HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

Board of Directors Annual Meeting

June 13, 2025 1:00 p.m.

Zoom Meeting

https://us02web.zoom.us/j/88471666655?pwd=bMrzZU3P18IX7NchHrvKEXjsxCQfgt.1

Meeting ID: 884 7166 6655 Passcode: 052909 Phone: +1 669 900 6833

1. Call to Order Baker, Chair

2. Roll Call Brinkley

3. Public Comment - - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Board from discussing or acting on any matter not agendized pursuant to State law.)

4. Approval of Consent Items (ACTION ITEM) Baker Attachment 1, pg. 3

a. Adoption of Agenda

b. Approve Minutes of January 9, 2025 Meeting

5. Approve Resolution #545 -Reimbursement of Baker Attachment 2, pg. 6

Retiree Health Medical Costs for FY 2025-26 (ACTION ITEM)

6. Approval of CalPERS Unfunded Liability Pay Down Baker Attachment 3, pg. 9

and Annual Payment (ACTION ITEM)

7. Adoption of NBCLS FY 2025-26 Budget Baker Attachment 4, pg. 11

And Courier (ACTION ITEM)

8. Election of Chair and Vice Chair FY 2025-26 Baker

(ACTION ITEM)

9. Announcements

10. Adjournment

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding." Cal. Gov't Code § 54953(j)(6) 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."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted 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.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. 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. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

Meeting Locations

Benicia Public Library 150 East L Street, Benicia, CA 94510 Lake County Library 1425 N. High Street, 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 225 Main Street, Point Arena, CA 95468 Mill Valley Public Library 375 Throckmorton Avenue, Mill Valley, CA 94941 Napa County Library 580 Coombs Street, Napa, CA 94559 St. Helena Public Library 1492 Library Lane, St. Helena, CA 94574 110 Tunstead Avenue, San Anselmo, CA 94960 San Anselmo Public Library San Rafael Public Library 1009 4th Street, San Rafael, CA 94901 420 Litho Street, Sausalito, CA 94965 Sausalito Public Library 1150 Kentucky Street, Fairfield, CA 94533 Solano County Library 6135 State Farm Drive, Rohnert Park, CA 94928 Sonoma County Library 32 West 25th Avenue, Suite 201, San Mateo, CA 94403 NorthNet Library System

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

Board of Directors Special Meeting Minutes January 9, 2025

1. **Meeting called to order** at 1:01 p.m. by Chair, Baker.

2. Roll Call

Present were: Crystal Duran, Belvedere-Tiburon Library; Jennifer Baker, Benicia Public Library; Christopher Veach, Lake County Library; Damon Hill, Larkspur Public Library; Lana Adlawan, Marin County Free Library, Mellisa Hannum, , Mendocino County Library; Anji Brenner, Mill Valley Public Library; Anthony Halstead, Napa County Library; Mara Strickler, St. Helena Public Library; Linda Kenton, San Anselmo Public Library; Catherine Quffa, San Rafael Public Library; Jeffrey Jackson, Sausalito Public Library; Suzanne Olawski, Solano County Library; and Erika Thibault, Sonoma County Library. Also attending, Carol Frost, NorthNet/Pacific Library Partnership Andrew Yon, Pacific Library Partnership, Justin Wasterlain, Pacific Library Partnership, and Jacquie Brinkley, NorthNet/Pacific Library Partnership. Also, in attendance were 2 members of the public: Annette and Mark DeBacker.

3. No public comment provided on general topics.

4. Consent Calendar

Frost suggested moving Item 5 to after Item 10.

Motion to approve Consent Items with amendment to move Item 5 to after Item 10. Kenton moved; Duran seconded. Vote taken by roll call. Motion passed unanimously.

5. Discussion of NBCLS CalPERS Unfunded Liability and Pay Down Options

The memo was reviewed, which presented three options for a pay down of the Unfunded Liability, including a full pay-down, 50%, and 25%. Olawski stated that they recommended Option 1, the 100% pay-down on the balance. They also asked NLS if a total unfunded liability pay-off cost share could be provided for consideration. You and Frost reported that an estimate could be calculated and would be sent to NBCLS Board members.

Baker asked Yon to explain what amount would be paid down with Option 1 and what the on-going obligation would be in the future.

