

## NLS Executive Committee Meeting

**January 6, 2017**

**10:00 a.m. – 2:00 p.m.**

**Sutter County Library – Main Library**

**750 Forbes Avenue**

**Yuba City, CA 95991**

- |  |             |                     |
|--|-------------|---------------------|
| 1. Welcome and Roll Call   | Lear, Chair |                     |
| 2. Public Invited to Comment   | Lear        |                     |
| 3. Adoption of Agenda (Action Item)  | Lear        |                     |
| 4. Consent Calendar: Approve Minutes of 9/07/2016<br>(Action Item)   | Brinkley    | Attachment 1, pg. 4 |
| 5. Old Business  |             |                     |
| A. Report on NLS Member Dues & Fees structure review   | Lear        | Attachment 2, pg. 5 |
| B. Executive Committee to review and provide direction to staff on following projects approved in Amended Plan of Service:                                 |             |                     |
| 1) Review draft RFP and Scope of Work for consultant to conduct feasibility study for expansion of Link+ or other ILL alternatives in NLS<br>(Action Item) |             | Attachment 3, pg. 7 |
| 2) Discuss how to expend balance of Broadband funds<br>(Action Item)   | Brinkley    |                     |
| 3) OverDrive – Update from Library to Go Committee   | Brinkley    |                     |
| 4) Zinio – Update from Staff   | Brinkley    |                     |

- 6. New Business
  - A. Executive Committee to review NLS Fiscal Administrative Contract and plan for 2017/18  
(Action Item) Attachment 4, pg. 19
  - B. Mental Health First Aid Training for NLS Brinkley
  - C. Report on 3-D Printers for NLS Brinkley
- 7. Executive Committee to review CalPERS White Paper with PLP consultant, Jane Light, and determine plan of action/next steps including obtaining legal counsel for legacy systems and/or NLS (Action Item) Attachment 5, pg. 22
- 8. Next EC Meeting – Friday, February 3, 2017 – Location TBD
- 9. Adjournment

**Lunch will be provided at Noon**

**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**

NLS Admin office, 2471 Flores Street, San Mateo, CA 94403  
Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966  
Colusa County Library, 738 Market Street, Colusa, CA 95932  
Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546  
Napa County Library, 580 Coombs Street, Napa, CA 94559  
Roseville Public Library, 225 Taylor Street, Roseville, CA 95678  
Shasta Public Library, 1100 Parkview Avenue, Redding, CA 96001  
Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533  
Sonoma County Library, 211 E Street, Santa Rosa, CA 95404  
Sutter County Library, 750 Forbes Avenue, Yuba City, CA 95991

### **Conference Call Information**

Audio Conference Details:

Participant Code: 337190

Conference Number:

US: 1-888-850-4523

To join the meeting:

<http://infopeople.adobeconnect.com/nlsec010617/>

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2471 Flores Street, San Mateo, CA 94403  
650-349-5538 Fax: 650-349-5089

[www.northnetlibs.org](http://www.northnetlibs.org)

## Draft Minutes

### Executive Committee

#### Special Meeting

Wednesday, September 7, 2016

Via Conference Call

1. **Welcome and Roll Call:** Chair Brett Lear called the meeting to order at 1:33 p.m. Also present were Executive Committee members Erin Francoeur, Stacey Costello, Suzanne Olawski and James Ochsner.  
Also attending: Jacquie Brinkley of the Pacific Library Partnership.
2. **Public Invited to address the Committee:** None were present
3. **Motion to approve the Agenda.** Ochsner moved; Olawski seconded; approved unanimously.
4. **Approval of amended Plan of Service and Budget.** Lear called for discussion and noted that attached POS and Budget accurately reflected what Executive Committee had discussed and approved at meeting of August 19, 2016. Ochsner concurred.  
  
Ochsner moved to approve Amended Plan of Service and Budget for FY2016/17 and amend the FY 2016/17 budget by adding the additional CLSA allocation of \$393,241, with \$314,593 to Communications and Delivery and the remainder to System Administration; allocating \$100,000 of C&D funds to increase access to Zinio e-resources for libraries who want to join the consortium; \$100,000 to support increased Overdrive access, with \$60,000 to support new consortium members and \$40,000 for additional content for existing users; and the balance of C&D to be set aside for implementation of one-time costs of Link+ in FY2017/18.  
  
Olawski seconded; approved unanimously.
5. **Lear adjourned the meeting at 1:40 p.m.**

NorthNet Libraries Dues and Fees 2016/17													
Library	Population	Budget	Base Dues	Delivery Admin	OverDrive Admin	Database Admin	Zinio Admin	Total Member Dues	Delivery	OverDrive	Zinio	Database	TOTAL Dues & Fees
Alpine	1,166	\$ 266,750	\$ 500	\$ -	\$ 24	\$ 12	\$ 22	\$ 557		\$ 237	\$ 220	\$ 116	\$ 1,130
Bel-Tib	11,665	\$ 2,137,483	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000					\$ 2,000
Benicia	27,501	\$ 1,973,169	\$ 1,000	\$ 1,327	\$ 115	\$ -	\$ -	\$ 2,442	\$ 13,271	\$ 1,145	\$ -		\$ 16,858
Butte	224,601	\$ 3,070,782	\$ 3,000	\$ -	\$ -	\$ -	\$ 663	\$ 3,663			\$ 6,630		\$ 10,293
Colusa	21,948	\$ 1,234,784	\$ 1,000	\$ 453	\$ 44	\$ 43	\$ 60	\$ 1,599	\$ 4,528	\$ 438	\$ 596	\$ 430	\$ 7,591
Del Norte	26,811	\$ 240,142	\$ 500	\$ -	\$ 66	\$ -	\$ 22	\$ 588		\$ 655	\$ 220		\$ 1,463
Dixon	27,924	\$ 983,495	\$ 500	\$ 639	\$ 54	\$ -	\$ -	\$ 1,193	\$ 6,390	\$ 543			\$ 8,126
Dominican			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
El Dorado	183,750	\$ 3,399,381	\$ 3,000	\$ 226	\$ 454	\$ -	\$ 593	\$ 4,274	\$ 2,264	\$ 4,539	\$ 5,934		\$ 17,011
Folsom	77,246	\$ 1,426,820	\$ 1,000	\$ 906	\$ 208	\$ -	\$ 413	\$ 2,527	\$ 9,056	\$ 2,082	\$ 4,128		\$ 17,793
Humboldt	135,116	\$ 3,357,788	\$ 3,000	\$ -	\$ 370	\$ -	\$ 419	\$ 3,789		\$ 3,702	\$ 4,188		\$ 11,679
Lake Cty	64,306	\$ 896,794	\$ 500	\$ 2,791	\$ -	\$ -	\$ 165	\$ 3,457	\$ 27,913		\$ 1,654		\$ 33,024
Larkspur	12,445	\$ 832,313	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Lassen	14,614	\$ 166,506	\$ 500		\$ 43	\$ -	\$ 25	\$ 568		\$ 431	\$ 252		\$ 1,251
Lincoln	47,339	\$ 496,713	\$ 500	\$ 226	\$ 132	\$ 74	\$ -	\$ 932	\$ 2,264	\$ 1,318		\$ 738	\$ 5,252
Marin	142,618	\$ 14,639,083	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000					\$ 4,000
Mendocino	88,378	\$ 3,036,859	\$ 3,000	\$ 4,350	\$ -	\$ -	\$ 407	\$ 7,757	\$ 43,501		\$ 4,065		\$ 55,323
Mill Valley	14,880	\$ 2,209,490	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000					\$ 2,000
Modoc	9,638	\$ 258,893	\$ 500	\$ -	\$ 36	\$ -	\$ 51	\$ 587		\$ 364	\$ 507		\$ 1,458
Mono	13,721	\$ 1,004,003	\$ 1,000	\$ -	\$ 70	\$ -	\$ 131	\$ 1,201		\$ 701	\$ 1,311		\$ 3,213
Napa Count	136,024	\$ 6,571,368	\$ 4,000	\$ -	\$ 262	\$ -	\$ 652	\$ 4,914		\$ 2,616	\$ 6,523		\$ 14,053
Napa College			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Nevada	98,095	\$ 2,565,238	\$ 2,000	\$ -	\$ 343	\$ 168	\$ 455	\$ 2,966		\$ 3,431	\$ 4,545	\$ 1,683	\$ 12,625
Orland	15,066	\$ 277,790	\$ 500	\$ -	\$ 41	\$ -	\$ 38	\$ 579		\$ 408	\$ 377		\$ 1,364
Placer	192,384	\$ 5,881,757	\$ 4,000	\$ 226	\$ 640	\$ -	\$ 732	\$ 5,598	\$ 2,264	\$ 6,399	\$ 7,317		\$ 21,578
Plumas	23,082	\$ 514,853	\$ 500	\$ -	\$ 57	\$ 104	\$ 47	\$ 708		\$ 568	\$ 472	\$ 1,042	\$ 2,790
Roseville	134,073	\$ 3,472,447	\$ 3,000	\$ 226	\$ 369	\$ 221	\$ -	\$ 3,817	\$ 2,264	\$ 3,693		\$ 2,213	\$ 11,987
Sacramento	1,418,051	\$ 37,306,697	\$ 5,000	\$ 1,132	\$ -	\$ -	\$ -	\$ 6,132	\$ 11,320	\$ -			\$ 17,452
Sacramento Law			\$ 500					\$ 500					\$ 500
St. Helena	6,004	\$ 1,272,841	\$ 1,000	\$ 971	\$ 58	\$ -	\$ -	\$ 2,029	\$ 9,705	\$ 582			\$ 12,316
San Anselm	12,867	\$ 897,713	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
San Rafael	60,582	\$ 3,825,566	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000					\$ 3,000
Sausalito	7,217	\$ 905,102	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Shasta	178,592	\$ 2,193,855	\$ 2,000	\$ -	\$ -	\$ -	\$ 391	\$ 2,391			\$ 3,907		\$ 6,298
Siskiyou	44,739	\$ 566,863	\$ 500	\$ -	\$ 162	\$ -	\$ 108	\$ 770		\$ 1,624	\$ 1,080		\$ 3,474
Solano College			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500					\$ 500
Solano	376,073	\$ 17,879,686	\$ 5,000	\$ 3,433	\$ 789	\$ -	\$ -	\$ 9,223	\$ 34,333	\$ 7,894			\$ 51,450
Sonoma	501,959	\$ 17,402,759	\$ 5,000	\$ 2,898	\$ -	\$ -	\$ 1,699	\$ 9,596	\$ 28,975		\$ 16,986		\$ 55,557
Sutter	97,308	\$ 1,235,769	\$ 1,000	\$ 906	\$ 209	\$ 168	\$ 214	\$ 2,497	\$ 9,056	\$ 2,090	\$ 2,142	\$ 1,683	\$ 17,468
Tehama	63,934	\$ 599,439	\$ 500	\$ -	\$ 123	\$ -	\$ 110	\$ 733		\$ 1,231	\$ 1,096		\$ 3,060
Trinity	13,667	\$ 328,755	\$ 500	\$ -	\$ 55	\$ -	\$ 31	\$ 585		\$ 546	\$ 305		\$ 1,436
Willows	13,603	\$ 231,073	\$ 500	\$ -	\$ 66	\$ -	\$ 31	\$ 596		\$ 658	\$ 305		\$ 1,559
Woodland	57,526	\$ 1,803,088	\$ 1,000	\$ 906	\$ 161	\$ -	\$ 200	\$ 2,266	\$ 9,056	\$ 1,605	\$ 1,995		\$ 14,922
Yolo	157,029	\$ 6,757,154	\$ 4,000	\$ 453	\$ -	\$ -	\$ -	\$ 4,453	\$ 4,528				\$ 8,981
Yuba	74,345	\$ 383,672	\$ 500		\$ 185	\$ -	\$ 101	\$ 786		\$ 1,850	\$ 1,005		\$ 3,641
<b>Total</b>	<b>4,827,887</b>	<b>154,504,733</b>	<b>\$ 74,500</b>	<b>\$ 22,069</b>	<b>\$ 5,135</b>	<b>\$ 791</b>	<b>\$ 7,776</b>	<b>\$ 110,270</b>	<b>\$ 220,688</b>	<b>\$ 51,350</b>	<b>\$ 77,760</b>	<b>\$ 7,905</b>	<b>\$ 467,973</b>
<b>Source: California Library Statistics</b>													
2014-2015 budget (total operating expenditures from California State Library website)													
* & Certification of Population Figures for FY 16/17													
<u>Base Dues</u>													
Under 100,000 Pop. And Under \$1,000,000 Budget				\$500									
Under 300,000 Pop. And Under \$2,000,000 Budget				\$1,000									
Under 300,000 Pop. And Under \$3,000,000 Budget				\$2,000									
Under 200,000 Pop. And Over \$3,000,000 Budget				\$3,000									
Under 300,000 Pop. And Over \$5,000,000 Budget				\$4,000									
Over 300,000 Pop. or \$5,000,000 Budget				\$5,000									
<u>Fees</u>													
10% admin fee													
<u>Delivery, OverDrive, Zinio &amp; Database</u>													

