

MOUNTAIN-VALLEY LIBRARY SYSTEM

55 E Street, Santa Rosa, CA 95404-4728, 800-479-6733 voice, 800-544-3411 fax

ADMINISTRATIVE COUNCIL

Friday, March 19, 2010

Arthur F. Turner Community Library Branch - Yolo County Library
1212 Merkley Avenue
West Sacramento, CA 95691

10:00 AM – 1:00 PM

Webex Meeting Participation also available

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AGENDA

Presiding: Bill Michael, MVLS Chair

1. Welcome and Introductions
2. Public invited to address the public
- ACTION 3. Approval of Agenda**
- ACTION 4. Approval of minutes, Administrative Council, October 9, 2009**
- ACTION 5. Consent Calendar**
 - A. Financial Statement for FY 2009/10 - period ending January 31, 2010
 - B. Revised FY 2009/2010 Budget
6. News from the State Library – Linda Springer
- ACTION 7. Coordinator's Report: Annette Milliron**
 - A. NLS Update
 - B. Database Renewal
 - C. Wiki Project
 - D. Delivery Update
- ACTION 8. FY 2008/09 Audit**
- ACTION 9. Overdrive Collection Proposal**
- ACTION 10. FY 2010/11 Preliminary MVLS Budget**
- ACTION 11. CENIC Grant & Support Letter**
- ACTION 12. Bylaws and Standing Rules– Bill Michael/Patty Wong**

- ACTION** 13. Election of Chair and Vice- Chair for FY 2010/11 – Bill Michael
- ACTION** 14. Executive Committee Appointments – Bill Michael
- 15. Committee Reports:
 - A. Reference Committee:
 - B. Children’s Services: Roxanna Parker
- 16. Council Member Items: An opportunity for members of the Board to share or request information
- 17. Next Meeting Date
- 18. Adjourn

Bold indicates document included

Support materials for agenda available for review at MVLS Headquarters Office

**MOUNTAIN VALLEY LIBRARY SYSTEM
ADMINISTRATIVE COUNCIL MEETING
October 9, 2009**

CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date with Chair Bill Michael presiding. The meeting convened at 10:09 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Mono County Free Library	Bill Michael – Chair
	X	Alpine County Library	Laura Einstadter
	X	CSU Sacramento Library	Tabzeera Dosu
X		Colusa County Library	Wendy Burke
X		El Dorado County Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
X		Lincoln Public Library	Darla Wegener
X		Nevada County Library	Mary Ann Trygg
	X	Placer County Library	Mark Parker
	X	Roseville Public Library	Rachel Delgadillo
	X	Sacramento Co. Public Law Lib.	Coral Henning
	X	Sacramento Public Library	Rivkah Sass
X		Sutter County Library	Roxanna Parker
X		UC Davis	Sandra Vella
X		Woodland Public Library	Sandra Briggs
X		Yolo County Library	Patty Wong
	X	Yuba Community College Library	Elena Heilman
X		Yuba County Library	Loren MccRory
		OTHER:	
X		California State Library	Linda Springer
X		MVLS System Headquarters	Annette Milliron
X		MVLS System Headquarters	Patty Hector

WELCOME & INTRODUCTIONS:

Ms. Milliron introduced Linda Springer, a representative from the California State Library, to the Council and welcomed her to the meeting. Ms. Springer explained that the State Library is trying to promote a better connection between it and the libraries in the field so she will be attending the MVLS meetings to help facilitate that connection.

1. PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

2. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Katy Curl and seconded by Sandra Briggs. The Motion passed unanimously.

3. APPROVAL OF MINUTES – JULY 16, 2009

A Motion to approve the minutes of the July 16, 2009 Administrative Council meeting was moved by Wendy Burke and seconded by MaryAnn Trygg. The Motion passed unanimously.

4. CONSENT CALENDAR

A. FINANCIAL STATEMENT

Ms. Milliron referred the Council to the financial statement that was included in the meeting packet. She noted that at the end of the year, the reserve will most likely be around \$250,000. A Motion to approve the Consent Calendar was moved by Loren MccRory and seconded by Roxanna Parker. The Motion passed unanimously.

5. NEWS FROM THE STATE LIBRARY

Linda Springer reported that the word about a new state librarian is that someone could be appointed at any time now. State library staff are on furlough three Fridays each month. They haven't had to layoff any workers, but they did lose a number of vacant positions so staff will be realigning and prioritizing their duties. Ms. Springer reported that 200 broadband grant applications are being reviewed at the State level first and will be sent to the Federal office in a week to 10 days. No one knows when the broadband grants will be awarded. The Gates Summit will be held December 14 and 15. Ms. Springer noted that those who are eligible for the grant must attend the meeting. If you're not on the eligibility list, she feels it is still important for you to attend. The State Library will prepare the application after the Summit as they will be looking at the importance of broadband access for all libraries in the state. Ms. Springer noted that directors should bring a decision-maker to the summit, not an IT person.

Ms. Springer reported that Transforming Life After 50 now has Facebook, Twitter and Ning accounts.

Ms. Springer asked the directors that if they're not involved in the *Get Involved: Powered by Your Library* volunteer program, to please consider it as it has been hugely successful. She noted that a training will be held in March 2010.

Ms. Springer reported that Richard Hall is gathering 2009 information on ballot measures that will occur this Fall. She asked directors to please let him know if you are planning any ballot measures. She also passed out a brochure about the PLSEP program (Public Library Staff Education Program).

Ms. Milliron asked if the State Library has scheduled a meeting with Sacramento Public concerning their decision to stop loaning through OCLC. Ms. Springer reported that the issue is still on the radar of the State Library. Ms. MccRory asked if a decision has been made concerning FirstSearch support. Ms. Springer promised to check into these issues.

6. NEW REFORMA CALIFORNIA GOLD CHAPTER – ROBERTO DELGADILLO

Mr. Delgadillo, of UC Davis, has been working to establish a Northern California chapter of Reforma. A student chapter has already been established in partnership with Drexel University. He hopes to have a meeting after CLA. They also intend to have scholarships, financial aid, and trainings in the future. Ms. Milliron asked about partnering on a Spanish language book fair. The Council noted that they liked the idea. Patty Wong encouraged everyone to go back and publicize this information to library staff. Discussion ensued. Bill Michael thanked Mr. Delgadillo for coming and explaining the new program.

7. COORDINATOR'S REPORT

A. TRAINING FUNDS AND PROGRAMS

Ms. Milliron referred the Council to the spreadsheet included in the meeting packet. The money is for libraries to send staff to training that will improve reference services. Infopeople is putting more emphasis on online training this year instead of on-ground. There is a list of upcoming trainings. There will be a WebEx online training session coming up that Ms. Milliron encouraged everyone to attend. Infopeople is willing to let the System use WebEx. The System only has to pay for the connection fees. Ms. Milliron has also asked Paul Signorelli to provide a best practices and equipment list as we have found that virtual meetings are more effective if everyone is attending virtually instead of some being on-ground and some virtual.

B. NORTHNET LIBRARY SYSTEM UPDATE

The NorthNet Library System (NLS) Finance Committee has looked at the dues structure and after much time and many models, decided that 2010-2011 is not the year to make any changes. There wasn't a formula that would not cause some library to pay more. Therefore each system will need to decide whether to help pay their members' share as they did last year. There will not be an increase in member share so the amount will be the same as 2009-2010. Ms. Milliron is also hoping to save money in this year's budget and roll that forward to next year. The NLS Finance Committee will meet again in December. The Finance Committee is trying to make up approximately \$40,000 for administration costs that are not covered by CLSA funds and the member share from the three separate systems. Ms. MccRory asked if the CLSA funding formula will be changed. The CLSA money distribution between Administration, Reference and Delivery is based on a 30-year-old model. The State Library is aware of this, but it will require a change of the regulations. Ms. Milliron explained that the State Department of Finance controls the budget that the State Library submits and you have to be invited to submit a change. The Council asked Linda Springer if having a letter from the Council would be a help for the State Library. Discussion ensued.

Ms. Milliron reported that the NLS Steering Committee is working on a logo and strategic plan. They hope to have something to present at the meeting at CLA.

Ms. Milliron referred the Council to the Reference Coordinator's report included in the meeting packet.

C. COMMITTEE STRUCTURE AND LIAISONS

The Council viewed the social networking space that has been set up on PLA's website. It was set up for the Children's Community of Practice and will be presented to the Children's staff at the November 5th Summer Reading program training.

There are two Executive Committee slots that need to be filled. Ms. Parker reported that she will be the MVLS Board liaison on the Communities of Practice (CoP), and the two other representatives will be the children's librarian in Auburn and a staff member from Yolo County.

Wendy Burke volunteered to serve on the Technology and Resource Sharing CoP. Two frontline staff people also need to serve.

After discussion, it was decided to combine representatives on the Information Services and Technology Resource Sharing CoP for this first year of operation. Wendy Burke will serve as the Council representative for both CoPs. NLS staff will check with Yolo, Sutter and Placer counties to recruit staff volunteers for the CoP duties. Ms. Milliron will report the names of the 6 people who will represent MVLS on the NLS Community of Practices at the next meeting.

D. WIKI PROJECT

Ms. Milliron reported that Kelli Logasa and Jen DeMuth from Roseville Public Library have been working to get the wiki up and running. Each library will be able to post their policies and then decide if it is something that should be shared with other NorthNet members.

E. RESOURCE SHARING WITHIN MVLS

The Council discussed resource sharing issues within the system.

8. FY 2008/09 ANNUAL REPORT

Ms. Milliron referred the Council to the Annual Report included in the meeting packet. A Motion to recommend to the Council the adoption of the Annual Report at their next Council meeting was moved by Darla Wegener and seconded by MaryAnn Trygg. The Motion passed unanimously.

9. DELIVERY

Ms. Milliron referred the Council to the delivery statistics that were included in the meeting packet. Discussion ensued.

10. FY 2009/10 REVISED BUDGET

Ms. Milliron referred the Council to the revised budget that was included in the meeting packet. The corrections were simply to bring the budget line items in line for the County. A Motion to adopt the revised 2009/2010 budget was moved by Loren MccRory and seconded by Roxanna Parker. The Motion passed unanimously.

