

North Bay Cooperative Library System

1701 Fourth Street, Suite 100

Santa Rosa, CA 95404

Board of Directors

WebEx Desktop Meeting Agenda

Tuesday, June 19, 2012

Noon – 12:15 PM

Meeting Number: 573 408 849

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

To start or join the online meeting

Go to Go to

<https://infopeople.webex.com/infopeople/j.php?ED=204051322&UID=489649202&RT=MiMO>

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"

1. Welcome and Roll Call Jennifer Baker, Chair

2. Public invited to address the committee

ACTION 3. Approval of the Agenda Jennifer Baker

ACTION 4. Consent Calendar Annette Milliron

A. Approval of the minutes of May 30, 2012 Board meeting

ACTION 5. Preliminary Budget for FY 2012/13

Suggested motion: Move approval of the preliminary 2012/13 budget for Sonoma County as fiscal agent and to adjust restricted accounts to equal character 320 (unrestricted/undesignated fund balance) and to authorize all necessary budgetary adjustment to close out funds at Sonoma County Treasurer's office

ACTION 6. Closure of Sonoma County Treasurer Trust Accounts:
392548, 393597, 392621, 392639 for deposit with
PLS as fiscal agent

Suggested motion: Authorize the Sonoma County Auditor and North Bay Cooperative Library System Executive Director authority to make all necessary budgetary adjustments to close out Trust accounts #392548, #393593, #392621, and #392639 at Sonoma County Treasurer's office for transfer of funds to new fiscal agent Peninsula Library System.

7. CalPERS Retirement Contract Actuary Study
8. Adjourn

Bold indicates document included

Support materials for agenda available for review at NLS Headquarters Office

*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.*

Meeting Locations

Belvedere-Tiburon Public Library, 1501 Tiburon Boulevard, Tiburon, CA 94920
Benicia Public Library, 150 East L Street, Benicia, CA 95410
Dixon Public Library - 230 North First Street Dixon, CA 95620
Dominican University Library – 50 Acacia Ave., San Rafael, CA 94901
Lake County Library – 1425 High St., Lakeport, CA 95453
Larkspur Public Library – 400 Magnolia Avenue, Larkspur, CA 94939
Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903
Mendocino County Library – 105 Main St., Ukiah, CA 95482
Mill Valley Public Library – 375 Throckmorton Avenue, Mill Valley, CA 93941
Napa City-County Library – 580 Coombs St., Napa, CA 94559
Napa Valley College Library – 2277 Napa-Vallejo Hwy, Napa, CA 94558
North Bay Cooperative Library System – 1701 Fourth St., Suite 100, Santa Rosa, CA 95404
St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574
San Anselmo Public Library – 10 Tunstead Ave., San Anselmo, CA 94960
San Rafael Public Library – 1100 E Street, San Rafael, CA 94901
Sausalito Public Library – 420 Litho Street, Sausalito, CA 94965

Solano County Library – 1150 Kentucky Street, Fairfield, CA 96097
Sonoma County Library – 211 E Street, Santa Rosa, CA 95404

06/19/2012 Agenda Item #4

**CONSENT CALENDAR
June 19, 2012**

- A. Minutes of May 30, 2012 North Bay Cooperative Library System Meeting.

consent.doc\C:\wp\agenda\amm

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting Minutes
May 30, 2012

1. The meeting convened at 2:05 p.m. Present:

Jennifer Baker, Chair	St. Helena Public Library
Diane Smikahl, Vice Chair	Benicia Public Library
Susan Clayton	Lake County Library
Gail Haar	Marin County Free Library
Mel Lightbody	Mendocino Co. Library
Danis Kreimeier	Napa City-County Library
Lynne Williams	Solano County Library
David Dodd	Sonoma County Library
Annette Milliron	NBC System Exec. Director

2. Plan for minute taking

Diane Smikahl, Benicia Public Library, volunteered to take minutes

3. Introductions

None needed

4. Public invited to address the Board

No public were present

5. Approval of agenda

A motion to approve the agenda was made by Danis Kreimeier and seconded by Lynne Williams. Motion passed.

6. Consent calendar

- a. Financials through April 30, 2012
- b. Minutes from April 17, 2012 Board Meeting
- c. Minutes from April 26, 2012 Board Meeting
- d. Preliminary NBCLS 2012/13 Budget.

Annette Milliron reported to the Board that the budget presented is preliminary and it will need to come back for final approval once the books are closed. Any remaining funds remain will go into item 7000 (see page 12 of the packet).

Ms. Milliron also reported that she has received PERS payout information from MVLS. The Return on Investment was changed from 7.75% to 2.7%. This will create a huge deficit for each of the systems to absorb. Annette will verify the

numbers. Donna will prepare the final report, and this item will come back on the August agenda.

