1,500.00	2,100.77	(600.77)	(40.05)	0.00
2560-CLSA Reference	0.00	0.00	0.00	0.00	0.00
2562-CLSA SAB	0.00	0.00	0.00	0.00	0.00
2563-CLSA TBR-ILL	7,613.00	7,931.49	(318.49)	(4.18)	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
Total CLSA	7,613.00	7,931.49	(318.49)	(4.18)	0.00
2803-LSTA	99,106.00	93,259.00	5,847.00	5.90	0.00
Total LSTA	99,106.00	93,259.00	5,847.00	5.90	0.00
3480-Contract Fees	174,961.00	144,889.24	30,071.76	17.19	54,276.00
3482-Contract Fees	324,047.00	329,379.36	(5,332.36)	(1.65)	115,794.96
Total Member Share	499,008.00	474,268.60	24,739.40	4.96	170,070.96
4102-Donations/Reimbursments	974.00	10,349.53	(9,375.53)	(962.58)	0.00
4157-Member Reimbursement	67,488.00	171,689.54	(104,201.54)	(154.40)	6,571.05
Total Donations & Reimbursements	68,462.00	182,039.07	(113,577.07)	(165.90)	6,571.05
4620-Transfer between funds	0.00	0.00	0.00	0.00	0.00
Total Transfer Between Funds	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Total Trust to General Fund	152,089.00	0.00	152,089.00	100.00	0.00
Grand Total Revenues	\$ 1,027,410.00	\$ 759,598.93	267,811.07	26.07	\$ 176,642.01

NorthNet Library System
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5910-Perm Positions	95,573.00	137,101.60	(41,528.60)	(43.45)	0.00
5911-Extra Help	0.00	195.00	(195.00)	0.00	0.00
5921-Retirement Cont.	14,609.00	6,969.58	7,639.42	52.29	0.00
5924-MediCare	1,386.00	1,657.36	(271.36)	(19.58)	0.00
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	11,725.00	16,105.56	(4,380.56)	(37.36)	0.00
5931-Disability Insurance	1,434.00	705.49	728.51	50.80	0.00
5932-Dental Insurance	2,122.00	1,659.42	462.58	21.80	0.00
5933-Life Insurance	881.00	345.20	535.80	60.82	0.00
5934-Vision Insurance	928.00	172.00	756.00	81.47	0.00
5935-Unemployment Insurance	31,641.00	21,540.38	10,100.62	31.92	0.00
5940-Workers Compensation	965.00	0.00	965.00	100.00	0.00
Total Salaries & Benefits	161,264.00	186,451.59	(25,187.59)	(15.62)	0.00

NorthNet Library System
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	1,216.00	598.37	617.63	50.79	83.98
6045-Comm. - Telephone	500.00	415.49	84.51	16.90	26.42
6085-Adm Janitorial	960.00	970.00	(10.00)	(1.04)	0.00
6100-Insurance	1,260.00	1,691.62	(431.62)	(34.26)	470.00
6140-Maint. of Equipment	350.00	153.13	196.87	56.25	0.00
6280-Memberships	100.00	0.00	100.00	100.00	0.00
6302-Adm Debt Revolve	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	2,951.00	2,555.43	395.57	13.40	37.96
6410-Postage	33,185.00	15,866.84	17,318.16	52.19	404.17
6415-Library Materials	0.00	0.00	0.00	0.00	0.00
6461-Purchases for Members	125,396.00	141,473.68	(16,077.68)	(12.82)	2,574.49
6500-Other Prof. Services	71,942.00	39,406.34	32,535.66	45.22	5,135.74
6516-Data Processing Services	1,859.00	1,300.04	558.96	30.07	0.00
6517-Online Services OCLC	27,749.00	59,260.47	(31,511.47)	(113.56)	4,646.13
6521-County Services	7,634.00	0.00	7,634.00	100.00	0.00
6540-Contract Services	403,600.00	222,631.20	180,968.80	44.84	30,800.45
6800-Duplicating / Photocopies	3,336.00	4,324.25	(988.25)	(29.62)	0.00
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	11,498.00	11,498.34	(0.34)	0.00	0.00
7000-Special Dept. Expenses	28,143.00	171.44	27,971.56	99.39	0.00
7110-Staff Development	54,411.00	34,363.00	20,048.00	36.85	749.00
7120-In-Service Training	55,467.00	25,336.91	30,130.09	54.32	0.00
7302-Conferences & Travel	32,316.00	34,898.64	(2,582.64)	(7.99)	0.00
7303-Private Car Expense	350.00	1,648.23	(1,298.23)	(370.92)	141.97
7320-Utilities	1,923.00	1,958.78	(35.78)	(1.86)	0.00
Total Services & Supplies	866,146.00	600,522.20	265,623.80	30.67	45,070.31
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 1,027,410.00	\$ 786,973.79	240,436.21	23.40	\$ 45,070.31