11. BYLAWS AND STANDING RULES

The bylaws and standing rules were discussed. Mr. Michael asked for some volunteers to work on bringing the bylaws up to date to reflect MVLS' participation in NorthNet. Patty Wong and Darla Wegener volunteered.

12. EXECUTIVE COMMITTEE APPOINTMENTS

Mr. Michael discussed the need to have two more people serve on the Executive Community. Mr. Michael appointed Wendy Burke and Sandra Vella to serve.

13. COMMITTEE REPORTS

A. REFERENCE COMMITTEE

Ms. MccRory informed the Committee that since she does not serve on the NLS Executive Committee, that she should be replaced as the Reference Committee liaison. She also expressed her view that the NLS reference coordinator position could be more involved in the System's communities of practice and less involved in actual question handling since the number of questions is declining, but the need for help in establishing the CoPs is great. Ms.

Milliron reported that the North Bay Board is also interested in redefining that position, which the Council thought was a good idea. The North Bay Board has also put together an ad hoc committee to review the use of databases and whether the return on investment is valuable. The Council would like to be included in the ad hoc committee meetings.

B. CHILDREN'S SERVICES

Roxanna Parker reported the Summer Reading workshop is scheduled for November 5th and includes both children's and adult information. There will also be time after the training for a business meeting. There was a suggestion of having a facilitator at the children's meeting. Discussion ensued.

14. COUNCIL MEMBER ITEMS

Ms. Trygg invited everyone to the Infopeople Technology Petting Zoo being held at the Nevada County Library on November 18th. She reported that the workshop is open to library staff in the morning and the public in the afternoon. Ms. Milliron reminded the Council that Infopeople lowered the price of their workshops this year to \$1,000 and noted that this is a great workshop for libraries and their communities. The Council expressed interest.

Ms. Trygg notified the Council that Nevada County will be issuing an RFP for outsourcing the library in the next week. She reported that their sales tax is lower than anticipated and they have been using reserves to keep things going. She reported that her staff member who attended ARSL had very positive things to say about it. She also had a staff person attend the Infopeople training with Edmond Otis and reported that it was excellent.

Ms. Wegener reported that Lincoln Public Library lost another staff position and their staff levels are now so low that she is spending 10-12 hours per week manning the public desk. Lincoln is considering having a ballot initiative and she is going to be part of the process as she has experience from her time in Salinas. She also reported that her library is just finishing up celebrating their 100 year anniversary. It was very successful but frustrating that the local media ignored the library events. Ms. Wegener is also planning an American Girls program which has been very popular in the past.

Mr. Michael reported that Mono County Library has a status quo budget. The City of Mammoth Lakes is experiencing financial problems, but the library's funding does not come from the city.

Ms. Parker reported that Sutter County Library's RFID self-check machines were installed last June in the main library and are working well. They will now be adding RFID machines in the branches as well. The library's budget is status quo.

Woodland Public Library is looking at an additional 30% reduction in funds for the next year. The City is offering golden-handshakes which Ms. Briggs believes several of her staff will take. The Library's Board is looking at alternatives such as establishing a special district library.

Patty Wong reported that Yolo County Library has added hours through the Measure K sales tax in the city of West Sacramento. They are opening a new branch building in West Sacramento on Saturday, October 10th and are also remodeling the Davis Branch. The library is also undergoing a salary survey and are hiring staff.

Katy Curl reported that Folsom Public Library is holding steady after undergoing budget cuts last year. The library was able to keep their Youth Services Librarian position and hopes to fill it soon. They have a joint-use library with the school although the school has experienced lay-offs and the library has had to train the school staff person. Work furloughs are in place.

Sandy Vella reported that the UC Davis library has also experienced cuts. They lost quite a bit of student help, but didn't have to cut any other library staff. The library has reduced their hours and have given up one of their branches in an Engineering Building. They've also just found out that they have to make another \$280,000 cut to their budget this year and are currently looking for new ways to save money.

15. NEXT MEETING DATE

The next meeting was not scheduled.

16. ADJOURN

There being no further business, the meeting was adjourned at 1:12 p.m.

Annette Milliron DeBacker
Clerk of the Board
October 9, 2009

CONSENT CALENDAR
March 19, 2010

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2009/10. Period ending January 31, 2010
- B. Revised FY 2009/2010 Budget

Agenda Item #5A

Mountain Valley Library Systems
General Ledger
For the Seven Months Ending January 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	6,670.00	1,418.33	5,251.67	78.74	536.91
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	76.00	127.08	(51.08)	(67.21)	0.00
2565-CLSA Comm. &	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total CLSA	76.00	127.08	(51.08)	(67.21)	0.00
2803-LSTA	3,289.00	3,721.00	(432.00)	(13.13)	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total LSTA	3,289.00	3,721.00	(432.00)	(13.13)	0.00
Total Member Share	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Miscellaneous	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Donations & Reimbursements	0.00	0.00	0.00	0.00	0.00
4645-Trust to G	136,292.00	0.00	136,292.00	100.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Trust to General Fund	136,292.00	0.00	136,292.00	100.00	0.00
Grand Total Revenues	\$ <u>146,327.00</u>	\$ <u>5,266.41</u>	<u>141,060.59</u>	<u>96.40</u>	\$ <u>536.91</u>

Mountain Valley Library Systems
 General Ledger
 For the Seven Months Ending January 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5921-Retirement Cont.	\$ 0.00	\$ 717.00	(717.00)	0.00	\$ 717.00
5935-Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
5940-Workers Compensation	0.00	0.00	0.00	0.00	0.00
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Total Salaries & Benefits	0.00	717.00	(717.00)	0.00	717.00

Mountain Valley Library Systems
General Ledger
For the Seven Months Ending January 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	0.00	0.00	0.00	0.00	0.00
6045-Comm. - Telephone	0.00	0.00	0.00	0.00	0.00
6100-Insurance	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	18,800.00	0.00	18,800.00	100.00	0.00
6400-Office Expense	0.00	110.00	(110.00)	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Library Materials	0.00	0.00	0.00	0.00	0.00
6461-Purchases for Members	0.00	0.00	0.00	0.00	0.00
6500-Other Prof. Services	14,760.00	7,714.59	7,045.41	47.73	0.00
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCL	0.00	0.00	0.00	0.00	0.00
6521-County Services	2,612.00	0.00	2,612.00	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
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expenses	0.00	0.00	0.00	0.00	0.00
7110-Staff Development	0.00	0.00	0.00	0.00	0.00
7120-In-Service Training	10,155.00	10,155.36	(0.36)	0.00	0.00
7302-Conferences & Travel	0.00	350.00	(350.00)	0.00	0.00
7303-Private Car Expense	0.00	0.00	0.00	0.00	0.00
Total Services & Supplies	46,327.00	18,329.95	27,997.05	60.43	0.00
Fixed Assets					
8560-Equipment	0.00	0.00	0.00	0.00	0.00
8620-Designated Reserve Fund	0.00	100,000.00	(100,000.00)	0.00	0.00
8640-Operational Transfer	100,000.00	0.00	100,000.00	100.00	0.00
8800-Equipment Reserve	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	100,000.00	100,000.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 146,327.00	\$ 119,046.95	27,280.05	18.64	\$ 717.00

Mountain Valley Library Systems
 General Ledger
 For the Seven Months Ending January 31, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>146,327.00</u>	<u>119,046.95</u>	<u>27,280.05</u>	<u>18.64</u>	<u>717.00</u>
Grand Total Revenues	<u>146,327.00</u>	<u>5,266.41</u>	<u>141,060.59</u>	<u>(96.40)</u>	<u>536.91</u>
Difference	<u>\$ 0.00</u>	<u>\$ (113,780.54)</u>	<u>113,780.54</u>		<u>\$ (180.09)</u>
Net Change in Journals	<u>\$ 0.00</u>	<u>\$ (113,780.54)</u>	<u>113,780.54</u>		<u>\$ (180.09)</u>

BudgetMVLS09/10
rev:3/19/2010

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2009/10
Presented March 19, 2010

REVENUES

-----	LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
Rev Carried Forward		0	0	0	0	0	0	0
4645 Undesign Funds to GF	4,801	10,155	0	0	121,336	0	0	136,292
1700 Interest Earned	0	0	0	0	6,670	0	0	6,670
TOTAL INTEREST	0	0	0	0	6,670	0	0	6,670
2560 CLSA Reference	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	76	0	0	76
2564 CLSA Data Base	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	76	0	0	76
2803 LSTA	0	0	0	0	3,289	0		3,289
3480 Member Share	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0
4157 Member Reimb	0	0	0	0	0	0	0	0
TOTAL LOCAL	0	0	0	0	0	0	0	0
Equip. Reserve								0
<hr style="border-top: 1px dashed black;"/>								
GRAND TOTAL REVENUES	4,801	10,155	0	0	131,371	0	0	146,327

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2009/10
Presentted March 19, 2010

EXPENDITURES

-----		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
Salaries and Benefits									
5921	Retirement Contribution	0	0	0	0	717	0	0	717
TOTAL	SAL & BENEFITS	0	0	0	0	717	0	0	717
Services and Supplies									
6040	Comm-E Mail	0	0	0	0	0	0	0	0
6045	Comm- Tphone	0	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0	0
6140	Maint. of Equip	0	0	0	0	0	0	0	0
6280	Memberships	0	0	0	0	18,800	0	0	18,800
6400	Office Expense	0	0	0	0	0	0	0	0
6410	Postage	0	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0	0	0
6500	Other Prof Services	4,801	0	0	0	9,242	0	0	14,043
6516	Data Proc'ing Service	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0	0	0
6521	CountyServices	0	0	0	0	2,612	0	0	2,612
6540	Contract Services	0	0	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	0	0	0	0
6820	Rental of Equip	0	0	0	0	0	0	0	0
6840	Bldg. Rent/Lease	0	0	0	0	0	0	0	0
7000	Special Dept. Exp.	0	0	0	0	0	0	0	0
7110	Staff Development	0	0	0	0	0	0	0	0
7120	In-Service Training *	0	10,155	0	0	0	0	0	10,155
7302	Conf. & Travel	0	0	0	0	0	0	0	0
7303	Private Car Expense	0	0	0	0	0	0	0	0
TOTAL	SERVICE & SUPPLIES	4,801	10,155	0	0	31,371	0	0	45,610
FIXED ASSETS									
8640	Operational Transfer					100,000			
TOTAL	GRAND TOTAL EXPENDITURE	4,801	10,155	0	0	131,371	0	0	146,327

BudgetMMLS08/09
rev: 3/16/09

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2009/10
Adopted October 9, 2009

Detail of Reserves/Designated Funds

Jun-09 Projected Fund Balance	379,838
Transfer to ADM program	121,336
Jun-10 Projected Fund Balance	258,502

MVLS COUNCIL MEETING
March 19, 2010
ADMINISTRATIVE NOTES

Agenda Item #7

AGENDA ITEM #5 CONSENT CALENDAR

- A. The statement of expenditure and revenue for January 31, 2010 is in the packet. Just an FYI the interest earned in Q1 was 1.64% after fees and in Q2 was 0.813%.
- B. Another adjustment is needed for the current year budget. PERS sent an invoice for \$ 717 that is needed due to the poor performance of the investments in the latest actuary study. From time to time there will be an amount due when investments perform poorly. We should expect to pay a small amount for the next 3 -5 years to maintain the fully funded status. Also as the audit is completed, the reserve fund account has been adjusted to a projected \$258,502 on June 30, 2010. That amount is about \$3,000 higher than the original projection.