A motion was made by Danis Kreimeier to approve the reports. Seconded by Diane Smikahl. The motion passed unanimously.

7. Resource Sharing Options Committee.

David Dodd presented an excellent report on behalf of the Resource Sharing & Delivery Options Task Force (RS&DOTF). (See Appendix 1) Committee recommendation is to use OCLC for patron initiated requests using World Cat. Libraries can take down deflectors for selected libraries to help the process.

Discussion ensued on the costs of Link+ and Autographics' Agent Resource Sharing product. Fulfillment, an open source product used with Evergreen, may eventually be something to consider.

A motion was made by Danis Kreimeier to accept the report and recommendation of the RS & DOTF to use OCLC, with the options to be evaluated and reviewed when a viable option presents itself. Lynne Williams seconded. Motion passed.

Danis Kreimeier made an additional motion to reassign the taskforce to become the implementation taskforce. Seconded by Diane Smikahl. Motion passed.

8. ILL Statistics.

NBC has collected statistics on ILLs from the member libraries. These appear to no longer be needed. Diane Smikahl moved to discontinue compiling these statistics; Gail Haar seconded. Motion passed.

9. Database Contracts Renewals.

Jennifer Baker has been discussing database contracts with Wendy Burke, the current Chair of NorthNet Library System. Ideally, all database contracts would be renewed at the same time, so Ms. Baker proposed contacting vendors to prorate all NBC member's database contracts to expire June 30, 2013.

Lynne Williams moved to accept Ms. Baker's offer to contact and negotiate extension of contracts through 6/30/2013. Diane Smikahl seconded. Motion passed.

10. Sprint delivery contract renewal.

Discussion of renewing the Sprint contract for 3 months or 1 year at the current rate. Lake and Mendocino County requested additional delivery stops.

Moved by Danis Kreimeier to approve renewal for 1 year including the changes requested by Mendocino County Library and Lake County Library. Seconded by Lynne Williams. Motion passed.

11. Alternate Delivery: Campus Ship/Beav Ex

Dixon Library has been our exchange point for delivery to/from Mountain Valley Library System. Currently delivery stops are made two times each week. Discussion on whether this could be changed to delivery once a week.

Danis Kreimeier moved to reduce this service to once a week. Diane Smikahl seconded. Motion passed.

12. Associate members.

There are currently two Associate member libraries: Santa Rosa Junior College (SRJC) and Northern California Medical Libraries Group (NCMLG).

SRJC gets 1 day/ week delivery, and could potentially become a full member for an addition charge of approximately \$200/year. A recommendation was made that we ask Rebecca Scott, David Dodd, and Jennifer Baker to discuss the benefits of full membership in NBC with SRJC.

NCMLG has only one member still interested in retaining membership in NBC. The librarian at the Veterans Home in Yountville may be interested in becoming a full member as well. A recommendation was made that Jennifer Baker and Danis Kreimeier meet with the librarian in Yountville to discuss.

Danis Kreimeier moved that we eliminate the Association Membership Category. Lynne Williams seconded; motion passed.

13. NorthNet Report.

- a. General update.
- b. Election of an at-large representative to the NLS Steering Committee

Jennifer Baker, Chair-elect of NLS, and Wendy Burke, current Chair of NLS, both feel that the legacy systems should dissolve their existing JPAs and JRAs and create one all-inclusive JPA for the NorthNet Library System (NLS).

There are several reasons for this including creation of a single organization that could contract for service, report to the state, etc. The new JPA would need to be approved by each jurisdiction, and a document will be created to assist libraries in bringing this to their governing bodies.

The Steering Committee will have more authority and will be comprised of the Chair and Vice Chair of each legacy system plus the NLS Chair (7 members total).

Discussion of who would be good representatives. Jennifer will serve as Chair, and Mel will be on the Steering Committee as she will be Chair-Elect in 2012-13. Two at large members need to be selected. Jennifer will ask Abbott Chambers,

Sausalito Public Library, and Sarah Houghton, San Rafael Public Library, to serve.

14. Member updates

Members provided updates.

15. Next meeting

Next meeting will be held August 29.

One item for the agenda will be approval of the final budget.

16. Meeting adjourned at 3:35 p.m.

Attachment: Resource Sharing Options Committee memo

May 30, 2012

TO: NBCLS Board of Directors

FR: David Dodd, on behalf of the **Resource Sharing & Delivery Options Task Force** (Ann Amman, Jaime Anderson, Anthony Halstead, Patty Hector, Lynne Williams, Eliza Wingate, and formerly Donna Mettier, Vanessa Walden, and Greg Atkins.)

