

TERMS and AGREEMENT between  
MOUNTAIN VALLEY LIBRARY SYSTEM and  
NORTH BAY COOPERATIVE LIBRARY SYSTEM

This statement of terms constitutes the Agreement whereby NORTH BAY COOPERATIVE LIBRARY SYSTEM (NBCLS) will provide Administrative (including Fiscal), Reference, Communications and Delivery services for MOUNTAIN VALLEY LIBRARY SYSTEM (MVLS)

- Both Systems acknowledge the importance of regional resource sharing and other programs to improve library services and will collaborate in a planning process to identify and develop long-term programs and services of mutual interest.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, fund balances, reserves, and the annual MVLS Member Share formula for services to be provided within a fiscal year are detailed in Attachment A, the MVLS Budget. Attachment A may be amended or replaced by the MVLS Administrative Council without requiring consideration or re-approval of this Agreement.

1. Effective Date

- The Agreement is effective July 1, 2007.
- The Agreement will be a one-year contract, renewable annually if approved by MVLS and NBCLS Administrative Councils not later than March 31st of each preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the NBCLS and MVLS Administrative Councils.

2. Administrative Services

NBCLS staff will provide Administrative Services for MVLS, to include:

- Preparing a Budget, a Plan of Service, and an Annual Report in compliance with the requirements of the CLSA and the California State Library and subject to approval or adoption by the MVLS Administrative Council.
- Meeting with MVLS Administrative Council and Steering Committee at their regularly scheduled meetings, and maintaining close contact with MVLS Council Chair as necessary.
- Preparing quarterly fiscal reports showing revenues and disbursements, quarterly reports showing reference activity, and delivery system statistics, and submitting these to MVLS Administrative Council.

- Maintaining and reporting records or statistics in compliance with CLSA and other applicable state and federal requirements.
- Supporting special projects and additional activities desired by the MVLS Administrative Council at service levels and costs to be negotiated with the MVLS Administrative Council and added thereafter as Attachments to this Agreement.
- Annually developing a budget in collaboration with MVLS officers and Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Arranging for and obtaining necessary insurance coverages of MVLS officers and committee members as required in the execution of their duties.
- Maintenance of files and records as required by State or Federal laws and retention policies
- Maintenance of files and records belonging to the MVLS (e.g., Agendas, Minutes, Contracts, records, and other applicable documents)

MVLS Administrative Council and its members will provide NBCLS with administrative oversight regarding MVLS programs and services through:

- Meeting with NBCLS staff and officers not less than once a year to review System status and activities
- Providing NBCLS with meeting schedules, agendas and materials for all MVLS committees, as available
- Maintaining close contact with member libraries to review their committee activities and needs
- Acting as liaisons to MVLS standing committees (e.g., Steering, Children's Reference, Interlibrary Loan) to ensure continuity and stability
- Monitoring reference and communications and delivery activities and service levels
- Maintaining close contact with the all parties involved in any specific non-CLSA projects
- Approving choices of, contracts with, and performance of, any third-party vendors, contractors, or consultants providing services to MVLS

### 3. Fiscal Services

NBCLS will provide fiscal services for MVLS by:

- Arranging for Sonoma County to act as fiscal agent for MVLS so that MVLS funds remain discreet and not commingled with funds from any other jurisdiction
- Arranging for the receipt and deposit of State funds, Member Share funds, and other fees or revenues, whether by grant application, invoice, or other means
- Making payment to vendors, contractors, or consultants, on behalf of MVLS

- Submitting requests for payment in excess of \$5,000 to the MVLS Chair for approval
- Collecting CLSA Transaction Based Reimbursement funds on behalf of member libraries and disbursing them as requested by those libraries
- Providing comprehensive revenue, expenditure, and reserve financial reports in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Arranging for an annual independent financial audit of MVLS.

MVLS Administrative Council will:

- Approve NBCLS developed budget(s) and/or fees for services to MVLS
- Review quarterly fiscal reports, request any explanations, review and respond to expenditure requests, or budget amendments at Administrative Council or Steering Committee meetings
- Address and determine any policy or procedural issues brought forward by NBCLS staff to ensure that financial services are delivered efficiently, accurately, and at the lowest cost, as determined by MVLS.