**To: NLS Executive Committee**

**From: Jacquie Brinkley, NLS System Coordinator**

**Subject: Staff Notes to accompany Agenda Packet for EC Meeting of January 6, 2017**

**Date: December 29, 2016**

### **Staff Notes – Old Business**

A conference call meeting with **NLS Finance Committee** is scheduled for January 17, 2017. All NLS Directors were invited to attend. NLS Chair to appoint a new Finance Committee member.

Note: Current NLS Finance Committee is Brett, Erin, Danis, & Natasha. (Committee to consist of Chair, Vice-Chair and 3 other EC members.) Brett will appoint EC member to replace former Finance Committee member, Michael Perry. Current other EC Committee members: Mel, Stacey, Ana, Suzanne, and James.

**Broadband:** From original \$180,000 allocated to NLS for Broadband in FY2013/14, 19 NLS libraries were eligible and claimed \$5,000 each to support access to CENIC or other Broadband equipment/services. A Balance of \$85,000 needs to be fully expended by June 30, 2017.

Suggested Alternatives for \$85K Broadband balance:

- NLS uses \$10k in existing fund balance to augment \$85K to all eligible get \$5k
- All 19 get \$4,473 so that the \$85k is spent with no use of fund balance.

**OverDrive:** Library to Go Committee requests an allocation of \$17,000 to use beginning January 2017 through June 30, 2017, and apply these funds immediately to revising conditions on current Holds Manager (causing long wait lists). Committee also requests that the NLS Executive Committee allow flexibility with parameters as to how OverDrive CLSA funds will be spent. Based on Amended Plan of Service, funds were allocated with \$60K to cover platform fees for new members, if needed, and \$40K to content. Committee will develop new member policies and fee structure to ensure commitment of annual payment from any new member. Their primary goals with funds are to increase customer satisfaction with these popular services and increase members, if there are interested libraries.

**Zinio** - Committee will meet in January and develop proposal to identify and bring new libraries in to Zinio consortium. Proposal will be included in Feb 3 EC Agenda. Zinio budget is \$100,000 (Amended Plan of Service).

## Request for Proposal for a Study of Interlibrary Loan for the NorthNet Cooperative Library System

The NorthNet Cooperative Library System, located in Northern California, is issuing a Request for Proposal (RFP) to study the current state of interlibrary loan (ILL) among its members and options for service based on cost and features available for all or some of its 55 member libraries. The study will demonstrate the benefits and/or drawbacks for the models and include a cost analysis comparing the current ILL models to other models, which include Link+ and Zip books as well as any other viable model.

### **Clarification needed from NLS:**

- 1. Would we like to include only public libraries or also non-public libraries? CLSA funds can be used for public libraries**
- 2. Would we like to broaden the scope to include more than just Link+ so that we can consider other options in case Link+ is too expensive?**

### **Background Information**

The NorthNet Library System (NLS) is a consortium of Northern California independent city, county, academic and special libraries. NLS is a public library system that is chartered under the California Library Services Act (CLSA) and is supported in part by funds administered by the California State Library (CSL). It is comprised of 41 public library jurisdictions and 14 academic libraries. This region covers 57,838 square miles and encompasses the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of the 58 counties in California, 48% of them are included in NLS (Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sutter, Yolo, Yuba, Lake Marin, Mendocino, Napa, Solano, Sonoma, Butte, Del Norte Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity).

NLS is comprised of three 'legacy' systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). The three systems formed NLS as a Joint Powers Authority (JPA) in 2009 in order to increase opportunities for resource sharing and reduce expenses. **Attachment 1** includes the list of NLS public libraries, ILS, and legacy system it is part of. **(Note: Depending upon direction of executive committee, either include list of public libraries or else list of all NLS libraries)**

NLS currently offers interlibrary loan and delivery in several different ways.

- NLS uses CLSA funds to pay for delivery between libraries within NLS for the purpose of sharing materials. The Delivery service transports various library materials throughout the System. Due to the distances covered in this area, as well as the service to small as well as large urban libraries, the delivery service is a crucial System activity. Users of member libraries, if the card holders are in good standing, may borrow from any library in the system. Books may be returned to any library and the delivery van will return them to the owning library. For libraries in the North State region, the delivery used is USPS. For a few libraries in the Mountain Valley region, the delivery service used is UPS. Of the participating counties, 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. **Clarification needed – 1. this quote came from the NLS webpage under ILL. The quote needs clarification about "of the**

**participating counties” 2. How are NLS libraries accessing each others’ catalogs to facilitate the interlibrary loan?**

- Ten NLS public libraries currently use Link+ for ILL. **Attachment 3** contains this information. **Clarification needed – do these libraries use NLS delivery for Link+ or do they use Tricor in addition to the NLS delivery?**
- Some public libraries also use OCLC for ILL. **Clarification needed – 1. How many libraries use OCLC ILL? 2. Do these libraries use NLS delivery for Link+ or do they use something else in addition to the NLS delivery?**

Within NLS, several of these libraries participate in a total of five cooperative integrated library system (ILS) partnerships that facilitate ILL. **These ILS consortia are included as an attachment to this RFP. Attachments 4 and 5** include ILL data for the libraries.

