



**NORTH COUNTY LIBRARY
AUTHORITY AGENDA
SPECIAL MEETING
5:00 PM - Monday, August 28, 2023**

***Hybrid format: In person at the Los Altos Community Center; Manzanita Room and
Online via Zoom (sign on details below)***

Please Note: This meeting will be held in a hybrid format in compliance with AB 2449.

TO PARTICIPATE IN-PERSON: Members of the public may participate in person by being present at the Los Altos Community Center inside the Manzanita Conference Room located at 97 Hillview Ave, Los Altos, CA 94022

TO PARTICIPATE REMOTELY: The public may participate through the link below. This meeting will be recorded and any public comment and image during public comment will be captured. Please observe Videoconference etiquette by muting your device and making public comments only during appropriate times. Participants who wish to join remotely from outside the United States should email cmansel@solutions-mrg.com to arrange for international access to the meeting.

Time: August 28, 2023 5:00 PM

Link:

<https://us06web.zoom.us/j/84841054929?pwd=cTdRa01xWFV4MVFIMmNmTDVHNWVGZz09>

Meeting ID: 848 4105 4929

Passcode: 668885

Call in by phone +1 669 900 6833 US (San Jose)

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to cmansel@solutions-mrg.com. Emails sent to this email address are sent to/received immediately by the Authority. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

Public testimony will be taken at the direction of the President, and members of the public may only comment during times allotted for public comments.

ESTABLISH QUORUM**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS**

Members of the audience may bring to the Authority's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Administrative Officer. Speakers are generally given two or three minutes, at the discretion of the President. Please be advised that, by law, the Authority is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

INFORMATIONAL ITEMS

1. Financial Update
2. Report from the Library Commission Futures Committee by Julie Crane and Pierre Bedard
3. Presentation by Meyers Nave on Futures Committee Proposal compliance with NCLA Charter

ITEMS FOR CONSIDERATION/ACTION

- 1. NCLA Annual Budget FY 23-24: Consideration and Adoption**
- 2. Approval of Reserve Fund for Continuance of Library Services through FY29-30**
- 3. Action in support of Library Commission Futures Committee**
- 4. Approval of Minutes** for Regular Meeting of 6/26/23
- 5. Approval of Current Invoices for Payment**
 - a. Meyers Nave June Invoice
 - b. MRG June & July Invoices
- 6. Approval of Future Meeting Date** – first Mondays as needed

COMMISSIONERS' REPORTS AND COMMENTS**ADJOURNMENT**

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for the North County Library Authority items may be viewed on the Internet at <https://www.losaltosca.gov/nclibraryauthority>.

If you wish to provide written materials, please provide the Staff Liaison with **10 copies** of any document that you would like to submit to the Authority in order for it to become part of the public record. For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

The County Of Santa Clara
 Trial Balance: Full Accrual By Fund Within Fund Group

Account	Beg Balanc	Debit	Credit	End Balanc	YTD Debit	YTD Credit
1100000 Cash-Clearing	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
* Unrestricted	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
** Cash & Investments	7,282,849.18	1,198,290.58	50,457.88-	8,430,681.88	1,198,290.58	50,457.88-
1121500 Interest Rec-Accrual	17,310.04	17,310.04-			17,310.04-	
** Receivables	17,310.04	17,310.04-			17,310.04-	
*** Current Assets	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-
**** Total Assets-Full	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-
2100000 A/P Reconciliation		50,457.88	50,457.88-		50,457.88	50,457.88-
** Accounts Payable		50,457.88	50,457.88-		50,457.88	50,457.88-
*** Current Liabilities		50,457.88	50,457.88-		50,457.88	50,457.88-
**** Total Liabilities-Full		50,457.88	50,457.88-		50,457.88	50,457.88-
3400000 Fund Bal/Retain Earn	7,300,159.22-			7,300,159.22-		
*** Fund Balance-Full	7,300,159.22-			7,300,159.22-		
**** Total Equities-Full	7,300,159.22-			7,300,159.22-		
4301100 Interest-Deposits			129,576.78-	129,576.78-		129,576.78-
** Investment Income			129,576.78-	129,576.78-		129,576.78-
*** Revenue From The Use of Money & P			129,576.78-	129,576.78-		129,576.78-
4980350 Trust-Direct Assess			1,051,403.76-	1,051,403.76-		1,051,403.76-
** Non-Budgeted Accounts			1,051,403.76-	1,051,403.76-		1,051,403.76-
*** Other Financing Sources - Full			1,051,403.76-	1,051,403.76-		1,051,403.76-
**** Total Revenues-Full			1,180,980.54-	1,180,980.54-		1,180,980.54-
5800010 Trust Fds-Disburseme		50,457.88		50,457.88	50,457.88	
*** Non-Budgetary Expenditures		50,457.88		50,457.88	50,457.88	
**** Total Expenditures-Full		50,457.88		50,457.88	50,457.88	
***** 8210 N Cty Library Author		1,281,896.30	1,281,896.30-		1,281,896.30	1,281,896.30-
***** FUND TOTAL		1,281,896.30	1,281,896.30-		1,281,896.30	1,281,896.30-
* Net Revenue & Expens		50,457.88	1,180,980.54-	1,130,522.66-	50,457.88	1,180,980.54-
Total Liabilities		50,457.88	50,457.88-		50,457.88	50,457.88-
* Total Equities	7,300,159.22-			7,300,159.22-		
* Total Assets	7,300,159.22	1,180,980.54	50,457.88-	8,430,681.88	1,180,980.54	50,457.88-