#### 4. Reference Services

NBCLS will provide “second level” reference services, and other reference services as defined under the CLSA, for member libraries according to the following arrangements:

- NBCLS will provide Second Level reference services as outlined in its February 3, 2006, response to the Mountain Valley Library System request for proposal for second level reference question handling. (Attachment A)
- NBCLS staff and reference services are available from 8 am to 5pm, Monday through Friday
- NBCLS will provide MVLS member library reference librarians with at least one annual workshop training in submitting questions and managing the reference referral process.
- A flat fee of \$29,055 will be charged for reference service including question handling, database licensing negotiation, reference committee interaction and yet to be determined additional workload involved transition to a new statewide reference model.
- NBCLS will provide a quarterly statistical report on questions submitted and answered
- NBCLS will work with MVLS to make its “North Bay Database Contracts” online database program available to MVLS member libraries with the stipulation that MVLS participation will not increase costs to NBCLS libraries and that MVLS or its member libraries, as applicable, approve the cost.
- NBCLS will work with the MVLS Reference Committee and MVLS Administrative Council to develop and approve a reference training program for improvement of local service using MVLS funds, as available.

MVLS will contract with NBCLS for second level reference services for member libraries according to the following arrangements:

- MVLS libraries will submit reference questions to NBCLS in a manner and format to be determined by NBCLS.
- MVLS libraries will each assign a staff member to participate on the MVLS Reference Committee and to participate in the annual reference training provided by NBCLS.
- The MVLS Reference Committee and Administrative Council will advise NBCLS on the development of the MVLS Reference Plan of Service.
- MVLS will monitor the delivery of 2<sup>nd</sup> level reference services at the local level.

#### 5. Communications and Delivery Services

NBCLS will provide Delivery Services for MVLS, to include:

- Arranging for a delivery system for and between MVLS libraries, which meets CLSA service levels.
- Working with the MVLS Council or Steering Committee to determine delivery sites, frequency, participating libraries, and costs

NBCLS will provide Communications Services for MVLS, to include:

- Arranging for communications services as required, including, but not limited to, domain name registration and maintenance, email and email lists, web site and content, and conference calls.

MVLS will

- Monitor delivery services at the member level
- Maintain delivery and pickup areas for easy access
- Participate in collecting delivery statistics
- Provide content for the MVLS Web site

#### 6. Disposition of Assets

MVLS will close its offices and dispose of its assets in the most efficient manner possible after July 1, 2006. Where possible, NBCLS will have first call on any physical assets or equipment owned by MVLS, prior to their disposition consistent with applicable local, state, or federal laws.

#### 7. Dissolution of Agreement

In the event that this Agreement is terminated, NBCLS will return to MVLS all funds, files and financial records in its custody. NBCLS will cause an audit to take place within ninety days of the expiration of the Agreement. Any remaining funds after all MVLS expenditures and obligations are accounted for will be returned to MVLS or to its

designated entity within 30 days following the acceptance of the Audit by the MVLS and NBCLS Administrative Councils.

8. System Merger

Notwithstanding Section 1 (Effective Date) and Section 7 (Dissolution of Agreement) if MVLS and NBCLS agree to merge into one Cooperative Library System the Administrative Councils for both Systems will determine the appropriate process for such a merger.

9. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future the Administrative Councils for MVLS and NBCLS shall amend this Agreement in compliance with any required changes.

10. Budget

The MVLS Budget for services to be provided under this Agreement is attached as Attachment B to this Agreement. The MVLS Administrative Council as needed may amend the budget. Amending the budget does not require amendment of these Terms and Agreement.

11. Signatures

\_\_\_\_\_  
Paul Miller  
MVLS Administrative Council Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Sandra Cooper  
NBCLSLS Administrative Council Chair

Date: \_\_\_\_\_

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ATTACHMENT A

North Bay Cooperative Library System response to the Mountain-Valley Library System request for proposal for second level reference question handling, February 3, 2006.

