

AGENDA

NSCLS COUNCIL OF LIBRARIANS

Friday, May 22, 2015

Adobe Virtual Meeting

2:00 PM – 3:00 PM

Please join me in an Adobe Connect Meeting.

Meeting Name: NSCLS

To join the meeting:

<http://infopeople.adobeconnect.com/nsclmay2015/>

Conference Number(s):

US: 1-888-205-5513

Audio Conference Details:

Participant Code: 759890

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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 REQUIRED)
5. **Approval of June 19, 2014 meeting minutes (ACTION REQUIRED)**
6. **FY15/16 NSCLS budget (ACTION REQUIRED)**
7. **Member cost shares for CalPERS FY15/16 (ACTION REQUIRED)**
8. **OCLC Group Services Agreement (ACTION REQUIRED)**
9. **Status of NSCLS CalPERS contract for Employee Pension Benefits**
10. Election of System Chair and Vice-Chair for FY15/16 (ACTION REQUIRED)
11. Adjournment

Bold indicates document included

Support materials for agenda available for review at NSCLS Headquarters Office and Website

<http://northnetlibs.org/about-nls/nscls/nscls-meetings/>

Meetings to be public; attendance by phone

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A reminder for all Administrative Council members: All votes must be by roll call. If a member is not in a location that provides access to the public the member may not participate or vote. For questions or more information contact Jane Light at 650-533-0548.

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 Meeting
June 19, 2014

1. Welcome and Roll Call:

The meeting was called to order by Mel Lightbody at 11:13 AM.

ROLL CALL OF ATTENDEES:

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X		Butte County Library	Mel Lightbody
	X	Del Norte Co. Library District	Teena Capshaw
X		Humboldt County Library	Victor Zazueta
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
X		Orland Free Library	Jody Meza
	X	Shasta Public Libraries	Cindy Delanty
X		Siskiyou County Library	Michael Perry
	X	Tehama County Library	Sally Ainsworth
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
X		Peninsula Library System	Rosario Garza
X		Peninsula Library System	Jane Light

With 7 of 12 voting members present, a quorum was established (Perry joined the meeting at 11:30, making 8 voting members present).

- 2. Public Invited to Address the Council:** There were no members of the public present.
- 3. Plan for taking minutes:** Jane Light volunteered to record the minutes of the meeting.
- 4. Approval of Agenda:** Jody Meza Moved; Cheryl Baker Seconded; Motion carried unanimously.
- 5. Approval of June 11, 2013 meeting minutes:** Cheryl Baker Moved; Jeff Hawkins Seconded; Motion carried unanimously.
- 6. Resolution to withdraw from contract with CalPERS for employee/retiree health insurance effective December 31, 2014.**
 - Council members expected to stop paying health care costs for retirees after June 30, 2014. NSCLS is currently paying the minimum monthly amount allowed by CalPERS with the retirees paying the remainder. However, CalPERS allows withdrawal from NSCLS' contract for health insurance only at the end of the calendar year. Further, it requires that the agency adopt a specific resolution to withdraw and that that resolution be filed with CalPERS during a sixty-day annual window beginning with notification by CalPERS of the health insurance rates for the next calendar year.

- After the resolution is filed, PLS will notify the affected retirees of the pending change.

Cheryl Baker Moved for adoption of the resolution; Jody Meza Seconded; Motion carried unanimously.

CalPERS requires an original of the resolution. PLS will send it to Michael to sign as System Chair and upon receiving it from him, complete it and file it per CalPERS instructions.

- 7. FY 14/15 NSCLS budget:** The budget reflects the costs of retiree health insurance from July through December and the estimated CalPERS pension contract payment for the fiscal year. If new agency pension payment rates were established for FY14/15, the budget may need to be revised.

Mel Lightbody Moved that budget be adopted; Oresta Esquibel Seconded; Motion carried unanimously.

- 8. Member Cost Shares for CalPERS FY14/15:** The costs will be shared by the voting members using the formula agreed upon in 2012 as indicated in the attached chart from Page 8 of the meeting agenda packet.

Jody Meza Moved to approve the cost share allocations; Jeff Hawkins Seconded; Motion carried unanimously.

PLS will invoice the libraries.