The County Of Santa Clara
 Trial Balance: Full Accrual By Fund Within Fund Group

Account	Beg Balanc	Debit	Credit	End Balanc	YTD Debit	YTD Credit
1100000 Cash-Clearing	8,430,681.88			8,430,681.88		
* Unrestricted	8,430,681.88			8,430,681.88		
** Cash & Investments	8,430,681.88			8,430,681.88		
1121500 Interest Rec-Accrual	63,555.32	63,555.32-			63,555.32-	
** Receivables	63,555.32	63,555.32-			63,555.32-	
*** Current Assets	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	
**** Total Assets-Full	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	
3400000 Fund Bal/Retain Earn	8,494,237.20-			8,494,237.20-		
*** Fund Balance-Full	8,494,237.20-			8,494,237.20-		
**** Total Equities-Full	8,494,237.20-			8,494,237.20-		
4301100 Interest-Deposits			63,555.32	63,555.32		63,555.32
** Investment Income			63,555.32	63,555.32		63,555.32
*** Revenue From The Use of Money & P			63,555.32	63,555.32		63,555.32
**** Total Revenues-Full			63,555.32	63,555.32		63,555.32
***** 8210 N Cty Library Author		63,555.32-	63,555.32		63,555.32-	63,555.32
***** FUND TOTAL		63,555.32-	63,555.32		63,555.32-	63,555.32
* Net Revenue & Expens			63,555.32	63,555.32		63,555.32
* Total Equities	8,494,237.20-			8,494,237.20-		
* Total Assets	8,494,237.20	63,555.32-		8,430,681.88	63,555.32-	

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
A S S E T S											
1100000	Cash-Clearing								Beginning Balance	7,996,307.73	
	104778685	SA	06/07/23				Int Alloc-FY23 Qtr 3 Fina			24,307.72	
	104796792	SA	06/20/23				*Reclass 06/20/23 Deposit	1200588094-06/20		7,929.22	
	104795886	SA	06/23/23				JBCGLX2300680000001	4/10/23 SEC FINA		415,554.98	
									Doc Type Subtotal	447,791.92	0.00
	2004323293	ZQ	06/30/23				20230629-BTA01				6,212.09-
	2004323746	ZQ	06/30/23				20230629-BTA01				7,205.68-
									Doc Type Subtotal	0.00	13,417.77-
									Total Period Activity	447,791.92	13,417.77-
1100000	Cash-Clearing								Ending Balance	8,430,681.88	
L I A B I L I T I E S											
2100000	AP Vendor Reconciliation Account								Beginning Balance	0.00	
	1906876842	KR	06/30/23					205907	*NCLA - Meyers Nave, 205907, ACH#633		6,212.09-
	1906876843	KR	06/30/23					INV03-23-470	*NCLA-MRG, Inv03-23-470, ACH#634		7,205.68-
									Doc Type Subtotal	0.00	13,417.77-
	2004323293	ZQ	06/30/23				20230629-BTA01			6,212.09	
	2004323746	ZQ	06/30/23				20230629-BTA01			7,205.68	
									Doc Type Subtotal	13,417.77	0.00
									Total Period Activity	13,417.77	13,417.77-
2100000	AP Vendor Reconciliation Account								Ending Balance	0.00	
E Q U I T Y											
3400000	Fund Balance / Retained Earnings								Beginning Balance		7,300,159.22-
									Total Period Activity	0.00	0.00
3400000	Fund Balance / Retained Earnings								Ending Balance		7,300,159.22-
R E V E N U E S											
4301100	Interest - Deposits and Investments								Beginning Balance		97,339.84-
	104778685	SA	06/07/23				Int Alloc-FY23 Qtr 3 Fina		8210 Int Alloc - FY 2023 QTR 3 Final		24,307.72-