Yon explained that multiple factors determine the year-to-year payoff and paydown amounts including interest on accrued liability, but the NBCLS total pay-off is approximately \$3,042,000.

Yon also noted that amounts provided are estimates and that CalPERS requires a 30-day notice to calculate a pay-off amount. Yon also noted that the Pre-Payment amount of \$124,482 is a payment obligation with any of the payment Options selected. It was clarified after the meeting that the pre-payment would not be needed if the pay-off is done before July 31. If it is not, then the pre-payment would be required.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

Quaffa noted that NBCLS agreed to meet in January 2025 to agree on a payment option and to use that amount for individual budget planning for FY 2025/26. Some directors expressed a desire to decide now, while others preferred to decide at the June meeting.

Baker suggested adding a percentage of the amounts listed in the cost share charts to account for any interest accrued.

Yon suggested adding an additional 7% to the payment, noting this was an amount CalPERS uses for calculating most conservative rate on return.

All members agreed to use the Option 1 cost share for their FY 2025/26 budgeting and it was agreed that a final vote would take place at the June meeting. You will obtain from CalPERS for that meeting an up-to-date pay-down amount and will also include the \$124,482 Pre-Payment costs by formula.

Duran asked if NLS could track if each library can commit to the pay down option selected. Brinkley will track confirmation of CalPERS payment amount from members as their budgets are confirmed for reporting at the NBCLS Annual meeting.

Baker asked if any other former NBCLS organizations were obligated to the CalPERS cost share. Frost and Olawski confirmed that no other organizations are involved.

No Action taken on Item 5.

6. Review of Retiree Health Insurance Costs

Halstead presented on behalf of the Ad Hoc Committee and noted issues that were reviewed included the calendar of approval, prescription costs, and an attempt to make the approval of these expenses more regular for the annual budget. The Committee recommended that the costs be tied to metrics for calculation in hopes for more consistency and structure.

Halstead presented the recommendations that coverage continue for the retiree with an annual percentage increase tied to an NLS approved metric.

Baker asked if it was possible to forecast actual healthcare costs for the retiree.

Thibault (Ad Hoc Committee member) recommended tying the cost to known and predictable metric from year to year versus the need to review and approve annually.

Baker asked for comments. No comments.

7. Public Comment on Closed Session Item

Annette DeBacker thanked the Board for the coverage and noted that the move from a group insurance plan to an individual plan had helped to keep the costs down. She also noted that in 2025, MediCare Part D is projected to reduce out-of-pocket expenses and will also be a cost savings.

Frost asked DeBacker when notification was received of new annual medical and prescription costs. DeBacker replied that date of notification varies for MediCare and supplemental. MediCare notifies their customers in November or December for following year. AARP/United Health Care (supplemental carrier) is priced June – December, then January-May and is customer is notified in March for the remaining year and first part of following year. DeBacker stated that the MediCare Part D cost is estimated in December each year for the following year.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

- 8. Closed Session Pursuant to Government Code Section 54957: Retiree Health Benefits
- 9. Reconvene in Open Session

10. Closed Session Reporting Out

Baker reported out from Closed Session that there would be no change to the reimbursement practice for the retiree. NBCLS would review and revise its budgeting procedure for this annual expense.

Motion made in Closed Session that NBCLS would use a fiscal year rather than a calendar year to approve retiree health benefit costs and that NLS would provide NBCLS Board a projection of retiree health benefit cost based on previous years' costs plus any projected increase plus a 10% (on total cost) to allow for a buffer. NBCLS would continue to reimburse the retiree upon monthly invoicing and on actual costs incurred, as is current practice.

Baker moved; Olawski seconded. Vote taken by roll call. Motion passed unanimously.

11. Next Meeting Date

Brinkley will send out a Doodle Poll for a meeting to be scheduled for the middle of June, 2025.

12. Announcements

Thibault reported that the CLA Legislative Committee met with Senator McGuire regarding the reinstatement of CLSA funding. Thibault also stated that CLA encouraged getting Assembly members more involved with library issues and funding concerns.