AGENDA ITEM #7 COORDINATOR'S REPORT

- A. The NLS Finance Committee met to review various formulas for determining an acceptable uniform membership fee structure. The conclusion is that there is no way to create a formula that holds all members harmless. Given the severe cuts in library funding for this fiscal year and projections of equally dismal funding in 2010/11, the Committee recommended holding the membership fees at the same level as this current year. The Committee understands that each System uses a different fee structure and is supplementing the memberships with contributions from the reserves. Each System will need to determine if they wish to continue that practice for one more year. The Committee further recommended that NLS staff develop a status quo (or less if possible) 2010/11 budget. In January the Steering Committee approved the status quo budget that is included in the packet. Staff will attempt to tighten spending in the 2009/10 budget to create some revenue to carry forward as a reserve to help fund the 2010/11 budget. MVLS needs to decide if it will pay the \$18,800 additional membership for NBCLS members from reserves as was the case in FY 2009/2010.

The North Bay Cooperative Board of Directors met on March 4th to review the NLS request to hold personnel cost and all other budget expenses flat in the FY 2010/11 budget. The NBC Board agreed to approve personnel changes that would aid in the meeting that budget request. On July 1, 2010 the position of Reference Coordinator will be eliminated and the position of Electronic/Information Services Manager will assume many of the duties of the coordinator as well as allow NLS to offer more service in the area of member staff training and coordination of electronic resources. The role of the manager will be to place emphasis on improving reference service at the frontline in member libraries. The long term goal is to enable member library staff to better handle reference questions locally using their newly acquired skills and more electronic resources. Joe Cochrane will be reclassified into the manager position. Additionally the Board approved changing the definition of full time equivalent from 40 hours to 37.5 for the year. NBC will also seek better medical insurance quotes and will consider changing health care providers to control cost increases. Also, the Board agreed to pay the same membership fees in FY 2010/11.

The attached job descriptions are still being revised. Please review the job descriptions as suggestions are welcomed.

- B. How is the wiki project working? Should we consider opening the access to the wiki to the rest of the NLS members to use and to post their policies?

C. The delivery statistics are in the packet. More bins have been order as delivery in general is growing in all three regions within the system. Libraries with very high volume are being asked to contribute to the purchase of the bins.

ACTION ITEM # 8 FY 2008/09 AUDIT

There is nothing unusual in the audit. The letter from the auditor about internal control issues is the same letter that we received last year. Because we do not have a CPA on staff, this letter must be issued to advise that our use of an account clerk rather than a CPA is considered an internal control weakness. This letter is required by federal law.

ACTION ITEM #9 – OVERDRIVE COLLECTION

Joe has been working with Overdrive to develop a proposal for NLS members. Several libraries within NLS already have contracts with Overdrive which makes negotiations a little trickier.

The proposal for NLS is cheaper than any we've received to date. NLS would pay \$1,550 per month (\$18,600 annually) for 4 years or a total of \$74,000. In return we would receive an opening day shared collection of about 250 titles. Each title costs about \$25 to \$30 for a single copy. The total value of the opening day collection is \$7,500. There isn't any set amount that each library will be required to spend annually, but obviously participating libraries will need to contribute to grow the shared collection.

For the annual fee Overdrive will develop the shared collection webpage, establish and test the link to the Overdrive collection page from each participating library's webpage, and will train local library staff on use of the collection/troubleshooting/FAQs.

There is a small amount of money that is available to help sponsor MVLS members in this shared collection. The amount is \$10,155. There are a lot of details that need to be determined if this is to be an NLS shared collection. A per library contribution to cover the annual cost and the collection development budget and a collection development policy will have to be established. It may be that NLS may not want to make this project an NLS level project. If so then maybe the MVLS region would want to setup their own program with the \$10,155 seed money. The NLS Steering Committee is meeting on Thursday, 3/18, so we should be able to benefit from their discussion. The Overdrive installation of a system or regional level collection will take about 3 months.

We can use the amount currently allocated within the NLS budget for the MVLS region database purchase to continue the Chilton's subscription or to establish a Newsbank subscription for 2010/2011. The purchase would be made by June 30, 2010.

The Overdrive subscription could be paid with 2010/2011 funds. However, the funding would have to come from the member libraries as CLSA funds must be spent on improvement of reference services. A few select titles in the Overdrive collection could be purchased with CLSA funds if the title would contribute to the improvement of local reference service.

ACTION ITEM #10 – FY2010/110 BUDGET

The budget is very simple. NLS membership dues, the cost of an audit and county treasurer fees are the expenses. Revenues are the general reserve fund and a small amount of interest.

ACTION ITEM #11 – CENIC NITA/BTOP GRANT SUPPORT LETTER

CENIC has requested a letter of support for a CENIC ARRA/NITA grant to expand broadband infrastructure in Amador, Calaveras, Colusa, El Dorado, Fresno, Kings, Kern, Mariposa, Merced,

Madera, Nevada, Placer, Tuolumne, Tulare, San Joaquin, Stanislaus, Sutter and Yuba counties. The plan encompasses a service area of 18 counties covering 39,530 square miles, 24 percent of the state's geography and a population of 4,077,365 million, or over 11 percent of the state's population. The project would reach over 1,973 communities within the proposed service area, most of which currently have access only to limited network speeds.

The goals of the plan are to:

Directly connect 18 county offices of education, 9 community colleges, 3 universities and 18 county libraries as anchor institutions to this new network infrastructure that will connect to CENIC's existing statewide fiber-based backbone

ACTION ITEM #12 BYLAWS AND STANDING RULES

Bill, Patty Wong and Darla have been working on the further tweaking of the Bylaws and the creation of Standing Rules for MVLS. The proposed revisions are in the packet. There are still two vacancies on the MVLS Steering Committee. Volunteers are welcomed.

<u>MVLS Steering Committee:</u>	<u>Term expires</u>
Mono County, Bill Michael, Chair	June 2011
El Dorado County, Jeanne Amos, Vice-Chair	June 2010
Lincoln Public, Darla Wegener, Past -Chair	June 2010
Sutter County Library, Roxanna Parker, Children's Committee	June 2010
Sacramento Public, Alison Landers	June 2011

Agenda Item #7A

Budget10/11
rev:3/5/2010

NorthNet Library System
Preliminary Budget 2010/11
Presented March 18, 2010

REVENUES

-----	LSTA-Health 40-7339	LSTA-RLI 40-7331	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN :	PROJECTED BUDGET	FY 2009/10 BUDGET
Rev Carried Forward	0	0	0	0	0	0	0	0	0 :	0	0
4620 Transfer from members	0	0	0	0	0	0	0	0	64,347 :	64,347	364,347
1700 Interest Earned	0	0	0	0	0	0	0	0	10,572 :	10,572	52,836
TOTAL INTEREST	0	0	0	0	0	0	0	0	10,572 :	10,572	52,836
2560 CLSA Reference	0	0	0	0	0	250,918	0	0	62,730 :	313,648	313,648
2562 CLSA SAB	0	0	0	0	0	0	0	7,332	1,833 :	9,165	9,165
2563 CLSA TBR-ILL	0	0	40,953	0	0	500	0	0	0 :	41,453	48,253
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0 :	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	239,312	0	59,828 :	299,140	299,140
TOTAL CLSA	0	0	40,953	0	0	251,418	239,312	7,332	124,391 :	663,406	670,206
2803 LSTA 40-7339	0	0	0	0	0	0	0	0	0 :	0	99,000
2803 LSTA 40-7331	0	0	0	0	0	0	0	0	19,500 :	19,500	214,500
2803 LSTA	0	0	0	0	0	0	0	0	19,500 :	19,500	313,500
3480 Contract Fees MVLS	0	0	0	0	0	0	20,384	0	0 :	20,384	20,384
Contract Fees NBCLS	0	0	0	95,191	0	0	243,785	0	0 :	338,976	338,976
Contract Fees NSCLS	0	0	0	0	0	0	45,000	0	0 :	45,000	45,000
Black Gold Contract	0	0	0	0	0	300	0	0	100 :	400	400
3482 Membership Fees MVLS	0	0	0	0	0	0	0	0	52,315 :	52,315	52,315
Membership Fees NBCLS	0	0	0	0	0	0	0	0	95,494 :	95,494	95,494
Membership Fees NSCLS	0	0	0	0	0	0	0	0	3,416 :	3,416	3,416
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0 :	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0 :	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	:	0	10,155
4102 Donations/Reimb	0	0	0	2,199	0	3,366	0	0	13,971 :	19,536	6,224
4157 Member Reimb	0	0	241,000	0	0	0	0	0	0 :	241,000	249,001
TOTAL LOCAL	0	0	241,000	97,390	0	3,666	309,169	0	165,296 :	816,521	821,365
Equip. Reserve	-----										
GRAND TOTAL REVENUES	0	0	281,953	97,390	0	255,084	548,481	7,332	384,106 :	1,574,346	2,222,254

