

AGENDA

NSCLS COUNCIL OF LIBRARIANS

Wednesday, April 25, 2012

WebEx Virtual Meeting

10:00 AM – 11:00 AM

Meeting Number: 575 906 393

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

To start or join the online meeting

Go to <https://infopeople.webex.com/infopeople/j.php?ED=199217472&UID=489649202&RT=MiM0>

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

Audio conference information

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

1. Enter your name and email address.

2. Click "Join"

Call to order: Jody Meza, Chair

1. Roll Call
2. Public invited to address the Board
3. Plan for taking minutes

ACTION 4. Approval of Agenda

ACTION 5. Consent Calendar

- A. Minutes of April 5, 2012 Council meeting**
- B. Financial Statement ending March 31, 2012**

ACTION 6. NorthNet Library System change to JPA
Motion to amend the "Joint Powers Agreement of the NorthNet Library System" Section V (Treasurer/Fiscal Agent) Subpart (a) to read:
(a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.

And to have this change become effective July 1, 2012.

ACTION 7. Retiree medical insurance costs for FY 2012/13

ACTION 8. Resolution fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.

9. Announcements (if time is available): Council Members

Adjournment

Bold indicates document included

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

*Ralph M. Brown Act
Section 54953*

Meetings to be public; attendance by phone

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A reminder for all Steering Committee members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote.

Meeting Locations

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

NSCLS COUNCIL MEETING
April 25, 2012
Administrative Notes

AGENDA ITEM #4 CONSENT CALENDAR

- A. Minutes of the April 5, 2012 Council Meeting.
- B. The statement of expenditure and revenue for March 31, 2012 is in the packet

AGENDA ITEM #6 RETIREE MEDICAL INSURANCE

It is anticipated that about \$2,350 will be left as an NSCLS fund balance on June 30, 2012. The projected cost of providing retirees medical insurance for FY 2012/13 is \$ 6,282.

On April 24, 2009 the Council voted to freeze the employer contribution to the health insurance premium cost at the current level for 2009/10. Then in 2010/11 start a 25% reduction each year until reaching the minimum allowable by PERS. The minimum for 2012 is \$112 and rises to \$115 in 2013. The Council further decided that it would cease funding retiree health benefits on June 30, 2014 because of the lack of reserves. The reserves have been used more quickly than projected because of the need to pay \$16,131 in employer retirement liability. A decision is needed on how to proceed with the retiree's health benefit insurance program.

The total projected amount due for health insurance is projected to be \$6,282 includes payments of \$115 for three retirees that are participating in Medicare supplement plans. The fourth retiree's amount totals \$278.95 as he is not under enrolled in Medicare. In the case of this individual CalPERS withholds \$115 from his retirement check and NLS sends a check to backfill the additional cost of the health insurance. The amount paid in total has been reduced each year by 25% using the amount paid at the time that the NSCLS office closed operations and the individual retired. Unfortunately the CalPERS resolution does not allow for differing rates of employer contribution for those on Medicare and those who are not. The \$6,282 amount also includes projected administrative fees applied by CalPERS.

Attached is the summary of the Health Insurance actions.

AGENDA ITEM #7 RESOLUTION TO FIX EMPLOYER'S CONTRIBUTION TO CALPERS

Included in the packet is a resolution to adjust the retiree medical insurance payment for FY 2012/13 to the minimum level of \$115 effective July 1, 2012.

**CONSENT CALENDAR
April 5, 2012**

- A. Minutes of April 5, 2012 Council of Librarians meeting
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2011/12. Period ending March 31, 2012.

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**NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
April 5, 2012**

CONVENING:

The North State Cooperative Library System (NSCLS) Council of Librarians met via WebEx/conference call at 2:00 pm on this date with Chair Jody Meza presiding.

1. ROLL CALL:

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

2. PUBLIC INVITED TO ADDRESS THE COUNCIL

No members of the public were present.

3. APPROVAL OF THE AGENDA

Motion to recommend approval of the agenda was moved by Michael Perry and seconded by Oresta Esquibel. The Motion passed unanimously.

4. Consent Calendar

A. APPROVAL OF MINUTES – January 12, 2012 COUNCIL MEETING

B. FINANCIAL STATEMENT ending February 29, 2012

Annette Milliron noted that interest income is less than expected due to low interest environment nationally and that expenses for retire health costs were lower.

Motion to recommend approval of the Consent Calendar was moved by Michael Perry and seconded by Linda Kaufman. The motion passed with five yes votes and 3 abstentions (Jan Christofferson, Jan Erickson, Oresta Esquibel).