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount	
	104796792	SA	06/20/23	T8210	00999999		*Reclass 06/20/23 Deposit	1200588094-06/20	Town of Los Altos, NCLA Fund, ck#22062		7,929.22-	
									Doc Type Subtotal	0.00	32,236.94-	
									Total Period Activity	0.00	32,236.94-	
4301100	Interest - Deposits and Investments								Ending Balance			129,576.78-
4980350	Trust Funds-Direct Assessments								Beginning Balance			635,848.78-
	104795886	SA	06/23/23	T8210			JBCGLX2300680000001	4/10/23 SEC FINA 0889	Los Altos City (NCLA Library Tax)		415,554.98-	
									Doc Type Subtotal	0.00	415,554.98-	
									Total Period Activity	0.00	415,554.98-	
4980350	Trust Funds-Direct Assessments								Ending Balance			1,051,403.76-
E X P E N D I T U R E S												
5800010	Trust Funds-Disbursements								Beginning Balance		37,040.11	
	1906876842	KR	06/30/23	T8210	00999999			205907	NCLA - Meyers Nave, 205907, ACH#633	6,212.09		
	1906876843	KR	06/30/23	T8210	00999999			INV03-23-470	NCLA-MRG, Inv03-23-470, ACH#634	7,205.68		
									Doc Type Subtotal	13,417.77	0.00	
									Total Period Activity	13,417.77	0.00	
5800010	Trust Funds-Disbursements								Ending Balance		50,457.88	
*TOTAL FUND	N County Library Authority Pool Deposit								Ending Balance		0.00	0.00

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
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Objects for selection screen 1000

Fiscal Year					2023						
From Fiscal Period					012						
To Fiscal Period					012						
Fund Group.											
Fund											
Single Value					8210						
Modified Accrual											
Full Accrual											
Print Rev/Exp Transaction Dtl						X					
Summarize Rev/Exp Transactions						X					
Filename											
Document Types to Summarize											
No selections											
Logical File Path											
Source System					ZOUTBOUND_NFS						
					OTH						

Invisible selection criteria

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
A S S E T S											
1100000	Cash-Clearing								Beginning Balance	8,430,681.88	
									Total Period Activity	0.00	0.00
1100000	Cash-Clearing								Ending Balance	8,430,681.88	
1121500	Interest Receivable-Accrual								Beginning Balance	63,555.32	
	104848272	SA	07/01/23				Int Alloc-FY23 Qtr 4 Accr		Int Alloc - FY 2023 QTR 4 Accrual	63,555.32-	
									Doc Type Subtotal	63,555.32-	0.00
									Total Period Activity	63,555.32-	0.00
1121500	Interest Receivable-Accrual								Ending Balance	0.00	
E Q U I T Y											
3400000	Fund Balance / Retained Earnings								Beginning Balance		8,494,237.20-
									Total Period Activity	0.00	0.00
3400000	Fund Balance / Retained Earnings								Ending Balance		8,494,237.20-
R E V E N U E S											
4301100	Interest - Deposits and Investments								Beginning Balance	0.00	
	104848272	SA	07/01/23	T8210			Int Alloc-FY23 Qtr 4 Accr		Int Alloc - FY 2023 QTR 4 Accrual		63,555.32
									Doc Type Subtotal	0.00	63,555.32
									Total Period Activity	0.00	63,555.32
4301100	Interest - Deposits and Investments								Ending Balance	63,555.32	
*TOTAL FUND	N County Library Authority Pool Deposit								Ending Balance	0.00	0.00

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
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Objects for selection screen 1000

Fiscal Year					2024						
From Fiscal Period					001						
To Fiscal Period					001						
Fund Group.											
Fund											
Single Value					8210						
Modified Accrual											
Full Accrual											
Print Rev/Exp Transaction Dtl								X			
Summarize Rev/Exp Transactions								X			
Filename											
Document Types to Summarize											
No selections											
Logical File Path											
Source System						ZOUTBOUND_NFS					
						OTH					