- 9. OCLC Group Services Agreement:** Oresta Esquibel reviewed the Agreement. Because each participating library is invoiced directly by OCLC, approval is not required. She requested that any library with questions or changes to its past agreement contact her as soon as possible.

- 10. Status of NSCLS CalPERS contract for employee pension benefits:** Payment to CalPERS by NSCLS for FY13/14 has not been made because not all members have paid their cost share, and therefore not enough funds are available to pay CalPERS. The current status of payments by members to NSCLS is attached to these minutes and was included as Page 14 of the meeting agenda packet.

Light reviewed the CalPERS procedure in event of nonpayment. After several attempts to collect the funds via email or mail, CalPERS will go through a legal process to declare the agency in default and to terminate the contract. Assuming the agency does not have the funds necessary to pay its entire obligation at that point, the contract for current or future retiree pensions is reduced upon termination. The most recent estimate by CalPERS for NSCLS is that retirees would see a reduction of 55% in retiree pension payments.

Butte County is in the process of reissuing checks for its outstanding FY12/13 payments. The status of Shasta County's payment is unknown, including any efforts by LSSI to facilitate that process. Del Norte CLD, Siskiyou County and Plumas County are the other libraries with outstanding payments dating back to 2012.

The inability to pay current CalPERS invoices because of nonpayment by some members is an issue that must be addressed by the Administrative Council.

- 11. Election of System Chair and Vice-Chair for FY14/15:** Michael Perry agreed to serve another year as System Chair. There were no volunteers for the Vice-Chair role, which remains unfilled.

- 12. Adjournment:** The meeting was adjourned at 12:05 p.m.

North State Library System -Retiree Benefits FY 14/15

	%	Medical ** Benefits	PERS Retirement Benefits	TOTAL
Butte County	0.15625	339.06	2,734.38	3,073.44
Del Norte County	0.03125	67.81	546.88	614.69
Humbolt County	0.15625	339.06	2,734.38	3,073.44
Lassen Library	0.03125	67.81	546.88	614.69
Modoc County	0.0625	135.63	1,093.75	1,229.38
Orland Free Library	0.09375	203.44	1,640.63	1,844.06
Plumas County Library	0.09375	203.44	1,640.63	1,844.06
Shasta Public Library	0.125	271.25	2,187.50	2,458.75
Siskiyou County Library	0.03125	67.81	546.88	614.69
Tehama County	0.09375	203.44	1,640.63	1,844.06
Trinity County	0.0625	135.63	1,093.75	1,229.38
Willows Public	0.0625	135.63	1,093.75	1,229.38
	1	2,170.00	17,500.00	19,670.00

** Medical benefits

July-December 2014 only

3601 - NSCLS Member Account Receivable Status For CalPERS Health Ins and Retirement					
Document N	ID	Transaction Description	Effective Date	Account Receivable	Status
1098	BUTTE CL	HEALTH INSURANCE	2/21/2012	500.00	Oustanding
1099	DEL NORTE CLD	HEALTH INSURANCE	2/21/2012	100.00	Oustanding
1100	HUMBOLDT CL	HEALTH INSURANCE	12/21/2012	500.00	Paid
1101	LASSEN LD	HEALTH INSURANCE	12/21/2012	100.00	Paid
1102	MODOC CL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1103	ORLAND FREE LIB	HEALTH INSURANCE	12/21/2012	300.00	Paid
1104	PLUMAS CL	HEALTH INSURANCE	2/21/2012	300.00	Oustanding
1105	SHASTA PL	HEALTH INSURANCE	2/21/2012	400.00	Oustanding
1106	SISKIYOU CL	HEALTH INSURANCE	2/21/2012	100.00	Oustanding
1107	TEHAMA CL	HEALTH INSURANCE	12/21/2012	300.00	Paid
1108	TRINITY CL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1109	WILLOWS PL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1117	BUTTE CL	NSCLS - PERS	6/11/2013	2,623.75	Oustanding
1118	DEL NORTE CLD	NSCLS - PERS	6/11/2013	524.75	Oustanding
1119	HUMBOLDT CL	NSCLS - PERS	6/11/2013	2,623.75	Paid
1120	LASSEN LD	NSCLS - PERS	6/11/2013	524.75	Paid
1121	MODOC CL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1122	ORLAND FREE LIB	NSCLS - PERS	6/11/2013	1,574.25	Paid
1123	PLUMAS CL	NSCLS - PERS	6/11/2013	1,574.25	Oustanding
1124	SHASTA PL	NSCLS - PERS	6/11/2013	2,099.00	Oustanding
1125	SISKIYOU CL	NSCLS - PERS	6/11/2013	524.75	Oustanding
1126	TEHAMA CL	NSCLS - PERS	6/11/2013	1,574.25	Paid
1127	TRINITY CL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1128	WILLOWS PL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1232	BUTTE CL	RETIREE BENEFITS	4/1/2014	3,317.75	Paid
1233	DEL NORTE CLD	RETIREE BENEFITS	4/1/2014	643.75	Oustanding
1234	HUMBOLDT CL	RETIREE BENEFITS	4/1/2014	3,277.75	Paid
1235	LASSEN LD	RETIREE BENEFITS	4/1/2014	644.75	Paid
1236	MODOC CL	RETIREE BENEFITS	4/1/2014	1,265.50	Oustanding
1237	ORLAND FREE LIB	RETIREE BENEFITS	4/1/2014	1,897.25	Paid
1238	PLUMAS CL	RETIREE BENEFITS	4/1/2014	1,904.25	Oustanding
1239	SHASTA PL	RETIREE BENEFITS	4/1/2014	2,652.00	Oustanding
1240	SISKIYOU CL	RETIREE BENEFITS	4/1/2014	650.75	Oustanding
1241	TEHAMA CL	RETIREE BENEFITS	4/1/2014	1,923.25	Oustanding
1242	TRINITY CL	RETIREE BENEFITS	4/1/2014	1,266.50	Oustanding
1243	WILLOWS PL	RETIREE BENEFITS	4/1/2014	1,049.50	Paid
				40,485.00	