NorthNet Library System
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>1,027,410.00</u>	<u>786,973.79</u>	<u>240,436.21</u>	<u>23.40</u>	<u>45,070.31</u>
Grand Total Revenues	<u>1,027,410.00</u>	<u>759,598.93</u>	<u>267,811.07</u>	<u>(26.07)</u>	<u>176,642.01</u>
Difference	\$ <u>0.00</u>	\$ <u>(27,374.86)</u>	<u>27,374.86</u>		\$ <u>131,571.70</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(27,374.86)</u>	<u>27,374.86</u>		\$ <u>131,571.70</u>

NORTHNET LIBRARY SYSTEM
Council Meeting
December 19, 2011

1. WELCOME AND ROLL CALL:

The meeting was called to order by Council Chair Wendy Burke at 3:03 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	NAME
x		Colusa County Library	Wendy Burke, Chair
x		Modoc County Library	Cheryl Baker, Vice-Chair
x		Alpine County Library	Rita Lovell
	x	Belvedere-Tiburon Library	Debbie Mazzolini
x		Benicia Public Library	Diane Smikahl
	x	Butte College Library	Luozhu Cen
x		Butte County Library	Brenda Crofts for Jan Christofferson
	x	College of the Redwoods Library	Rachel Anderson
	x	College of the Siskiyous Library	Nancy Shepard
	x	CSU Chico Library	Sarah Blakeslee
	x	CSU Sacramento Library	Tabzeera Dosu
	x	Del Norte Co. Library District	Linda Kaufmann
	x	Dixon Public Library	Gregg Atkins
x		El Dorado County Library	Jeanne Amos
	x	Feather River College Library	Tom Davis
	x	Folsom Public Library	Greta Galindo
x		Humboldt County Library	Victor Zazueta
	x	Humboldt State Univ. Library	Wayne Perryman
	x	Lake County Library	Susan Clayton
	x	Larkspur Public Library	Frances Gordon
	x	Lassen College Library	Stephaney Stuart
	x	Lassen Library District	Jeff Hawkins
	x	Lincoln Public Library	Jon Torkelson
x		Marin County Free Library	Gail Haar
	x	Mendocino County Library	Mel Lightbody
	x	Mill Valley Public Library	Anji Brenner
x		Mono County Free Library	Bill Michael
x		Napa City-County Library	Danis Kreimeier
	x	Napa Valley Comm. College	Rebecca Scott
x		Nevada County Library	Jessica Hudson
x		Orland Free Library	Jody Meza
x		Placer County Library	Mary George
	x	Plumas County Library	Dora Mitchell
x		Roseville Public Library	Natasha Casteel