Invisible selection criteria

North County Library Authority
 Financial Record and Budget Projection
 Fiscal Year 2023 - 2024

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Actual	Actual	Budget
Rate per Parcel	\$76	\$76	\$76	\$76	\$76	\$76
FUND BALANCE as of 7/1	\$3,876,075	\$4,290,117	\$5,060,606	\$6,195,033	\$7,300,159	\$8,430,682

OPERATING EXPENDITURES

County Staffing	753,421	289,834	0	0	0	0
Other Library Costs						
Administrative Costs	29,445	109,860	17,058	18,397	50,458	84,500
Refundable						
Tax (NBS)	6,313	6,606		6,976	7,178	10,000
Legal (BBK/MN)	9,989	3,748		2,775	15,781	18,000
Election (TBWB)		76,423				
Audit (MAZE/CHAVAN)	2,744			3,046	8,500	8,500
Non-refundable						
Admin (MRG)	10,400	7,800		5,600	19,000	48,000
Total Operating Expenditures	782,866	399,694	17,058	18,397	50,458	84,500

REVENUES

Tax Revenue	1,048,695	1,051,404	1,091,433	1,072,157	1,051,404	1,051,404
Interest Income	118,213	118,779	60,052	51,366	129,577	149,644
Other Revenues	30,000					
Total Revenues	1,196,908	1,170,183	1,151,485	1,123,523	1,180,981	1,201,048

OPERATING SURPLUS/(DEFICIT)	414,042	770,489	1,134,427	1,105,126	1,130,523	1,116,548
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FUND BALANCE as of 6/30	\$4,290,117	\$5,060,606	\$6,195,033	\$7,300,159	\$8,430,682	\$9,547,230
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NORTH COUNTY LIBRARY AUTHORITY MINUTES

5:00 PM – Monday, June 26, 2023



*Hybrid format: In person at the Los Altos Community Center; Manzanita Room,
Hillview Avenue, Los Altos, CA and Online via Zoom*

CALL MEETING TO ORDER

At 5:00 p.m., President Schmidt called the meeting to order.

ESTABLISH QUORUM

PRESENT: President Schmidt, Vice President Meadows, Secretary Hill, Board member Dailey,
Board member Johri

ABSENT: None

PLEDGE OF ALLEGIANCE

President Schmidt led the pledge of allegiance.

PUBLIC COMMENTS

There were no public comments at this time.

INFORMATIONAL ITEMS

1. **Update on the status of outstanding invoices** – Administrative Officer Christi Mansel reported that Los Altos Hills had paid their share of Administrative Costs after the date of the bank statement. So, now there are no outstanding receivables.
2. **Report from Julie Crane and Pierre Bedard** – There was no further report as the other library organizations are waiting on the outcome of today’s discussions with NCLA Counsel to provide a course of action. NCLA thanked the Library Commission for its prompt turnaround of the questions for Counsel.
3. **Presentation by Meyers Nave on implications of the Library Commission Report**

Counsel Ali Wolf from Meyers Nave was present to review the Allowable Uses of Measure L Funds memo (Attachment A) prepared by Counsel Claire Lai and answer questions. Board member Dailey asked for clarification on the process to pursue one of the more limited options. Counsel suggested and the Board agreed that the Board would need to have a consultant conduct a feasibility study showing the need for the project to “maintain existing services” or that the project would be a better use of funds than another option to maintain services.

President Schmidt asked if NCLA funds could be co-mingled on a multi-part project that has one component that was an allowable use of funds. Counsel Wolf stated that the funds must be kept separate and not co-mingled in a project that was not fully authorized under Measure L. Counsel

Wolf explained that if a rebuild of the library was necessary to comply with building requirements, then the funds could be spent in this manner.

Population growth, the Friends of the Library office and some County services that could never be offered in Los Altos due to lack of space were all mentioned as potential causes for service decline. It was determined that the Library Commission had the task of evaluating options and getting public input and then bringing the proposed upgrades to the NCLA for approval and funding. Pierre Bedard thanked the NCLA for the clarity that this document provided.

4. **Latest Account Statement from the SCC Investment Fund** – The statements were reviewed by the Board.

