

AGENDA

**NSCLS COUNCIL OF LIBRARIANS
Special Meeting
Tuesday, April 25, 2017**

**Adobe Virtual Meeting
2:00 PM – 3:30 PM**

Please join me in an Adobe Connect Meeting.
Meeting Name: NSCLS
To join the meeting:
<http://infopeople.adobeconnect.com/nsclssm042517/>
Conference Number(s):
US: 1-888-850-4523
Audio Conference Details:
Participant Code: 337190

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 Council
4. Approval of Agenda (ACTION ITEM)
5. Approval of March 14, 2017 Special Meeting Minutes (ACTION ITEM) Attachment 1
6. Approval of FY2017/18 NSCLS CalPERS Cost Distribution (ACTION ITEM) Attachment 2
7. Discuss Building of North State Reserves for Initiating Legal Action Attachment 3
8. Approve Membership Responsibility Proposal (ACTION ITEM) Attachment 4
9. Approve Letter of Record from Plumas (ACTION ITEM) and Del Norte (to be distributed prior to meeting) Attachment 5

10. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

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, 2471 Flores Street, San Mateo, CA 94403
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 Street, Weaverville, CA 96093
Willows Public Library, 201 N. Lassen Street, Willows, CA 95988

DRAFT

**NORTH STATE COOPERATIVE LIBRARY SYSTEM
Administrative Council Special Meeting
March 14, 2017**

1. WELCOME

The meeting was called to order by Michael Perry at 2:04 PM.

2. ROLL CALL OF ATTENDEES:

PRESENT	ABSENT	Public Library MEMBER LIBRARY	NAME
X		Butte County Library	Mel Lightbody
	X	Del Norte Co. Library District	Shane Pipinos-Gausepohl
X		Humboldt County Library	Cyril Oberlander
X		Lassen Library District	Deborah Probst
	X	Modoc County Library	Cheryl Baker
X		Orland Free Library	Jody Meza
	X	Plumas County Library	Lynn Sheehy
	X	Shasta Libraries	Erin Francoeur
X		Siskiyou County Library	Michael Perry
X		Tehama County Library	Todd Deck
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
X		Pacific Library Partnership	Carol Frost
X		Pacific Library Partnership	Donna Truong
	X	NLS/Pacific Library Partnership	Jacque Brinkley

WITH 8 OF 12 VOTING MEMBERS PRESENT A QUORUM WAS ESTABLISHED.

3. Public Invited to Address the Council: There were no members of the public present.

4. Approval of Agenda: Meza Moved; Esquibel Seconded; motion carried with one abstention from Oberlander by roll call vote.

5. Approval of February 14, 2017 Special Meeting Minutes: Lightbody Moved; Perry Seconded; motion carried unanimously by roll call vote.

6. Update from all Council Members on discussion with local Boards and/or Administrators

Lightbody reported that County Counsel has reached out to Shasta & Tehama but hasn't heard back. Counsel is seeking a group recommendation. Probst reported that her Board held a special meeting and confirmed obligation to CalPERS retirees and would be willing to pursue Option B (from the discussion on the February 14, 2017 meeting). Meza reported that Boards have not met since last meeting but City Manager was notified of situation. Deck spoke with his CAO who expressed concern about libraries who haven't paid their share still receiving services from the system. Esquibel contacted the acting CAO who is also serving as County Counsel. Historical documents haven't been located and there is concern about rising CalPERS costs. Perry reported that County Counsel advised help could be provided to create "ghost files" for the missing documents. The Del Norte Board Chair reached out seeking more information about invoices and paperwork. Plumas and Del Norte were provided with all of the past due invoices, minutes and supporting documentation.

7. Report by Chair on meeting with Legacy System CalPERS ad hoc committee

Contact has been made with a legal professional familiar with CalPERS issues who has expressed willingness and ability to help with the situation.

8. Report by Chair on phone meeting with CalPERS

Perry reported on phone interview with CalPERS representative who is researching and assessing the issues with JPA agencies. Frost reported that she provided CalPERS with documentation that NSCLS is taking the situation seriously and moving forward with acquiring past due payments. CalPERS considers the situation to be "elevated" and is seeking double payments until the system is caught up. Shasta has indicated that past due insurance invoices have been paid so those funds will be available to send to CalPERS. Frost referenced article about agency similar to NSCLS that folded and CalPERS cut their retiree's benefits by 2/3. Based on the article, it appears that even if a JPA disbands, CalPERS will pursue the debt with the individual cities/entities which made up the JPA.

Question was asked about how long libraries would be expected to provide extra payments to create reserve. Perry responded that one year should allow a sufficient reserve to cover for any library that had delays in payment. Lightbody inquired if system would proceed to denying services to libraries that haven't paid. Shasta's payment should provide a little more time for those libraries to pay. Perry also reported that legal counsel advised that CalPERS can be easier to work with when attorney is involved. Frost stated that CalPERS expects NSCLS to provide evidence that payment is forthcoming and needs action from council to show progress. Perry inquired if action item was necessary to authorize him to write a letter with Frost's assistance stipulating that Del Norte and Plumas must provide timeline and their intent to rectify the situation regarding past dues or council will seek repercussions for their nonpayment.

