

AGENDA

NSCLS COUNCIL OF LIBRARIANS

Thursday, June 14, 2012

WebEx Virtual Meeting

9:00 AM – 10:00 AM

Meeting Number: 575 971 793

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=203461572&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 25, 2012 Council meeting**
 - B. Financial Statement ending May 31, 2012**
- ACTION 6. Election of Chair, Vice Chair, and Representative-at-Large to NLS Steering Committee
- ACTION 7. Academic Library Membership Policy
- ACTION 8. Preliminary Budget FY 2012/13**
 - A. Sonoma County Budget to move funds to PLS**
 - B. Peninsula Library System as fiscal agent budget**
- ACTION 9. Actuary Study from PERS for contract payoff
10. 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

**CONSENT CALENDAR
June 14, 2012**

- A. Minutes of the Council of Librarians April 25, 2012 meeting.
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2011/12 Period ending May 31, 2012

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council Meeting
April 25, 2012

1. WELCOME AND ROLL CALL:

The meeting was called to order by Council Chair Jody Meza at 10:06 AM.

ROLL CALL OF ATTENDEES:

PRESENT	ABSENT	MEMBER LIBRARY	NAME
xx	x	Orland Free and Willows Public Libraries Shasta Libraries	Jody Meza, Chair Jan Erickson, Vice-Chair
x	x	Butte College Library Butte County Library	Luozhu Cen Jan Christofferson
	x	College of the Redwoods Library	Rachel Anderson
	x	College of the Siskiyous Library	Nancy Shepard
	x	CSU Chico Library	Sarah Blakeslee
x		Del Norte Co. Library District	Linda Kaufmann
	x	Feather River College Library	Tom Davis
x		Humboldt County Library	Victor Zazueta
	x	Humboldt State Univ. Library	Wayne Perryman
	x	Lassen College Library	Marita Dimond
x		Lassen Library District	Jeff Hawkins
x		Modoc County Library	Cheryl Baker
		Orland Free Library	Jody Meza
	x	Plumas County Library	Dora Mitchell
	x	Shasta College Library	Janet Albright
		Shasta Libraries	Jan Erickson
	x	Simpson University Library	Larry Haight
	x	Tehama County Library	Sally Ainsworth
	x	Siskiyou County Library	Michael Perry
x		Trinity County Library	Oresta Esquibel
		Butte County Library	Brenda Crotts
	x	California State Library	Darla Gunning
	x	NLS System Headquarters	Annette Milliron DeBacker
		Colusa County Library	Wendy Burke

WITH 7 OF 12 VOTING MEMBERS PRESENT A QUAROM WAS ESTABLISHED.

2. PUBLIC INVITED TO ADDRESS THE COUNCIL: THERE WERE NO MEMBERS OF THE PUBLIC PRESENT.

3. APPROVAL OF AGENDA: JEFF HAWKINS MOVED, JAN CHRISTOFFERSON SECOND. Motion carried unanimously

5. CONSENT CALENDAR: Jeff Hawkins moved, Oresta Esquibel second. Motion carried with 6 yeas, 0 nays and 1 abstention (Modoc County Library)

6. NLS JPA CHANGE FOR NEW FISCAL AGENT

Resolution to change the NLS Joint Powers Agreement to assign the Peninsula Library System Executive Director or Finance Director as the Treasurer/Controller and fiscal agent for NLS effective July 1, 2012
Cheryl Baker moved, Oresta Esquibel second Motion carried unanimously

7. HEALTH INSURANCE COST ALLOCATION.

AFTER DISCUSSION OF TWO OPTIONS FOR ASSESSING MEMBERS THEIR FAIR SHARE OF COVERING FUTURE NSCLS RETIREE HEALTH INSURANCE PREMIUMS (1: FIXED BASE AMOUNT PLUS REMAINDER BASED ON AVERAGE OF BUDGET AND POPULATION DATA, AND 2: VARIABLE BASE AMOUNT BASED ON BUDGET PLUS REMAINDER BASED ON AVERAGE OF BUDGET AND POPULATION DATA) A MOTION WAS MOVED TO USE OPTION 2. MOVED BY JAN CHRISTOFFERSON, SECOND BY JEFF HAWKINS. Motion carried with 5 yeas, 0 nays and 2 abstentions

8. Resolution to fix employer's future contribution to CalPERS contract.

TO ADJUST THE RETIREE MEDICAL INSURANCE PAYMENT FOR FY 2012/13 TO THE MINIMUM LEVEL OF \$115 EFFECTIVE JULY 1, 2012.