ITEMS FOR CONSIDERATION/ACTION

1. **NCLA Annual Budget FY 23-24: Consideration and Adoption**

Vice President Meadows found the proposed budget to be lacking exact figures for prior year actual expenses and revenues. She requested that the document be updated across the timeline before action could be taken.

Chuck Griffin on the Santa Clara County Library Finance Office provided an explanation of funding formulas and ERAF credits to allow NCLA Board members to understand reserves that were held by the Santa Clara County Library in the event of financial downturns.

2. **Approval of FY 21-22 Audit Report**

Secretary Hill made a motion to accept the Audit Report as presented. The motion was seconded by Board member Johri. The motion passed unanimously.

3. **Approval of Minutes for Regular Meeting of 5/22/2023**

There was a correction requested to the Strategy Meeting Report item. Vice President Meadows made a motion to approve the minutes with the correction. The motion was seconded by Secretary Hill. The motion passed unanimously.

4. **Approval of Outstanding Invoices for Payment**

In May, it was noted that the Meyers Nave Invoice for March & April was found to need corrections with items that belonged to the Town of Los Altos Hills included. The corrected invoice was presented for approval for payment. President Schmidt made a motion to approve for payment. The motion was seconded by Vice President Meadows. The motion passed unanimously.

5. **Approval of Current Invoices for Payment**

The current Meyers Nave May Invoice and the MRG May Invoice were presented for payment approval. President Schmidt made the motion to approve both invoices for payment as presented. Secretary Hill seconded the motion. The motion passed unanimously.

6. Approval of Future Meeting Calendar

President Schmidt expressed a feeling that the discussions about use of surplus funds have carried on for so long that she would like to see some progress sooner than the summer recess calendar allows. It was determined that the NCLA will hold a Special Meeting on Monday, August 28th at 5 pm to hear recommendations from the Library Commission for possible projects to be funded by NCLA.

COMMISSIONERS' REPORTS AND COMMENTS

There were no further reports or comments.

POTENTIAL FUTURE AGENDA ITEMS

1. Los Altos Library Commission recommendations for NCLA Fund usage
2. Approval of NCLA FY 23-24 Budget
3. Establish reserve NCLA funds through 2030 based upon long range-budget projections from the Santa Clara County Library

ADJOURNMENT

President Schmidt adjourned the meeting at 6:24 pm.



A Professional Corporation

1999 HARRISON STREET, 9th FLOOR
OAKLAND, CA 94612
510-808-2000
Tax ID 94-3050358

July 13, 2023

NCLA President
North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Invoice No. 206919
Client No. 1579
Matter No. 003

INVOICE SUMMARY

For Professional Services Rendered Through June 30, 2023

CLIENT: North County Library Authority
MATTER: General Counsel Services

Total Professional Services	\$ 3,710.00
Total Costs	<u>\$ 185.50</u>
TOTAL THIS INVOICE	\$ 3,895.50

Client No. 1579
Matter No. 003

July 13, 2023
Invoice No. 206919

PROFESSIONAL SERVICES

Date	Init	Description	Hours	Rate	Amount
6/14/23	CSL	Attention to questions from Library Commission subcommittee regarding use of tax measure funds.	.20	350.00	70.00
6/16/23	CSL	Review documents and begin to draft report regarding use of tax revenue question for NCLA.	1.40	350.00	490.00
6/19/23	CSL	Continue to draft memo regarding use of funds questions per Commission inquiry.	1.60	350.00	560.00
6/20/23	CSL	Finalize correspondence and draft report to NCLA regarding use of funds questions.	.50	350.00	175.00
6/22/23	CSL	Attention to 6/26/23 meeting agenda and related documents and exchange email with NCLA staff regarding same.	.20	350.00	70.00
6/26/23	CSL	Conference with A. Wolf regarding use of Measure L funds for general purposes in preparation for 6/26/23 NCLA meeting.	.70	350.00	245.00
6/26/23	AIW	Review reports and preparation for North County Library Authority meeting.	2.10	300.00	630.00
6/26/23	AIW	Travel to/from and attend NCLA June 25 meeting and presentation on Measure L spending.	4.90	300.00	1,470.00
TOTAL PROFESSIONAL SERVICES					\$ 3,710.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Title	Hours	Rate	Total
Claire S. Lai	CSL	Of Counsel	4.60	350.00	1,610.00
Alexandra I. Wolf	AIW	Mid Associate	7.00	300.00	2,100.00
Total			11.60		\$ 3,710.00