NORTHSTATE Budget 15/16

		FY 14/15	FY 15/16
3674	Reimbursement from members	19,670	26,401
GRAND TOTAL REVENUES		19,670	26,401
4105	Health -Retires	2,170	
	Pension-Retires	17,500	26,401
GRAND TOTAL EXPENDITURES		19,670	26,401

North State Library System for FY 15/16**North State Library System -Retiree Benefits FY 15/16**

	%	PERS
		Retirement Benefits
Butte County	0.15625	4,125
Del Norte County	0.03125	825
Humbolt County	0.15625	4,125
Lassen Library	0.03125	825
Modoc County	0.0625	1,650
Orland Free Library	0.09375	2,475
Plumas County Library	0.09375	2,475
Shasta Public Library	0.125	3,300
Siskiyou County Library	0.03125	825
Tehama County	0.09375	2,475
Trinity County	0.0625	1,650
Willows Public	0.0625	1,650
	1	26,401.00

Group Services Pricing

North State Cooperative Library System



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March 30, 2015

	July 1, 2014- June 30, 2016
OCLC Cataloging Subscription	\$ 23,138
OCLC Cataloging Subscription Credits	\$ (661)
OCLC WorldShare ILL Subscription	\$ 16,550
OCLC WorldShare ILL Lending Credits	\$ (2,128)
OCLC Access Subscription	\$ 7,727
Total for Cataloging, WorldShare ILL and Access	\$ 44,627
OCLC WorldCat Discovery for Libraries Listed Below	\$ 8,542
OCLC Group Catalog for Libraries Listed Below	\$ 3,358
TOTAL GROUP SERVICES	\$ 56,526

NOTES:

Pricing is valid for 90 days.

The renewal subscription period is July 1, 2015 - June 30, 2016.

See attached list for libraries with individual pricing. WorldCat Discovery and Group Catalog pricing is listed below.

Billing frequency is monthly and is billed to the individual libraries with the exceptions of JQI, PLU and JRA which are billed annually.

OCLC Cataloging, OCLC WorldShare ILL, OCLC Access, OCLC Group Catalog and OCLC WorldCat Discovery pricing has been incremented over the previous year at the rate of 3%.

Cataloging Credits and WorldShare ILL Lending Credits are not incremented.

OCLC WorldCat Discovery must be maintained with the OCLC Group Catalog.