13. Meeting adjourned at 3:02 p.m.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

To: NBCLS Board of Directors From: Jennifer Baker, Board Chair

Subject: FY 2025-2026 Retiree Health Insurance

Date: June 13, 2025

Background

Since 2014, the Board of Directors has agreed to annually approve continuing retiree health insurance and to pay only the rate set for single people receiving Medicare. At the March 2020 Board meeting, the Board approved continuation of payment of the retiree health insurance with the following provisions:

The retiree will select their own plan in open enrollment and provide the NorthNet (NLS) Fiscal Administrator with documentation of coverage and statement of plan fees. NBCLS will reimburse the retiree with a cap identified by the Board, and the retiree's medical reimbursement claims to be inclusive of prescription costs and other medically related out-of-pocket expenses. The NLS Fiscal Administrator will be authorized to establish the payment structure with the retiree. Ongoing coverage of retiree health benefits will continue to be reviewed annually by the NBCLS Board, and costs for coverage incurred by NBCLS will be shared among NBCLS members using the cost-sharing formula approved at the Board meeting.

Activities and Considerations

At their January 2025 meeting, the Board approved that NBCLS would use a fiscal year rather than a calendar year to approve retiree health benefit costs and that NLS would provide NBCLS Board a projection of retiree health benefit cost based on previous year's costs plus any projected increase plus a 10% (on total cost) to allow for a buffer. NBCLS would continue to reimburse the retiree upon monthly invoicing and on actual costs incurred, as is current practice.

For Calendar Year 2025, the Council approved a total of \$11,311, with a higher amount approved based on unknown costs. For January – June 2025, due to changes in drug costs, the actual cost was lower, leaving the Council with \$3,146 of unspent funds.

The chart below includes the costs for FY 2025-26. NLS has a practice of reviewing the costs every six months with the retiree, to ensure that any cost changes are reflected in the actual monthly reimbursements.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

July - December 2025	\$3,502	Actual Cost
January - June 2026	\$4,718	Estimate - assume increases
Subtotal	\$8,220	
10% contingency	\$822	Per Council direction
TOTAL	\$9,042	Total Proposed FY2025/26
Jan - June 2025 Savings	(\$3,146)	Council approved \$6,480, Actual \$3,344
REVISED TOTAL	\$5,896	Credit Applied to Total

Recommendation:

It is recommended that the Board of Directors adopt a resolution that states:

- (a) It will annually determine by Board action if it will provide retiree health insurance for the following fiscal year, and
- (b) If so, it will determine how much the System will pay toward the monthly premium for the retiree during that fiscal year.

It is further recommended that the Board of Directors pass a motion to continue offering the currently covered retiree health insurance for fiscal year 2025-2026, with the retiree choosing the health plan during open enrollment and with NBCLS reimbursing the retiree monthly up to a specific amount for the plan, and that said retiree may elect to cover dependents at their own expense.

It is recommended that the Council approve applying any unexpended fund savings toward the next year's NBCLS members cost, and that the Council approves a total of \$9,042 for FY 2025-26 retiree medical reimbursement costs, and applies the \$3,146 credit, for a cost distribution of \$5,896 among NBCLS members.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

RESOLUTION # 545 Fiscal Year 2025-2026

It is resolved by the Board of Directors of the North Bay Cooperative Library system to annually determine if it will provide retiree medical reimbursement costs, including prescription costs and other medically related out-of-pocket expenses for the upcoming fiscal year.

And it is further resolved that if the Board of Directors determines that it will provide retiree health medical reimbursement costs, including prescription costs and other medically related out-of-pocket expenses for a given fiscal year, it will decide by motion how much the System will pay toward the monthly premium and how much the retiree will pay toward their premium for the upcoming fiscal year.

The foregoing resolution was introd	luced by Director	and
seconded by Director	and adopted by (a unanimous	3
vote OR an "aye" vote) of the follow		
Aye votes:		
Navyvotas		
Nay votes:		
WHEREUPON the Chairperson decla	ared the foregoing resolution	
adopted and SO ORDERED.		
Date: June 13, 2025		
Attested:		
Attesteu:		
Signed		
Jennifer Baker, Chair, NBCLS Board		
,, ,,		
Signature		
Jacquie Brinkley, NLS System Coor		
	MILLACOL	

32 WEST 25TH AVE., SUITE 201, SAN MATEO, CA 94403 T: 650-349-5538 F: 650-349-5089

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

To: North Bay Cooperative Library System Board of Directors

From: Andrew Yon, Controller

Subject: Approval of NBCLS CalPERS Unfunded Liability Pay Down and Annual Payment

Date: June 13, 2025

Background

At the January 9, 2025 NBCLS special meeting, the Directors discussed the pay down of the CalPERS Unfunded Accrued Liability (UAL). The Board agreed to pay off the full CalPERS Unfunded Accrued Liability, (UAL) with a final vote at this June meeting.