RE: Summary and Recommendations

Summary: The NBCLS Resource Sharing & Delivery Options Task Force (RS&DOTF??) was charged in January with looking into possible replacements for the defunct SuperSearch resource-sharing software, as well as delivery solutions for the future of resource sharing among the NBCLS libraries. During the period of our work, the MARINet libraries, as a group, decided separately to join Innovative Interfaces Link+ group, opting out of participating in any subsequent solution agreed upon by the rest of NBCLS members. At that point, we added Anthony Halstead and Lynne Williams to the group.

Initial work has focused on the various vendor-driven resource sharing options. Our work quickly narrowed our potential options down to a small group of vendors offering solutions that would work for our mix of ILs, and we obtained quotes and had demos from two vendors: Autographics (Agent Resource Sharing) and Innovative Interfaces (Inn-Reach—Link+ in California.) (ILL staff from the libraries were invited to attend the online demos.) Additionally, we have talked at length about how to make OCLC work as well as possible for us as a regional group. Finally, we are aware that the open source resource-sharing solution, Fulfillment, is under development, and may provide a long-range possibility for NBCLS and beyond.

Attached are the quotes from Innovative Interfaces and Autographics. We will gladly answer any questions about either system.

Recommendations: OCLC could work well for us as an interim solution if we want to see how everything shakes out with the open sources possibility. There are some hurdles even with OCLC, however. Notably, the SNAP libraries would need to take on a project of updating their holdings as individual libraries within OCLC. Both of the larger library systems, Solano and Napa, seem amenable to this undertaking, and it has been discussed among the SNAP directors, who are aware that there would be a cost involved in order for TLC to run a data set to match against OCLC holdings. This would allow for our defined group of libraries to share materials in much the same way as before, if we take down the deflectors blocking the lending of AV media.

As for delivery, we are waiting for figures from Innovative on their delivery plans vis-à-vis Link+, which requires that all participating libraries utilize the same delivery vendor. Currently, that vendor is Tricor, but that may be changing. Our current Sprint delivery system seems like the best ongoing option, but we may need to examine the cost-sharing formula, with some libraries potentially opting for less frequent delivery in order to cut costs, given the State's elimination of funding for delivery and TBR.

Item #4B

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-----		Retirees	Ssearch	COM	ADMIN	Budget
Salaries and Benefits:						
5900	Payoff Acct	0	0	0	0	0
5910	Perm. Positions	0	0	0	0	0
5911	Extra Help	0	0	0	0	0
5921	Retirement Cont.	0	0	0	0	0
5924	Medicare	0	0	0	0	0
5925	Deferred Comp.	0	0	0	0	0
5930	Health Insurance	0	0	0	0	0
5931	Disability Ins.	0	0	0	0	0
5932	Dental Insurance	0	0	0	0	0
5933	Life Insurance	0	0	0	0	0
5934	Vision Insurance	0	0	0	0	0
5935	Unemployment Ins	0	0	0	0	0
5940	Workers Comp	0	0	0	0	0
TOTAL	SAL. & BEN.	0	0	0	0	0
Services and Supplies:						
6040	Comm. - E Mail	0	0	0	0	0
6045	Comm. - Tphone	0	0	0	0	0
6085	Janitorial Service	0	0	0	0	0
6100	Insurance	0	0	0	0	0
6140	Maint. of Equip.	0	0	0	0	0
6280	Memberships	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0
6400	Office Expense	0	0	0	0	0
6410	Postage	0	0	0	0	0
6415	Library Mat.	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0
6500	Other Prof Serv	0	0	0	0	0
6516	Data Proc'ing Serv	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0
6521	County Services	0	0	0	0	0
6540	Contractual Service Delivery	0	0	0	0	0
6540	Contractual Service Payroll	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	0
6820	Rental of Equip	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	0	0	0
	Moving Costs	0	0	0	0	0
	Storage of Equipment	0	0	0	0	0
7000	Special Dept.Exp.	0	0	0	285,876	285,876
7110	Staff Devel.	0	0	0	0	0
7120	In-Serv Training	0	0	0	0	0
7302	Conf. & Travel	0	0	0	0	0
7303	Private Car Exp.	0	0	0	0	0
7320	Utilities	0	0	0	0	0
TOTAL	SERV & SUPPLIES	0	0	0	285,876	285,876
Fixed Assets:						
8560	Equipment	0	0	0	0	0
8640	Operational Transfer	0	0	0	0	0
8800	Equip. Reserve	0	0	0	0	0
TOTAL FIXED ASSETS		0	0	0	0	0
GRAND TOTAL EXPENDITURES		0	0	0	285,876	285,876