5. NSCLS Operations - Annette Milliron

A. CalPERS Employer Contribution for FY 2011/12 - Annette Milliron

CalPERS market losses due to the recent/current recession have to be covered by premium payers (NSCLS). The amount due for FY 2010-11 is \$16,131. There are sufficient funds to cover this expense.

B. Revised FY 2011/12 budget

A budget adjustment is required to fund the CalPERS liability payment from the cash available. The following resolution was put to the members for consideration.

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

Motion to recommend approval of the above resolution to pay the CalPers Employee Retirement liability of \$16,131 for the fiscal year 2011-2012 and to change the 2011-2012 budget to reflect this expense was moved by Jan Christofferson and seconded by Michael Perry. The Motion passed unanimously.

C. Retiree medical insurance costs for FY 2012/13 – Annette Milliron

Annette explained that NSCLS revenues are not sufficient to cover the estimated \$6,272 costs for the 2012-2013 fiscal year needed to cover the four remaining people on the plan at the minimum level required. Previously, NSCLS members agreed to the original retirement plan contract in 1972 (and subsequently if membership was entered into thereafter) and had agreed to pay these retirement costs through the 2013-2014 fiscal year. Options were discussed. NSCLS members will need to take action at a future meeting to determine how the group will provide the funds for this expense – perhaps via a special assessment for just this purpose. Members were advised to seek legal advice as their individual agency's liability for covering the insurance premiums. No decision was made. This item will be placed on the agenda of the next Council Meeting.

D. CalPERS retirement contract buyout update

The required actuarial study for CalPERS to buyout our retirement contract is due for completion in May 2012.

6. Discuss FY 2012/13 NLS Dues

Jeanne Amos explained the structuring of the current dues proposal being presented to the NLS members. Dues plans of other library consortiums were studied. The current proposal is offering a baseline level of dues for all NLS members based on member budget and population served with additional dues added based on services (such as Overdrive) being used by each individual member. The dues presented are for a \$100,000 assumed budget which can then be adjusted proportionally according to the ultimately approved budget level. Questions were asked and answered. Wendy Burke will provide NSCLS members a previously circulated memo that explains some of the benefits of membership that will be available to paying members. Final action on a dues structure will be taken by the NLS leadership after all members have been briefed on it.

7. Announcements: Council Members

There were no announcements by the members.

9. ADJOURNMENT

The meeting was adjourned at 3:35 p.m.

North State Cooperative Library System
General Ledger
For the Nine Months Ending March 31, 2012

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

North State Cooperative Library System
 General Ledger
 For the Nine Months Ending March 31, 2012

	YTD Budget		YTD Spent/Rec'd		YTD Balance		Remaining %		Current Month
Salaries & Benefits									
5911-Extra Help	\$ 0.00	\$	0.00		0.00		0.00	\$	0.00
5922-FICA Retirement	0.00		0.00		0.00		0.00		0.00
5924-Medicare	0.00		0.00		0.00		0.00		0.00
5930-Health Insurance	13,379.00		5,531.93		7,847.07		58.65		2,290.15
5940-Unemployment Insurance	0.00		0.00		0.00		0.00		0.00
	<u>13,379.00</u>		<u>5,531.93</u>		<u>7,847.07</u>		<u>58.65</u>		<u>2,290.15</u>
Total Salaries & Benefits									

North State Cooperative Library System
General Ledger
For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Communications	0.00	0.00	0.00	0.00	0.00
6140-Maint. of Equipment	0.00	0.00	0.00	0.00	0.00
6280-Memberships	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	0.00	0.00	0.00	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Prof. Literature	0.00	0.00	0.00	0.00	0.00
6461-ChildBks & Puppets/DBs	0.00	0.00	0.00	0.00	0.00
6500-Other Prof Services	2,000.00	0.00	2,000.00	100.00	0.00
6517-OCLC ILL/Catalog Access	0.00	0.00	0.00	0.00	0.00
6521-Fiscal Agent Fee	750.00	0.00	750.00	100.00	0.00
6540-Contract Services	0.00	0.00	0.00	0.00	0.00
6800-Duplicating / Photocopies	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expense	0.00	0.00	0.00	0.00	0.00
7120-Workshps/Prof Literature	0.00	0.00	0.00	0.00	0.00
7302-Conference & Travel	0.00	0.00	0.00	0.00	0.00
7303-Private Car Expense	0.00	0.00	0.00	0.00	0.00
Total Services & Supplies	2,750.00	0.00	2,750.00	100.00	0.00
Fixed Assets					
8620-Undesignated reserve fund	0.00	0.00	0.00	0.00	0.00
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Grand Total Expenditures	\$ 16,129.00	\$ 5,531.93	10,597.07	65.70	\$ 2,290.15