### Scope of Work

- Document current methods of ILL and delivery mechanisms for all public member libraries. This includes utilization of OCLC and its interlibrary loan system and/or other methods, including ILS consortial loaning and borrowing that may be in place. An inventory of all existing delivery arrangements including vendor, frequency of delivery, cost and term of contract and any other pertinent information. Note that some of these contracts may include non-public library members of NLS. Services to non-public members are not eligible to be supported with CLSA funds.
- Identify estimated costs at libraries for providing current ILL services. Investigate as to whether utilizing Link+ or another ILL service would impact, either increase or decrease, current staffing, material or other costs at these libraries. **Attachment 6** includes delivery costs paid for by CLSA funds.
- Develop and analysis of the cost/benefits for all NLS public libraries to participate in Link+ system-wide. Identify one-time costs and ongoing costs. Identify ILS compatibility with Link+. Pricing should consider Link+ and delivery costs. NLS can supply estimates received in summer 2016 but these estimates must be verified. A subset of the above NLS libraries, both academic and public, are now participating in Link+. In the scenario, assume the first implementation would be with those libraries participating in Link+ and then those not participating in Link+.
- Identify alternative or less than system-wide Link+ implementations or other ILL solutions if feasible and beneficial to all or some members of NLS. Develop cost estimated and alternatives for other delivery services, including Zip books.
- In analysis, consider and/or identify if Link+ or other ILL solution implementation is feasible.

**PLEASE PROVIDE A SUMMARY OF YOUR APPROACH TO THE PROJECT AND TIMELINE FOR RESEARCH AND PREPARATION OF RECOMMENDATIONS AND REPORT. PLEASE INCLUDE INFORMATION ON AN EXPERIENCE YOU HAVE HAD IN WORKING WITH LINK+ AND/OR PREPARING SIMILAR REPORTS.**

Responses are due by **1:00pm Friday, March 25, 2017**. Late submittals may be rejected by NLS.

NLS reserves the right to accept or reject any or all responses, or accept or reject any part of a



response deemed to ensure that the best interests of NLS are met. Responder may not contact NLS member libraries during the response for quote. All inquiries should be directed to: Jacquie Brinkley, NLS Coordinator at [brinkley@plpsinfo.org](mailto:brinkley@plpsinfo.org)

**Schedule:**

Shown below are the dates and times by which actions related to this Request for Proposal must be completed. In the event that the NorthNet Library System finds it necessary to change any of these, it will do so by issuing an Addendum to this Request for Quotation.

**Release Request for Quotation: Monday, March 7, 2017**

**Last Day to Submit Question: Thursday, March 17, 2017**

**Responses Due: Friday, March 25, 2017 1:00pm**

**Responder Selection: Monday, April 4, 2017**

**Contract Award: Wednesday, April 6, 2017**

**Consultant must submit an electronic copy to Jacquie Brinkley, NLS Coordinator at [brinkley@plpsinfo.org](mailto:brinkley@plpsinfo.org), Deadline for submission is 1:00pm Friday, March 25, 2017**

Attachment 1: List of public NLS libraries, addresses, legacy systems

Attachment 2: List of public NLS libraries participating in shared delivery

Attachment 3: List of public NLS libraries participating in a shared ILS (Data still being gathered)

Attachment 4: Five years of ILL data for NLS between systems

Attachment 5: Five years of aggregate ILL data used for CLSA reporting

Attachment 6: Delivery Costs paid for by CLSA Funds and Libraries using Link+

<b>Attachment 1: List of public NLS libraries, addresses, legacy systems</b>					
<b>NorthNet Cooperative Members</b>	<b>Address</b>	<b>ILS</b>	<b>MVLS</b>	<b>NBCLS</b>	<b>NSCLS</b>
Alpine County Library	PO Box 187, Markleeville, CA 96120	TLC	X		
Belvedere-Tiburon	1501 Tiburon Blvd, Belvedere Tiburon, CA 94920	Sierra		X	
Benicia Public Library	150 East L Street, Benicia, CA 94510	Polaris		X	
Butte County Library	1820 Mitchell Avenue, Oroville, CA 95966	Koha			X
Colusa County Library	738 Market Street, Colusa, CA 95932	Millennium	X		
Del Norte County Library District	190 Price Mall, Crescent City, CA 95531	Koha			X
Dixon Public Library	230 North First Street, Dixon, CA 95620	Polaris		X	
El Dorado County Library	345 Fair Lane, Placerville, CA 95667	Sirsi	X		
Folsom Public Library	411 Stafford St., Folsom, CA 95630	Millennium	X		
Humboldt County Library	1313 Third Street, Eureka, CA 95501	Sierra			X
Lake County Library	1425 N. High Street, Lakeport, CA 95453	Sirsi		X	
Larkspur	400 Magnolia Ave, Larkspur, CA 94939	Sierra		X	
Lassen Library District	1618 Main Street, Susanville, CA 96130	Destiny			X
Lincoln Public Library	485 Twelve Bridges Dr., Lincoln, CA 95648	Ex Libris	X		
Marin County Free Library	3501 Civic Center Dr #427, San Rafael, CA 94901	Sierra		X	
Mendocino County Library	105 North Main Street, Ukiah, CA 95482	Sirsi		X	
Mill Valley Public Library	375 Throckmorton Ave, Mill Valley, CA 94941	Sierra		X	
Modoc County Library	212 W. 3rd Street, Alturas, CA 96101-3913	Koha			X
Mono County Free Library	PO Box 1120, Mammoth Lakes, CA 93546	Koha	X		
Napa County Library	580 Coombs St, Napa, CA 94559	Polaris		X	
Nevada County Library	980 Helling Way, Nevada City, CA 95959	Autographics	X		
Orland Free Library	333 Mill Street, Orland, CA 95963	Koha			X
Placer County Library	350 Nevada Street, Auburn, CA 95603	Sirsi	X		
Plumas County Library	445 Jackson Street, Quincy, CA 95971	Koha			X
Roseville Public Library	225 Taylor Street, Roseville, CA 95678	Koha	X		
Sacramento Public Library	828 I Street, Sacramento, CA 95814	Sierra	X		
San Anselmo Public Library	110 Tunstead Ave, San Anselmo, CA 94960	Sierra		X	
San Rafael Public Library	1100 E St, San Rafael, CA 94901	Sierra		X	
Sausalito Public Library	420 Litho St, Sausalito, CA 94965	Sierra		X	
Shasta Public Libraries	1100 Parkview Avenue, Redding, CA 96001	Polaris			X
Siskiyou County Library	719 4th Street, Yreka, CA 96097-3381	Koha			X
Solano County Library	1150 Kentucky Street, Fairfield, CA 94533	Polaris		X	
Sonoma County Library	211 E Street, Santa Rosa, CA 95404	Sirsi		X	
St. Helena Public Library	1492 Library Lane, St. Helena, CA 94574	TLC		X	
Sutter County Library	750 Forbes Ave., Yuba City, CA 95991	Millennium	X		
Tehama County Library	645 Madison Street, Red Bluff, CA 96080	TLC			X
Trinity County Library	211 N. Main St., Weaverville, CA 96093	Koha			X
Willows Public Library	201 N. Lassen Street, Willows, CA 95988	TLC			X
Woodland Public Library	250 First Street, Woodland, CA 95695	Millennium	X		
Yolo County Library	226 Buckeye, Woodland, CA 95695	Millennium	X		
Yuba County Library	303 Second Street, Marysville, CA 95901	Sirsi	X		

**Attachment 2: List of public NLS libraries participating in a Shared Delivery**

<b>NSCLS</b>	<b>NorthBay</b>	<b>SPLASH</b>	<b>MariNet</b>	<b>MVLS</b>
Butte	Sonoma	Benicia	Bel-Tib	Sacramento
Del Norte	Lake	Dixon	Larkspur	Woodland
Humboldt	Mendocino	Solano County	Marin County	Dixon
Lassen		St. Helena	Mill Valley	Colusa
Modoc			San Anselmo	Sutter
Orland			San Rafael	Folsom
Plumas			Sausalito	El Dorado
Shasta				Yolo
Siskiyou				Roseville
Tehama				
Trinity				
Willows				

**Attachment 3: NLS Libraries participating in Shared ILS (This data needs to be confirmed)**

<b>MarinNet</b>	<b>Sonoma Consortium</b>	<b>SPLASH</b>	<b>Sacramento Consortium</b>
Bel-Tib	Sonoma	Benicia	Sacramento
Larkspur	Lake	Dixon	Folsom
Marin County	Mendocino	Solano County	Woodland
Mill Valley		St. Helena	Colusa
San Anselmo			Sutter
San Rafael			
Sausalito			

**NLS Libraries currently using Link+**

- Belvedere-Tiburon
- Larkspur
- Marin County Free Library
- Mill Valley Public Library
- Napa County Library
- Sacramento Public Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Yolo County Library