	x	Sacramento Co. Pub. Law Lib.	Coral Henning
x		Sacramento Public Library	Denise Davis for Rivkah Sass
x		San Anselmo Public Library	Linda Kenton
	x	San Rafael Public Library	Sarah Kenton
	x	Santa Rosa Junior College	Cherry Li-Bugg
	x	Sausalito Public Library	Abbot Chambers
	x	Shasta College Library	Janet Albright
x		Shasta Libraries	Jan Erickson
	x	Simpson University Library	Larry Haight
x		Siskiyou County Library	Michael Perry
	x	Solano Comm. College Library	Jeffery Lamb
x		Solano County Library	Bonnie Katz
x		Sonoma County Library	Sandy Cooper
		Sonoma Dev. Center	Vacant
x		St. Helena Public Library	Jennifer Baker
x		Sutter County Library	James Oschner
	x	Tehama County Library	Sally Ainsworth
	x	Trinity County Library	Oresta Esquibel
x		UC Davis	Sandra Vella
x		Willows Public Library	Jody Meza
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
	x	Yuba County Library	Sandeep Sidhu
x		California State Library	Darla Gunning
x		NLS System Headquarters	Annette Milliron DeBacker

2. PUBLIC INVITED TO ADDRESS THE COUNCIL:

No members of the public were present.

3. APPROVAL OF AGENDA:

The agenda was approved by acclamation.

4. CONSENT CALENDAR

A motion to approve the consent calendar was made by Jennifer Baker, seconded by Natasha Casteel.

Motion passed: Ayes – 24 Noes – Abstain –0

5. NEWS FROM THE STATE LIBRARY

Darla Gunning was unable to report due to technical difficulties.

6. DISCUSSION OF JANUARY 1, 2012-JUNE 30, 2013, PLAN OF SERVICE AND SERVICE MODELS AS OUTLINED IN THE GOALS FOR THE DECEMBER 19, 2011 DOCUMENT AS DISTRIBUTED IN THE PACKET.

A brief review of the document was conducted by Chair Wendy Burke. Members had no questions.

7. ADOPT RECOMMENDED SERVICE MODEL AND PLAN OF SERVICE FOR JANUARY 1 – JUNE 30, 2012.

A review of the service model and plan of service for January 1 – June 30, 2012 was conducted by Chair Wendy Burke. A motion to adopt the Service Model and Plan of Service for January 1 – June 30, 2012 was made by Sandy Cooper. Seconded by Linda Kenton.

Motion passed: Ayes – 21 Noes – 2 Abstain –1

8. APPROVE THE ESTABLISHMENT OF A TEAM TO BE APPOINTED BY THE CHAIR THAT WILL TRANSITION NLS TO THE NEW SERVICE MODEL BY JUNE 30, 2012.

A motion to approve the establishment of a Team to be appointed by the Chair that will transition NLS to the new service model by June 30, 2012 was made by Danis Kreimeier. Seconded by Gail Haar.

Motion passed: Ayes – 18 Noes – 0 Abstain –3 No Response—3

Upon the approval of the establishment of a Team Chair Burke announced the Team members. Members are: Chair Danis Kreimeier, Napa City-County Library, Wendy Burke, Colusa County Library, Jeanne Amos, El Dorado County Library, Gail Haar, Marin County Free Library, Cheryl Baker, Modoc County Library, Michael Perry, Siskiyou County Library, and Patty Wong, Yolo County Library.

9. APPROVE NORTHNET LIBRARY SYSTEM BUDGET FOR JANUARY 1 – JUNE 30, 2012 AS PRESENTED.

A review of the budget was conducted by Chair Wendy Burke. A motion to approve the NorthNet Library system budget for January 1 – June 30, 2012 as presented was made by Sandy Cooper. Seconded by Jennifer Baker.

Motion passed: Ayes – 20 Noes – 0 Abstain –3 No Response – 1

10. APPROVE NORTHNET LIBRARY SYSTEM PROPOSED PRELIMINARY BUDGET FOR JULY 1, 2012 – JUNE 30, 2013, AND DIRECT THE TRANSITION TEAM TO REFINE THE BUDGET AND BRING IT BACK TO THE COUNCIL IN THE NEXT THREE MONTHS FOR CONSIDERATION.

