North Bay Cooperative Library System

Administrative Council

Meeting Agenda

Central Marin Police Authority

250 Doherty Drive
Larkspur, CA 94939
415-927-5150

Thursday, July 18, 2013

2:00 PM – 3:30 PM

	1.	Welcome and Roll Call	Jennifer Baker
	2.	Volunteer for minute taking	Jennifer Baker
	3.	Public invited to address the committee	
ACTION	4.	Approval of the Agenda	Jennifer Baker
ACTION	5.	Consent Calendar A. Approval of the minutes of January 30, 2013 Board meeting	Jennifer Baker
ACTION	6.	Report on Resource Sharing	David Dodd
ACTION	7.	FulfILLment proposal	David Dodd
	8.	CalPERS status report	Jane Light
	9.	Retiree health care status	Jane Light
ACTION	10.	FY 2013/2014 NBCLS Budget	Jane Light
ACTION	11.	Election of Chair and Vice Chair for FY13/14	Jennifer Baker
	12.	Council Member Items: An opportunity for members of the Committee to share or request information	
	13.	Next Meeting & Adjournment	Jennifer Baker

North Bay Cooperative Library System
Administrative Council Meeting Agenda
Marin County Library – Novato Branch
Wednesday, January 30, 2013
Draft Minutes

Welcome and Roll Call.
Jennifer Baker called the meeting to order at 2:00 and called roll.

Roll Call

Present	Absent	Member Library	Representative
x		St. Helena Public Library	Jennifer Baker, Chair
x		Benicia Public Library	Diane Smikahl
	x	Belvedere-Tiburon Library	Debbie Mazzolini
	x	Dixon Public Library	Vanessa Christman
	x	Dominican University	Gary Gorka
	x	Lake County Library	Susan Clayton
	x	Larkspur Public Library	Frances Gordon
x		Marin County Free Library	Gail Haar
x		Mendocino County Library	Mindy Kittay
	x	Mill Valley Public Library	Anji Brenner
x		Napa County Library	Danis Kreimeier
	x	Napa Valley Community Library	Rebecca Scott
	x	San Anselmo Public Library	Linda Kenton
x		San Rafael Public Library	Sarah Houghton
	x	Santa Rosa Junion College	Cherry Li-Bugg
	x	Sausalito Public Library	Abbott Chambers
x		Solano County Library	Lynne Williams
x		Sonoma County Library	Sandy Cooper
	x	Sonoma Develpmental Center	Vacant
x		PLS	Jane Light

Volunteer to take minutes.
Jennifer asked for help with taking minutes: Diane Smikahl volunteered.

Public invited to address the committee.
No public were present to address the committee.

Approval of the agenda.
The agenda was approved as presented. Sandy Cooper moved, Danis Kreimeier seconded.

Minutes.
The minutes from June 19, 2012 were corrected: Jennifer Baker's presence in the roll call had been noted with her present both as Chair and as the representative from St. Helena. Diane Smikahl moved, Sandy Cooper seconded: approved as corrected.

JPA update and report -- Jane Light provided a report on behalf of PLS.

Fifteen libraries presented proposals for the Innovation grants, requesting a total amount of $200,000. $120,000 is available for these grants. They have been reviewed and are due back at PLS by Monday. The scores will be compiled by next week and applicants will be informed of the results.

Staff development grants have been going fast. There is approximately $21,000 - $22,000 remaining in this fund of the $30,000 approved by the NorthNet Administrative Council.. Jane suggested that anyone interested in applying for one of these grants do so soon, even if the program is some time from now, to make sure there is money to fund your request. The grant is made to the library, so local rules for expenditures (per diem, etc.) apply. Libraries can request up to $3,000.

The Joint Powers Agreement for NorthNet (NLS) is in the process of being changed so that individual libraries, rather than legacy systems, may join. Since all financial obligations remain with the legacy systems, there will not be any new financial obligations created by an individual library. PLS is working with a lawyer on amending the bylaws, and the current Joint Powers Agreement may be amended to keep things simple. Once the changes are made, the amended version will be submitted to the Secretary of State.

CalPERS and retiree healthcare status report.

