

# AGENDA

## NSCLS COUNCIL OF LIBRARIANS

Thursday, June 14, 2012

### WebEx Virtual Meeting

9:00 AM – 10:00 AM

Meeting Number: 575 971 793

Meeting Password: (This meeting does not require a password.)

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To start or join the online meeting  
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Go to <https://infopeople.webex.com/infopeople/j.php?ED=203461572&UID=489649202&RT=MiM0>

*You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.*

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4490

**1. Enter your name and email address.**

**2. Click "Join"**

Call to order: Jody Meza, Chair

1. Roll Call
2. Public invited to address the Board
3. Plan for taking minutes
- ACTION 4. Approval of Agenda**
- ACTION 5. Consent Calendar**
  - A. Minutes of April 25, 2012 Council meeting**
  - B. Financial Statement ending May 31, 2012**
- ACTION 6. Election of Chair, Vice Chair, and Representative-at-Large to NLS Steering Committee
- ACTION 7. Academic Library Membership Policy
- ACTION 8. Preliminary Budget FY 2012/13**
  - A. Sonoma County Budget to move funds to PLS**
  - B. Peninsula Library System as fiscal agent budget**
- ACTION 9. Actuary Study from PERS for contract payoff
10. Announcements (if time is available): Council Members

Adjournment

**Bold indicates document included**

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

[http://www.northnetlibs.org/NSCLS\\_Meetings](http://www.northnetlibs.org/NSCLS_Meetings)

**CONSENT CALENDAR  
June 14, 2012**

- A. Minutes of the Council of Librarians April 25, 2012 meeting.
- B. Statement of Revenue, Expenditures & Encumbrance for FY 2011/12 Period ending May 31, 2012

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Council Meeting**  
**April 25, 2012**

**1. WELCOME AND ROLL CALL:**

The meeting was called to order by Council Chair Jody Meza at 10:06 AM.

**ROLL CALL OF ATTENDEES:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
xx	x	Orland Free and Willows Public Libraries Shasta Libraries	Jody Meza, Chair Jan Erickson, Vice-Chair
x	x	Butte College Library Butte County Library	Luozhu Cen Jan Christofferson
	x	College of the Redwoods Library	Rachel Anderson
	x	College of the Siskiyous Library	Nancy Shepard
	x	CSU Chico Library	Sarah Blakeslee
x		Del Norte Co. Library District	Linda Kaufmann
	x	Feather River College Library	Tom Davis
x		Humboldt County Library	Victor Zazueta
	x	Humboldt State Univ. Library	Wayne Perryman
	x	Lassen College Library	Marita Dimond
x		Lassen Library District	Jeff Hawkins
x		Modoc County Library	Cheryl Baker
		Orland Free Library	Jody Meza
	x	Plumas County Library	Dora Mitchell
	x	Shasta College Library	Janet Albright
		Shasta Libraries	Jan Erickson
	x	Simpson University Library	Larry Haight
	x	Tehama County Library	Sally Ainsworth
	x	Siskiyou County Library	Michael Perry
x		Trinity County Library	Oresta Esquibel
		Butte County Library	Brenda Crotts
	x	California State Library	Darla Gunning
	x	NLS System Headquarters	Annette Milliron DeBacker
		Colusa County Library	Wendy Burke

**WITH 7 OF 12 VOTING MEMBERS PRESENT A QUAROM WAS ESTABLISHED.**

**2. PUBLIC INVITED TO ADDRESS THE COUNCIL: THERE WERE NO MEMBERS OF THE PUBLIC PRESENT.**

3. APPROVAL OF AGENDA: JEFF HAWKINS MOVED, JAN CHRISTOFFERSON SECOND. Motion carried unanimously

5. CONSENT CALENDAR: Jeff Hawkins moved, Oresta Esquibel second. Motion carried with 6 yeas, 0 nays and 1 abstention (Modoc County Library)

**6. NLS JPA CHANGE FOR NEW FISCAL AGENT**

Resolution to change the NLS Joint Powers Agreement to assign the Peninsula Library System Executive Director or Finance Director as the Treasurer/Controller and fiscal agent for NLS effective July 1, 2012  
Cheryl Baker moved, Oresta Esquibel second Motion carried unanimously