Client No. 1579
Matter No. 003

July 13, 2023
Invoice No. 206919

COSTS

Date	Description	Amount
6/30/23	5% In-House Costs	185.50
TOTAL COSTS		\$ 185.50
TOTAL THIS INVOICE		\$ 3,895.50

meyers | nave

A Professional Corporation

1999 HARRISON STREET, 9th FLOOR
OAKLAND, CA 94612
510-808-2000
Tax ID 94-3050358

July 13, 2023

NCLA President
North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Invoice No. 206919
Client No. 1579
Matter No. 003

REMITTANCE

CLIENT: North County Library Authority
MATTER: General Counsel Services

BALANCE DUE THIS INVOICE

\$ 3,895.50

All checks should be made payable to:
(Please return this page with payment.)

Meyers Nave
ATTN: Billing Department
1999 Harrison Street, 9th Floor
Oakland, CA 94612

For payment by wire or ACH in USD:

Contact our Billing Department at
billingdept@meyersnave.com

Please call for information at
510-808-2000

Please reference: Invoice No. 206919, Client-Matter No. 1579 - 003

Invoices Are Payable Upon Receipt

Thank you! Your business is greatly appreciated.



Municipal Resource Group LLC

PO Box 561
Wilton, CA 95693
Tel: 916-687-7601
cmatsumoto@solutions-mrg.com
https://solutions-mrg.com

North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

INVOICE

TAX ID: 26-4149793
INVOICE DATE: 7/11/2023
INVOICE NO: 03-23-606
BILLING THROUGH: 6/30/2023

NCLA - Library Consulting Services 23108-NCL

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
6/5/2023	Enrollment forms A & B - complete, sign & submit. Meeting tech issues. NBS call	1.50	\$225.000	\$337.50
6/7/2023	June agenda preparation. Review audit report. Email auditor	1.00	\$225.000	\$225.00
6/9/2023	Create NCLA letterhead & 3rd Party Administrator change letter	1.00	\$225.000	\$225.00
6/20/2023	Review agenda. Follow up on LAH share deposit	0.75	\$225.000	\$168.75
6/21/2023	June Meeting packet assembly	1.00	\$225.000	\$225.00
6/22/2023	June meeting packet assembly. Email packets. Emails with President	1.00	\$225.000	\$225.00
6/26/2023	Preparation of payment authorizations. Review meeting documents. Prepare for and attend meeting including travel time	8.25	\$225.000	\$1,856.25
6/27/2023	Submission of payment authorizations to SCC. Download meeting recording, provide for upload	0.75	\$225.000	\$168.75
6/28/2023	Information from County for ERAF calculations. Room reservations for August 23 meeting	0.50	\$225.000	\$112.50
TOTAL SERVICES		15.75		\$3,543.75

EXPENSES

DESCRIPTION	AMOUNT
Mileage	\$161.13
TOTAL EXPENSES	\$161.13

SUBTOTAL \$3,704.88

AMOUNT DUE THIS INVOICE \$3,704.88

This invoice is due on 8/10/2023

Confidential Invoice - Questions on this invoice, call 916-687-7601. MRG accepts ACH payments.



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North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

INVOICE

TAX ID: 26-4149793
INVOICE DATE: 8/16/2023
INVOICE NO: 03-23-764
BILLING THROUGH: 7/31/2023

NCLA - Library Consulting Services 23108-NCL

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
7/5/2023	Respond to press inquiry	0.50	\$225.000	\$112.50
7/10/2023	Board member request and senior citizen exemption request	0.50	\$225.000	\$112.50
7/11/2023	Prepare June meeting minutes and SCC enrollment forms	2.00	\$225.000	\$450.00
7/12/2023	Revise SCC enrollment forms A & B	0.50	\$225.000	\$112.50
7/18/2023	Email with NBS re: Tax collection enrollment. Email resolution for signature	0.25	\$225.000	\$56.25
7/26/2023	Update 3rd party authorization letter to Controller's Officer	0.50	\$225.000	\$112.50
TOTAL SERVICES		4.25		\$956.25

SUBTOTAL \$956.25

AMOUNT DUE THIS INVOICE \$956.25

This invoice is due on 9/15/2023

Confidential Invoice - Questions on this invoice, call 916-687-7601. MRG accepts ACH payments.