North Bay is still showing as active in Cal Pers, and PLS is moving forward with closing the account. An actuarial report is being prepared to indicate how much it will cost to buy out the contracts, or how much the annual amount would be. (MVLS and North State received bills this year and the cost was approximately $15,000 to $17,000 annually for these payments.) CalPERS will recalculate the amount of payment as needed.

The greatest liability we have is for retirement health care. Some retirees are getting both Medicare and retiree health insurance. Jane is looking for information on what NBC is obligated to provide through contract or resolution, but has been unable to locate the information. NBC members will need to re-evaluate this again in the spring with the budget.

News from the State Library.

Jennifer Baker had hoped to have news from the State Library, but there was no official report. General information from the group is that LSTA Pitch an idea grants have been reviewed and applicants will be notified of the results either this week or next. Also, the Library Director's Forum is scheduled for March 6 & 7, and the majority of the Directors attending today's NBC meeting will attend.

Steering Committee appointments.

Steering Committee appointments were discussed. The majority of the responsibility on Steering committee members is to serve on NLS. Technically, we should have three members + the Chair (when the Chair is a member of NBC). Jennifer is serving as Chair, with Michael Perry, Siskiyou County, serving as Chair-elect. Sarah Houghton is one steering committee member. For the one or two remaining positions, Sandy Cooper and Diane Smikahl will serve if needed. No action was taken on these appointments.

Authorization for NLS to deposit NBCLS funds in LAIF.

Sandy Cooper moved approval, Mindy Kittay seconded. Unanimously approved.

Resource Sharing Subcommittee Report.

David Dodd and Lynne Williams presented a history of the resource sharing dilemma that NBC is now experiencing. The ideal system for our members is a multi-ILS compatible system. Sonoma County has implemented patron initiated OCLC searching, but requests are still staff mediated. One interesting element is that patrons can see all holdings, but cannot place a hold on items that the patron's library owns. AV items are not eligible for loan through the system yet, as staff feel they would be overwhelmed with requests.

Solano County Libraries are ready to get their holdings into OCLC, and hope to complete the project within the next few months.

Fulfillment is designed to work like Supersearch used to, and Sonoma will test a connector linking Horizon to the libraries in San Mateo, Los Gatos, and Santa Cruz libraries (all these libraries use different ILS) as soon as the connector is available. The connector is scheduled to be completed by the end of February, and hopefully Sonoma will be able to connect to SNAP libraries as early as March.

TLC (Carl) is ready, willing, and able to build the connector for Fulfillment. Lynne needs a contact at Equinox to get this process started. Sandy Cooper and David Dodd said Mark Cooper and Jamie at Sonoma would both be able to help.

Mindy Kittay thought the Ohio State Libraries might be using Fulfillment.

The pilot grant will end June 30, so Sonoma is pushing this through. The results of the pilot program will help determine next steps for consortium members.

Value of NLS to MarinNet libraries—discussion.

Gail and Sarah discussed the position of the Marinet libraries. Since these libraries are now using Link Plus on a triple I system, the value of NBC has decreased. Link Plus meets Marinet's and is popular with their communities. If or when Fulfillment becomes viable, the members will need to do a pro-con analysis on whether to change from Link Plus.

Gail Haar mentioned that when Supersearch died, the loyalty and need for the Marinet members to participate in NBC went away. Currently, three members are considering pulling out of NBC and the rest have adopted a wait and see attitude.

Ability to receive Federal grants may be a motivator for these libraries to remain in the system.

The problem for the Solano Napa and Partners (SNAP) members and the Sonoma Lake and Mendocino (SLAM) members is that it is difficult to get a quorum without having representation from Marin.

Gail said she would mention these things at the Marinet retreat on Thursday.

Committee Member Items.

Several items were discussed.

Adjourn.

There being no further business, the meeting was adjourned at 4:00 PM

July 11, 2013

TO: North Bay Cooperative Library System Board
FR: David Dodd, Chair of the NBCLS Resource Sharing and Delivery Task Force
RE: Budgetary thinking for Resource Sharing

Summary:
Over the past year and a half, a task force of staff members from various NBC libraries has looked at our options for replacing SuperSearch with another resource sharing system. After an evaluation period last year, we recommended to the NBCLS Board last summer that we work to develop and implement an open source solution, FulfILLment, which at the time was in its early stages. It is closer to production now, but still in development, and in the meantime, Sonoma County Library and Solano County Library have worked to develop the necessary connectors from our ILSs to the FulfILLment software. Once these connectors are completed, we can look at their functionality.