North State Cooperative Library System
 General Ledger
 For the Nine Months Ending March 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>16,129.00</u>	<u>5,531.93</u>	<u>10,597.07</u>	<u>65.70</u>	<u>2,290.15</u>
Grand Total Revenues	<u>16,129.00</u>	<u>115.60</u>	<u>16,013.40</u>	<u>(99.28)</u>	<u>0.00</u>
Difference	\$ <u>0.00</u>	\$ <u>(5,416.33)</u>	<u>5,416.33</u>		\$ <u>(2,290.15)</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(5,416.33)</u>	<u>5,416.33</u>		\$ <u>(2,290.15)</u>

PLF population figures 8-2-2011

NSCLS Retiree Health Insurance Allocation

Library	Population PLF certification **	% of Total	Budget 2010/2011*	% of Total	Average %	Health Insurance Base	Health Insurance %	Total \$100 base + Average %	Variable Health Insurance Base	Health Insurance %	Total variable base + Average %
								2718.00			718.00
Butte County	221,388	28%	\$2,440,423	25.62%	27%	\$100	\$733	\$833	\$500	\$194	\$694
Del Norte County	28,594	4%	\$155,000	1.63%	3%	\$100	\$72	\$172	\$100	\$19	\$119
Humboldt County	135,263	17%	\$2,441,634	25.63%	21%	\$100	\$583	\$683	\$500	\$154	\$654
Lassen Library	34,557	4%	\$116,549	1.22%	3%	\$100	\$77	\$177	\$100	\$20	\$120
Modoc County	9,705	1%	\$312,300	3.28%	2%	\$100	\$61	\$161	\$200	\$16	\$216
Orland Free Library	14,815	2%	\$421,713	4.43%	3%	\$100	\$86	\$186	\$300	\$23	\$323
Plumas County Lib	23,273	3%	\$520,520	5.46%	4%	\$100	\$115	\$215	\$300	\$30	\$330
Shasta Public Librs	177,924	23%	\$1,896,828	19.91%	21%	\$100	\$580	\$680	\$400	\$153	\$553
Siskiyou County Lib	45,084	6%	\$150,000	1.57%	4%	\$100	\$100	\$200	\$100	\$26	\$126
Tehama County	63,950	8%	\$532,820	5.59%	7%	\$100	\$187	\$287	\$300	\$49	\$349
Trinity County	13,853	2%	\$291,820	3.06%	2%	\$100	\$66	\$166	\$200	\$17	\$217
Willows Public	13,458	2%	\$245,691	2.58%	2%	\$100	\$58	\$158	\$200	\$15	\$215
Total	781,864	1.00	\$9,525,298	1.00	1.00	\$1,200	\$2,718	\$3,918	\$3,200	\$718	\$3,918

* Budget 2010/11 collected from member libraries

** PLF Certification 8-2-2011

Budgets under \$200,000 = \$100 base
 Budgets under \$400,000 = \$200 base
 Budgets under \$600,000 = \$300 base
 Budgets under \$2,000,000 = \$400 base
 Budgets over \$2,000,000 = \$500 base

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) North State Cooperative Library System is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of \$115 per month with respect to employees or annuitants enrolled for self alone, \$115 per month for an employee or annuitant enrolled for self and one family member, and \$115 per month for an employee or annuitant enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund Assessments.

Adopted at a special meeting of the North State Cooperative Library System at Santa Rosa, California this 24th day of April 2012.

Signed:

Chair, North State Cooperative Library System
Council of Librarians

Attest:

Secretary

INSTRUCTIONS

This resolution form is the approved form designated by the Public Employees' Retirement System. It should be used by a Public Agency which is contracting for coverage under the Public Employees' Medical and Hospital Care Act when the agency desires to change the employers' contribution towards the cost of their employees' and annuitant's enrollment to an amount equal to or greater than that prescribed by Section 22892(b) as authorized by Section 22892(a) of the Government Code.

The employer's contribution specified (if RESOLVED) will be **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received) in the office of the Board of Administration, Public Employees' Retirement System, 400 Q Street, P. O. Box 942714, Sacramento, CA 94229-2714.

WHEREAS, (2) should be complete with the agency's name.

RESOLVED, (a) should be completed to specify the amount of the employer's (agency's) contribution toward the cost of its employees' or annuitants' enrollments.

Because resolutions serve as our legal contract, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Office of Employer & Member Health Services
400 Q Street
Sacramento, CA 95811-6210

Regular Mail

California Public Employees' Retirement System
Office of Employer & Member Health Services
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the Public Agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.