Chair Burke directed Ms. Milliron DeBacker to develop a 2012/2013 preliminary budget to use as a place holder for those members that need to start work on a 2012/13 budget for their own jurisdiction. The recommendations of Consultant Joan Frye Williams were used to develop the budget. There will be extensive revision as some of the consultant recommendations could not be included because more data is needed to use in the calculations. A motion to adopt the NorthNet Library System proposed preliminary Budget for July 1, 2012 – June 30, 2013, and to direct the Transition Team to refine the budget and bring it back to the Council in the next three months was made by Danis Kreimeier. Seconded by Sandy Cooper

Motion passed: Ayes – 17 Noes – 3 Abstain –4

11. AUTHORIZE THE PERSONNEL COMMITTEE, COMPRISED OF WENDY BURKE AND PATTY WONG, TO NEGOTIATE AGREEMENT (S) WITH CURRENT NORTH BAY COOPERATIVE LIBRARY SYSTEM EMPLOYEES AND/OR OTHER INDIVIDUALS TO BECOME LIMITED TERM CONTRACT EMPLOYEES DURING THE NORTH LIBRARY TRANSITION PERIOD OF THREE TO SIX MONTHS.

A motion to authorize the Personnel Committee comprised of Wendy Burke and Patty Wong, to negotiate agreement (s) with current North Bay Cooperative Library System employees and contract employees to become limited term contract employees during the North Library transition period of three to six months was made by Jennifer Baker. Seconded by Sandy Cooper. A friendly amendment of striking "contract employees" and adding .../or other individuals...was offered by Cheryl Baker. Both Ms. Baker and Ms. Cooper accepted the amendment

Motion passed: Ayes – 21 Noes – 0 Abstain –3

12. MOVED TO CLOSED SESSION.

Under the provisions of Government Code section 54957.6, the Council will discuss in Closed Session matters relating to its negotiations with potential contract staff, including NorthNet Library System Executive Director Annette Milliron DeBacker, and for the purpose of providing instructions to its negotiators, Wendy Burke and Patty Wong.

13. REPORT FROM CLOSED SESSION.

The Council provided instructions to its negotiators, Wendy Burke and Patty Wong. Ms. Burke and Ms. Wong will be meeting with Ms. Milliron DeBacker prior to December 30, 2011 to discuss terms of an employment contract.

14. NEXT DATE AND AGENDA BUILDING

The Council will meet again in mid-February. Agenda items: RFP for ongoing management, Transition Team's report on Dues Structure, Report from the Personnel Committee regarding contract negotiations.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:04 p.m.

Annette Milliron DeBacker
Clerk of the Council
December 19, 2011

NORTHNET LIBRARY SYSTEM - STATE OF CALIFORNIA

STANDARD AGREEMENT

THIS AGREEMENT, made and entered into this Fifth (5th) day of April, 2012, by and between Peninsula Library System hereinafter called the Contractor, and NorthNet Library System, 1585 Terrace Way, #244, Santa Rosa, CA 95404, hereinafter called "NLS."

WITNESS: That Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of NLS hereinafter expressed does hereby agree to furnish to NLS services and materials as follows and/or as described on exhibits attached to and incorporated herein.

The Contractor will provide to NLS the following services and/or materials:

Administrative and fiscal management services
as described in attached *Exhibit A*

CONTRACT PERIOD will be from May 1, 2012 to June 30, 2012.

COMPENSATION: A fee of \$7,500 will be charged for the above services/materials. Additional compensation will be charged for additional services as requested.

PAYMENT SCHEDULE: Upon receipt of invoices as approved by the Executive Director.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

Peninsula Library System
Contractor

NORTHNET LIBRARY SYSTEM

Authorized Signature

NLS Chair

2471 Flores Street
Address

Date

San Mateo, CA 94403
City, State, Zip

94-2334238
Tax Identification No. / Social Security No.