Attachment 4: Five years of ILL data for NLS between systems								
NLS ILL Stats - 5 Year Review	2010/11		Provided /week	Received/ week	2011/12		Provided/ week	Received/ week
	Loaned to Others	Loans Rec'd			Loaned to Others	Loans Rec'd		
Alpine County Library	-	348	-	6.69	-	221	0	4
Belvedere-Tiburon	32,072	13,993	617.00	269	30,174	16,733	580	322
Benicia Public Library	42,236	63,510	812.00	1221	43,034	48,713	828	937
Butte County Library	785	1,063	15.00	20	486	774	9	15
Colusa County Library	11,876	5,162	228.00	99	8,383	8,032	161	154
Del Norte County Library District	457	728	9.00	14	582	639	11	12
Dixon Public Library	20,619	22,121	397.00	425	18,000	20,000	346	385
El Dorado County Library	1,093	167	21.00	3	1,147	191	22	4
Folsom Public Library	64,384	73,324	1,238.00	1410	77,020	61,593	1481	1184
Humboldt County Library	1,433	1,418	28.00	27	1,193	1,303	23	25
Lake County Library	177,366	69,723	3,411.00	1341	165,537	67,056	3183	1290
Larkspur	17,990	18,609	346.00	358	17,721	17,790	341	342
Lassen Library District	100	792	1.92	15	111	426	2	8
Lincoln Public Library	-	159	-	3	-	4	0	0
Marin County Free Library	66,755	64,301	1,284.00	1237	66,713	67,580	1283	1300
Mill Valley Public Library	28,529	41,137	549.00	791	30,269	42,772	582	823
Mendocino County Library	148,220	131,399	2,850.00	2527	138,270	122,953	2659	2364
Modoc County Library	470	1,167	9.00	22	313	1,153	6	22
Napa County Library	95,756	119,602	1,841.00	2300	1,719	1,855	33	36
Mono County Free Library	6,742	273	130.00	5	3,104	298	60	6
Nevada County Library	849	646	16.00	12	761	491	15	9
Orland Free Library	653	510	13.00	10	339	244	7	5
Placer County Library	377	331	7.00	6	420	235	8	5
Plumas County Library	695	492	13.00	9	80	43	2	1
Roseville Public Library	675	110	13.00	2	435	91	8	2
Sacramento Public Library	176,998	163,147	3,404.00	3137	178,187	161,249	3427	3101
San Anselmo Public Library	13,610	13,034	262.00	251	15,159	13,739	292	264
Sausalito Public Library	15,730	10,778	303.00	207	17,468	9,774	336	188
San Rafael Public Library	23,496	28,500	452.00	548	23,760	33,469	457	644
Shasta Public Libraries	782	1,544	15.00	30	24	162	0.5	3
Siskiyou County Library	95	-	2.00	0	18	-	0.35	0
Solano County Library	165,341	162,447	3,180.00	3124	170,414	159,389	3277	3065
Sonoma County Library	166,439	260,460	3,201.00	5009	121,058	232,557	2328	4472
St. Helena Public Library	66,975	15,054	1,288.00	290	65,405	13,896	1258	267
Sutter County Library	28,721	35,680	552.00	686	35,912	33,426	691	643
Tehama County Library	554	302	11.00	6	204	388	4	7
Trinity County Library	172	853	3.00	16	11	368	0.2	7
Willows Public Library	357	468	7.00	9	283	299	5	6
Woodland Public Library	57,769	29,550	1,111.00	568	62,450	29,021	1201	558
Yuba County Library	877	776	17.00	15	813	943	16	18
Yolo County Library	1,325	2,662	25.00	51	1,077	2,513	21	48
<b>Total</b>	<b>1,407,301</b>	<b>1,356,340</b>	<b>27,682</b>	<b>26,080</b>	<b>1,298,054</b>	<b>1,172,383</b>	<b>24,964</b>	<b>22,546</b>

NLS ILL Stats - 5 Year Review	2012/13				2013/14			
	Loaned to Others	Loans Rec'd	Provided/week	Received/week	Loaned to Others	Loans Rec'd	Provided/week	Received/week
Alpine County Library	-	403	0	8	-	56	0	1
Belvedere-Tiburon	39,580	16,223	761	312	44,934	19,071	864	367
Benicia Public Library	49,646	61,290	955	1179	53,490	60,101	1029	1156
Butte County Library	441	380	8	7	424	204	8	4
Colusa County Library	9,166	6,196	176	119	6,026	5,435	116	105
Del Norte County Library District	-	-	-	-	-	-	-	-
Dixon Public Library	19,291	22,121	371	425	19,000	23,000	365	442
El Dorado County Library	920	162	18	3	731	122	14	2
Folsom Public Library	55,936	78,233	1076	1504	60,920	73,241	1172	1408
Humboldt County Library	940	1,198	18	23	1,084	900	21	17
Lake County Library	71,279	62,092	1371	1194	124,642	56,708	2397	1091
Larkspur	20,204	20,089	389	386	21,614	23,103	416	444
Lassen Library District	67	308	1	6	71	313	1	6
Lincoln Public Library	-	6	0	0.12	-	7	0	0.13
Marin County Free Library	79,478	98,525	1528	1895	89,737	111,447	1726	2143
Mill Valley Public Library	36,929	40,957	710	788	42,333	41,411	814	796
Mendocino County Library	98,994	127,404	1904	2450	117,236	124,321	2255	2391
Modoc County Library	319	568	6	11	198	58	4	1
Napa County Library	1,231	1,280	24	25	81,235	125,000	1562	2403
Mono County Free Library	5,007	281	96	5	4,754	45	91	1
Nevada County Library	592	540	11	10	309	393	6	8
Orland Free Library	145	327	3	6	126	161	2	3
Placer County Library	339	138	7	3	257	82	5	2
Plumas County Library	140	45	3	1	48	20	1	0.5
Roseville Public Library	445	102	9	2	396	85	8	2
Sacramento Public Library	138,476	112,153	2663	2157	136,658	113,420	2628	2181
San Anselmo Public Library	15,055	14,736	290	283	20,411	19,759	393	380
Sausalito Public Library	23,058	12,294	443	236	26,653	17,456	513	336
San Rafael Public Library	31,608	41,344	608	795	38,065	47,051	732	905
Shasta Public Libraries	-	-	-	-	-	-	-	-
Siskiyou County Library	60	18	1	0.35	50	16	1	0.5
Solano County Library	179,582	139,648	3454	2686	179,143	137,971	3445	2653
Sonoma County Library	160,456	143,382	3086	2757	154,998	156,741	2981	3014
St. Helena Public Library	66,161	11,640	1272	224	63,959	11,203	1230	215
Sutter County Library	34,572	28,861	665	555	34,281	25,224	659	485
Tehama County Library	2	3	0	0	90	177	2	3
Trinity County Library	31	277	1	5	47	310	1	6
Willows Public Library	158	166	3	3	124	165	2	3
Woodland Public Library	67,391	25,423	1296	489	57,322	25,563	1102	492
Yuba County Library	713	-	14	0	473	76	9	1
Yolo County Library	1,042	3,008	20	58	488	3,111	9	60
<b>Total</b>	<b>1,209,454</b>	<b>1,071,821</b>	<b>23,261</b>	<b>20,610</b>	<b>1,382,327</b>	<b>1,223,527</b>	<b>26,584</b>	<b>23,528</b>

NLS ILL Stats - 5 Year Review	2014/15							
	Loaned to Others	Loans Received	Provided/ week	Received/ week				
Alpine County Library	-	14	0	0.27				
Belvedere-Tiburon	41,824	19,987	804	384				
Benicia Public Library	50,447	58,732	970	1129				
Butte County Library	401	269	8	5				
Colusa County Library	10,667	5,720	205	110				
Del Norte County Library District	-	-	-	-				
Dixon Public Library	20,937	17,598	403	338				
El Dorado County Library	756	98	15	2				
Folsom Public Library	69,040	70,241	1328	1351				
Humboldt County Library	602	844	12	16				
Lake County Library	113,718	54,021	2187	1039				
Larkspur	23,918	20,719	460	398				
Lassen Library District	32	12	0.62	0.23				
Lincoln Public Library	-	-	-	-				
Marin County Free Library	85,153	118,276	1638	2275				
Mill Valley Public Library	41,176	43,930	792	845				
Mendocino County Library	122,757	121,940	2361	2345				
Modoc County Library	72	43	1	1				
Napa County Library	78,333	133,616	1506	2570				
Mono County Free Library	6	4	0.12	0.08				
Nevada County Library	251	389	5	7				
Orland Free Library	93	42	2	1				
Placer County Library	218	97	4	2				
Plumas County Library	21	10	0.4	0.19				
Roseville Public Library	216	79	4	2				
Sacramento Public Library	150,773	105,919	2899	2037				
San Anselmo Public Library	17,831	19,168	343	369				
Sausalito Public Library	29,380	16,865	565	324				
San Rafael Public Library	44,499	46,864	856	901				
Shasta Public Libraries	-	-	-	-				
Siskiyou County Library	48	15	1	0.29				
Solano County Library	178,142	133,152	3426	2561				
Sonoma County Library	149,984	156,153	2884	3003				
St. Helena Public Library	59,169	11,432	1138	220				
Sutter County Library	36,842	35,111	709	675				
Tehama County Library	110	131	2	3				
Trinity County Library	43	209	1	4				
Willows Public Library	19	21	0.37	0.4				
Woodland Public Library	55,247	23,629	1062	454				
Yuba County Library	335	51	6	1				
Yolo County Library	853	2,889	16	56				
<b>Total</b>	<b>1,342,089</b>	<b>1,218,290</b>	<b>26,615</b>	<b>23,429</b>				