Individual Library Pricing for WorldCat Discovery and Group Catalog			
		WorldCat Discovery	Group Catalog
Institution Name	Inst Symbol	FY16	FY16
Butte County Library	JQI	\$ 6,347.85	\$ 2,495.36
Plumas County Library	PLU	\$ 1,213.56	\$ 477.05
Lassen District Library	JRA	\$ 980.18	\$ 385.31
TOTALS		\$ 8,541.59	\$ 3,357.72

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Participating Libraries

Inst Sym	Inst Name	Catalog Credits			
		July 1, 2015- June 30, 2016 In	July 1, 2015- June 30, 2016 Net WCRS	July 1, 2015- June 30, 2016 Access	July 1, 2015- June 30, 2016 Total
JQI	Butte County Library	\$ 5,154.42	\$ 4,434.60	\$ 3,631.03	\$ 13,220.05
EHU	Humboldt County Library	\$ 5,154.42	\$ 1,696.74	\$ 293.35	\$ 7,144.51
JRE	Modoc County Library	\$ 616.89	\$ 2,104.72	\$ 829.90	\$ 3,551.51
JRM	Orland Free Library	\$ -	\$ 1,164.17	\$ 52.10	\$ 1,216.28
PLU	Plumas County Library	\$ 3,959.64	\$ 1,095.50	\$ 81.26	\$ 5,136.40
CIY	Siskiyou County Free Library	\$ 4,775.91	\$ 1,462.84	\$ 2,160.18	\$ 8,398.92
JRA	Lassen District Library	\$ 1,132.71	\$ 322.17	\$ 150.80	\$ 1,605.67
TEH	Tehama County Library	\$ 1,683.53	\$ 748.84	\$ 395.32	\$ 2,827.69
JTL	Trinity County Free Library	\$ -	\$ 635.91	\$ 49.33	\$ 685.24
JTP	Willows Public Library	\$ -	\$ 756.70	\$ 84.14	\$ 840.84
Total		\$ 22,477.53	\$ 14,422.20	\$ 7,727.40	\$ 44,627.12

Group Services Product Code List

WORDLSHARE ILL PRICING INCLUDES THE FOLLOWING PRODUCT CODES:

PRODUCT CODE	PRODUCT DESCRIPTION
RSH6700	WorldCat Resource Sharing Search
RSH6701	WorldCat Resource Sharing Request
OTC4561	ILL Lending Credit
IFM4572	IFM Administration Fee
IFM8915	IFM Admin Fee Correction
ILL4505	ILL Direct Profiled Prod
ILL4506	ILL Direct Search & DH
IDH3571	DisplayHoldings UL
IDH3581	ILL Display Holdings
IDH3601	UL Holdings Display UL
IDH3611	ILL UL Display Holdings
OTC4562	ILL Consolidated Lending Crd
TOC4022	ULS LDR Deletion Credit

CATALOGING PRICING (INCLUDING CREDITS) INCLUDES THE FOLLOWING PRODUCT CODES:

PRODUCT CODE	PRODUCT DESCRIPTION
CXP2054	CatExpress Custom Annual - Consortia
CXP2056	CatExpress Custom Monthly - Consortia
CXP2057	CatExpress 500
CXP2058	CatExpress 1000
CXP2059	CatExpress 2000
CXP2230	CatExpress Excess Usage
CXP2238	CatExpress 250
CXP2239	CatExpress 3000
CXP2240	CatExpress 4000
CXP2241	CatExpress 5000
CXP2242	CatExpress 6000
CXP2246	CatExpress 7000
AST1060	PCC Orig Input
AST1063	CAT Orig Input
AST1065	USNP Orig Input
AST1075	Orig Input EncLv3
CCA1001	Catalog Cards
CCA1011	Card Rerun/Adjustment
CCA1021	Card Rerun-Out/Warranty
CCA1501	Accessions List
CCA2093	PromptCat Catalog Cards
CCA2655	GOVDOC Catalog Cards
CCA2677	Cat Card Offline Return
CRC3715	Export Bibliographic
CRC3727	Export Authority
CRC3728	Pathfinder
CTR3400	Search Key Sng Del