EXPENDITURES

-----	LSTA-	LSTA-RLI	LOCAL	SSearch	Cont Ed :	REF	C&D	SAB : :	ADMIN :	PROJECT.	FY 2009/10	
										BUDGET	BUDGET	
Salaries and Benefits:												
5900	Payoff Acct	0	0	0	0	0	0	0	0	0	0	
5910	Perm. Positions	0	0	0	0	0	0	0	0	0	0	
5911	Extra Help	0	0	0	0	0	0	0	0	0	0	
5921	Retirement Cont.	0	0	0	0	0	0	0	0	0	0	
5924	Medicare	0	0	0	0	0	0	0	0	0	0	
5925	Deferred Comp.	0	0	0	0	0	0	0	0	0	0	
5930	Health Insurance	0	0	0	0	0	0	0	0	0	0	
5931	Disability Ins.	0	0	0	0	0	0	0	0	0	0	
5932	Dental Insurance	0	0	0	0	0	0	0	0	0	0	
5933	Life Insurance	0	0	0	0	0	0	0	0	0	0	
5934	Vision Insurance	0	0	0	0	0	0	0	0	0	0	
5935	Unemployment Ins	0	0	0	0	0	0	0	0	0	0	
5940	Workers Comp	0	0	0	0	0	0	0	0	0	0	
TOTAL	SAL. & BEN.	0	0	0	0	0	0	0	0	0	0	
Services and Supplies:												
6040	Comm. - E Mail	0	0	0	0	0	800	0	0	800	1,400	
6045	Comm. - Tphone	0	0	0	0	0	2,939	0	0	2,939	20,539	
6085	Janitorial Service	0	0	0	250	0	500	0	250	1,500	1,500	
6100	Insurance	0	0	0	0	0	1,250	0	0	3,010	3,010	
6140	Maint. of Equip.	0	0	0	0	0	2,142	0	0	2,142	2,142	
6280	Memberships	0	0	0	0	0	0	0	150	150	15,150	
6302	Dept Revolving	0	0	0	0	0	0	0	50	50	50	
6400	Office Expense	0	0	0	140	0	700	3,060	409	4,809	7,809	
6410	Postage	0	0	0	0	0	9,600	0	0	9,600	8,900	
6415	Library Mat.	0	0	0	0	0	600	0	0	600	600	
6461	Purchases for Members	0	0	241,000	0	0	77,528	0	0	318,528	333,426	
6500	Other Prof Serv	0	0	0	0	0	9,425	0	15,225	24,650	217,175	
6516	Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	
6517	Online Serv, OCLC	0	0	40,953	0	0	150	0	0	41,103	55,904	
6521	County Services	0	0	0	0	0	6,760	0	3,240	10,000	10,000	
6540	Contractual Services Delivery	0	0	0	0	0	0	502,460	0	502,460	502,460	
	Contractual Services Payroll	0	0	0	51,755	0	114,831	0	358,368	524,954	545,591	
6800	Dup/Photocopy	0	0	0	0	0	134	5,120	1,930	7,184	13,254	
6820	Rental of Equip	0	0	0	0	0	0	0	0	0	0	
6840	Bldg.Rent/Lease	0	0	0	4,547	0	4,993	11,067	2,243	23,296	21,557	
7000	Special Dept.Exp.	0	0	0	0	0	0	7,433	0	7,433	36,328	
7110	Staff Devel.	0	0	0	0	0	500	0	1,650	2,150	2,150	
7120	In-Serv Training	0	0	0	0	0	33,846	0	0	33,846	43,244	
7302	Conf. & Travel	0	0	0	625	0	1,000	0	1,000	5,125	88,084	
7303	Private Car Exp.	0	0	0	1,244	0	1,887	0	500	6,131	5,447	
7320	Utilities	0	0	0	856	0	1,580	1,000	1,159	5,136	5,136	
TOTAL	SERV & SUPPLIES	0	0	281,953	59,417	0	255,084	548,481	7,332	385,329	1,537,596	1,940,856
Fixed Assets:												
8560	Equipment	0	0	0	0	0	0	0	0	0	0	
TBD	Operational Reserve	0	0	0	0	0	0	0	0	0	300,000	
8800	Equip. Reserve	0	0	0	36,750	0	0	0	0	36,750	6,845	
TOTAL	FIXED ASSETS	0	0	0	36,750	0	0	0	0	36,750	306,845	
<hr/>												
GRAND TOTAL EXPENDITURES		0	0	281,953	96,167	0	255,084	548,481	7,332	385,329	1,574,346	2,247,701

**Mountain Valley Library System
Delivery Statistics
FY 2009/10**

LIBRARY	QTR 1	QTR 2	QTR 3	QTR 4	YTD 2009/10	Prior Year Comparison	
						YTD 08/09	% change
MVLS MEMBERS							
California State Library	26,000	624			26,624	46,625	-43%
Colusa County Library	6,630	7,410			14,040	12,090	16%
CSU Sacramento Library	904	780			1,684	683	147%
Dixon Public Library	1,820	4,290			6,110	4,175	46%
Folsom Public Library	119,340	58,182			177,522	120,900	47%
Lincoln Public Library	260	806			1,066	2,386	-55%
Nevada County Library	1,255	267			1,521	2,217	-31%
Placer County Library	1,157	481			1,638	1,469	12%
Roseville Public Library	910	514			1,424	1,235	15%
Sacramento Public Library	85,170	114,660			199,830	215,677	-7%
Sutter County Library	34,125	37,050			71,175	59,670	19%
UC Davis Library	299	507			806	852	-5%
Woodland Public Library	31,844	42,120			73,964	66,333	12%
Yolo County Public Library	1,190	1,755			2,945	3,237	-9%
Yuba Community College Library	0	163			163	33	400%
Yuba County Library	715	637			1,352	1,131	20%
TOTAL	311,617	270,244	0	0	581,861	538,709	8%
UPS:							
Alpine County Headquarters	52	65			117	124	-5%
Bear Valley Branch	39	98			137	33	320%
El Dorado County Library	390	390			780	1,261	-38%
Mono County - all branches	143	163			306	0	0%
TOTAL:	624	715	0	0	1,339	1,417	-6%
GRAND TOTAL:	312,241	270,959	0	0	583,200	540,126	8%

Larry D. Johnson

Certified Public Accountant

November 18, 2009

Council of Librarians
Mountain Valley Library System
55 E Street
Santa Rosa, CA 95404

Dear Council of Librarians:

I am required to communicate to you the requirements of SAS 112 (Statement on Auditing Standards), which addresses internal control issues.

The attached letter identifies the fact that you have outsourced the year end adjustments, preparation of the financial statements and foot notes to me, as you have directed me to do in prior years.

The individuals who sit on the national accounting boards are accustomed to auditing large entities who have their own CPA's on staff. Since you do not, they have decided to call this outsourcing of the above as a material weakness.

I assure you that I did not make up the terminology required for this report. The information of most importance to you is at the bullet "•".

No action is required on your part; and our engagement can remain the same. Please let me know if you have any questions.

Sincerely,



Larry D. Johnson
Certified Public Accountant

Attachment

LDJ:mj

November 18, 2009

Certified Public Accountant

Council of Librarians
Mountain Valley Library System
55 E Street
Santa Rosa, CA 95404

In planning and performing my audit of the financial statements of Mountain Valley Library System, as of and for the year ended 6/30/09, in accordance with auditing standards generally accepted in the United States of America, I considered Mountain Valley Library System, internal control over financial reporting (internal control) as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

My consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, I identified certain deficiencies in internal control that I consider to be material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. I believe that the following deficiency constitutes a material weakness:

- The District does not have a system of internal controls that would enable management to conclude that the financial statements and the related disclosures are complete and presented in accordance with generally accepted accounting principles. As such, management requested me to assist in identifying adjustments to the accounting records and to prepare a draft of the financial statements, including the related footnote disclosures. The outsourcing of this service is not unusual in entities of your size and is a result of management's cost benefit decision to use my accounting expertise rather than to incur internal resource costs (i.e. hire their own in-house CPA).

This communication is intended solely for the information and use of the Board, management, and others within the District, and is not intended to be and should not be used by anyone other than these specified parties.



Larry D. Johnson
Certified Public Accountant

**MOUNTAIN VALLEY LIBRARY SYSTEM
FINANCIAL STATEMENTS
June 30, 2009**

**MOUNTAIN VALLEY LIBRARY SYSTEM
Financial Statements
For The Year Ended June 30, 2009**

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INDEPENDENT AUDITOR'S REPORT

Council of Librarians
Mountain Valley Library System

I have audited the accompanying financial statements of the governmental activities and major fund of the Mountain Valley Library System (Library) as of and for the year ended June 30, 2009, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. My responsibility is to express opinions on these financial statements based on my audit.

Except as discussed in the following paragraph, I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Mountain Valley Library System as of June 30, 2009, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated November 18, 2009 on my consideration of Library's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

The management's discussion and analysis and budgetary comparison information on pages 2 through 7 and pages 20 through 21, respectively, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.



Larry D. Johnson
Certified Public Accountant

November 18, 2009
Santa Rosa, CA

MOUNTAIN VALLEY LIBRARY SYSTEM

MANAGEMENT DISCUSSION AND ANALYSIS (Unaudited)

Our discussion and analysis of the Library's financial performance provides an overview of financial activities for the year ending June 30, 2009. Please read this in conjunction with the financial statements as listed in the Table of Contents.

FINANCIAL HIGHLIGHTS

- Assets exceeded liabilities by \$399,359 as of June 30, 2009. Of this amount, \$19,521 represents the depreciated cost of Capital Assets. The remaining \$379,838 may be used to meet the Library's ongoing obligations to its members.
- The Library increased its net assets for the year by \$15,109 per its "Statement of Activities". Since the "Statement of Revenues, Expenditures and Changes in Fund Balances" uses a different accounting method, there was a decrease in Fund Balances of \$(4,412).
- The Library has continued its' management contract with North Bay Cooperative Library System for the period 7/1/08 to 6/30/09. However, for the 2009/10 year, the Library has merged and will be part of the NorthNet Library System.
- The Library has no long term financing.
- Capital assets of \$20,548 were purchased during the year.
- Actual pooled cash increased \$4,899 from 6/30/08 to 6/30/09.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 8-9) provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. Fund financial statements start on page 10. These statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Library's operations in more detail than the government-wide statements by providing information about the Library's most financially significant funds. This Library, however, has only one fund, it's general fund.