Budget12/13
rev.12/12/2011

North Bay Cooperative Library System
Budget FY 2012/13
Presented June 19, 2012

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REVENUES

		Retirees	SUPERS	COM	ADMIN	Proj. Revenue
320	Fund Balance	0	0	0	285,875	285,875
4645	Trust to General Fund	0	0	0	0	0
1700	Interest Earned	0	0	0	0	
	TOTAL INTEREST	0	0	0	0	0
2560	CLSA Reference	0	0	0	0	
2562	CLSA SAB	0	0	0	0	
2563	CLSA TBR-ILL	0	0	0	0	
2564	CLSA Data Base	0	0	0	0	
2565	CLSA Comm. & Del.	0	0	0	0	
	TOTAL CLSA	0	0	0	0	0
	LSTA PLSEP	0	0	0	0	
	LSTA System Sustain	0	0	0	0	
2803	LSTA	0	0	0	0	0
3480	Membership Fees					
	NBCLS	0	0	0	0	
	MVLS	0	0	0	0	
	NSCLS	0	0	0	0	
3482	Contract Fee/					
	MVLS	0	0	0	0	
	NBCLS	0	0	0	0	
4040	Miscellaneous	0	0	0	0	
4102	Donations/Reimb	0		0	0	
	Retiree Reimb	0	0	0	0	
	Employee Retire & Health	0	0	0	0	
4157	Member Reimb	0	0	0	0	
	TOTAL LOCAL	0	0	0	0	0
	Equip. Reserve					
	GRAND TOTAL REVENUES	0	0	0	285,875	285,875



California Public Employees' Retirement System
Actuarial Office
P.O. Box 942709
Sacramento, CA 94229-2709
TTY: (916) 795-3240
(888) 225-7377 phone • (916) 795-2744 fax
www.calpers.ca.gov

June 15, 2012

CALPERS ID: 2429114785
Employer Name: NORTH BAY COOPERATIVE LIBRARY SYSTEM

Annette Milliron DeBacker
Executive Director
North Bay Cooperative Library System
55 E Street
Santa Rosa, CA 95404

Dear Ms. DeBacker:

As you requested, a preliminary termination valuation has been performed for the North Bay Cooperative Library System Miscellaneous Plan. This valuation is done two different ways:

- 1. Projected Compensation:** all members currently active in a CalPERS agency have compensation increases projected *until their retirement*.
- 2. Frozen Compensation:** all members currently active in a CalPERS agency have compensation increases projected *until plan termination* and then **frozen** thereafter.

This valuation was based on the June 30, 2010 financial and membership data, the latest such data available.

Based on the June 30, 2010 figures, we projected the June 30, 2010 amounts by using current actuarial assumptions. A 21.0% investment return was realized for the 2010-2011 fiscal year, a 0% return was assumed for 2011-2012 and a 7.5% return was assumed for 2012-2013 along with the addition of a 7% contingency for mortality fluctuation. The chart on the next page summarizes the results.

The asset allocation adopted by the CalPERS Board of Administration has changed for the Terminated Agency Pool. For further details, see agenda item 4b at the following website:

<http://www.calpers.ca.gov/index.jsp?bc=/about/board-cal-agenda/archives/bpac-201108.xml>

This change affects the actuarial assumptions used when calculating the actuarial liabilities of a public agency at the time of termination. The investment return and inflation assumption used for this preliminary termination valuation are summarized in the table on the following page.

Miscellaneous Plan Results
 (All projected amounts shown to nearest \$5,000)

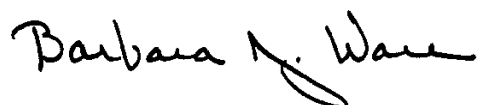
		Annual Valuation	Termination Valuations (Frozen Compensation)	Termination Valuations (Nonfrozen Compensation)
		As of June 30, 2010 (Actual)	As of June 9, 2012 (Projected)	As of June 9, 2012 (Projected)
(1)	Plan's share of Pool Assets *	\$1,815,285	\$2,120,000	\$2,120,000
(2)	Accrued Actuarial Liability	\$2,397,119	\$4,545,000	\$4,935,000
(3)	Contingency for Mortality Fluctuation	\$ 0	\$320,000	\$345,000
(4)	(Unfunded Liability) / Surplus = (1) - (2) - (3)	(\$581,834)	(\$2,745,000)	(\$3,160,000)
	Investment Return Assumption	7.75%	2.46%	2.56%
	Rate of Inflation Assumption	3.00%	2.72%	2.82%

*Assets are given at market value

Please note that these figures are estimates only and depend heavily on the assumptions used. In particular, the rate of return of assets between June 30, 2010 and the termination date can have a large impact on these results. Furthermore, they do not take into account changes in methods or assumptions, benefit improvements, or changes in the membership data of your workforce (particularly salary increases) that occur after June 30, 2010. After the termination date, we will perform the final termination actuarial valuation and calculate additional contributions necessary to be sent to CalPERS to ensure that the plan is adequately funded.

If you have any questions, please feel free to contact me at (916) 795-0400.

Sincerely,



BARBARA J. WARE, FSA, MAAA
 Enrolled Actuary
 Senior Pension Actuary, CalPERS