Consensus was met that Perry is authorized as Chair to draft letter with Frost's assistance. Perry suggested reframing seeking payments to create reserve fund to using payments for legal fund. Next meeting was scheduled for April 25th and will include budget discussion.

Adjourned 3:02 p.m.

North State Cooperative Library System

CalPERS cost distribution for FY 17/18

The current base rate for the CalPERS calculation is distributed along library budget size.

System Budgets	Base Rate
Budgets under \$ 200,000	\$100
Budgets under \$ 400,000	\$200
Budgets under \$ 600,000	\$300
Budgets under \$ 2,000,000	\$400
Budgets over \$ 2,000,000	\$500

County	Budget (FY 15/16)	Base Rate	Factor	Total
Butte County	\$2,631,020	\$500	10.451	\$ 5,226
Del Norte County	\$220,900 ¹	\$200	10.451	\$ 2,092
Humboldt County	\$3,522,740	\$500	10.451	\$ 5,226
Lassen Library	\$122,964	\$100	10.451	\$ 1,045
Modoc County	\$303,801	\$200	10.451	\$ 2,092
Orland Free Library	\$304,037	\$200	10.451	\$ 2,092
Plumas County Library	\$416,495	\$300	10.451	\$ 3,135
Shasta Public Library	\$2,336,691	\$500	10.451	\$ 5,226
Siskiyou County Library	\$685,595	\$400	10.451	\$ 4,180
Tehama County	\$562,420	\$300	10.451	\$ 3,135
Trinity County	\$324,583	\$200	10.451	\$ 2,092
Willows Public	\$280,108	\$200	10.451	\$ 2,092
		\$ 3,600		\$ 37,633

Note 1: Del Norte's budget is from FY 14/15. FY 15/16 was not available.

We owe \$37,623 to CalPERS. The multiplication factor for each system is $\$37,623/\$3600 = 10.451$.

Building legal services reserve

During the March 14, 2017, it was noted that North State has no reserve fund that would allow it to initiate and pursue legal action should any of its members be unwilling to follow through on its fiscal commitments.

To address this issue, please consider a proposal to have North State build an initial reserve fund beginning in FY 17/18, based on the following formula using FY 15/16 budget figures:

Systems with budgets above \$2,000,000:	\$200
Systems with budgets above \$500,000 and below \$2,000,000:	\$100
Systems with budget below \$500,000:	\$50

This would result in the following assessment for each library system:

County	Budget FY 15/16	Reserve Contribution
Butte County	\$2,631,020	\$200
Del Norte County	\$220,900 ¹	\$50
Humboldt County	\$3,522,740	\$200
Lassen Library	\$122,964	\$50
Modoc County	\$303,801	\$50
Orland Free Library	\$304,037	\$50
Plumas County Library	\$416,495	\$50
Shasta Public Library	\$2,336,691	\$200
Siskiyou County Library	\$685,595	\$100
Tehama County	\$562,420	\$100
Trinity County	\$324,583	\$50
Willows Public	\$280,108	\$50
	Reserve Fund	\$ 1,150

Note: Del Norte's budget is from FY 14/15. FY 15/16 figures were not available.

Membership Responsibility

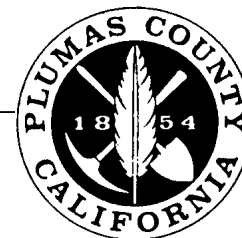
North State Cooperative Library System (NSCLS) member libraries receive several benefits in cost sharing and economies of scale, as well as being able to receive California Library Services Act (CLSA) funds. Members also are encouraged to attend the NSCLS Council of Librarians, which is the governing body. Membership fees are allocated annual by the Council to support ongoing costs.

Below are responsibilities of member libraries.

1. All invoices for services agreed to by the membership will be submitted for payment within 15 days of the member system receiving the invoice.
2. The fiscal agent will notify the Chair if it has not received a payment within 60 days (from when it was initially submitted to the member system for payment). The North State Chair will contact the member system, and subsequently update the entire membership on this late payment.
3. A membership meeting will be called if North State anticipates it will be unable to pay a vendor because of lack of funds due to a missed payment by a member system.
4. No reserve funds shall be used for payment of services unless authorized by the membership.

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



Lynn Sheehy
County Librarian

To: Michael Perry, Chair, North State Cooperative Library System

CC: Lori Simpson, Chair, Plumas County Board of Supervisors
Carol Frost, CEO, Pacific Library Partnership
Jacquie Brinkley, System Coordinator, NorthNet Library System
Donna Truong, CFO, Pacific Library Partnership
NSLCS Council of Librarians

From: Lynn Sheehy, Director, Plumas County Library

Date: April 20, 2017

Re: Plumas County Library Relationship with North State Cooperative Library System,
NorthNet Library System and associated CalPERS Obligation.

On April 11, 2017, the Plumas County Board of Supervisors, in a vote of 4-1 approved to pay outstanding invoices totaling \$10,433.56 to North State Cooperative Library System. On April 13, 2017, the claims document was sent to the County auditor's office for payment. It is the intent of Plumas County Library to fully participate in all future CalPERS obligations. Please contact me at 530-283-6575 if you have any questions.

Respectfully,

Lynn Sheehy