Date

ADDITIONAL PROVISIONS

1. Contractor agrees that it is an independent contractor and that its officers and employees do not become employees of NLS nor are they entitled to any employee benefits as NLS employees as a result of the execution of this agreement.
2. Contractor shall indemnify NLS, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold NLS harmless from any loss occasioned as a result of the performance of this contract by Contractor. Contractor shall provide necessary Worker's Compensation insurance at Contractor's own cost and expense.
3. No officer, member or employee of Contractor and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in this agreement or the proceeds thereof. No employee of Contractor nor any member of any employee's family shall serve on NLS board, committee or hold any such position which either by rule, practice or action nominates, recommends, supervises NLS's operations or authorizes funding to NLS.
4. NLS or Contractor may not assign or transfer this agreement, any interest therein or claim thereunder without the prior written approval of either party.
5. If funding exceeds \$25,000 for the fiscal year, Contractor is responsible for providing NLS financial records should the need arise.
6. NLS may terminate this agreement at any time by giving Contractor a thirty (30) day written notice of such sooner termination and may be terminated by NLS at any time without notice upon a material breach of the terms of this agreement by Contractor. Contractor may terminate this agreement at any time by giving NLS a thirty (30) day written notice of such sooner termination.
7. No alteration or variation of terms of this agreement shall be valid unless made in writing and signed by both parties hereto.
8. Contractor assures that it will comply with Title VI of the Civil Rights Act of 1964 and that no person shall, on the ground of race, creed, color, sex or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement.

please initial

Administrative and fiscal Management services-Transition May-June 2012

TASK	Date	By
JPA needs to change regarding the fiscal agent	April/May	Council
Need resolution to have PLS Executive Director & Chief Financial Officer as NorthNet's authorized signers	April/May	Council
Meet with current Administrator	May	Finance Director
Set up NorthNet in SAGE, accounting system	May	Finance Director
Review current contracts/vendors	May	Finance Director/Exc. Director
Review financial statements for FY 11/12	May	Finance Director/Accountant
Open checking account	June	Finance Director
Prepare FY 12/13 budget	May	Council
Enter FY 12/13 budget	June	Account Clerk
Prepare all contracts for FY 12/13	June	Office Manager
Order checks/invoices with new address	June	Office Manager
Notify the State Library regarding changes in administration	June	Coordinator
Notify all NorthNet members regarding changes in administration	June	Coordinator/NLS Chair
Move admin files to PLS headquarters	June	Office Manager/Clerk
Prepare membership and other invoices for FY 12/13	June	Account Clerk
Notify vendors regarding new address	June	Office Manager
Transfer balance from current fiscal agent to new account	June	Finance Director
Create Investment policy	June	Finance Director
Open investment account with Local Agency Investment Fund	June	Finance Director
Close FY 11/12 Fiscal year and prepare for audit	June/July	Accountant
Plan meet-and-greet with all constituent libraries	May/June	Exec. Director/Coordinator
Complete draft FY12-13 Plan of Service (to be started by Annette Milliron and finished by Exec. Director and Coordinator)	May	Exec. Director/Coordinator

Staff: System Director, Coordinator, Finance Director, Office Manager, Accountant, Account Clerk

Cost: \$7,500

STANDARD AGREEMENT

THIS AGREEMENT, made and entered into this Fifth (5th) day of April, 2012, by and between Peninsula Library System hereinafter called the Contractor, and NorthNet Library System, 1585 Terrace Way, #244, Santa Rosa, CA 95404, hereinafter called "NLS."

WITNESS: That Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of NLS hereinafter expressed does hereby agree to furnish to NLS services and materials as follows and/or as described on exhibits attached to and incorporated herein.

The Contractor will provide to NLS the following services and/or materials:

Administrative and fiscal management services
as described in attached *Exhibit A*

CONTRACT PERIOD will be from July 1, 2012 to June 30, 2013.