Members provided information on whether they preferred to be invoiced this fiscal year, or in the beginning of FY 2025-26. Of the 14 members, 8 preferred to be invoiced in June, and the remainder preferred to be invoiced by July. The payment must be made by July 31, 2025.

Because the payment will not be made before July 31, NLS will still be required to pay the prepayment discounted amount of \$124,482 by July 31, 2025. CalPERS will release a new annual valuation report in July 2025 for the valuation as of June 30, 2024.

Discussion

An updated CalPERS UAL pay down amount of \$753,345 was obtained from CalPERS based on a 7/31/25 payment date. There is a \$23,215 increase from the previous February 28, 2025 UAL pay down estimated amount of \$730,130. The increase is due to the accrued interest owed on the unpaid UAL balance. The chart includes the required \$124,482 pre-payment cost.

UAL Balance Pay Down & Prepayment Distribution (excl. Retiree Medical Cost & GASB Fee)

*UAL Paydown & Prepayment Cost Share \$877,827

Library	FY23/24 CSL Certifed Population	FY23/24 Operating Expenditure	50% Base on Population		Op	Based on per. Exp. dget Size	Total Unfunded Liability Balance Pay Down	
Belvedere-Tiburon	10,852	\$3,071,911	\$	3,243	\$	11,051	\$	14,294
Benicia	26,033	\$2,460,275	\$	7,779	\$	8,851	\$	16,630
Lake County	67,001	\$1,785,153	\$	20,020	\$	6,422	\$	26,442
Larkspur	12,655	\$876,276	\$	3,781	\$	3,152	\$	6,934
Marin	136,835	\$20,678,149	\$	40,886	\$	74,391	\$	115,277
Mendocino	89,476	\$4,621,318	\$	26,735	\$	16,625	\$	43,361
Mill Valley	13,635	\$3,200,180	\$	4,074	\$	11,513	\$	15,587
Napa	129,715	\$10,458,645	\$	38,759	\$	37,626	\$	76,384
San Anselmo	12,426	\$1,314,038	\$	3,713	\$	4,727	\$	8,440
San Rafael	59,585	\$4,297,335	\$	17,804	\$	15,460	\$	33,264
Sausalito	6,856	\$877,441	\$	2,049	\$	3,157	\$	5,205
Solano	420,393	\$25,500,418	\$	125,613	\$	91,739	\$	217,352
Sonoma	478,152	\$41,618,453	\$	142,871	\$	149,725	\$	292,596
St.Helena	5,314	\$1,243,607	\$	1,588	\$	4,474	\$	6,062
Total	1,468,928	\$ 122,003,199	\$	438,914	S	438,914	S	877,827

^{* \$753,345} UAL Paydown and \$124,482 Prepayment due 7/31/25

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

NLS will send invoices in June, and also by July 1st to the NBCLS libraries by email and/or by US Mail to help ensure timely receipt.

Libraries' invoice payment must be received at NLS Administration no later than **July 23, 2025** to ensure payment of the UAL pay down and prepayment amounts are made on or before the July 31, 2025 due date.

Recommendation

It is recommended that the NBCLS Board of Directors approve the UAL pay down of \$877,827 which includes the required prepayment amount of \$124,482.

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

To: NBCLS Board of Directors From: Andrew Yon, PLP Controller

Subject: Approval of FY 2025-26 NBCLS Budget and Year 2 Courier Contract Renewal

Date: June 13, 2025

The FY 2025-26 budget includes:

Revenue includes roll-over of \$3,146 of savings from retiree medical costs from January – June 2025

Expenditures include a total of \$878,177 for the CalPERS UAL pay down, pre-payment cost, and GASB report; and \$9,042 of retiree medical costs (moving to a fiscal year rather than calendar year approval).

The chart below is the cost share formula for the \$884,073.