Options / Considerations:
The Task Force met this Spring and agreed to continue working on testing and development of FulfILLment with an eye to implementing it this coming fall, if all goes well. The Task Force was asked to bring back to the Board any recommendations we might have for a future budget for resource sharing, and right now, that focuses on FulfILLment.

1. If any other libraries in our cooperative system, or in NorthNet, wish to participate in this resource sharing option, they could do so provided delivery was in place and their ILS had the necessary connector. A survey of NorthNet libraries (attached) shows that there are four different ILS vendors for the libraries who chose to respond to the survey: Innovative Interfaces, CARL, Horizon, and Voyager. Innovative, CARL, and Horizon either have or will soon have the necessary connectors. Additional connectors for other ILSs could be built at a cost of approximately $10,000 each.

2. Support for FulfILLment could be accomplished by the primary company supporting Evergreen and FulfILLment open source products, Equinox. We asked for a quote for annual support for the product (attached). Here's a summary of the figures involved:

> * Hosting/Support = $37,500.00/year
> * Implementation = $12,150.00/one-time
> * Training = $4,500.00/one-time
> Summary Costs by Year:
> * 1st year = $54,150.00
> * 2nd year = $37,500.00
> * 3rd year = $37,500.00
> For a 3-year agreement, the following standard discounts would be applied.
> * 1st year = $2,700.00
> * 2nd year and beyond = $1,875.00

This cost could be borne in one of a couple of ways. Either the NBC Board could allocate the cost from its annual budget (made difficult because of the non-participation of MARINet's libraries, who use Link+), or each participating library could be assessed by some formula for its share of the cost for the Resource Sharing system.

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Northern California's Libraries
Integrated Library Systems

Consortia / Shared Systems:
- MARINet: Sierra from III. Consortium of all Marin County public libraries, and Dominican University.
- Sacramento: Sierra from III (Sacramento, Folsom, Woodland, Colusa, Sutter)
- SLAM: Sonoma, Lake, and Mendocino: Horizon from Sirsi-Dynix
- SNAP: Solano, Napa and Partners: CARL.X
- State University Libraries: Innovative Interfaces

Individual Libraries:
- Belvedere Tiburon Library: Sierra from III. (MARINet)
- Benicia Public Library: CARL.X (SNAP Consortium)
- Colusa: Sierra from III (Sacramento consortium)
- Dixon Public Library: CARL.X (SNAP Consortium)
- Folsom: Sierra from III (Sacramento consortium)
- Humboldt County Library: III
- Dominican University: Sierra from III. (MARINet)
- Lake County Library: Horizon from Sirsi Dynix (in shared system with Lake and Mendocino County libraries)
- Larkspur Library: Sierra from III. (MARINet)
- Marin County Free Library: Sierra from III. (MARINet)
- Mendocino County Library: Horizon from Sirsi Dynix (in shared system with Lake and Mendocino County libraries)
- Mill Valley Library: Sierra from III. (MARINet)
- Napa Community College: CARL.X (SNAP Consortium)
- Napa County Library: CARL.X (SNAP Consortium)
- St. Helena Public Library: CARL.X (SNAP Consortium)
- Sacramento Public: Sierra from III (Sacramento consortium)
- Sacramento County Public Law Library: Horizon from Sirsi-Dynix.
- Sacramento State University: III
- San Anselmo Library: Sierra from III. (MARINet)
- San Rafael Public Library: Sierra from III. (MARINet)
- Santa Rosa Junior College: Voyager from Ex Libris. Also EBSCO Discovery Service layer.
- Sausalito Library: Sierra from III. (MARINet)
- Solano Community College: CARL.X (SNAP Consortium)
- Solano County Library: CARL.X (SNAP Consortium)
- Sonoma County Library: Horizon from Sirsi Dynix (in shared system with Lake and Mendocino County libraries)
- Sonoma State University: III
- Sutter County Library: Sierra from III (Sacramento consortium)
- Woodland: Sierra from III (Sacramento consortium)

By ILS:

Innovative Interfaces
- MARINet
- State University Libraries
- Humboldt County Library
- Sutter County Library

Horizon
- SLAM
- Sacramento County Public Law Library

CARL
- SNAP

Voyager
- SRJC

Quote: Equinox Services for FulfILLment

Prepared For: *Sonoma County Library*

Prepared By: *Robert Herrmann, Director of Sales*

                      Email: *rherrmann@esilibrary.com*

                      Phone: (877) 673-6457

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Date Prepared: *June 6, 2013*

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All prices are provided in US Dollars, and are estimated costs. The rates used to calculate these costs are valid for 90 days from the date indicated within this document.