**Attachment 5: Five years of aggregate ILL data used for CLSA reporting**

Intrasystem Delivery Activity, FY 2010/11 Annual total for items delivered to member public libraries			
Items sent by:	System members public libraries	Non - public libraries in system area	Total
System member public libraries	6,280,639	9,522	6,290,161
Non- public libraries in System area	31,736	25,389	57,125

Intrasystem Delivery Activity, FY 2012/13 Items delivered to member public libraries in the two-week sample period:					
	Nov 5-18,2012	Feb 4-17,2013	April 1-14,2013	May 13-26,2013	Total Multiplied by 6.5
System member public libraries	139,870	138,100	138,500	139,750	3,615,430
Non- public libraries in System area	2,720	2,875	2,154	2,754	68,270

Intrasystem Delivery Activity, FY 2013/14 Items delivered to member public libraries in the two-week sample period:					
	Oct 14-27,2013	Jun 6-9,2014	Apr 7-20,2014	June 9-22,2014	Total Multiplied by 6.5
System member public libraries	136,357	158,290	129,929	128,537	3,595,235
Non- public libraries in System area	3,384	3,490	3,404	3,369	88,706

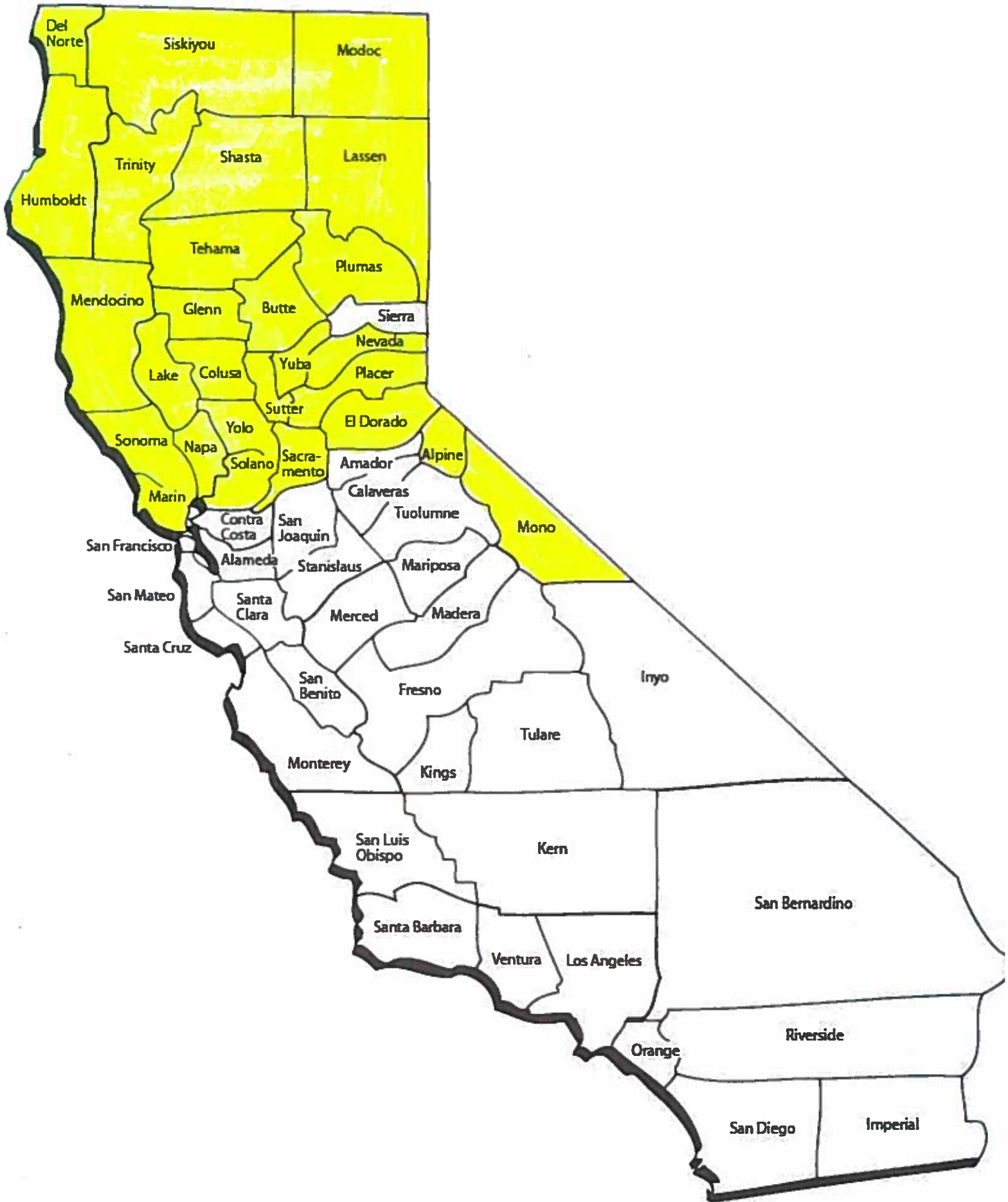
Intrasystem Delivery Activity, FY 2014/15 Items delivered to member public libraries in the two-week sample period:					
	Nov 10-23,2014	Jan 5-18,2015	Apr 13-26,2015	June 15-28,2015	Total Multiplied by 6.5
System member public libraries	60,755	82,914	60,938	61,777	1,731,496
Non- public libraries in System area	1,744	2,287	2,195	1,476	50,063

Intrasystem Delivery Activity, FY 2015/16 Items delivered to member public libraries in the two-week sample period:					
	Aug 3-16,2015	Oct 19 - Nov 1,2015	Feb 1-14,2016	May 9-22,2016	Total Multiplied by 6.5
System member public libraries	61,044	61,346	54,757	42,886	1,430,215
Non- public libraries in System area	934	1,954	1,561	1,260	37,109



**Attachment 6: Delivery Costs paid for by CLSA Funds and Libraries using Link+**

Northnet Cooperative Members	Delivery costs paid for by CLSA funds	Using Link+
Alpine County Library		
Belvedere-Tiburon		Yes
Benicia Public Library	13,271	
Butte County Library		
Colusa County Library	4,528	
Del Norte County Library District		
Dixon Public Library	6,390	
El Dorado County Library	2,264	
Folsom Public Library	9,056	
Humboldt County Library		
Lake County Library	27,913	
Larkspur		Yes
Lassen Library District		
Lincoln Public Library	2,264	
Marin County Free Library		Yes
Mendocino County Library	43,501	
Mill Valley Public Library		Yes
Modoc County Library		
Mono County Free Library		
Napa County Library		Yes
Nevada County Library		
Orland Free Library		
Placer County Library	2,264	
Plumas County Library		
Roseville Public Library	2,264	
Sacramento Public Library	11,320	Yes
San Anselmo Public Library	9,705	Yes
San Rafael Public Library		Yes
Sausalito Public Library		Yes
Shasta Public Libraries		
Siskiyou County Library		
Solano County Library		
Sonoma County Library	34,333	
St. Helena Public Library	28,975	
Sutter County Library	9,056	
Tehama County Library		
Trinity County Library		
Willows Public Library		
Woodland Public Library	9,056	
Yolo County Library	4,528	Yes
Yuba County Library		
	<b>220,688</b>	



**To: NLS Executive Committee**

**From: Jacquie Brinkley, NLS System Coordinator**

**Subject: Staff Notes to accompany Agenda Packet for EC Meeting of January 6, 2017**

**Date: December 29, 2016**

### **Staff Notes – New Business**

**2017/18 NLS Admin and Fiscal Services** – NLS has contracted with PLP to provide Administrative and Fiscal Management continuously since FY 2012/13. The current contract expires June 30, 2017.

Sonoma County expressed an interest in looking at contracting Administration of NLS and met with PLP staff to review accounts and administrative responsibilities. Upon review and meeting with PLP, Sonoma County declined any further pursuit of interest to contract these services with NLS at this time.

Options for Executive Committee's consideration:

- 1) NLS EC directs PLP/NLS staff to draft budget/cost proposal for 2017/18 to review at 2/3/2017 EC meeting
  - a. Executive Committee reviews PLP proposal and recommends to Administrative Council to extend or renew PLP contract for one year (July 1, 2017 – June 30, 2018)
- 2) Executive Committee directs NLS staff to develop an RFP for new Fiscal Administrator

PLP Director and staff are available to discuss with EC continuing contract services or other options as directed by NLS.

### **Mental Health First Aid Training for NLS**

Mental Health First Aid is an 8-hour course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.

Through an LSTA funded grant, several dozen librarians were trained & are now required to provide the MHFA certified training to other libraries. Trainers can work together. All trainers (through the grant) **need to do three trainings by June 2017**

The training is a solid 8 hours NOT including lunch, and up to 30 can attend at a time. It can be split into two 4-hours sessions (two days). There is no charge for the training, Host locations will be identified (ideally a library). Travel and/or back-fill/substitute costs are at each library's expense. Community partners are also invited to attend.