North Bay Cooperative Library System
FY2025-26 CalPERS Unfunded Accrued Liability (UAL) Pay Down, Prepayment, Medical & CalPERS Costs
Effective Payment Date: 7/31/2025

<u>UAL Balance Pay Down & Prepayment Distribution (Incl. Retiree Medical Cost & CalPERS Fee)</u>

*UAL Balance Pay Down & Prepayment \$884,073

Library	FY23/24 CSL Certifed Population	FY23/24 Operating Expenditure	50% Base on Population	50% Based on Oper. Exp. Budget Size			Total Unfunded bility Balance Pay own & Prepayment
Belvedere-Tiburon	10,852	\$ 3,071,911	\$ 3,266	\$	11,130	\$	14,396
Benicia	26,033	\$ 2,460,275	\$ 7,834	\$	8,914	\$	16,748
Lake County	67,001	\$ 1,785,153	\$ 20,162	\$	6,468	\$	26,630
Larkspur	12,655	\$ 876,276	\$ 3,808	\$	3,175	\$	6,983
Marin	136,835	\$ 20,678,149	\$ 41,177	\$	74,920	\$	116,097
Mendocino	89,476	\$ 4,621,318	\$ 26,926	\$	16,744	\$	43,669
Mill Valley	13,635	\$ 3,200,180	\$ 4,103	\$	11,595	\$	15,698
Napa	129,715	\$ 10,458,645	\$ 39,034	\$	37,893	\$	76,928
San Anselmo	12,426	\$ 1,314,038	\$ 3,739	\$	4,761	\$	8,500
San Rafael	59,585	\$ 4,297,335	\$ 17,931	\$	15,570	\$	33,501
Sausalito	6,856	\$ 877,441	\$ 2,063	\$	3,179	\$	5,242
Solano	420,393	\$ 25,500,418	\$ 126,507	\$	92,392	\$	218,899
Sonoma	478,152	\$ 41,618,453	\$ 143,888	\$	150,790	\$	294,678
St.Helena	5,314	\$ 1,243,607	\$ 1,599	\$	4,506	\$	6,105
Total	1,468,928	\$ 122,003,199	\$ 442,037	\$	442,037	\$	884,073

* \$753,345 UAL Paydown; \$124,482 Prepayment due 7/31/25; Retiree Medical Costs \$5,896; GASB Fee Fee \$350

HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/

Courier Costs for FY 2025-26

The Board approved at the June 4, 2024 meeting, the Right Now Courier contract from July 1, 2024 to June 30, 2025, with an option to renew for an additional four years.

The current Year 1 contract delivery fee for FY2024-25 is \$23,750 per month, or \$284,986 annually, which includes costs for fuel surcharges.

The Year 2 contract renewal delivery fee for FY 2025-26 is \$23,118 per month, which includes CPI increase, or \$277,411 annually, which includes costs for fuel surcharges. The Year 2 contract renewal cost is slightly lower than Year 1 contract cost as the Calfornia average fuel prices are anticipated to remain below \$5.50 per gallon for next fiscal year.

It is recommended that the Board approve a renewal of the contract for FY 2025-26.

Recommendation:

It is recommended that the Board of Directors adopt the FY 2025-26 budget and renew the courier contract.

NorthNet Library System North Bay Cooperative Library System FY 2025-26 Proposed Budget

North Bay Cooperative Library System (921)

			•		Proposed FY 25/26	Note		
GL Acct	<u>Revenue</u>							
3674	Reimbursement-Member Libraries	\$	126,224	\$	884,073	Libraries CalPERS & Medical Cost Share Distribution		
3000	Budgeted Fund Balance		-		3,146			
	TOTAL REVENUE		\$ 126,224		887,219	Rollover Retiree Medical Savings Credit Applied to FY25-26 602.89%		
	<u>Expenditure</u>					•		
4448	Reimbursable-Retiree Benefits	\$	126,224	\$	878,177	CalPERS Paydown UAL \$753,345, Prepayment \$124,482, and GASB 68 Report \$350		
4449	Reimbursable-Retiree Benefits			\$	9,042	Retiree Medical: \$9,042 Offset by \$3,146		
	TOTAL EXPENDITURE	\$	126,224	\$	887,219	602.89%		

Note: \$753,345 UAL Paydown; \$124,482 Prepayment due 7/31/25; Retiree Medical Costs \$5,896; GASB Fee Fee \$350