Background Information

Equinox Software, Inc.

Equinox Software, Inc. ("Equinox") was founded in 2007 by the original designers and developers of Evergreen, an open source Integrated Library System ("ILS") and FulfILLment. In 2011, Equinox opened a subsidiary office located in Toronto, Ontario for the purpose of expanding the accessibility of open source library systems to libraries outside of the United States.

Equinox is committed to supporting the open source communities for Evergreen, Koha, and FulfILLment. Equinox provides hosting, implementation, data, training, support, and software development services for Evergreen, Koha, and FulfILLment.

Equinox uniquely employs in-house staff that is recognized 'committers' in the communities of all three open source projects. Recognized as a leader in open source development, Equinox is able to leverage our technical knowledge base to provide the highest-level of support for the implementation and support of your open source solution.

Equinox has assisted dozens of library systems and thousands of library branches migrate to an open source solution. Our library partners represent libraries of all types, and libraries ranging from single location to statewide implementations.

Equinox provides application to code-level support services. Consistently highly-rated by our customers, Equinox is committed to your library's success in using their software.

Equinox provides software development for Evergreen, Koha, and FulfILLment. Our promise is to contribute our developmental efforts to the standard code sets for both the Evergreen, Koha, and FulfILLment communities.

Equinox encourages openness while you investigate a possible replacement to your ILS. We make demonstration databases for Evergreen, Koha, and FulfILLment publicly available. Equinox can also be contacted to answer questions or provide software demonstrations.

You will not find a better partner when considering, implementing or supporting your FulfILLment software.

Sincerely,

Rob Herrmann, Director of Sales

Evergreen

The first ILS designed to handle the processing of geographically dispersed, resource-sharing library networks. It was designed and first deployed in production in 2006 at the Georgia Public Library Services PINES consortium.

Evergreen will run on many Linux distributions, but the ones most commonly used on are Debian, Ubuntu, and RedHat. Evergreen is licensed under the GNU General Public License (GPL) version 2 or later.

The Evergreen Community website is http://evergreen-ils.org.

Koha

An open source ILS created in 1999 by Katipo Communications for the Horowhenua Library Trust in New Zealand. It first went live in 2000.

The Trust was set up in December 1996 to provide library service in Horowhenua District on North Island, New Zealand. "Koha" is a Maori word for "gift".

Koha will run on pretty much any Linux distribution, but the ones it is most commonly used on are Debian, Ubuntu, RedHat, Fedora, OpenSUSE, and CentOS. Koha is distributed under the GNU General Public License (GPL) version 3 or later.

The Koha Community website is http://koha-community.org.

FulfILLment

FulfILLment is generally described as an open source ILL software, but it is so much more. It is an open source, regional resource-sharing system between disparate ILS. It was designed to bridge otherwise incompatible software products so that different libraries can continue to use their current ILS while obtaining many benefits enjoyed by libraries using Evergreen in resource-sharing consortia. The development of LAIs (Local Automation Integrator) in FulfILLment makes this possible by allowing the participating libraries to obtain bibliographic and other relevant information from each library's current automation system and making this information accessible in real time.

The FulfILLment Community website is http://fulfillment-ill.org/.

Library and Project Information

Contact Information

Organization Name	Sonoma County Library				
Address:			**City:**		
State/Province:		**Postal Code:**	12345-1111	**Country:**	
Contact:			**Phone:**		
Email:					

Partnering Library Characteristics

The following information will be used to help determine services for your project and the associated costs.