REPORTING THE LIBRARY AS A WHOLE

The Statement of Net Assets and the Statement of Activities

Our analysis of the Library as a whole begins on page 2. One of the most important questions asked about the Library's finances is, "Is the Library as a whole better off or worse as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the Library as a whole and about

its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Library's *net assets* and changes in them. You can think of the Library's net assets, the difference between assets, what the Library owns, and liabilities, what the Library owes, as one way to measure the Library's financial health, or *financial position*. Over time, *increases or decreases* in the Library's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Library's jurisdiction, the availability of capital projects, and continuing local government support to assess the *overall health* of the Library.

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. MVLS uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. MVLS has one fund, which is a governmental-type fund.

Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating MVLS' near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the general fund with similar information presented for governmental activities. Both the general fund balance sheet and the general fund statement of revenues, expenditures, and change in fund balance provide a column detailing the differences (adjustments) between the general fund and governmental activities. These adjustments are discussed in further detail in Note 1 to the basic financial statements.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14 through 19 of this report.

OTHER INFORMATION

We also report on "Required Supplementary Information". This consists of a budget to actual comparison. Notes on budgetary procedures are provided for this report. This information begins on page 20.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide financial statements provide long-term and short-term information about MVLS' overall financial condition. This analysis addresses the financial statements of MVLS as a whole.

SUMMARIZED STATEMENT OF NET ASSETS

ASSETS	<u>6/30/09</u>		<u>6/30/08</u>	
Pooled Cash & Investments	\$ 399,135	94%	\$ 394,236	100%
Federal Grant Receivable	3,425	1%	-	0%
Capital Assets (Net)	<u>19,521</u>	<u>5%</u>	<u>-</u>	<u>0%</u>
	<u>\$ 422,081</u>	<u>100%</u>	<u>\$ 394,236</u>	<u>100%</u>
LIABILITIES				
Accounts Payable	<u>\$ 22,722</u>	<u>100%</u>	<u>\$ 9,986</u>	<u>100%</u>
	<u>\$ 22,722</u>	<u>100%</u>	<u>\$ 9,986</u>	<u>100%</u>
NET ASSETS				
Invested in Capital Assets	\$ 19,521	5%	\$ -	0%
Unrestricted	<u>379,838</u>	<u>95%</u>	<u>384,250</u>	<u>100%</u>
	<u>\$ 399,359</u>	<u>100%</u>	<u>\$ 384,250</u>	<u>100%</u>

The Library's largest portion of net assets is our cash at 94% for the current year. Therefore, we have a highly liquid financial status as most of our assets are available for future use.

The Library has a minimal amount of liabilities compared to its assets.

The unrestricted net assets have a positive balance of \$379,838 which decreased \$(4,412) from last year.

A summarization of the General Fund Balance Sheet has not been presented due to the fact that they are now both the same.

SUMMARY STATEMENT OF ACTIVITIES

	<u>6/30/09</u>		<u>6/30/08</u>	
PROGRAM REVENUES				
Membership Fees	\$ 52,316	16%	\$ 52,315	18%
GRANTS				
State CLSA Grants	213,850	66%	212,800	74%
Federal LSTA Grant	46,639	14%	-	0%
GENERAL REVENUES				
Interest Income	10,230	3%	20,187	7%
Other General Revenues	<u>3,328</u>	<u>1%</u>	<u>2,860</u>	<u>1%</u>
Total Revenues	<u>\$ 326,363</u>	<u>100%</u>	<u>\$ 288,162</u>	<u>100%</u>
PROGRAM EXPENSES				
Final Salary Benefits	-	0%	2,181	1%
Operating Expenses	310,227	100%	278,953	99%
Depreciation	<u>1,027</u>	<u>0%</u>	<u>-</u>	<u>0%</u>
Total Expenses	<u>311,254</u>	<u>100%</u>	<u>281,134</u>	<u>100%</u>
Increase (Deficit) in Net Assets	\$ 15,109		\$ 7,028	
Net Assets – Beginning of Year	<u>384,250</u>		<u>377,222</u>	
Net Assets – End of Year	<u>\$ 399,359</u>		<u>\$ 384,250</u>	

The majority of revenue came from the State CLSA grants at 66%. The increase in net assets of \$15,109 has improved from the prior year at \$7,028.

SUMMARIZED GENERAL FUND BALANCE SHEET

ASSETS	<u>6/30/2009</u>	<u>6/30/2008</u>	<u>Difference</u>
Cash in County Treasury	\$ 399,135	\$ 394,236	\$ 4,899
Federal Grant Receivable	3,425	-	3,425
Total Assets	<u>\$ 402,560</u>	<u>\$ 394,236</u>	<u>\$ 8,324</u>
LIABILITIES & FUND BALANCES			
Liabilities	\$ 22,722	\$ 9,986	\$ 12,736
	22,722	9,986	12,736
FUND EQUITY			
Unreserved Fund Balance	3,690	8,102	(4,412)
Designated Fund Balances	376,148	376,148	-
	<u>379,838</u>	<u>384,250</u>	<u>(4,412)</u>
 Total Liabilities & Fund Equity	 <u>\$ 402,560</u>	 <u>\$ 394,236</u>	 <u>\$ 8,324</u>

SUMMARIZED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GENERAL FUND

REVENUES	<u>6/30/2009</u>	<u>6/30/2008</u>	<u>Difference</u>
Membership Fees	\$ 52,316	\$ 52,315	\$ 1
Federal Operating Grant	46,639	-	46,639
State Operating Grant	213,850	212,800	1,050
Interest Income	10,230	20,187	(9,957)
Miscellaneous Income	3,328	2,860	468
	<u>\$ 326,363</u>	<u>\$ 288,162</u>	<u>\$ 38,201</u>
EXPENDITURES			
Final Salary Benefits	-	2,181	(2,181)
Operating Expenses	310,227	278,953	31,274
Equipment Purchases	20,548	-	20,548
	<u>330,775</u>	<u>281,134</u>	<u>49,641</u>
 Excess (Deficit) of Revenues Over Expenditures	 <u>\$ (4,412)</u>	 <u>\$ 7,028</u>	 <u>\$ (11,440)</u>

The decrease in Excess of Revenues over Expenditures for 6/30/09 was negative which shows a general decline in financial condition over the two years.

GENERAL FUND BUDGETARY HIGHLIGHTS

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
State CLSA Grants	\$ 213,163	\$ 213,927	\$ 213,850	\$ (77)
Federal LSTA Grant	-	48,015	46,639	(1,376)
Member Fees	51,558	52,316	52,316	-
Miscellaneous Revenues	16,306	14,725	3,328	(11,397)
Interest Income	14,000	14,000	10,230	(3,770)
Total Revenues	<u>295,027</u>	<u>342,983</u>	<u>326,363</u>	<u>(16,620)</u>
EXPENDITURES				
Communications	100	833	2,198	(1,365)
Telephone Service Chgs.	300	300	116	184
Office Expense	2,138	3,005	3,318	(313)
Postage	4,000	4,000	2,647	1,353
Supplies	30,211	30,356	33,827	(3,471)
Professional/Special	7,200	21,006	24,531	(3,525)
County Services	5,000	5,000	3,354	1,646
Contract Svs	210,141	210,141	213,761	(3,620)
Public/Legal Notices	200	1,400	4,154	(2,754)
Special Dept.	637	612	-	612
Training-in-Service	30,000	32,775	20,117	12,658
Travel	1,700	4,462	1,337	3,125
Private Car Exp	3,400	2,550	867	1,683
Equipment	-	24,000	20,548	3,452
Total Expenditures	<u>295,027</u>	<u>340,440</u>	<u>330,775</u>	<u>6,213</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ -</u>	<u>\$ 2,543</u>	<u>\$ (4,412)</u>	<u>\$ (10,407)</u>

The Library makes budgetary adjustments during the year to reflect changing conditions. The primary change was due to the \$48,015 Federal LSTA Grant and its related expenditures.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Debt Administration

The Library has no long term debt outstanding such as bond issuance or capital leases.

Capital Assets

The Library purchased \$20,548 in office equipment.

ECONOMIC FACTORS AND FUTURE EVENTS

No budgetary information solely for the Library is available due to its merger into NorthNet Library System effective 7/1/09. See the applicable footnotes entitled, "Subsequent Events".

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens and taxpayers with a general overview of our finances and to show the accountability for the money received. If you have any questions about this report or need additional financial information, contact the Library's office at (707) 544-0142.