COMPENSATION: A fee of \$76,000 will be charged for the above services/materials. Additional compensation will be charged for additional services as requested.

PAYMENT SCHEDULE: Upon receipt of invoices as approved by the Executive Director.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

Peninsula Library System
Contractor

NORTHNET LIBRARY SYSTEM

Authorized Signature

NLS Chair

2471 Flores Street
Address

Date

San Mateo, CA 94403
City, State, Zip

94-2334238
Tax Identification No. / Social Security No.

Date

ADDITIONAL PROVISIONS

1. Contractor agrees that it is an independent contractor and that its officers and employees do not become employees of NLS nor are they entitled to any employee benefits as NLS employees as a result of the execution of this agreement.
2. Contractor shall indemnify NLS, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold NLS harmless from any loss occasioned as a result of the performance of this contract by Contractor. Contractor shall provide necessary Worker's Compensation insurance at Contractor's own cost and expense.
3. No officer, member or employee of Contractor and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in this agreement or the proceeds thereof. No employee of Contractor nor any member of any employee's family shall serve on NLS board, committee or hold any such position which either by rule, practice or action nominates, recommends, supervises NLS's operations or authorizes funding to NLS.
4. NLS or Contractor may not assign or transfer this agreement, any interest therein or claim thereunder without the prior written approval of either party.
5. If funding exceeds \$25,000 for the fiscal year, Contractor is responsible for providing NLS financial records should the need arise.
6. NLS may terminate this agreement at any time by giving Contractor a ninety (90) day written notice of such sooner termination and may be terminated by NLS at any time without notice upon a material breach of the terms of this agreement by Contractor. Contractor may terminate this agreement at any time by giving NLS a ninety (90) day written notice of such sooner termination.
7. No alteration or variation of terms of this agreement shall be valid unless made in writing and signed by both parties hereto.
8. Contractor assures that it will comply with Title VI of the Civil Rights Act of 1964 and that no person shall, on the ground of race, creed, color, sex or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement.

please initial

Personnel	Services
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Administrative	
<p>System Director</p> <p>Special Projects Consultant</p> <p>Office Manager & Secretary</p>	<p>Prepare the System Uniform Budget, Plan of Service and Annual Report in compliance with the requirements of CLSA as administered by the California State Library, subject to approval by the NLS Administrative Council.</p> <p>Maintain and report records in compliance with CLSA and other applicable state and federal requirements.</p> <p>Coordinate and staff Council meetings 4 times a year and maintain regular communications with NLS Chair and Executive Committee.</p> <p>Prepare and distribute Council agenda packets and minutes. Make arrangements for Council meetings.</p> <p>Distribute legislative, CLSA, and other State Library correspondence.</p> <p>Administer and evaluate system contracts.</p> <p>Maintain rosters, directories, etc.</p> <p>Pursue funding opportunities (Grants, Partnerships, etc.).</p> <p>Represent and advocate for NLS regionally and statewide.</p> <p>Negotiate and monitor cooperative purchasing opportunities and contracts with vendors, consultants, other systems or regions including services authorized and funded by CLSA (delivery, reference, etc.).</p> <p>Support special projects and activities not mandated by CLSA as determined by NLS Council (costs to be negotiated with providers).</p> <p>Maintain files and records required by state and federal laws as well as applicable documents necessary for system business.</p> <p>Website conversion to Word press version.</p>