**CATALOGING PRICING (INCLUDING CREDITS) INCLUDES THE
FOLLOWING PRODUCT CODES:**

PRODUCT CODE	PRODUCT DESCRIPTION
CTR3338	Batch Grp Record Cpy
CTR3376	Batch Sng Record Cpy
CTR3743	Group Retro Record Copy
CTR3744	Single Retro Record Copy
DSH3562	Cat Display Holdings
MLE2007	MARC Record Copy Charge
MLE2008	Multi-Institution MARC Copy Charge Copy
MLE2061	MARC Set-up Fee
MLE2081	MARC Records Selected
MLE2082	PromptCat Added Copy
MLE2083	PromptCat Shared Sys PDR
MLE2084	PromptCat Shared Sys No Rec
MLE2088	PromptCat Data Rec Unit
MLE2094	PromptCat MARC Record
MLE2096	PromptCat Add'l Record Copy
MLE2676	GOVDOC Record Copy Charge
ONT2025	Bib Record Notification
ONT2030	Bib Record Notification >7000 Records
ONT2565	CAT Database Enrichment
ONT2570	PCC National Enhance Cr
ONT2571	Enhance Credit
ONT2572	CONSER Upgrade Credit
OTC1071	CAT Online Hldgs Deletion
SBC0961	Cat Searches over 12,000
TAP2650	GOVDOC Retrieve Sethold
TAP3808	Batch Sng OCLC-Der Delete
TAP3812	Batch Sng OCLC-derived
TAP3813	Batch Sng OCLC-Der Adds
TAP3814	Batch Grp OCLC-derived
TAP3818	Batch Grp OCLC-Der Delete
TAP3823	Batch Grp OCLC-Der Add
TAP3833	Batch Sng PCC
TAP3843	Batch SngPCC Upgd/Add
TAP3911	Batch Sng Non-OCLC
TAP3915	Batch Sng Non-OCLC Delete
TAP3921	Batch Evaluation
TAP3845	Batch Evaluation discounted
TAP3928	Batch Grp Non-OCLC Delete
TAP3931	Batch Grp Non-OCLC
TAP3933	Batch Grp Non-OCLC Add
TAP3971	Batch Sng Non-OCLCAdd
TAP 3981	Batch Sng Retro
TAP 3983	Batch Grp Retro
TAP 3986	Batch Sng Retro Add
TAP 3987	Batch Grp Retro Add
TOC3491	CAT Minimal Rec Upgrade

CATALOGING PRICING (INCLUDING CREDITS) INCLUDES THE FOLLOWING PRODUCT CODES:

PRODUCT CODE	PRODUCT DESCRIPTION
ZCT6042	Z39.50 Batchload OCLC - Der
ZCT6058	Z39.50 Cat Search/Export
ZCT6059	Z39.50 FTU Online
SBL0131	CAT WorldCat Search
SCN0044	CAT WorldCat Scan
ONT2500	CAT Online FTU
TAP3819	Batch Single Institution OCLC-Derived Non-Bill
TAP3839	Batch Group OCLC-Derived Non-Bill
TAP3919	Batch Single Institution Non-OCLC Non-Bill
TAP3939	Batch Group Non-OCLC Non-Bill
TAP3949	Batch Group Retro Non-Bill
TAP3989	Batch Single Institution Retro Non-Bill
WKB2178	WC Knowledge Base Set Holdings
WKB2179	WC Knowledge Base Delete Holdings
WKB6294	WC Knowledge Base Record Output

ACCESS PRICING INCLUDES THE FOLLOWING PRODUCT CODES:

PRODUCT CODE	PRODUCT DESCRIPTION
CON6082	Internet Hourly Connect Charge
FIX6600	Monthly bill
FIX6601	Quarterly bill
FIX6602	Semi-annual bill
FIX6603	Annual bill
FIX6590	Cat only monthly



November 30, 2014

To: North State Library System Public Library Member Directors
From: Jane Light, Peninsula Library System

Subject: NSCLS CalPERS Annual Valuation Report as of June 30, 2013 and FY 2015/16 Required Contribution for NSCLS

The key information from the recently released CalPERS annual report is summarized below. The report will be attached to the email that transmits this memo.

NSCLS's fiscal year required contribution for FY2015/2016 is \$26,401; for FY2014/2015 it is \$23,029. There will be no retiree health care costs as of January 1, 2015.

The funded status of the plan rose from 72.8% on June 30, 2012 to 75.2% on June 30, 2013.

The estimated termination cost, if NBCLS were to withdraw from CalPERS and pay its unfunded liability is now \$1,294,281. The funded ratio, or the percent of their NSCLS pension current and future retirees would receive if the system terminated or defaulted without paying the termination liability cost, would be 51.6%