Partnering Library	Native ILS/Version	Governing Bodies	Outlets/Branches	# of Bibs
:Sonoma County Library	Horizon v751	1	23	450,000
SNAP	CARL X	1	18	400,000

Equinox does request that projects are initiated a minimum four (4) months in advance of the libraries desired 'Go-Live' Date. A shorter implementation schedule may be possible, but is dependent upon schedule openings.

Project Cost Summary

Equinox is presenting summary costs for our services to implement and support your library on FulfILLment. The cost summaries are presented in a single-year, renewable contract and a three (3) year contract.

Services descriptions are presented in the sections that follow.

Single-Year FulfILLment Cost Summary

Service Type	1st Year	2nd Year
Equinox Hosting SUBTOTAL	$50,500.00	$50,500.00
FulfILLment Implementation Services SUBTOTAL	$12,150.00	N/A
Equinox Training SUBTOTAL	$4,500.00	N/A
SUBTOTAL	$67,150.00	$50,500.00
TOTAL	$57,150.00	$50,500.00

Three-Year FulfILLment Cost Summary

Service Type	1st Year	2nd Year	3rd Year
Equinox Hosting SUBTOTAL	$50,500.00	$50,500.00	$50,500.00
FulfILLment Implementation Services SUBTOTAL	$12,150.00	N/A	N/A
Equinox Training SUBTOTAL	$4,500.00	N/A	N/A
SUBTOTAL	$67,150.00	$50,500.00	$50,500.00
Applied Discounts	$3,357.50	$2,525.00	$2,525.00
TOTAL	$63,792.50	$47,975.00	$47,975.00

Proposed Equinox Services

Equinox Hosting

Data Center

Equinox continuously strives for 100% uptime through the use of redundant servers, hardened infrastructure, and expert personnel. Uptime starts with the foundation of a solid datacenter partner, which Equinox has found in Quality Technology Services' Suwanee datacenter,

http://www.qualitytech.com/data-centers/southeast/suwanee-ga.

At the QTS Suwanee Datacenter, utility power is provided via four independent and redundant Georgia Power feeds totaling 36 MW. The system redundancy is rated as N+1, and the site retains 114,000 gallons of on-site diesel to fuel power generators. Additional fuel is accessible with multiple contracts if required.

All Equinox equipment is fed by redundant power sources. In the event of a circuit failure, electrical power is pulled from the redundant circuit. Equinox relies on QTS to provide reliable power and has not experienced any power issues in the past five years.

QTS provides a controlled environment with the above-floor temperature maintained at 70 degrees +/-5 with 50% humidity +/- 5%. A N+1 Chiller plant, with over 200 30-ton Lieberts provide airflow to raised floor space. QTS is designed with redundant piping systems for chilled fluid.

The datacenter facility provides diverse entrances and CO redundancy. They provide in-house carrier and IP provider access.

QTS is a carrier-neutral facility providing access to multiple providers for local, fiber and Internet connectivity.

Equinox has dual, redundant 100 mb/s uplinks to the QTS network with guaranteed upstream bandwidth burstable to the full 100 mb/s if required. Internet connectivity is supplied to the datacenter via two distinct entrances on opposite sides of the building. One is aerial, and the other is underground. Equinox also utilizes redundant network switches.

The Equinox hosting environment is equipped with redundant Gigabit network connectivity between all servers.

QTS provides 24x7x365 security, restricting access to only authorized personnel. Equinox builds each server with its own firewall rules via iptables.

Equinox does not currently utilize a redundant data center, but QTS has a redundant hosting "sister" facility in downtown Atlanta that could be utilized if required.

Equinox has spared no expense to provide the most stable and robust hosting environment for our customers.

Equinox Hosting Services

Equinox will provide the following administrative services for your FulfILLment environment:

- o Hardware provisioning and hardware replacement
- o Power and bandwidth provisioning
- o FulfILLment related Operating System installation and maintenance
- o FulfILLment related Database installation and maintenance
- o Unlimited FulfILLment security updates applied to your environment
- o Functional FulfILLment upgrades applied to your environment
- o Full nightly backups and periodic DRBD backups with offsite storage
- o FulfILLment environment monitoring
- o 24x7x365 system level support for FulfILLment system critical events
- o FulfILLment Connector maintenance

With Equinox Hosting, local library staff may still be provided shell access to your FulfILLment environment. This access will be limited to specific individuals designated by the library.