Fiscal	
<p>Chief Financial Officer & Accounting Staff</p>	<p>Act as system's financial manager establishing separate accounts for all NLS funds ***.</p> <p>Develop an annual budget in collaboration with NLS officers and Administrative Council for programs or services to be provided in the subsequent fiscal year.</p> <p>Monitor budget developed by Council Budget Committee.</p> <p>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.</p> <p>Prepare quarterly budget updates showing revenues, expenditures and reserves to be submitted to Council.</p> <p>Prepare and execute payments on behalf of NLS to approved vendors, contractors, consultants, member libraries and others for services rendered, in compliance with budget.</p> <p>Invoice vendors.</p> <p>Prepare 1099s for contractors.</p> <p>Submit request for payments in excess of \$5000 to NLS Chair for approval.</p> <p>Collect TBR funds on behalf of member libraries and disburse as directed by NLS Administrative Council.</p> <p>Provide comprehensive revenue expenditure and reserve financial reports in accordance with requirements of CLSA or other State Library legislation and generally accepted accounting principles.</p> <p>Maintain files and records as required by State and Federal laws and retention policies.</p> <p>Submit the annual report for Special Districts to State Controller.</p> <p>Arrange for annual independent financial audit.</p> <p>Prepare annual statements of LAIF interest earned, Statement of Economic Interests.</p> <p><i>***using SAGE Fund Accounting software for government/non-profit agencies</i></p>

Exhibit A

Staff	Administration	51,973.28
System Director	12 hours/month @111.52/hour	16,058.88
Coordinator	20 hours/month @75/hour	18,000.00
Office Manager	20 hours/month @44.56hour	10,694.40
Secretary	12 hours/month @36.25/hour	5,220.00
Website conversion to Word press version		2,000.00
	Accounting	16,391.40
Chief Financial Officer	10 hours/month@81.35/hour	9,762.00
Account Clerk	15 hours/month@36.83/hour	6629.40
	Mileage	
	6 trips @ 250 miles/.555 per mile	832.50
	Total	69,197.18
	10% Overhead	6,919.72
	Grand Total	76,116.90

NorthNet Libraries Dues and Fees 2012/2013										
Library	Population	Budget 09/10	Base Dues	Delivery Admin	Over Drive Admin	Database Admin	Total Member Dues	Delivery	OverDrive	TOTAL Dues & Fees
Alpine	1,189	\$ 274,131	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 237	\$ 1,017
Bel-Tib	11,175	\$ 1,432,957	\$ 1,000	\$ -	\$ -	\$ 210	\$ 1,210			\$ 1,210
Benicia	28,086	\$ 1,916,713	\$ 1,000	\$ 1,530	\$ 280	\$ -	\$ 2,810	\$ 13,271	\$ 1,145	\$ 17,226
Butte	221,768	\$ 1,951,779	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000			\$ 1,000
Colusa	22,206	\$ 552,906	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 438	\$ 4,993
Del Norte	29,673	\$ 181,161	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 655	\$ 1,435
Dixon	25,850	\$ 860,512	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 6,390	\$ 543	\$ 9,243
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -		\$ 500
El Dorado	182,019	\$ 2,579,427	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 3,265	\$ 4,539	\$ 10,874
Folsom	71,453	\$ 1,551,700	\$ 1,000	\$ 1,020	\$ 560	\$ -	\$ 2,580	\$ 6,530	\$ 2,082	\$ 11,192
Humboldt	133,400	\$ 2,441,634	\$ 2,000	\$ -	\$ 280	\$ -	\$ 2,280		\$ 3,702	\$ 5,982
Lake Cty	64,053	\$ 892,681	\$ 500	\$ 1,530	\$ -	\$ 210	\$ 2,240	\$ 33,061		\$ 35,301
Larkspur	12,398	\$ 674,842	\$ 500	\$ -	\$ -	\$ -	\$ 500			\$ 500
Lassen	35,889	\$ 116,549	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 431	\$ 1,211
Lincoln	41,111	\$ 870,490	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 1,318	\$ 5,873
Marin	143,772	\$ 11,313,209	\$ 3,000	\$ -	\$ -	\$ 210	\$ 3,210			\$ 3,210
Mendocino	90,289	\$ 1,285,984	\$ 1,000	\$ 1,530	\$ -	\$ 210	\$ 2,740	\$ 34,237		\$ 36,977
Mill Valley	14,144	\$ 1,504,785	\$ 1,000	\$ -	\$ -	\$ 210	\$ 1,210			\$ 1,210
Modoc	9,777	\$ 316,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 364	\$ 1,144
Mono	13,617	\$ 1,001,301	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 701	\$ 1,481
Napa City-Cty	132,907	\$ 6,323,472	\$ 3,000	\$ 1,530	\$ 560	\$ -	\$ 5,090	\$ 35,170	\$ 2,616	\$ 42,876
Napa Coll			\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 3,968		\$ 5,998
Nevada	98,680	\$ 1,854,687	\$ 1,000	\$ 510	\$ 560	\$ -	\$ 2,070	\$ 3,265	\$ 3,431	\$ 8,766
Orland	15,215	\$ 275,918	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 408	\$ 1,188
Placer	190,210	\$ 3,947,148	\$ 3,000	\$ 510	\$ 560	\$ -	\$ 4,070	\$ 3,265	\$ 6,399	\$ 13,734
Plumas	23,731	\$ 600,748	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 568	\$ 1,348
Roseville	115,781	\$ 2,803,266	\$ 2,000	\$ 510	\$ 560	\$ -	\$ 3,070	\$ 3,265	\$ 3,693	\$ 10,028
Sacramento	1,373,874	\$ 31,436,078	\$ 5,000	\$ 1,020	\$ -	\$ -	\$ 6,020	\$ 6,530	\$ 582	\$ 13,132
St. Helena	6,010	\$ 869,125	\$ 500	\$ 1,530	\$ 280	\$ -	\$ 2,310	\$ 9,705		\$ 12,015
San Anselmo	12,744	\$ 418,515	\$ 500	\$ -	\$ -	\$ -	\$ 500			\$ 500
San Rafael	58,822	\$ 2,172,123	\$ 2,000	\$ -	\$ -	\$ 210	\$ 2,210			\$ 2,210
SRJC			\$ 500	\$ 510			\$ 1,010			\$ 1,010
Sausalito	7,596	\$ 596,934	\$ 500	\$ -	\$ -	\$ 210	\$ 710			\$ 710
Shasta	184,247	\$ 1,950,382	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000			\$ 1,000
Siskiyou	46,010	\$ 350,000	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 1,624	\$ 2,404
Solano Coll			\$ 500	\$ 1,530	\$ -	\$ -	\$ 2,030	\$ 1,872		\$ 3,902