List of known NLS trained library staff (known as of 12/28/16) – Butte County, Orland, Sonoma County, and Sutter County

**3D Printers:** SCLC is managing a Technology and Testing (TNT) grant for the State Library. Each of the nine cooperatives will be receiving two 3D Printers with filaments, shipping container and a PowerPoint with instructions. The PowerPoint will be sent to the system coordinator after the first of the year to be distributed based on your process. *The 3Dprinters are for staff to test and explore the many uses of a 3D printer. They are to be shared within the cooperatives.*

Each cooperative can determine how they will share and replace filament. You can maintain the printers at the cooperative office or move it around to your libraries. The process is up to you. The process will be captured in a post survey. You can assign a staff person at your location to manage the process. Work with your system coordinator for the steps within your cooperative.

Before a site will be issued a 3D printer, you must participate in a brief survey. The link below was emailed to NLS Directors on 12/22/2016: <https://www.surveymonkey.com/r/D8HBS2W>

The printers will be shipped to the cooperative offices with the exception of 49-99. NLS should be receiving these printers in January, and a schedule for sharing will be developed.

## NORTHNET-PLP CONTRACT FY 16/17

<b>Staff</b>		<b>78,605.96</b>
<b>.5951TE</b>	<b>Administration</b>	
Consultant	4.16 hours/month @ \$100/hour <i>pursue funding opportunities and strategic initiatives</i>	5,000.00
Coordinators	48 hours/month @\$75/hour <i>increase from 32 hours/month to 48 hours</i> <i>Distribute legislative, CLSA and other State Library Correspondence,</i> <i>prepare agenda together with Executive Council committee, take</i> <i>Council and Executive minutes, work with CalPERS related issues</i> <i>Prepare plan of service and annual reports</i>	43,128.00
Office Manager	36 hours/month @ 57.47hour <i>manage website, listservs and rosters. Point of contact for</i> <i>System Delivery and PLSEP grant. Prepare and distribute agenda</i> <i>packets and minutes, manage UPS accounts, set up</i> <i>conference calls for committees.</i>	24,827.04
Secretary	6 hours/month @49.75/hour <i>prepare system contracts, open mails, mail ILL materials</i> <i>coordinate form 700s, annual summer reading program</i>	3,582.00
Database/Building Manager	3 hours/month @57.47/hour <i>prepare CalPERS reports, prepare document for liability insurance</i>	2,068.92
<b>.3 FTE</b>	<b>Accounting</b>	<b>34,149.12</b>
Finance Director	18 hours/month@92.21/hour <i>prepare/monitor budget, authorize and approve payments</i> <i>prepare reports/paperwork for audit, prepare financial</i> <i>reports for State and local government. Coordinate database renewal,</i> <i>review delivery contracts/services</i>	19,917.36
Account Clerk	17 hours/month@42.44/hour <i>Process payables weekly, prepare invoices, prepare</i> <i>deposits,</i>	8,657.76
Accountant	6 hours/month \$43.17 <i>Prepare invoices and deposits, reconcile bank statements</i>	3,108.24
Administrative Assistant	11 hours/month @18.68/hour <i>Filing, prepare Holiday Schedule, mail Summer reading materials,</i> <i>mail checks and invoices</i>	2,465.76
	<b>Mileage</b>	<b>567.00</b>
	7 trips @150 mile@.54 per mile	
	<b>Total</b>	<b>113,322.08</b>
	10% Overhead	11,332.21
<b>TOTAL =.75 FTE</b>	<b>Grand Total</b>	<b>124,654.29</b>

## **Information, Options and Questions for NorthNet Library System's Legacy Systems Regarding Their CalPERS Contracts**

### ***1.0 Purpose of this document***

This document provides information about each of the legacy systems, including its contract for employee pensions and the current status of CalPERS liabilities. It also identifies options and questions for the Administrative Councils (governing boards) to consider. If NLS or the legacy systems decide to seek legal advice this document can be used as background for that purpose.

### **1.1 Background about the Systems**

1.1.1 The three legacy systems (Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS) formed the NorthNet Library System (NLS) as a Joint Powers Authority (JPA) in 2009. The legacy systems formed NLS in order to increase opportunities for resource sharing and reduce expenses. NLS then became the cooperative library system funded in part by the California Library Services Act administered by the California State Library. NLS has no employees and contracts for administrative services, currently with the Pacific Library Partnership (PLP).

MVLS and NSCLS have not had employees since 2009. NBCLS had staff until 2012; it provided administrative services to NLS from 2009 until 2012. NLS contracted with the Peninsula Library System for administrative services from July 2012 through June 2015.

### **1.2 Why was this document prepared?**

The chair of NLS, Sonoma County Library Director Brett Lear, asked PLP to prepare this document to provide information and identify questions for each of the legacy systems and for NLS. The library directors of the member jurisdictions serve as the governing boards. Many of them are relatively new to their positions and have requested more information about the situation and the options for each of the legacy systems. Each has its own CalPERS contract and its Administrative Council (governing board) makes decisions about its assets and liabilities.

### **1.3 Questions regarding NLS for legal counsel:**

- 1.3.1 If one, two or all three of the legacy systems cease to exist, does that have any effect on the status of NLS as a joint powers agency created by the legacy systems?
- 1.3.2 Does NLS have any liability for the liabilities of the three agencies that created it? ([link NLS JPA, bylaws from website](#)).
- 1.3.3 If NLS funds from its fund balance (not state funding) are used to pay for legal advice about the legacy systems' CalPERS liabilities, would that have any impact on NLS's responsibility for those liabilities?

## **2.0 Mountain Valley Library System (MVLS)**

### **2.1 Brief history of System**

According to a May 1990 document titled “MVLS, A Brief History” (<http://northnetlibs.org/wp-content/uploads/2013/05/Mountain-Valley-Library-System-short-version.pdf>), MVLS was established in March 1969 when members of the Mother Lode Library System (Auburn-Placer County, El Dorado County, and the cities of Roseville and Lincoln City) merged with the Sacramento City-County Library Systems and also included Sutter County and the City of Marysville. It was created and funded under the Public Library Services Act. The document includes a spreadsheet that lists members, year joined, and Resolution number for the public library members. Between 1969 and 1972 Alpine, Yolo, Nevada and Yuba Counties joined. Mono County joined in 1974.

In 1973/74 MVLS received a Library Services and Construction Act grant (federal funds administered by the State Library) that “enabled UCD, CSUS, and Sacramento City College, Cosumnes River College, Sierra College and Yuba College to join in the reference network.” Dixon Public Library, Roseville Hospital, and Folsom Prison, and Lake Tahoe Community College joined between 1974 and 1985. They are listed as “former member affiliate libraries” on a spreadsheet that is part of the 1990 history document. From this, it would appear that the affiliate members may have been a different type of member that did not join through an action of their governing boards and may not have been voting members of the MVLS Administrative Council.

Membership in MVLS was created by resolutions passed by jurisdictions operating public libraries. Copies of these resolutions, with a few exceptions, are available.

### **2.2 As of June 30, 2016 the MVLS fund balance was \$186,147.**

### **2.3 History of its CalPERS contract (CalPERS ID: 1035483646)**

MVLS contracted with CalPERS on March 21, 1992 for its employees to receive service credit going forward from that date for a pension benefit of 2%@ 60, final/highest 3 years compensation. MVLS has not modified that contract to increase benefits.

### **2.4 Current Status of CalPERS contract**

2.4.1 Inactive (no current employees);

2.4.2 FY2016/17 required contribution of \$12,955 (for unfunded liability) has been paid;

2.4.3 FY2017/2018 required contribution is \$22,786 and in FY18/19 is projected to be \$23,997, rising to a projected \$28,841 in FY22/23.



Based on current assumptions regarding rate of return on assets the required contribution is projected to rise by FY2021/22 to \$23,214.

2.4.4 Unfunded liability as of June 30, 2014 was \$198,148

**(MISCELLANEOUS PLAN OF THE MOUNTAIN-VALLEY LIBRARY SYSTEM  
(CalPERS ID: 1035483646) Annual Valuation Report as of June 30, 2015).**

**2.5 Current retirees and monthly pensions derived from MVLS service.\***

<b>Retiree</b>	<b>Birth Year</b>	<b>MVLS Service Credit Years</b>	<b>Current Pension derived from MVLS Service</b>
#1	1936	6.85	634.10
#2	1952	14.25	922.28
#3	1944	14.20	1392.93
#4	1942	2.56	305.90
#5	1944	13.72	763.29

\*Retirees may have additional service credit earned from other employers that increase their total pensions. The amount shown here is only the amount attributable to MVLS service.

**2.6 Potential future retirees & years of MVLS service credit in CalPERS.**

<b>Future Retiree</b>	<b>Birth Year</b>	<b>Years of MVLS Service</b>
#1	1945	14.28
#2	1950	13.61
#3	1962	.82
#4	1945	1.32

**2.7 Contract termination process and unfunded termination liability**

The Annual Valuation Report cited in section 2.4 shows that the current estimated termination cost if MVLS were to withdraw from CalPERS and pay its unfunded termination liability, is as much as \$986,205, depending on the U.S. Treasury bond yields at the time of termination. If MVLS were unable to pay all or part of this liability, pensions for current and future retirees derived from MVLS service would be reduced proportionally, potentially by 50% or more.