Annette Milliron Debacker
System Administrator

MOUNTAIN VALLEY LIBRARY SYSTEM
STATEMENT OF NET ASSETS
June 30, 2009

ASSETS:	
Cash in County Treasury	\$ 399,135
Federal Grant Receivable	3,425
Capital Assets:	
Office Equipment	20,548
	<u>20,548</u>
Less: Accumulated Depreciation	<u>(1,027)</u>
Total Capital Assets, Net of accumulated Depreciation	19,521
Total Assets	<u><u>\$ 422,081</u></u>
LIABILITIES	
Accounts Payable	<u>\$ 22,722</u>
Total Liabilities	<u><u>\$ 22,722</u></u>
NET ASSETS	
Invested in Capital Assets, Net of Related Debt	19,521
Unrestricted	<u>379,838</u>
Total Net Assets	<u><u>\$ 399,359</u></u>

The accompanying notes are an integral part of the financial statements

MOUNTAIN VALLEY LIBRARY SYSTEM
STATEMENT OF ACTIVITIES AND GENERAL FUND REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
For The Year Ended June 30, 2009

Program Expenses	
Library Services	
Operating Expenses	\$ 310,227
Depreciation	1,027
Total Program Expenses	<u>311,254</u>
 Program Revenues	
Member Fees	52,316
Total Program Revenues	<u>52,316</u>
 Net Program Expenses before	
Operating Grants	258,938
 Federal Operating Grants	46,639
State Operating Grants	213,850
Total Operating Grants	<u>260,489</u>
 Net Program expenses	(1,551)
 General Revenues	
Interest Income	10,230
Miscellaneous Revenues	3,328
Total General Revenues	<u>13,558</u>
 Increase (Decrease) in Net Assets	15,109
 Fund Balance / Net Assets, Beginning of Year	<u>384,250</u>
 Fund Balance / Net Assets, End of Year	<u><u>\$ 399,359</u></u>

The accompanying notes are an integral part of the financial statements

**MOUNTAIN VALLEY LIBRARY SYSTEM
BALANCE SHEET- GOVERNMENTAL FUND TYPE
June 30, 2009**

	General Fund
ASSETS:	
Cash in County Treasury	\$ 399,135
Federal Grant Receivable	3,425
Total Assets	\$ 402,560
 LIABILITIES & FUND BALANCES	
Liabilities:	
Accounts Payable	\$ 22,722
Total Liabilities	22,722
 Fund Equity:	
Unreserved, undesignated	3,690
Unreserved, designated	376,148
Total Fund Balances	379,838
 TOTAL LIABILITIES & FUND BALANCES	 \$ 402,560

The accompanying notes are an integral part of the financial statements

**MOUNTAIN VALLEY LIBRARY SYSTEM
RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
June 30, 2009**

TOTAL FUND BALANCES- GOVERNMENTAL FUND \$ 379,838

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Capital assets used in the operation of governmental funds are not financial resources and, therefore, are not reported in the general fund. These assets consist of:

Capital Assets:

Other Equipment	20,548	
	20,548	
Less: Accumulated Depreciation	(1,027)	
Total Capital Assets, net of accumulated Depreciation	\$ 19,521	19,521

NET ASSETS OF GOVERNMENTAL ACTIVITIES **\$ 399,359**

The accompanying notes are an integral part of the financial statements

MOUNTAIN VALLEY LIBRARY SYSTEM
Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Fund Type
For The Year Ended June 30, 2009

	<u>General Fund</u>
REVENUES	
Membership Fees	\$ 52,316
Federal Operating Grants	46,639
State Operating Grants	213,850
Interest Income	10,230
Miscellaneous Income	3,328
Total Revenues	<u>326,363</u>
EXPENDITURES	
Operating Expenses	310,227
Equipment Purchases	20,548
Total Expenditures	<u>330,775</u>
Excess (Deficiency) of Revenues Over Expenditures	(4,412)
Fund Balance, Beginning of Year	<u>384,250</u>
Fund Balance, End of Year	<u><u>\$ 379,838</u></u>

The accompanying notes are an integral part of the financial statements

**MOUNTAIN VALLEY LIBRARY SYSTEM
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUND TYPES
TO THE STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2009**

NET CHANGE IN FUND BALANCES- GOVERNMENTAL FUND TYPE **\$ (4,412)**

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. In the statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. Differences are as follows:

Expenditures for capital assets	20,548
Current year depreciation expense	(1,027)

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES **\$ 15,109**

The accompanying notes are an integral part of the financial statements

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Financial Statements

June 30, 2009

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Library System is a group of 18 cooperating library jurisdictions located in nine counties surrounding, and including, Sacramento County. Participants included fourteen city and county libraries, three college and university libraries and one special library. The purpose of MVLS is to provide a framework so that any library in the system may use the materials and services of the other system libraries for the benefit of their clientele.

B. Funding

MVLS' programs are funded from four primary sources: State funds (California Library Services Act); Federal funds (Library Services and Technology Act); membership fees from library members; and service fees for services performed for member and non-member libraries.

C. Administration

Effective June 30, 2006, MVLS transferred its administrative operations (including accounting) from the City of Sacramento to the North Bay Cooperative Library System in Santa Rosa, California.

D. Governing Authority

MVLS' policies and financial matters are controlled by an Administrative Council, which consists of the head librarian of each member library. These librarians govern MVLS, as authorized by resolutions passed by their governing jurisdictions.

E. Significant Accounting Policies

The basic financial statements of the Mountain Valley Library System have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Boards (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

1. Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of MVLS.

The accounts of MVLS are maintained in the general fund. A fund is a separate accounting entity with a self-balancing set of accounts. The fund is established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions or limitations.

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Financial Statements

June 30, 2009

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

2. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, MVLS considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Investment income, contributions and grants associated with the current fiscal period are considered to be susceptible to accrual, and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by MVLS.

MVLS reports the following major governmental fund:

General Fund – this fund is established to account for resources devoted to administration of the activities of MVLS.

Amounts reported as program revenues include: 1) charges to customers for services provided to member libraries, 2) federal and state operating grants and 3) membership contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. When both restricted and unrestricted resources are available for use, it is MVLS' policy to use restricted resources first, then unrestricted resources as needed.

Reconciliation of the fund financial Statements to the government-wide financial Statements is provided to explain the differences created by the integrated approach.

3. Capital Assets

Capital assets, which include land, buildings and improvements, and equipment, are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2009

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Buildings and improvements and equipment of the primary government, is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Office Equipment	10

F. Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Long Term Debt

MVLS has no long term debt.

H. Service Fees

MVLS receives Transaction Based Reimbursement (TBR) from the State Department of Finance. TBR money is received for loaning items from one jurisdiction to another per the California Library Services Act (CLSA).

I. Member Contributions

MVLS collected contributions from its members based on a member share formula. The formula determines contribution rates based on each library's percentage of volume share and reference questions.

NOTE 2 —ACCOUNTS PAYABLE

Accounts payable at year end are as follows:

Vendor Payable	<u>\$ 22,722</u>
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NOTE 3—FEDERAL GRANT RECEIVABLE

At year end, the retention was unpaid, however, not all funds were expended. The receivable is as follows:

10% Retention Not Received	\$ 4,801
Grant Funds Unexpended	<u>(1,376)</u>
Receivable at Year End	<u>\$ 3,425</u>

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Financial Statements

June 30, 2009

NOTE 4—CASH AND INVESTMENTS

Investment in the Sonoma County Treasurer's Investment Pool

The Library's cash is pooled with the Sonoma County Treasurer, who acts as a disbursing agent for MVLS. If material, the fair value of the Library's investment in this pool is reported in the financial statements at amounts based upon the Library's pro-rata share of the fair value provided by the Treasury Pool for the entire Treasury Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on accounting records maintained by the Treasury Pool, which are recorded on an amortized cost basis. Interest earned on investments pooled with the County is allocated quarterly to the appropriate fund based on its respective average daily balance for that quarter. The Treasury Oversight Committee has regulatory oversight for all monies deposited into the Treasury Pool.

As of June 30, 2009, the Library's share of the decrease in fair value of investments was not material.

Investment Guidelines

The Library's pooled cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer and approved by the Board of Supervisors. The objectives of the policy are, in order of priority: safety of capital, liquidity and maximum rate of return. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code 53601, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.

A copy of the Treasury Pool investment policy is available upon request from the Sonoma County Treasurer at 585 Fiscal Drive, Room 100-F, Santa Rosa, California, 95403-2871.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, one of the ways that the Treasury Pool manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturing evenly over time as necessary to provide the cash flow and liquidity needed for operations.

As of June 30, 2009, approximately 83.45 percent of the securities in the Treasury Pool had maturities of one year or less. Of the remainder, only 1.9 percent had a maturity of more than five years.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury Pool does not have a rating provided by a nationally recognized statistical rating organization.

MOUNTAIN VALLEY LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

NOTE 4— CASH AND INVESTMENTS (Continued)

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Treasury Pool's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits and securities lending transactions:

- ➔ The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by depository regulated under stated law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.
- ➔ The California Government Code limits the total of all securities lending transactions to 20% of the fair value of the investment portfolio.

With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as the Treasury Pool).

Concentration of Credit Risk

The investment policy of the County contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. For a listing of investments in any one issuer (other than U.S. Treasury securities, mutual funds, or external investment pools) that represent 5% or more of total County investments, refer to the 2008 Sonoma County CAFR.

NOTE 5—AGREEMENT WITH NORTH BAY COOPERATIVE LIBRARY SYSTEM

Effective at 7/1/2006, MVLS transferred its administrative and operational duties to North Bay Cooperative Library System. There is no longer a physical address nor are there any employees. Also provided, are fiscal services through the County of Sonoma. Separate records are maintained such that no funds become commingled.

NOTE 6—SUBSEQUENT EVENT

- A. MV Library System has merged with two other similar entities as noted below beginning 7/1/09. The entity itself will cease activity except that the entity will retain its PERS liability. It has not yet been determined that it is in the best interest of the Library to transfer its PERS liability to the new NorthNet Library System. Therefore, the Library will continue with minimal activity related to its retirement system only.

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2009

NOTE 6—SUBSEQUENT EVENT (Continued)

New Entity:
NorthNet Library System

Merged Entities:
North Bay Cooperative Library System
Mountain Valley Library System
North State Cooperative Library System

B. On August 28, 2009, the Library transferred \$100,000 to the new merged entity, "NorthNet Library System". As of August 31, 2009, the Library still retained \$266,147 in cash.