Figures are estimates based on draft budget from NBC

## ATTACHMENT A

### Costs for Services to MVLS by NBC Fiscal Year 2007-08

#### Administrative Services

Administrator, Support Staff, Auditor	\$60,000.00
<b>SUBTOTAL</b>	<b>\$60,000.00</b>

#### Reference Services

Staff time on database negotiations, preparation and question handling.	\$29,055.00
<b>SUBTOTAL</b>	<b>\$29,055.00</b>

#### Delivery Services

Delivery contract with private vendor included in regular MVLS budget	\$0.00
Postage - included in MVLS budget	\$0.00
<b>SUBTOTAL</b>	<b>\$0.00</b>

**TOTAL: \$89,055.00**

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ATTACHMENT B

MVLS Budget

BudgetMVLS07/08  
rev:09/18/07

MOUNTAIN VALLEY LIBRARY SYSTEM  
Revised Budget 2007/08  
Presented October 12, 2007

REVENUES

		REF	C&D	SAB	ADMIN	CAT	PROJECTED BUDGET
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	Rev Carried Forward	0	0	0	0	0	0
4645	Trust to General Fund	0	3,500	0	10,000	11,500	25,000
1700	Interest Earned	0	0	0	14,000	0	14,000
	TOTAL INTEREST	0	0	0	14,000	0	14,000
2560	CLSA Reference	92,795	0	0	22,949	0	115,744
2562	CLSA SAB	0	0	1,504	376	0	1,880
2563	CLSA TBR-ILL	5,000	0	0	0	0	5,000
2564	CLSA Data Base	0	0	0	0	0	0
2565	CLSA Comm. & Del.	0	76,074	0	19,019	0	95,093
	TOTAL CLSA	97,795	76,074	1,504	42,344	0	217,717
2803	LSTA	0	0	0			0
3480	Member Share	0	33,448	0	18,110	0	51,558
4040	Miscellaneous	0	0	0	0	0	0
4102	Donations/Reimb	0	0	0	0	0	0
4157	Member Reimb	0	0	0		0	0
	TOTAL LOCAL	0	33,448	0	18,110	0	51,558
	Equip. Reserve						0
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GRAND TOTAL REVENUES		97,795	113,022	1,504	84,454	11,500	308,275

MVLS 2007/08  
EXPENDITURES

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	REF	C&D	SAB	ADMIN	CAT	PROJECTED BUDGET
<b>Salaries and Benefits</b>						
5921 Retirement Cont.	0	0	0	0	0	0
5935 Unemployment Ins	0	0	0	10,000	0	10,000
<b>TOTAL SAL &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>Services and Supplies</b>						
6040 Comm-E Mail	0	0	0	0	0	0
6045 Comm- Tphone	0	200	0	0	200	400
6100 Insurance	0	0	0	0	0	0
6140 Maint. of Equip	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0
6400 Office Expense	500	4,500	1,504	0	500	7,004
6410 Postage	0	5,000	0	0	0	5,000
6461 Purchases for Members	23,337	0	0	0	0	23,337
6500 Other Prof Services	0	522	0	5,800	10,100	16,422
6516 Data Proc'ing Service	700	0	0	0	0	700
6517 Online Serv, OCLC	50	0	0	0	0	50
6521 CountyServices	0	0	0	5,000	0	5,000
6540 Contract Services	29,055	102,700	0	60,000	0	191,755
6800 Dup/Photocopy	100	100	0	0	0	200
6820 Rental of Equip	0	0	0	0	0	0
6840 Bldg. Rent/Lease	0	0	0	0	0	0
7000 Special Dept. Exp.	5,953	0	0	637	0	6,590
7110 Staff Development	0	0	0	0	0	0
7120 In-Service Training *	37,000	0	0	0	0	37,000
7302 Conf. & Travel	700	0	0	517	200	1,417
7303 Private Car Expense	400	0	0	2,500	500	3,400
<b>TOTAL SERVICE &amp; SUPPLIES</b>	<b>97,795</b>	<b>113,022</b>	<b>1,504</b>	<b>74,454</b>	<b>11,500</b>	<b>298,275</b>
						0
<b>GRAND TOTAL EXPENDITURE</b>	<b>97,795</b>	<b>113,022</b>	<b>1,504</b>	<b>84,454</b>	<b>11,500</b>	<b>308,275</b>

\* \$1,200 designated for childrens services training.