Jan Christofferson moved, Jeff Hawkins second. Motion carried unanimously

9. ANNOUNCEMENTS.

A. DARLA GUNNING MENTIONED THE MEETING OF COOPERATIVE SYSTEM DIRECTORS AND REPRESENTATIVES. STATE LIBRARIAN OFFERING GRANTS OF UP TO \$20,000 TO ALL SYSTEMS FOR SUSTAINABILITY PLANNING. WENDY BURKE MENTIONED NLS'S APPLICATION WOULD PROBABLY LIST 3 ITEMS: 1) OBTAINING LEGAL ADVICE ON DISSOLUTION OR BANKRUPTCY OF A SYSTEM ; 2) CONDUCTING A RETREAT FOR PLANNING WITH PLS MANAGEMENT AS PART OF THE ANNUAL MEETING IN JUNE ; 3) DIGITIZING SUB-SYSTEM LEGACY FILES FOR ONLINE ACCESS BY MEMBERS

B. CHERYL BAKER MENTIONED THAT MODOC COUNTY LIBRARY WAS PLANNING A LOCAL AUTHORS PROGRAM AND A POETRY WORKSHOP. ALSO MENTIONED THAT THE STSEM WAS STILL EXPERIENCING FINANCIAL DIFFICULTIES.

C. JODY MEZA: NSCLS WILL BE NEEDING TO PUT TOGETHER A NOMINATING COMMITTEE FOR SLATE OF CHAIR, VICE-CHAIR, AND MEMBER AT LARGE FOR THE NLS STEERING COMMITTEE FOR THE COMING FISCAL YEAR.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:04 a.m.

Annette Milliron DeBacker
Clerk of the Council

North State Cooperative Library System
General Ledger
For the Eleven Months Ending May 31, 2012

Item #5B

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
1700-Interest Earned	\$ 500.00	\$ 171.45	328.55	65.71	\$ 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
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Total Revenues	500.00	171.45	328.55	65.71	0.00
2803-LSTA	0.00	0.00	0.00	0.00	0.00
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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
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Total Trust to General Fund	15,629.00	0.00	15,629.00	100.00	0.00
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Grand Total Revenues	\$ 16,129.00	\$ 171.45	15,957.55	98.94	\$ 0.00
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North State Cooperative Library System
General Ledger
For the Eleven Months Ending May 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
Retirement Contributions	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		6,359.45		7,019.55		52.47		736.03
5940-Unemployment Insurance	0.00		0.00		0.00		0.00		0.00
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Total Salaries & Benefits	13,379.00		6,359.45		7,019.55		52.47		736.03
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North State Cooperative Library System
General Ledger
For the Eleven Months Ending May 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/Db	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	\$ 6,359.45	9,769.55	60.57	\$ 736.03

North State Cooperative Library System
 General Ledger
 For the Eleven Months Ending May 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>16,129.00</u>	<u>6,359.45</u>	<u>9,769.55</u>	<u>60.57</u>	<u>736.03</u>
Grand Total Revenues	<u>16,129.00</u>	<u>171.45</u>	<u>15,957.55</u>	<u>(98.94)</u>	<u>0.00</u>
Difference	\$ <u>0.00</u>	\$ <u>(6,188.00)</u>	<u>6,188.00</u>		\$ <u>(736.03)</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(6,188.00)</u>	<u>6,188.00</u>		\$ <u>(736.03)</u>

NSCLS Budget 12-13

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2012/13 Budget
 Presented June 14, 2012

REVENUES

	LSTA RLI	ILL ACCESS	CHILDREN YA	RETIREEES	REF	C&D	SAB	ADMIN	PROJECTED BUDGET
320 Fund Balance	0	0	0	4,900	0	0	0	0	4,900
1700 Interest Earned	0	0	0	0	0	0	0	0	0
2560 CLSA Reference	0	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0	0	0	0
3480 Tech. Serv. Fees	0	0	0	0	0	0	0	0	0
3482 Contract Fee/	0	0	0	0	0	0	0	0	0
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0	0
4157 Member Reimb.	0	0	0	1,600	0	0	0	0	1,600
TOTAL LOCAL	0	0	0	1,600	0	0	0	0	1,600
									0
GRAND TOTAL REVENUES	0	0	0	6,500	0	0	0	0	6,500