NOTE 7—CAPITAL ASSET ACTIVITY

Capital Asset activity for the year ended June 30, 2009 was as follows:

	<u>Balance</u> <u>7/1/2008</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>6/30/2009</u>
Capital Assets, Being Depreciated:				
Office Equipment	\$ -	\$ 20,548	\$ -	\$ 20,548
Total Capital Assets, Being Depreciated:	-	20,548	-	20,548
Less: Accumulated Depreciation	-	(1,027)	-	(1,027)
Total Capital Assets, Being Depreciated, Net	-	<u>19,521</u>	-	<u>19,521</u>
Governmental Activities, Capital Assets, Net	<u>\$ -</u>	<u>\$ 19,521</u>	<u>\$ -</u>	<u>\$ 19,521</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
Library Services	\$ 1,079
Total Depreciation Expense – Governmental Activities	<u>\$ 1,079</u>

SUPPLEMENTAL INFORMATION

MOUNTAIN VALLEY LIBRARY SYSTEM
GENERAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Budget and Actual- General Fund
For The Year Ended June 30, 2009

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Membership Fees	\$ 51,558	\$ 52,316	\$ 52,316	\$ -
Federal Operating Grants	-	48,015	46,639	(1,376)
State Operating Grants	213,163	213,927	213,850	
Interest Income	14,000	14,000	10,230	
Miscellaneous Income	16,306	14,725	3,328	
Total Revenues	<u>295,027</u>	<u>342,983</u>	<u>326,363</u>	<u>(1,376)</u>
EXPENDITURES				
Services & Supplies	-	316,440	310,227	6,213
Equipment Purchases	-	24,000	20,548	3,452
Total Expenditures	<u>-</u>	<u>340,440</u>	<u>330,775</u>	<u>9,665</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ 295,027</u>	<u>\$ 2,543</u>	(4,412)	<u>8,289</u>
Fund Balance, Beginning of Year			384,250	
Fund Balance, End of Year			<u>\$ 379,838</u>	

The accompanying notes are an integral part of the financial statements

MOUNTAIN VALLEY LIBRARY SYSTEM
Notes to Required Supplementary Information

June 30, 2009

NOTE 1—BUDGETARY INFORMATION

MVLS provides for budgetary control over general fund fiscal operations. Each year, MVLS submits to the governing board a proposed budget containing detailed estimates of the amount of funding available for the operation of MVLS. The budget is controlled at the fund level. The governing board of MVLS adopts the original budget by May 31 of each preceding fiscal year. The budget, prepared on the modified accrual basis in accordance with accounting principles generally accepted in the United States of America, is presented on page 20.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Council of Librarians
Mountain Valley Library System

I have audited the financial statements of the governmental activities, and the major fund of the Mountain Valley Library System as of and for the fiscal year ended June 30, 2009, which collectively comprise the Mountain Valley Library System's basic financial statements and have issued my report thereon dated September 30, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing my audit, I considered Mountain Valley Library System's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Mountain Valley Library System's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of Mountain Valley Library System's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects Mountain Valley Library System's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of Mountain Valley Library System's statements that is more than inconsequential will not be prevented or detected by Mountain Valley Library System's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by Mountain Valley Library System's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Mountain Valley Library System's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

Larry D. Johnson

Certified Public Accountant

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

I noted certain other matters that I reported to management of Mountain Valley Library System in a separate letter dated November 18, 2009.

This report is intended solely for the information and use of the Mountain Valley Library System management, others within the organization, and the board and is not intended to be and should not be used by anyone other than these specified parties.



Larry D. Johnson
Certified Public Accountant

November 18, 2009
Santa Rosa, CA

Agenda Item #10

BudgetMVLS10/11
rev:

MOUNTAIN VALLEY LIBRARY SYSTEM
Preliminary Budget 2010/11
Presented March 19, 2010

REVENUES

-----		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
	Rev Carried Forward		0	0	0	0	0	0	0
4645	Undesign Funds to GF	0	0	0	0	22,630	0	0	22,630
1700	Interest Earned	0	0	0	0	6,670	0	0	6,670
	TOTAL INTEREST	0	0	0	0	6,670	0	0	6,670
2560	CLSA Reference	0	0	0	0	0	0	0	0
2562	CLSA SAB	0	0	0	0	0	0	0	0
2563	CLSA TBR-ILL	0	0	0	0	0	0	0	0
2564	CLSA Data Base	0	0	0	0	0	0	0	0
2565	CLSA Comm. & Del.	0	0	0	0	0	0	0	0
	TOTAL CLSA	0	0	0	0	0	0	0	0
2803	LSTA	0	0	0	0	0	0		0
3480	Member Share	0	0	0	0	0	0	0	0
4040	Miscellaneous	0	0	0	0	0	0	0	0
4102	Donations/Reimb	0	0	0	0	0	0	0	0
4157	Member Reimb	0	0	0	0	0	0	0	0
	TOTAL LOCAL	0	0	0	0	0	0	0	0
	Equip. Reserve								0

GRAND TOTAL REVENUES		0	0	0	0	29,300	0	0	29,300

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2009/10
Presentted March 19, 2010

EXPENDITURES

-----		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
Salaries and Benefits									
5921	Retirement Contribution	0	0	0	0	0	0	0	0
TOTAL	SAL & BENEFITS	0	0	0	0	0	0	0	0
Services and Supplies									
6040	Comm-E Mail	0	0	0	0	0	0	0	0
6045	Comm- Tphone	0	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0	0
6140	Maint. of Equip	0	0	0	0	0	0	0	0
6280	Memberships	0	0	0	0	18,800	0	0	18,800
6400	Office Expense	0	0	0	0	0	0	0	0
6410	Postage	0	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0	0	0
6500	Other Prof Services	0	0	0	0	7,500	0	0	7,500
6516	Data Proc'ing Service	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0	0	0
6521	CountyServices	0	0	0	0	3,000	0	0	3,000
6540	Contract Services	0	0	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	0	0	0	0
6820	Rental of Equip	0	0	0	0	0	0	0	0
6840	Bldg. Rent/Lease	0	0	0	0	0	0	0	0
7000	Special Dept. Exp.	0	0	0	0	0	0	0	0
7110	Staff Development	0	0	0	0	0	0	0	0
7120	In-Service Training *	0	0	0	0	0	0	0	0
7302	Conf. & Travel	0	0	0	0	0	0	0	0
7303	Private Car Expense	0	0	0	0	0	0	0	0
TOTAL	SERVICE & SUPPLIES	0	0	0	0	29,300	0	0	29,300
FIXED ASSETS									
8640	Operational Transfer	0	0	0	0	0	0	0	0
TOTAL	GRAND TOTAL EXPENDITURE	0	0	0	0	29,300	0	0	29,300

MOUNTAIN-VALLEY LIBRARY SYSTEM BYLAWS

Draft Revision 10/9/09

NAME

The name of the System shall be the Mountain-Valley Library System (MVLS).

PURPOSE

The purpose of the System shall be to provide residents of each Member library jurisdiction or institution with the opportunity to obtain through their libraries needed materials and information services by facilitating access to the resources of other libraries in the System, and resources of all libraries in this State, pursuant to the California Library Services Act (California Education Code [hereafter referred to as "Educ. Code"], Sections. 18700 et. seq.) the California Library Services Act Regulations (Code of California Regulations, Title 5, Division A, Chapter 2) [hereafter referred to as "CLSA Regs."], and the Library of California Act (Educ. Code, Secs. 18870 et. seq.) and the annual priorities set by the Administrative Council.

MEMBERSHIP

Those public libraries in the System ~~area, which meet the conditions,~~ set forth by the CLSA Regs. Sec. 20105 et. seq. and all libraries which meet the conditions of Educ. Code, 18830 ("Regional Library Network Members"), and who qualify by action of their governing bodies shall be Members of the System and shall have representation on the Administrative Council.

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FEES, DUES AND ASSESSMENTS

The dues payable per fiscal year to the System by Members shall be in such amount as determined annually by ~~the NorthNet Library System Council of Librarians (NLS) and approved by~~ resolution of the MVLS Administrative Council. The fiscal year is defined as July 1 to June 30.

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WITHDRAWAL OF MEMBERSHIP

The Membership of a Member shall terminate upon the occurrence of any of the following events:

(a) Upon failure to pay dues on or before January 31 of the fiscal year for which the dues are assessed. Such termination is to be effective thirty (30) days after a written notification of delinquency is given personally or mailed to the chief officer of the jurisdiction or institution by the Chair of the System. A Member may avoid such termination by paying the amount of delinquent dues within a thirty (30)-day period following the Member's receipt of the written notification of delinquency.

(b) Upon receipt of a notice of termination from the chief officer of the jurisdiction or institution to the Chair of the System, provided that such notice is received between July 1 and September 1 of any year. In the event that a notice of termination is received, the termination shall take place effective July 1 of the succeeding year.

(c) Any member may change System membership pursuant to CLSA Regs. Sec. 20195. The

governing body of the jurisdiction and the administrative body of the System it proposes to join shall file a joint notice of intent with the State Board. The notice shall be filed by September 1 of the year proceeding July 1 of the first full fiscal year for which state funds pursuant to the new membership are requested.

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Question-should membership continue if jurisdiction fails to follow CLSA regs. or violates by-laws? Quality membership.

GOVERNING AUTHORITY

Administrative Council

Roles and Responsibilities

Pursuant to Educ. Code, Sec. 18747 (a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Administrative Council to: Generally administer MVLS; Adopt an annual Plan of Service; Adopt annual budget; Ensure that a report to the CLSA State Board regarding accomplishments and expenditures for the past year is issued; Adopt annual member fees, dues, and assessments; Adopt changes to the by-laws; Adopt System membership policies and approve new or remove members; Perform any and all duties imposed by law or by the bylaws.

Effective July 1, ~~2006~~2009, the ~~MVLS Administrative Council will contract with the North Bay Cooperative Library System (NBC)~~ NorthNet Library System will to provide services as described in the ~~MVLS~~ CLSA Plan of Service, administrative services, and other services as needed under the direction of the MVLS Administrative Council. It is the responsibility of the MVLS Administrative Council to annually evaluate the administrative and other services performed by ~~NBC~~ NLS.

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Composition and Voting

Pursuant to Educ. Code, Sec. 18747 (a), and CSLA Regs., Sec. 20140, the Administrative Council shall be composed of the head librarian or delegate of each member jurisdiction or member institution in MVLS. A quorum shall consist of more than 25% of the members. Each member jurisdiction shall have one vote to be cast by its representative.

Only public library members shall vote on issues related to the California Library Services Act (CLSA). All members shall vote on issues that do not relate to CLSA, including annual fees, dues and assessments. Decisions shall be made by a majority vote of the members present at Administrative Council, except as provided herein.

Meetings

The Administrative Council shall meet a minimum of ~~four (4)~~ one (1) times per year. Special meetings may be called by the Chair or by petition of four Members of the Administrative Council.