Technical Support Contacts

The library may assign one (1) technical support contact per library system and one (1) technical support contact representing the sharing consortium to work directly with the Equinox support staff.

Communication Methods

Technical Support Contacts may communicate with Equinox Support Staff by phone, email, or the Equinox support portal. There are no limits to the number of incidents that may be submitted per contract year.

In addition, the FulfILLment community supports mailing lists and chat channels that are open and the communities are very supportive of one another. General questions may be posted to the respective communication channel, and libraries are encouraged to participate. Equinox staff and support personnel are very active in these community channels

Hours of Support

Non-critical incident support is available from Equinox Support Staff between the hours of 9 a.m. and 6 p.m., Monday through Friday, excluding holidays. Critical incidents, defined as FulfILLment being inoperable, Equinox provides 24x7x365 support.

Response Time Expectations

For non-critical incidents, Equinox will make its best effort to provide a response within 8 business hours of the initial submission. Mission critical incidents will receive a response within 1 hour.

Proposed Equinox Hosting Costs

Proposed Service	1st Year Cost	Annual Cost
Equinox Hosting Service	$50,500.00	$50,500.00

FulfILLment Implementation Services

Project Management

Equinox will assign a Project Manager to work with your library staff to coordinate the project schedule and communication channels between your library and Equinox. Through scheduled periodic communication, the Equinox Project Manager will guide the library through software policy mapping, data migration, training, and preparation for the go-live date.

FulfILLment Configuration

Equinox will install the latest, stable, community-supported version of FulfILLment. Equinox will configure FulfILLment for a new resource sharing network that will include:

- o FulfILLment Policy Mapping
- o FulfILLment Connector Setup for the native ILS's
- o FulfILLment Data Load Setup for the partnering Libraries
- o FulfILLment Search Branding

Proposed Equinox Implementation Services Costs

Proposed Service	1st Year Cost
Project Management & FulfILLment Configuration	$12,150.00

Equinox Training Services

Equinox Educational Staff collaborates with the library personnel to deliver the training to meet the needs of your project. Equinox can provide training remotely or onsite. Equinox can provide training to end users or to local, library training staff in a 'train the trainer' format. Our typically recommended training for FulfILLment is provided. For any training including onsite sessions, travel costs have been included.

Remote Training

Remote training is intended for front line library staff and FulfILLment administrators who perform operations in the staff client. An Educational Services staff member will work with you to design a training program for your library and conduct the training remotely. Remote training is conducted in a 'seminar' format, where the instructor will present information. Participants will have the opportunity to ask library-specific questions. Classes will be limited to 10 active participants per session.

Equinox is proposing the following remote training courses for your project:

- o Introduction to FulILLment
- o FulfILLment staff workflow
- o FulfILLment Administration

Proposed Equinox Training Services Costs

Proposed Service	1st Year Cost
Remote Training	$4,500.00

From: noreply@calpers.ca.gov [mailto:noreply@calpers.ca.gov]
Sent: Tuesday, March 05, 2013 8:35 AM
To: Terada, Kevin
Subject: Response from Ask CalPERS Inquiry

<u>Your Inquiry:</u>
The North Bay Cooperative Library System no long has employees, it now contracts out for its staffing. We would like to move its status to Inactive. What is the process for doing this? Thank you. (Ask CalPERS #: 515084)

<u>CalPERS Response:</u>
Hi Kevin, Thank you for the information. I have informed other areas in CalPERS of your agency's status and they will be in contact about any adjustments that need to be made. I will let you know when I hear further information. Thank you, Misa Kurano (misa.kurano@calpers.ca.gov)

While reading this response message, please be aware that we are governed by applicable California law, including the California Public Employees' Retirement Law (PERL) and the Public Employees Medical and Hospital Care Act (PEMHCA.) The statements in this message are general. California law is complex and subject to change. If there is a conflict between this message and the law, any decisions will be based on the law and not this message.