The actual termination costs are calculated only when an agency begins the termination process or fails to make required annual contributions leading to CalPERS taking legal action to terminate.

Termination liability is based on CalPERS policy that the assets of terminated accounts will be invested in U.S. Treasuries and earn substantially less than the

7.5% earnings that members' accounts are projected to earn and is therefore much larger than the unfunded liability shown above.

If MVLS were to decide to terminate its contract with CalPERS, it would need to work closely with CalPERS staff to determine and carry out the steps to do so. The process takes a minimum of a year and requires that the CalPERS Board approve the termination.

## **2.8 CalPERS actuary for MVLS**

May Shuang Yu, ASA, MAAA, Senior Pension Actuary

## **2.9 Options for MVLS Administrative Council – Consultation with CalPERS is recommended for options C & D (see also 2.3 Question for CalPERS ).**

A. Continue using its fund balance to pay annual contribution and defer making a decision/planning for long term.

B. Continue using its fund balance to pay annual contribution and develop a plan for funding/paying for the annual contribution when the fund balance is exhausted.

C. Continue using the fund balance to pay annual contribution and plan to terminate the contract when the fund balance is exhausted.

D. Terminate the contract and use the remaining fund balance to pay a portion of the unfunded termination liability, which would lesson to some degree the reduction in pensions for current and future retirees.

E. Dissolve MVLS and deal with its liability through that process.

## **2.10 Question for CalPERS Actuary**

2.10.1 Page 9 of the annual report cited above shows accelerated payment of unfunded liability over a 20 or 15 year period – is there an option to make an immediate payment of the entire current liability of \$230,479 and remain in the inactive category of members?

2.10.2 If so, and if the liability were to ultimately be less or more than \$230,479 would a refund be received or additional payment be required?

## **2.11 Questions for legal counsel**

2.11.1 Are member jurisdictions that joined via resolution legally responsible for the MVLS CalPERS liability?

2.11.2 Are jurisdictions formerly members that joined via resolution legally responsible for it or any part of it?

2.11.3 Some libraries that are not public libraries (e.g., community college libraries) became “members” without a resolution by their governing bodies; do they have any legal responsibility for the CalPERS liability?

2.11.4 If member jurisdictions have liability, is there a commonly used or accepted method of calculating each jurisdiction’s share?

2.11.5 If the governing bodies of current or past members have liability, does that apply only upon dissolution of MVLS?

2.11.6 What is the process for dissolution of an agency created by joint resolutions?

### **3.0 North Bay Cooperative Library System (NBCLS)**

#### **3.1 Brief history of System,**

In 1960, the North Bay Cooperative Library System was formed for the joint exercise of the participating libraries' common power to provide library service. The libraries included the following public agencies: Marin County, Napa County, Sonoma County, Solano County, Benecia Public Library, Vallejo Public Library, The Goodman Library of Napa, St. Helena Public Library, Sonoma City, Santa Rosa Public Library, Ukiah Municipal Library, Petaluma City, Cloverdale Public Library, Sebastopol City, and the Union High School District of Vacaville.

On May 13, 1964 the North Bay Cooperative Library System was deemed by its members to have 'operated successfully... and that the system should now be established as a separate and permanent agency, as outlined in the "Supplement to Agreement of 1960 entitled "In RE North Bay Cooperative Library System" containing a Further Agreement for Joint Exercise of the Powers of the Contracting Parties and the Establishment of the North Bay Cooperative Library System as a Separate Agency for the Exercise of Such Powers. A Board of Directors ("Council") was formed and allowed NBCLS to a) make and enter contracts, b) employ agents and employees, c) acquire, construct, manage, maintain or operate any buildings works or improvements; d) acquire, hold or dispose of property, e) incur debts, liabilities or obligation which to not constitute the debt, liability or obligations of any of the parties, and f) sue and be sued. Members included: Lakeport Public Library, Napa City-County Library, County of Marin, Mendocino County Library Demonstration, Mill Valley Public Library, City of Petaluma Public Library, St. Helena Public Library, Santa Rosa Public Library, Sausalito Public Library, City of Sebastopol Public Library, County of Solano, City of Sonoma, County of Sonoma, Ukiah Public Library, Vacaville Union High School Library District of Solano, Vallejo Public Library.

A list of members and the date of joining is a document available on the NLS website in the NBCLS section. It has been compiled by PLP staff but may not be complete.

#### **3.2 Fund balance as of 6/30/16 is \$267,850.**

#### **3.3 History of its CalPERS contract (CalPERS ID 2429114785)**

CalPERS pension contract was effective 1/1/1965. In 2002 the contract was amended to provide a benefit of 2% @55, highest/final salary instead of the previous 2%@ 60.

NBCLS provides Medicare supplemental health insurance for two retirees from a source other than CalPERS at the cost of \$14,000 in FY2016/17; Administrative Council decides annually whether to continue to provide.

### 3.4 Current Status of CalPERS contract

- 3.4.1 Inactive (no current employees);
  - 3.4.2 FY2016/2017 required payment \$11,945 (with lump sum prepayment discount) has been made;
  - 3.4.3 FY2017/18 required contribution is \$20,584.
  - 3.4.4 Based on current assumptions regarding rate of return on assets the required contribution is projected to rise to \$32,432 in FY2018/19 and to \$59,031 FY2022/23.
  - 3.4.5 Unfunded liability as of June 30, 2014 was \$461,009.
- (MISCELLANEOUS PLAN OF THE NORTH BAY COOPERATIVE LIBRARY SYSTEM (CalPERS ID: 2429114785) Annual Valuation Report as of June 30, 2015)**

### 3.5 Current retirees and monthly pensions derived from NBCLS service\*

Retiree	Birth Year	NBCLS Service Credit Years	Current Pension derived from NBCLS Service
#1	1948	0.83	134.00
#2	1944	6.80	919.86
#3	1946	8.84	345.75
#4	1951	0.84	0
#5	1931	4.00	69.79
#6	1947	23.61	7263.72
#7	1935	8.17	179.61
#7	1933	12.10	439.96
#8	1949	8.11	989.34
#9	1950	0.01	0
#10	1946	1.67	215.01
#11	1956	9.04	187.65
#12	1931	5.00	112.22
#13	1948	9.88	609.67
#14	1951	9.07	1101.05
#15	1950	4.50	321.80
#16	1941	4.88	522.21
#17	1922	2.34	456.26
#18	1940	3.86	379.96
#19	1940	0.68	102.14

\*Retirees may have additional service credit earned from other employers that increased their total pensions. The amount shown here is only the amount attributable to NBCLS service.

### 3.6 Potential future retirees & years of NBCLS service in CalPERS.\*

Future Retiree	Birth Year	Years of NBCLS Service
#1	1959	9.67
#2	1918	0.08
#3	1947	0.09
#4	1969	3.33
#5	1945	0.09
#6	1932	0.09
#7	1940	0.09
#8	1911	0.08
#9	1979	1.03
#10	1949	0.09
#11	1948	4.20
#12	1955	17.41
#13	1916	0.08
#14	1950	0.69
#15	1968	3.65
#16	1950	5.52
#17	1949	0.78
#18	1950	8.91
#19	1946	0.08
#20	1941	0.09
#21	1946	0.08
#22	1953	0.94
#23	1946	0.89
#24	1947	0.09
#25	1960	4.57
#26	1946	6.68
#27	1961	2.57
#28	1946	0.08
#29	1956	0.56
#30	1941	3.08
#31	1951	0.09
#32	1928	0.08
#33	1923	0.08
#34	1949	0.62
#35	1973	7.83

#36	1961	2.10
#37	1957	0.46
#38	1926	0.08
#39	1912	0.08
#40	1950	0.34
#41	1921	0.08
#42	1948	3.93
#43	1949	0.09
#44	1939	0.09
#45	1923	2.06
#46	1947	0.09
#47	1948	0.15
#48	1926	0.09
#49	1972	3.71
#50	1934	2.85
#51	1960	1.31
#52	1949	2.00
#53	1911	0.08
#54	1948	0.97
#55	1951	2.29
#56	1964	4.68
#57	1944	1.65
#58	1956	7.94

\*Given the age and minimal NBCLS service credit of some former employees they may never file for a pension. This information was provided by CalPERS.

### **3.7 Contract termination process and unfunded liability in that event**

The current estimated termination cost, if NBCLS were to withdraw from CalPERS and pay its unfunded termination liability is as much as \$2,747,609 depending on the U.S. Treasury bond yields at the time of termination. If NBCLS were unable to pay all or part of this liability, pensions based on NBCLS service for current and future retirees would be reduced proportionally, potentially by 50% or more.

The actual termination costs are calculated only when an agency begins the termination process or fails to make required annual contributions for several years leading to CalPERS taking legal action to terminate. Termination liability is based on CalPERS policy that the assets of terminated accounts will be invested in US Treasuries and will earn substantially less than the 7.5% earnings that

members' accounts are projected to earn and is therefore much larger than the unfunded liability shown above.