**7. HEALTH INSURANCE COST ALLOCATION.**

AFTER DISCUSSION OF TWO OPTIONS FOR ASSESSING MEMBERS THEIR FAIR SHARE OF COVERING FUTURE NSCLS RETIREE HEALTH INSURANCE PREMIUMS (1: FIXED BASE AMOUNT PLUS REMAINDER BASED ON AVERAGE OF BUDGET AND POPULATION DATA, AND 2: VARIABLE BASE AMOUNT BASED ON BUDGET PLUS REMAINDER BASED ON AVERAGE OF BUDGET AND POPULATION DATA) A MOTION WAS MOVED TO USE OPTION 2. MOVED BY JAN CHRISTOFFERSON, SECOND BY JEFF HAWKINS. Motion carried with 5 yeas, 0 nays and 2 abstentions

**8. Resolution to fix employer's future contribution to CalPERS contract.**

TO ADJUST THE RETIREE MEDICAL INSURANCE PAYMENT FOR FY 2012/13 TO THE MINIMUM LEVEL OF \$115 EFFECTIVE JULY 1, 2012.

Jan Christofferson moved, Jeff Hawkins second. Motion carried unanimously

**9. ANNOUNCEMENTS.**

A. DARLA GUNNING MENTIONED THE MEETING OF COOPERATIVE SYSTEM DIRECTORS AND REPRESENTATIVES. STATE LIBRARIAN OFFERING GRANTS OF UP TO \$20,000 TO ALL SYSTEMS FOR SUSTAINABILITY PLANNING. WENDY BURKE MENTIONED NLS'S APPLICATION WOULD PROBABLY LIST 3 ITEMS: 1) OBTAINING LEGAL ADVICE ON DISSOLUTION OR BANKRUPTCY OF A SYSTEM ; 2) CONDUCTING A RETREAT FOR PLANNING WITH PLS MANAGEMENT AS PART OF THE ANNUAL MEETING IN JUNE ; 3) DIGITIZING SUB-SYSTEM LEGACY FILES FOR ONLINE ACCESS BY MEMBERS

B. CHERYL BAKER MENTIONED THAT MODOC COUNTY LIBRARY WAS PLANNING A LOCAL AUTHORS PROGRAM AND A POETRY WORKSHOP. ALSO MENTIONED THAT THE STSEM WAS STILL EXPERIENCING FINANCIAL DIFFICULTIES.

C. JODY MEZA: NSCLS WILL BE NEEDING TO PUT TOGETHER A NOMINATING COMMITTEE FOR SLATE OF CHAIR, VICE-CHAIR, AND MEMBER AT LARGE FOR THE NLS STEERING COMMITTEE FOR THE COMING FISCAL YEAR.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:04 a.m.

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Annette Milliron DeBacker  
Clerk of the Council

North State Cooperative Library System  
General Ledger  
For the Eleven Months Ending May 31, 2012

<b>Item #5B</b>
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	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
<b>Revenues</b>					
1700-Interest Earned	\$ 500.00	\$ 171.45	328.55	65.71	\$ 0.00
2563-CLSA TBR-ILL	0.00	0.00	0.00	0.00	0.00
4102-Don/Reimb	0.00	0.00	0.00	0.00	0.00
4109-Outdated/Cancelled Warran	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	500.00	171.45	328.55	65.71	0.00
2803-LSTA	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total LSTA	0.00	0.00	0.00	0.00	0.00
4645-Trust to General Fund	15,629.00	0.00	15,629.00	100.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Trust to General Fund	15,629.00	0.00	15,629.00	100.00	0.00
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Grand Total Revenues	\$ 16,129.00	\$ 171.45	15,957.55	98.94	\$ 0.00
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North State Cooperative Library System  
General Ledger  
For the Eleven Months Ending May 31, 2012