Solano	373,901	\$ 15,370,572	\$ 5,000	\$ 1,530	\$ 560		\$ 7,090	\$ 34,333	\$ 7,894	\$ 49,317
Sonoma	493,285	\$ 14,485,620	\$ 5,000	\$ 1,530	\$ -	\$ 420	\$ 6,950	\$ 34,168		\$ 41,118
Sutter	99,154	\$ 1,175,519	\$ 500	\$ 1,020	\$ 280	\$ -	\$ 1,800	\$ 6,530	\$ 2,090	\$ 10,420
Tehama	63,100	\$ 529,656	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 1,231	\$ 2,011
Trinity	13,898	\$ 291,820	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 546	\$ 1,326
Willows	14,219	\$ 236,062	\$ 500	\$ -	\$ 280	\$ -	\$ 780		\$ 658	\$ 1,438
Woodland	57,288	\$ 1,591,181	\$ 1,000	\$ 1,020	\$ 280	\$ -	\$ 2,300	\$ 6,530	\$ 1,605	\$ 10,435
Yolo	145,665	\$ 5,589,557	\$ 4,000	\$ 510	\$ -	\$ -	\$ 4,510	\$ 3,265		\$ 7,775
Yuba	73,380	\$ 592,977	\$ 500	\$ 510	\$ 280	\$ -	\$ 1,290	\$ 3,265	\$ 1,850	\$ 6,405
Total			\$ 57,500	\$ 23,970	\$ 9,520	\$ 1,890	\$ 92,880	\$258,415	\$ 51,350	\$ 402,645