

AGENDA

NSCLS COUNCIL OF LIBRARIANS Thursday December 20, 2012

Adobe Virtual Meeting 2:00 – 3:00pm

Please join me in an Adobe Connect Meeting.

Meeting Name:

To join the meeting:

<http://infopeople.adobeconnect.com/nscls/>

Conference Number(s):

US: 1-719-955-1371

US: 1-888-450-5996

Audio Conference Details:

Participant Code: 325220

If you have never attended an Adobe Connect meeting before:

Test your connection: https://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm

1. Enter your name.

2. Click "Enter Room"

Agenda

1. Call to order: Michael Perry, Chair
2. Roll Call
3. Public invited to address the Board
4. Plan for taking minutes
5. Approval of Agenda (ACTION REQUIRED)
6. **Approval of June 14, 2012 meeting minutes (ACTION REQUIRED)**
7. **Approval of funds to balance NSCLS Health Care Costs for Retirees for F12/13 (ACTION REQUIRED)**
8. Announcements (if time is available): Council Members
9. 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

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council Meeting
June 14, 2012

1. WELCOME AND ROLL CALL:

The meeting was called to order by Jody Meza at 9:18 AM.

ROLL CALL OF ATTENDEES:

PRESENT	ABSENT	MEMBER LIBRARY	NAME
	X	Butte College Library	Luozhu Cen
	X	Butte County Library	Deborah Holmes
	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
X		Orland Free Library	Jody Meza
	X	Plumas County Library	Dora Mitchell
	X	Shasta College Library	Janet Albright
X		Shasta Libraries	Jan Erickson
	X	Simpson University Library	Larry Haight
X		Siskiyou County Library	Michael Perry
	X	Tehama County Library	Sally Ainsworth
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
X		Peninsula Library System	Linda Crowe
X		NLS System Headquarters	Annette Milliron DeBacker

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

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

3. PLAN FOR TAKING MINUTES: JEFF HAWKINS VOLUTEERED TO RECORD THE MINUTES OF THE METTING

4. APPROVAL OF AGENDA: CHERYL BAKER MOVED; ORESTA ESQUIBEL SECONDED; MOTION CARRIED UNANIMOUSLY

5. CONSENT AGENDA:

A. NO CHNAGES TO THE MINUTES OF THE APRIL 25, 2012 COUNCIL MEETING WERE OFFERED

B. ANNETTE MILLIRON DEBACKER REPORTED THAT THE SYSTEM WAS ON TRACK TO END THE FISCAL YEAR WILL A SURPLUS OF ABOUT \$4,900 WHICH WILL BE CARRIED FORWARD TO THE NEW FISCAL AS PARTIAL PAYMENT OF THE

SYSTEM'S RETIREE MEDICAL BENEFITS OBLIGATION.

APPROVAL OF THE CONSENT AGENDA WAS MOVED BY MICHAEL PERRY; JAN ERICKSON SECONDED; MOTION CARRIED UNANIMOUSLY

6. ELECTION OF CHAIR, VICE-CHAIR, AND REPRESENTATIVE-AT-LARGE TO THE NLS STEERING COMMITTEE: THE NOMINATIONS FOR THESE POSITIONS ARE: MICHAEL PERRY, CHAIR; ORESTA ESQUIBEL, VICE-CHAIR; JODY MEZA, REPRESENTATIVE-AT-LARGE. APPROVAL OF THIS SLATE OF OFFICERS WAS MOVED BY CHERYL BAKER; JAN ERICKSON SECONDED; MOTION CARRIED UNANIMOUSLY.

7. ACADEMIC LIBRARY MEMBERSHIP POLICY: ANNETTE BRIEFED THE COUNCIL ON THE HISTORY OF THE STATUS OF ACADEMIC LIBRARIES AND THEIR LEVEL OF INVOLVEMENT IN THE SYSTEM AND USE OF SYSTEM SERVICES. THERE HAS NOT BEEN A FORMAL POLICY GUIDING THIS ARRANGEMENT. IT WAS DECIDED TO NOT MAKE A DECISION ON THIS SUBJECT AT THIS MEETING. STAFF WILL BE DIRECTED TO LOOK AT THIS ISSUE AS A NEW PROJECT IN THE COMING FISCAL YEAR.