	YTD Budget		YTD Spent/Rec'd		YTD Balance		Remaining %		Current Month
Salaries & Benefits									
5911-Extra Help	\$ 0.00	\$	0.00		0.00		0.00	\$	0.00
Retirement Contributions	0.00		0.00		0.00		0.00		0.00
5922-FICA Retirement	0.00		0.00		0.00		0.00		0.00
5924-Medicare	0.00		0.00		0.00		0.00		0.00
5930-Health Insurance	13,379.00		6,359.45		7,019.55		52.47		736.03
5940-Unemployment Insurance	0.00		0.00		0.00		0.00		0.00
	<hr/>		<hr/>		<hr/>		<hr/>		<hr/>
Total Salaries & Benefits	13,379.00		6,359.45		7,019.55		52.47		736.03
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North State Cooperative Library System  
General Ledger  
For the Eleven Months Ending May 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Communications	0.00	0.00	0.00	0.00	0.00
6140-Maint. of Equipment	0.00	0.00	0.00	0.00	0.00
6280-Memberships	0.00	0.00	0.00	0.00	0.00
6400-Office Expense	0.00	0.00	0.00	0.00	0.00
6410-Postage	0.00	0.00	0.00	0.00	0.00
6415-Prof. Literature	0.00	0.00	0.00	0.00	0.00
6461-ChildBks & Puppets/Db	0.00	0.00	0.00	0.00	0.00
6500-Other Prof Services	2,000.00	0.00	2,000.00	100.00	0.00
6517-OCLC ILL/Catalog Access	0.00	0.00	0.00	0.00	0.00
6521-Fiscal Agent Fee	750.00	0.00	750.00	100.00	0.00
6540-Contract Services	0.00	0.00	0.00	0.00	0.00
6800-Duplicating / Photocopies	0.00	0.00	0.00	0.00	0.00
7000-Special Dept. Expense	0.00	0.00	0.00	0.00	0.00
7120-Workshps/Prof Literature	0.00	0.00	0.00	0.00	0.00
7302-Conference & Travel	0.00	0.00	0.00	0.00	0.00
7303-Private Car Expense	0.00	0.00	0.00	0.00	0.00
<b>Total Services &amp; Supplies</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>	<b>100.00</b>	<b>0.00</b>
Fixed Assets					
8620-Undesignated reserve fund	0.00	0.00	0.00	0.00	0.00
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Expenditures</b>	<b>\$ 16,129.00</b>	<b>\$ 6,359.45</b>	<b>9,769.55</b>	<b>60.57</b>	<b>\$ 736.03</b>

North State Cooperative Library System  
General Ledger  
For the Eleven Months Ending May 31, 2012

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>16,129.00</u>	<u>6,359.45</u>	<u>9,769.55</u>	<u>60.57</u>	<u>736.03</u>
Grand Total Revenues	<u>16,129.00</u>	<u>171.45</u>	<u>15,957.55</u>	<u>(98.94)</u>	<u>0.00</u>
Difference	\$ <u>0.00</u>	\$ <u>(6,188.00)</u>	<u>6,188.00</u>		\$ <u>(736.03)</u>
Net Change in Journals	\$ <u>0.00</u>	\$ <u>(6,188.00)</u>	<u>6,188.00</u>		\$ <u>(736.03)</u>



NSCLS Budget 12-13

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 FY 2012/13 Budget  
 Presented June 14, 2012

REVENUES

	LSTA RLI	ILL ACCESS	CHILDREN YA	RETIREEES	REF	C&D	SAB	ADMIN	PROJECTED BUDGET
320 Fund Balance	0	0	0	4,900	0	0	0	0	4,900
1700 Interest Earned	0	0	0	0	0	0	0	0	0
2560 CLSA Reference	0	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0	0	0	0
3480 Tech. Serv. Fees	0	0	0	0	0	0	0	0	0
3482 Contract Fee/	0	0	0	0	0	0	0	0	0
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0	0
4157 Member Reimb.	0	0	0	1,600	0	0	0	0	1,600
TOTAL LOCAL	0	0	0	1,600	0	0	0	0	1,600
									0
GRAND TOTAL REVENUES	0	0	0	6,500	0	0	0	0	6,500

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 FY 2012/13 Budget  
 Presented June 14, 2012