North Bay		Cost	retire portion	system portion	
medical			**14%**	**86%**	
Annette DeBacker	1947	14,500	2,030	12,470	
Lorraine Stickney	1922	6,200	868	5,332	
Rober Kramer **	1921		-	-	
(pay 100%-spouse)		6,000	6,000		
		26,700	8,898	17,802	Medical
Medicare premiums					
Annette DeBacker					
Lorraine Stickney		1198.9		1198.9	
		1198.9		1198.9	
annual membership to				2397.8	Medicare
Golden State Risk Management					
				100	membership
TOTAL NBCLS					
				20,300	Total

Jane Light

Begin forwarded message:

> **From:** Annette DeBacker <snowlily@sonic.net>
> **Date:** June 10, 2013, 5:46:57 PM PDT
> **To:** "'Light, Jane'" <lightj@plsinfo.org>
> **Subject: RE: NBCLS records**
>
> Hi Jane,
> Donna inquired about personnel policies and the SEIU MOU several weeks ago. I explained to her that all employees (union and non- union including management) were treated equally in terms of health benefits. In the last few years of operation there were only 6 employees 4 of which were management and only 1 person of the 2 eligible were union members. Gratefully the union issue was solved when the union missed deadlines for negotiation and the contract terminated.
>
> The NBCLS Board of Directors then agreed to continue the key principles of the MOU as the Personnel Policy. There was an updated Personnel Policy that was created on the PC that was given to PLS. A printed copy should be in the NBCLS administration files that were sent to PLS. Attached are 2003 and 2008 copies that I happened to find in my archived e-mail account. The personnel policy was always just quick reference of the major MOU issues of vacation, sick leave, and health insurance rates and copays with details of operations such as who to call when unable to report to work.
>
> I started with NBCLS in May 1988. Most the employee and retiree benefits were firmly in place when I started. Medicare premiums are paid for retirees along with health insurance premiums. For the health insurance premiums retirees pay the same percentage of rate co-pay as current employees. Retirees may choose to participate in dental and vision coverage but have to pay the full cost of coverage. I have no idea when the retiree Medicare premium reimbursement policy was enacted. You might call Lorraine Stickney, the 90+ year old retiree, because she probably remembers. I talked with her last June and she was still quite sharp, but a little hard of hearing.
>
> As for changes in retiree health benefits there are only two changes made during my time as director. Unfortunately you will have to plow through resolution books as I can't remember exact years for the changes. The first was to drop retirement coverage for spouses of employees hired after some time in the early to mid-1990's. Lifetime coverage was intended for the new hired employee only. Current employees and their spouses remained covered as specified at the time of their hiring. This is what is now stated in the SEIU MOU and I believe that the start date of that policy is cited in the MOU. The second change occurred when one retiree died and her spouse asked to be allowed to continue on the health plan. The NBCLS Board voted to allow the spouse to continue on the plan, but the spouse would have to pay the full cost of coverage. Again that change occurred in the mid – late 1990's. Henry Bates was the Mendocino County Librarian at the time and he proposed the policy. You could check with the Mendocino County Library to determine the term of years when Henry was director.
>
> I am familiar with a few additional resolutions specifying employee benefits such as the amount granted for life insurance coverage and vacation and sick leave buy back. I think those resolutions were approved by the NBCLS Board of Directors around 1984 -1986. I think that Charles Brown was the Chair when one of the resolutions was approved. A chronological list of Chairs is also in the NBCLS administration files and an electronic copy is on the PC. There should be a copy in the life insurance fiscal file as well as the NBCLS Resolution Book.

I hope this helpful.

Annette

P 22

Hi, Annette,

I am working on contract with PLS for various NLS activities. I am trying to put together some relevant documents for the Council members (several new ones, now) so have been looking for any NBCLS resolutions about retiree health benefits or information in an employee handbook, etc. I have a copy of the SEIU MOU, but that applied only to employees that were members of that union.

Can you point me in the right direction?

Hope all is well with you.

Thanks,
Jane Light
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650-533-0548

NORTH BAY

		FY 12/13	FY 13/14
3000	Fund Balance	43,371	24,342
3510	Interest Income	2,600	600
3674	Reimbursement-retires	13,338	9,000
GRAND TOTAL REVENUES		**59,309**	**33,942**
4302	Membership Fees & Dues	100	100
4105	Health-Retires	59,209	32,842
GRAND TOTAL EXPENDITURES		**59,309**	**32,942**
	Fund balance as of 6/30/12	281,088	
	Amount spent FY 12/13	(28,542)	
	Fund balance as of 6/30/13	**252,546**	