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2012/13 Budget
 Presented June 14, 2012

EXPENDITURES -----	LSTA RLI	ILL ACCESS	CHILDREN SERVICES	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT. BUDGET
Salaries and Benefits:									
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 CalPERS Retirement Liability	0	0	0	0	0	0	0	0	0
5924 Medicare	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	6,500	0	0	0	0	6,500
5940 Unemployment Ins		0	0	0	0	0	0	0	0
TOTAL SAL. & BEN.	0	0	0	6,500	0	0	0	0	6,500
Services and Supplies:									
6040 Comm. - E Mail	0	0	0	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0	0	0	0
6400 Office Expense	0	0	0	0	0	0	0	0	0
6410 UPS	0	0	0	0	0	0	0	0	0
6410 Postage	0	0	0	0	0	0	0	0	0
6415 Professional Literature	0	0	0	0	0	0	0	0	0
6461 Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500 Other Prof Serv	0	0	0	0	0	0	0	0	0
6517 OCLC ILL/Cataloging Access	0	0	0	0	0	0	0	0	0
6521 Fiscal agent fee	0	0	0	0	0	0	0	0	0
6540 Contractual Service	0	0	0	0	0	0	0	0	0
7000 Special Departmental Expense	0	0	0	0	0	0	0	0	0
7120 Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303 Private Car Exp.	0	0	0	0	0	0	0	0	0
TOTAL SERV & SUPPLIES	0	0	0	0	0	0	0	0	0
Fixed Assets:									
Equipment	0	0	0	0	0		0	0	0
TOTAL FIXED ASSETS	0	0	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES	0	0	0	6,500	0	0	0	0	6,500
Projected Program Fund Balance end of Fiscal Year		-	-						-

NSCLS Budget 12-13

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2012/13 Budget to move funds to PLS
 Presented June 14, 2012

REVENUES

	LSTA RLI	ILL ACCESS	CHILDREN YA	RETIREEES	REF	C&D	SAB	ADMIN	PROJECTED BUDGET
320 Fund Balance	0	0	0	4,900	0	0	0	0	4,900
1700 Interest Earned	0	0	0	0	0	0	0	0	0
2560 CLSA Reference	0	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0	0	0	0
3480 Tech. Serv. Fees	0	0	0	0	0	0	0	0	0
3482 Contract Fee/	0	0	0	0	0	0	0	0	0
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0	0
4157 Member Reimb.	0	0	0	0	0	0	0	0	0
TOTAL LOCAL	0	0	0	0	0	0	0	0	0
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GRAND TOTAL REVENUES	0	0	0	4,900	0	0	0	0	4,900

NORTH STATE COOPERATIVE LIBRARY SYSTEM
 FY 2012/13 Budget to move funds to PLS
 Presented June 14, 2012

EXPENDITURES -----	LSTA RLI	ILL ACCESS	CHILDREN SERVICES	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT. BUDGET
Salaries and Benefits:									
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 CalPERS Retirement Liability	0	0	0	0	0	0	0	0	0
5924 Medicare	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	0	0	0	0	0	0
5940 Unemployment Ins		0	0	0	0	0	0	0	0
TOTAL SAL. & BEN.	0	0	0	0	0	0	0	0	0
Services and Supplies:									
6040 Comm. - E Mail	0	0	0	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0	0	0	0
6400 Office Expense	0	0	0	0	0	0	0	0	0
6410 UPS	0	0	0	0	0	0	0	0	0
6410 Postage	0	0	0	0	0	0	0	0	0
6415 Professional Literature	0	0	0	0	0	0	0	0	0
6461 Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500 Other Prof Serv	0	0	0	0	0	0	0	0	0
6517 OCLC ILL/Cataloging Access	0	0	0	0	0	0	0	0	0
6521 Fiscal agent fee	0	0	0	0	0	0	0	0	0
6540 Contractual Service	0	0	0	0	0	0	0	0	0
7000 Special Departmental Expense	0	0	0	4,900	0	0	0	0	4,900
7120 Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303 Private Car Exp.	0	0	0	0	0	0	0	0	0
TOTAL SERV & SUPPLIES	0	0	0	4,900	0	0	0	0	4,900
Fixed Assets:									
Equipment	0	0	0	0	0	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0	0	0	0	0	0
GRAND TOTAL EXPENDITURES	0	0	0	4,900	0	0	0	0	4,900
Projected Program Fund Balance end of Fiscal Year		-	-						-