EXPENDITURES -----	LSTA RLI	ILL ACCESS	CHILDREN SERVICES	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT. BUDGET
<b>Salaries and Benefits:</b>									
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 CalPERS Retirement Liability	0	0	0	0	0	0	0	0	0
5924 Medicare	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	6,500	0	0	0	0	6,500
5940 Unemployment Ins		0	0	0	0	0	0	0	0
<b>TOTAL SAL. &amp; BEN.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>
<b>Services and Supplies:</b>									
6040 Comm. - E Mail	0	0	0	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0	0	0	0
6400 Office Expense	0	0	0	0	0	0	0	0	0
6410 UPS	0	0	0	0	0	0	0	0	0
6410 Postage	0	0	0	0	0	0	0	0	0
6415 Professional Literature	0	0	0	0	0	0	0	0	0
6461 Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500 Other Prof Serv	0	0	0	0	0	0	0	0	0
6517 OCLC ILL/Cataloging Access	0	0	0	0	0	0	0	0	0
6521 Fiscal agent fee	0	0	0	0	0	0	0	0	0
6540 Contractual Service	0	0	0	0	0	0	0	0	0
7000 Special Departmental Expense	0	0	0	0	0	0	0	0	0
7120 Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303 Private Car Exp.	0	0	0	0	0	0	0	0	0
<b>TOTAL SERV &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fixed Assets:</b>									
Equipment	0	0	0	0	0		0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>
Projected Program Fund Balance end of Fiscal Year		-	-						-

NSCLS Budget 12-13

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 FY 2012/13 Budget to move funds to PLS  
 Presented June 14, 2012

REVENUES

	LSTA RLI	ILL ACCESS	CHILDREN YA	RETIREEES	REF	C&D	SAB	ADMIN	PROJECTED BUDGET
320 Fund Balance	0	0	0	4,900	0	0	0	0	4,900
1700 Interest Earned	0	0	0	0	0	0	0	0	0
2560 CLSA Reference	0	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0	0	0	0
3480 Tech. Serv. Fees	0	0	0	0	0	0	0	0	0
3482 Contract Fee/	0	0	0	0	0	0	0	0	0
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0	0
4157 Member Reimb.	0	0	0	0	0	0	0	0	0
TOTAL LOCAL	0	0	0	0	0	0	0	0	0
<hr/>									
GRAND TOTAL REVENUES	0	0	0	4,900	0	0	0	0	4,900

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 FY 2012/13 Budget to move funds to PLS  
 Presented June 14, 2012

EXPENDITURES -----	LSTA RLI	ILL ACCESS	CHILDREN SERVICES	RETIREEES	REF	C&D	SAB	ADMIN	PROJECT. BUDGET
<b>Salaries and Benefits:</b>									
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 CalPERS Retirement Liability	0	0	0	0	0	0	0	0	0
5924 Medicare	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	0	0	0	0	0	0
5940 Unemployment Ins		0	0	0	0	0	0	0	0
<b>TOTAL SAL. &amp; BEN.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Services and Supplies:</b>									
6040 Comm. - E Mail	0	0	0	0	0	0	0	0	0
6280 Memberships	0	0	0	0	0	0	0	0	0
6400 Office Expense	0	0	0	0	0	0	0	0	0
6410 UPS	0	0	0	0	0	0	0	0	0
6410 Postage	0	0	0	0	0	0	0	0	0
6415 Professional Literature	0	0	0	0	0	0	0	0	0
6461 Child Bks and Puppets/Dbases	0	0	0	0	0	0	0	0	0
6500 Other Prof Serv	0	0	0	0	0	0	0	0	0
6517 OCLC ILL/Cataloging Access	0	0	0	0	0	0	0	0	0
6521 Fiscal agent fee	0	0	0	0	0	0	0	0	0
6540 Contractual Service	0	0	0	0	0	0	0	0	0
7000 Special Departmental Expense	0	0	0	4,900	0	0	0	0	4,900
7120 Workshops/Prof Literature	0	0	0	0	0	0	0	0	0
7303 Private Car Exp.	0	0	0	0	0	0	0	0	0
<b>TOTAL SERV &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,900</b>
<b>Fixed Assets:</b>									
Equipment	0	0	0	0	0		0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,900</b>
Projected Program Fund Balance end of Fiscal Year		-	-						-