If NBCLS were to decide to terminate its contract with CalPERS, it would need to work closely with CalPERS staff to determine and carry out the steps to do so. The process takes a minimum of a year and requires that the CalPERS Board approve the termination.

### **3.8 CalPERS actuary for NBCLS**

Jean Fannjiang, ASA, MAAA, Senior Pension Actuary

### **3.9 Options for NBCLS Administrative Council – Consultation with CalPERS is recommended for options C & D.**

- A. Continue using the fund balance to pay annual contribution and defer decision/planning for long term.
- B. Continue using fund balance to pay annual contribution and develop a plan for funding/paying for the annual contribution when the fund balance is exhausted.
- C. Continue using the fund balance to pay annual contribution and plan to terminate the contract when the fund balance is exhausted.
- D. Terminate the contract and use the remaining fund balance to pay a portion of the unfunded termination liability, which would lessen to some degree the reduction in pensions for current and future retirees.
- E. Dissolve the JPA and deal with its liability through that process.

### **3.10 Questions for legal counsel**

- 3.10.1 Are current member jurisdictions that joined the JPA legally responsible for the NBCLS CalPERS liability?
- 3.10.2 Are jurisdictions formerly members (JPA signatories) legally responsible for its liability (there may be none in this category)?
- 3.10.3 Some libraries that are not public libraries (e.g., community college libraries) may have become members (perhaps without having voting rights on the Administrative Council) without action by their governing bodies to join as the JPA; do they have any legal responsibility for the CalPERS liability?
- 3.10.4 Is there a commonly used or accepted method of calculating each jurisdiction's share of a liability?
- 3.10.5 If the governing bodies of current or past members have liability, does that apply only upon dissolution of NBCLS?
- 3.10.6 What is the dissolution process for a JPA?



#### **4. North State Cooperative Library System (NSCLS)**

##### **4.1 Background information**

NSCLS is a Joint Resolution Agency which means that member jurisdiction joined through passing a resolution. Therefore, no single document exists that shows the date joined and jurisdictions involved. The member jurisdictions are the holders of records of their actions and NSCLS has few if any copies of the resolutions.

The North Sacramento Valley Library Cooperative (NSVLC) existed in the 1960s. (the date of origin and membership is not clear). In December 1967 they began discussion to become a California cooperative library system. In March 1968, a Plan of Service was drafted for the new system. In 1969, a budget exists for the North State Cooperative Library System (NSCLS). There were 12 council members at that time, and the exact original members are not known. The few minutes which can be found for these meetings indicate that there were NSCLS staff.

The “California Library Statistics and Directory 1979” includes data from 1977/78 about NSCLS, and lists the following thirteen library members: Butte County, Colusa County, Del Norte County Library District, Eureka-Humboldt County Library, Lassen County Library, Modoc County Library, Orland Public Library, Plumas County, Shasta County, Siskiyou County, Tehama County, Trinity County, and Willows Public Library. There is a hand-written note on this document which indicates that Colusa County moved to Mountain Valley Cooperative Library System (no date indicated).

An “Agreement for Library Services” from 1984 indicates that NSCLS has been formed as a joint resolution between its members, and includes all the libraries of Butte County, Colusa County, Del Norte County Library District, Glenn, Humboldt County Library, Lassen County Library, Modoc County Library, Plumas County, Shasta County, Sierra, Siskiyou County, Tehama County, Trinity County.

##### **4.2 History of its CalPERS contract (CalPERS ID: 1897174550)**

NSCLS contract with CalPERS was effective 1/1/1978.

In 2011 the Administrative Council passed a resolution making employee contributions tax deferred.

NSCLS first signed an agreement with CalPERS effective January 1, 1978., and it was amended on June 26, 1992. A letter between the NSCLS Coordinator and CalPERS from June 8, 1992 indicates that NSCLS amended its contract to reflect a change in the normal retirement age from 60 to 55, with 2% at 55, and final/highest single year salary.

**4.3 Number of retirees and monthly pension amounts derived from NSCLS service\***

<b>Retiree</b>	<b>Birth Year</b>	<b>NSCLS Service Credit Years</b>	<b>Current Pension derived from NSCLS Service</b>
#1	1949	5.63	\$813.56
#2	1936	10.13	\$1,283.69
#3	1955	1.23	\$239.97
#4	1952	26.19	\$253.74
#5	1938	12.95	\$259.76
#6	1951	4.61	\$758.77
#7	1947	2.5	\$0.00
#8	1937	25	\$6,417.56
#9	1926	15.41	\$996.93
#10	1951	6.89	\$1,457.02
#11	1927	8.33	\$542.80
#12	1949	30.08	\$1,971.08
#13	1937	5.25	\$172.14
#14**	1962	6.43	\$546.11
#15	1946	4.46	\$73.42
#16	1950	20.58	\$1,435.38

\*Retirees may have additional service credit earned from other employers that increase their total pensions. The amount shown here is only the amount attributable to NSCLS service.

\*\*Beneficiary receives pension-Service Years are for former employee

**4.4 Number of potential future retirees & years of NSCLS service in CalPERS\***

<b>Future Retiree</b>	<b>Birth Year</b>	<b>Years of NSCLS Service</b>
#1	1950	0.09
#2	1947	0.14
#3	1963	7.77
#4	1948	2.25
#5	1956	5.95
#6	1959	0.09
#7	1947	0.09
#8	1921	0.09
#9	1953	1.65
#10	1965	11.12
#11	1945	9.20
#12	1965	0.39

#13	1953	0.26
#14	1955	0.97
#15	1972	3.85
#16	1950	0.09
#17	1958	0.16
#18	1952	11.23
#19	1937	0.08
#20	1937	2.64
#21	1939	1.00

\* Given the age and minimal service credit earned from NSCLS of some former employees they may never file for or receive a pension. This information was received from CalPERS.

#### **4.5 Current Status of CalPERS contract**

4.5.1 Inactive (no current employees);

4.5.2 FY2016/2017 required payment \$ 30,751 has not yet been fully paid.

4.5.3 FY2017/18 required payment is \$36,973.

4.5.4 Based on current assumptions about the rate of return on assets the required contribution is projected to rise to \$45,995 by FY2018/19 and by FY2021/2022 to \$66,495.

4.5.5 Unfunded liability as of June 30, 2015 was \$508,768.

#### **MISCELLANEOUS PLAN OF THE NORTH STATE COOPERATIVE LIBRARY SYSTEM (CalPERS ID: 1897174550)**

##### **Annual Valuation Report as of June 30, 2015**

4.5.6 FY 2015/2016 required contribution had been paid but payment was late and made in FY 2016/17. CalPERS contacted PLP (as fiscal agent) via phone a number of times prior to payment regarding the delinquency prior to payment. Because NSCLS has paid its FY 15/16 obligation, CalPERS will not take any legal action against NSCLS at the present time.

4.5.7 NSCLS used its fund balance to pay its CalPERS annual required contribution until those funds were depleted. Since that time the Administrative Council has assessed an annual membership fee using a formula it voted to accept to pay its CalPERS contribution. Some members have paid the membership fee long after being invoiced. Two members have not paid because the jurisdiction cannot locate a record of its joining NSCLS via a resolution. This has resulted in late payments to CalPERS.

#### **4.6 Contract termination process and unfunded liability in that event**

The current estimated termination cost, if NSCLS were to withdraw from CalPERS and pay its unfunded termination liability, could be as much as \$2,213,352 depending on the U.S. Treasury bond yields at the time of termination. If NSCLS were unable to pay all or part of this liability, pensions for current and future retirees based on NSCLS would be reduced proportionally, potentially by 50% or more.

The actual termination costs are calculated only when an agency begins the termination process or fails to make required annual contributions for several years leading to CalPERS taking legal action to terminate. Termination liability is based on CalPERS policy that the assets of terminated accounts will be invested in U.S. Treasuries and will earn substantially less than the 7.5% earnings that active accounts are projected to earn.

If NSCLS were to decide to terminate its contract with CalPERS, it would need to work closely with CalPERS staff to determine and carry out the steps to do so. The process takes a minimum of a year and requires that the CalPERS Board approve the termination.

#### **4.7 CalPERS actuary for NSCLS**

Jean Fannjiang, ASA, CERA, MAAA, Senior Pension Actuary

#### **4.8 Options for NSCLS Administrative Council – Consultation with CalPERS is recommended.**

- A. Continue assessing a membership fee to pay annual contribution.
- B. Terminate the contract without paying the termination liability, resulting in reduction in retiree pensions.
- C. Dissolve NBCLS and deal with its liability through that process.

#### **4.9 Questions for legal counsel**

- 4.9.1 Are current member jurisdictions that joined via resolution legally responsible for the NSCLS CalPERS liability?
- 4.9.2 Are jurisdictions formerly members that joined via resolution legally responsible for it or a portion of it?
- 4.9.3 Some libraries that are not public libraries (e.g., community college libraries) may have become members without a resolution by their governing body and may not have been full, voting members of the Administrative Council; do they have any legal responsibility for the CalPERS liability?
- 4.9.4 Is there a commonly used or accepted method of calculating each jurisdiction's share of a liability?
- 4.9.5 If the governing bodies of current or past members have liability, does that apply only upon dissolution of NSCLS?