Executive Committee

The size of the Committee should be at least one fourth but no more than one-third the number of the Council members and be representative of the types of library members on

Administrative Council. The Executive Committee shall consist of the Past Council Chair, Current Council Chair, Council Chair elect, and a representative from the Sacramento Public Library. ~~The rest of the members are appointed by the Council Chair for a four (4) year term.~~ Executive Committee will meet prior to the Council meeting to review System programs and budgets for their fiscal and program impact; recommend Proposed and Final Budgets to the Council; recommend changes to the Bylaws; recommend annual administrative services issue and set the Agenda for Council Meetings. Each Committee member shall have one vote, and simple majority of those present passes motions. The Council Chair, or a member of the Executive Committee appointed by the Council Chair, shall prepare a summary of Committee actions and recommendations for presentation to the Administrative Council at its next meeting. The Executive Committee has the authority to change the Standing Rules of MVLS, which supplement the bylaws, without a vote of the Administrative Council. All changes will be reviewed at annual meeting.

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Changes to the By-laws will be forward to nLs members.////

The Council Chair shall preside at all meetings. ~~The Vice-Chair shall preside in the absence of the Chair and the immediate past Chair shall preside in the absence of both the Chair and the Vice-Chair.~~

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~~By the last Admin Council meeting of the fiscal year of the Administrative Council shall elect officers (Chair and Chair-Elect) and Standing Committee Chairs for the following fiscal year.~~ The fiscal year is defined as July 1 to June 30. Officers may not serve consecutive terms, except as defined in these Bylaws. Officers shall assume their positions on July 1. In the event that the Council Chair can no longer serve, the Vice-Chair shall assume the position of Chair for the remainder of the term. In the event that the Vice-Chair can no longer serve, the Administrative Council shall elect a new Chair and Vice-Chair to serve out the remainder of the term. The Vice-Chair succeeds the Chair in July. Should the immediate Past Chair be unable to serve out their term, the prior Past Chair shall assume the position of Past Chair on the Executive Committee.

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Each year the final budget shall be adopted at the next Council Meeting following the adoption of the State Budget.

The Administrative Council and Executive Committee may meet via electronic means such as telephone conference call, videoconference, or online meeting as long as the meeting is announced and conducted in accordance with the Brown Act. ~~Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator. The Council Chair and Administrative Coordinator no definition???? shall develop the Executive Committee Agenda. The Administrative Council and Executive Committee agendas shall be developed by the Administrative Council Chair and the NLS System Administrator. The agendas and packets are to be distributed by the NLS System Administrator not less than seven days before a meeting. A copy of the Administrative Council agenda will be sent to the NLS Chair. Recording~~

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of the minutes is the responsibility of the NLS System Administrator or other NLS representative. Minutes of each meeting are adopted and/or revised by motion at the next meeting.

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NorthNet Library System Steering Committee Representatives

The Administrative Council shall elect three representatives to serve on the NorthNet Library System Steering Committee. The nominees shall be as representative as possible of the sizes and types of libraries that are members of MVLS. The election of the three representatives shall take place prior to the NLS Annual Meeting. NLS Steering Committee representatives will serve on a fiscal year basis of July 1 to June 30.

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SYSTEM STAFF

There shall be no staff employed by MVLS. NLS shall staff and supervise the operation of the System, provide information, prepare reports, evaluate services and resources, make suggestions and provide general guidance to the MVLS Administrative Council in performing its policy-making functions.

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SYSTEM ADVISORY BOARD (SAB)

Roles and Responsibilities

Pursuant to Educ. Code, Sec. 18747 (b) and Sec. 18749-18750, and CSLA Regs. Sec. 20145 it shall be the duties of NLS Advisory Board to Assist Administrative Council in the development of the System Plan of Service; Advise the Council on the need for services and programs; and Assist in the evaluation of System services.

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Composition and Voting

The governing body of each public library member appoints one member. Each member jurisdiction shall have one vote to be cast by its representative.

Meetings

The System Advisory Board generally meet on the same day and location as the Council meeting. A report is to be given by the SAB Chair at the NLS Council meeting. The SAB shall establish its own agenda, elect its own officers, and record its own minutes. Minutes are to be distributed with the Council/SAB agenda packet

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COMMITTEES

The NLS System Administrator shall maintain the membership roster of all Committees.

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General (For all committees excepting Executive)

The Administrative Council shall establish standing and special committees. Committees shall prepare recommendations and reports for consideration and action by the Administrative Council. The Administrative Council Chair shall appoint a liaison from Council to each Committee for a two (2) year term. The liaison shall be responsible for carrying the directives of the Administrative Council to the standing committee, seeing that the standing committee follows the MVLS by-laws and procedures, acting as a mentor to the committee in guiding its activities and decisions and interpreting System policies, and

reporting and/or presenting the Committee recommendation(s) at each Administrative Council meeting. The liaison serves in an ex-officio capacity to the Committee.

The Chair of each standing committee shall be chosen by the committee members at the first meeting of each fiscal year. The Administrative Council shall approve committee chairs at its first meeting following such selection of a committee chair. Member library staff and SAB members are encouraged to serve as members on standing committees.

Separate section on Meeting/Brown Act stuff-Twice???The Administrative Council and Executive Committee may meet via electronic means such as telephone conference call, videoconference, or online meeting as long as the meeting is announced and conducted in accordance with the Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator. The Council Chair and Administrative Coordinator shall develop the Executive Committee Agenda. The Administrative Council and Executive Committee agenda shall be developed by the Administrative Council Chair and the NLS System Coordinator. The agendas and packets are to be distributed by the NLS System Coordinator not less than seven days before a meeting. A copy of the Administrative Council agenda will be sent to the MVLS Chair. Recording of the minutes is the responsibility of the NLS System Administrator or his/her representative. Minutes of each meeting are adopted and/or revised by motion at the next meeting.

PROCEDURAL MANUAL

A Procedural Manual used by MVLS shall be developed by the NLS Administrative Council and maintained and promulgated by the NLS System Administration. The purpose the Manual shall be to comply with CSLA Regs., .Sec. 20136 and to enact these by-laws. The Procedural Manual shall be reviewed by Administrative Council. MVLS BYLAWS 9/10/1999 rev 6/2/2006 Page 5

AMENDMENTS

These bylaws may be amended at any regular meeting of the Administrative Council provided that the proposed amendments were on the agenda and discussed by the Executive Committee.

Approved by Administrative Council, May 15, 2009.

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Deleted: STANDING COMMITTEES ¶ Children's Committee ¶

¶ Roles and Responsibilities ¶ The Children's Committee shall plan and carry out regional programming for children's activities, and appoint sub-committees to plan workshops and the Summer Reading Program. ¶

¶ Composition and Voting ¶ Council members, SAB members and designated staff may serve on this committee. It is recommended that children's services staff of System member libraries be appointed. Each Committee member shall have one vote and a simple majority passes motions. ¶

¶ Meetings ¶ The Children's Committee shall meet at least two times annually. The agenda shall be developed and sent out by the Chair. Minutes are recorded by an attending member and distributed by the Chair. ¶

¶ ILL Committee ¶

¶ Roles and Responsibilities ¶ The ILL Committee shall recommend ILL procedure and policy to the Administrative council, and evaluate effectiveness of ILL services among members. ¶

¶ Composition and Voting ¶ ... [1]

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STANDING COMMITTEES

Children's Committee

Roles and Responsibilities

The Children's Committee shall plan and carry out regional programming for children's activities, and appoint sub-committees to plan workshops and the Summer Reading Program.

Composition and Voting

Council members, SAB members and designated staff may serve on this committee. It is recommended that children's services staff of System member libraries be appointed. Each Committee member shall have one vote and a simple majority passes motions.

Meetings

The Children's Committee shall meet at least two times annually. The agenda shall be developed and sent out by the Chair. Minutes are recorded by an attending member and distributed by the Chair.

ILL Committee

Roles and Responsibilities

The ILL Committee shall recommend ILL procedure and policy to the Administrative council, and evaluate effectiveness of ILL services among members.

Composition and Voting

Council members, SAB members and designated System member library staff may serve on this committee. It is recommended that ILL staff of System member libraries be appointed. Each Committee member shall have one vote and a simple majority passes motions.

Meetings

The ILL Committee shall meet at least once annually or as needed and shall report via its liaison to the Council. The agenda shall be developed by the Chair. The agenda and supporting documents shall be sent out by the Committee Chair. Minutes are to be recorded by an attending member and distributed by the Committee Chair.

Reference Committee

Roles and Responsibilities

The Reference Committee shall review all aspects of the System reference program and provide input and recommendations regarding reference-related issues to the Administrative Council. This committee will also work closely with its Administrative Council liaison to evaluate current programs and services and to plan new programs and services.

A "Forum" subcommittee will assist in planning for reference workshops.

The Reference Committee will review and develop the Reference Plan of Service.

Composition and Voting

Administrative Council members, SAB members and designated System member library staff are eligible for this committee. Each Committee member shall have one vote and motions are passed by a simple majority.

Meetings

The Reference Committee shall meet at least twice annually and reports to Administrative Council via its liaison. The agenda shall be developed by the Chair and the Committee's Administrative Council liaison. The agenda and supporting documents shall be sent out by the Committee Chair. Minutes are recorded by a Committee member and distributed by the Committee Chair.

MVLS Reference Coordinator's Report
March 19, 2010
Submitted by Joseph Cochrane, Reference Coordinator

Databases

The Gale Chilton's auto repair database with remote access continues. Renewal for this database is in September 2010. We are looking into working with Newsbank to see if we can help reduce costs for those of you who currently have Newsbank. We are also checking to see if any other libraries want to join in if we can work out a group deal. They carry some of your local newspapers. NorthNet is looking into the possibility of creating a NorthNet Overdrive collection for those libraries that do not currently have a collection. We are working with Overdrive on this.

Reference

The first half of this fiscal year (July-Dec 2009), we answered 85 questions for Mountain Valley Libraries, with a total of 325 questions answered for all NorthNet libraries. Just a reminder, the MVLS webpage now includes a reference referral question form. Several libraries have already used. If any of your librarians want to use the form, and they do not have a username and password, they just need to email Kelli nbclsadm@sonic.net in our office and she will send these to them. We still accept questions in any other form you want to get to use. Flexibility for your sending and timing in getting answers back to you are among our top concerns.

Please call me at 800-479-6733, ext. 106, or e-mail me at joenbcls@sonic.net if you have questions about anything mentioned in this report. Thank you.