8. PRELIMINARY BUDGETS FY2012/13

- A. SONOMA COUNTY BUDGET TO CLOSE NSCLS ACCOUNT AND MOVE FUNDS TO PENINSULA LIBRARY SYSTEM
- B. PENINSULA LIBRARY SYSTEM BUDGET TO OPEN ACCOUNT FOR NSCLS AS NEW FISCAL AGENT AND ACCEPT TRANSFERRED FUNDS.

MOTION MADE BY MICHAEL PERRY to approve the preliminary 2012/13 budget for both Sonoma County and Peninsula Library System as fiscal agents and to authorize all necessary budgetary adjustment to close out funds at the Sonoma County Treasurer's office; JEFF HAWKINS SECONDED; MOTION CARRIED UNANIMOUSLY

9. ACTUARY STUDY FROM PERS FOR CONTRACT PAYOFF. ANNETTE REPORTED THAT SHE HAD NOT YET RECEIVED THE PAYOFF STUDY FROM PERS. HOWEVER, SHE SHARED A STUDY RECEIVED BY MOUNTAIN VALLEY LIBRARY SYSTEM (MVLS) WHICH SHOWED A SIGNAIFICANLTY MORE EXPENSIVE COST THAN ANTICIPATED DUE TO PERS RECALCULATIONS THAT TAKES INTO ACCOUNT SIGNIFICANTLY REDUCED LEVELS OF INVESTMENT RETURNS GOING FORWARD. MVLS HAS DECIDED TO NOT GO FORWARD AND ANNETTE SUGGESTED THAT NSCLS MIGHT NEED TO MAKE THE SAME DECISION. ACTION ON THIS ITEM WILL BE DEFERRED UNTIL NEXT FISCAL YEAR.

10. ANNOUNCEMENTS: THERE WERE NO ANNOUNCEMENTS FROM THE MEMBERS

11. ADJOURNMENT: THE MEETING WAS ADJOURNED AT 9:59 A.M.

Background Material for December 20, 2012 meeting: **Item #7**

All prior meeting information can be found at http://www.northnetlibs.org/NSCLS_Archive_Minutes-Meeting_Packets

From April 5, 2012 meeting minutes

(<http://www.northnetlibs.org/files/Apr2012%20mtg%20Minutes.pdf>)

Item 5c 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.

From April 25, 2012 meeting

(<http://www.northnetlibs.org/files/NSCLS%20Council%20Minutes-2012Apr25.pdf>)

Item 7. HEALTH INSURANCE COST ALLOCATION.

After discussion of two options for assessing members their fair share of covering future NSCLS retiree health insurance premiums

- [Option] 1: Fixed base amount PLUS remainder based on average of budget and population data, and
- [Option] 2: Variable base amount 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

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

Chart used to show membership obligation
 Option 1 is shown in yellow; Option 2 calculation in blue.

Budget Information for NSCLS Medical Charges (as of November 1, 2012)

	<u>Current Period Actual</u>	<u>Total Budget \$ - Original</u>	<u>Total Budget \$ - Variance - Original</u>
Revenue			
Other Income			
Reimbursale Costs	0.00	1,600.00	(1,600.00)
Total Other Income	0.00	1,600.00	(1,600.00)
Budgeted Fund Balance			
Budgeted Fund Balance	3,505.00	4,900.00	(1,395.00)
Total Budgeted Fund Balance	3,505.00	4,900.00	(1,395.00)
Total Revenue	3,505.00	6,500.00	(2,995.00)
Expenditures			
Personnel Expenses			
Health	1,995.79	6,500.00	4,504.21
Total Personnel Expenses	1,995.79	6,500.00	4,504.21
Total Expenditures	1,995.79	6,500.00	4,504.21
Changes in Fund Balance	1,509.21		

Summary:

As of November 1, 2012 we have a remaining \$1,509.21 budgeted for retiree medical expenses. However, the amount that we anticipate to spend through the end of June 30, 2013 is \$4,504.21. The NSCLS needs to add approximately \$3,000 to make up the difference.