AGENDA
NSCLS COUNCIL OF LIBRARIANS
Thursday December 20, 2012
Adobe Virtual Meeting
2:00 – 3:00pm

Please join me in an Adobe Connect Meeting.
Meeting Name:
To join the meeting:
http://infopeople.adobeconnect.com/nsls/
Conference Number(s):
US: 1-719-955-1371
US: 1-888-450-5996
Audio Conference Details:
Participant Code: 325220

If you have never attended an Adobe Connect meeting before:
Test your connection: https://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm

1. Enter your name.
2. Click "Enter Room"

Agenda

1. Call to order: Michael Perry, Chair
2. Roll Call
3. Public invited to address the Board
4. Plan for taking minutes
5. Approval of Agenda (ACTION REQUIRED)
6. Approval of June 14, 2012 meeting minutes (ACTION REQUIRED)
7. Approval of funds to balance NSCLS Health Care Costs for Retirees for F12/13 (ACTION REQUIRED)
8. Announcements (if time is available): Council Members
9. Adjournment

Bold indicates document included

Support materials for agenda available for review at NSCLS Headquarters Office and Website
http://www.northnetlibs.org/NSCLS_Meetings

Ralph M. Brown Act
Section 54953

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 Steering Committee 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.

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 – 1701 4th Street, Suite 100, Santa Rosa, CA 95404
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 St., Weaverville, CA 96093
Willows Public Library – 201 N. Lassen Street, Willows, CA 95988
1. **Welcome and Roll Call:**
The meeting was called to order by Jody Meza at 9:18 AM.

**Roll Call of Attendees:**

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>ABSENT</th>
<th>MEMBER LIBRARY</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Butte College Library</td>
<td>Luozhu Cen</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Butte County Library</td>
<td>Deborah Holmes</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>College of the Redwoods Library</td>
<td>Rachel Anderson</td>
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<tr>
<td>X</td>
<td></td>
<td>College of the Siskiyou Library</td>
<td>Nancy Shepard</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>CSU Chico Library</td>
<td>Sarah Blakeslee</td>
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<tr>
<td>X</td>
<td></td>
<td>Del Norte Co. Library District</td>
<td>Linda Kaufmann</td>
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<tr>
<td>X</td>
<td></td>
<td>Feather River College Library</td>
<td>Tom Davis</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Humboldt County Library</td>
<td>Victor Zazueta</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Humboldt State Univ. Library</td>
<td>Wayne Perryman</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Lassen College Library</td>
<td>Marita Dimond</td>
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<tr>
<td>X</td>
<td></td>
<td>Lassen Library District</td>
<td>Jeff Hawkins</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Modoc County Library</td>
<td>Cheryl Baker</td>
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<tr>
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<td></td>
<td>Orland Free Library</td>
<td>Jody Meza</td>
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<tr>
<td>X</td>
<td></td>
<td>Plumas County Library</td>
<td>Dora Mitchell</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Shasta College Library</td>
<td>Janet Albright</td>
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<tr>
<td>X</td>
<td></td>
<td>Shasta Libraries</td>
<td>Jan Erickson</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Simpson University Library</td>
<td>Larry Haight</td>
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<td>X</td>
<td></td>
<td>Siskiyou County Library</td>
<td>Michael Perry</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Tehama County Library</td>
<td>Sally Ainsworth</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Trinity County Library</td>
<td>Oresta Esquibel</td>
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<tr>
<td>X</td>
<td></td>
<td>Willows Public Library</td>
<td>Jody Meza</td>
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<tr>
<td>X</td>
<td></td>
<td>Peninsula Library System</td>
<td>Linda Crowe</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>NLS System Headquarters</td>
<td>Annette Milliron DeBacker</td>
</tr>
</tbody>
</table>

With 7 of 12 voting members present a quorum was established.

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

3. **Plan for Taking Minutes:** Jeff Hawkins volunteered to record the minutes of the meeting

4. **Approval of Agenda:** Cheryl Baker moved; Oresta Esquibel seconded; motion carried unanimously

5. **Consent Agenda:**

   A. **No Changes to the Minutes of the April 25, 2012 Council Meeting Were Offered**

   B. **Annette Milliron DeBacker reported that the system was on track to end the fiscal year with a surplus of about $4,900 which will be carried forward to the new fiscal as partial payment of the**
SYSTEM’S RETIREE MEDICAL BENEFITS OBLIGATION.

APPROVAL OF THE CONSENT AGENDA WAS MOVED BY MICHAEL PERRY; JAN ERICKSON SECONDED; MOTION CARRIED UNANIMOUSLY.

6. ELECTION OF CHAIR, VICE-CHAIR, AND REPRESENTATIVE-AT-LARGE TO THE NLS STEERING COMMITTEE: The nominations for these positions are: MICHAEL PERRY, CHAIR; ORESTA ESQUIBEL, VICE-CHAIR; JODY MEZA, REPRESENTATIVE-AT-LARGE. APPROVAL OF THIS SLATE OF OFFICERS WAS MOVED BY CHERYL BAKER; JAN ERICKSON SECONDED; MOTION CARRIED UNANIMOUSLY.

7. ACADEMIC LIBRARY MEMBERSHIP POLICY: Annette briefed the council on the history of the status of academic libraries and their level of involvement in the system and use of system services. There has not been a formal policy guiding this arrangement. It was decided to not make a decision on this subject at this meeting. STAFF will be directed to look at this issue as a new project in the coming fiscal year.

8. PRELIMINARY BUDGETS FY2012/13

A. Sonoma County Budget to close NSCLS account and move funds to Peninsula Library System

B. Peninsula Library System budget to open account for NSCLS as new fiscal agent and accept transferred funds.

Motion made by Michael Perry to approve the preliminary 2012/13 budget for both Sonoma County and Peninsula Library System as fiscal agents and to authorize all necessary budgetary adjustment to close out funds at the Sonoma County Treasurer’s office; JEFF HAWKINS SECONDED; MOTION CARRIED UNANIMOUSLY

9. ACTUARY STUDY FROM PERS FOR CONTRACT PAYOFF. Annette reported that she had not yet received the payoff study from PERS. However, she shared a study received by Mountain Valley Library System (MVLS) which showed a signficantly more expensive cost than anticipated due to PERS recalculation that takes into account significantly reduced levels of investment returns going forward. MVLS has decided to not go forward and Annette suggested that NSCLS MIGHT need to make the same decision. Action on this item will be deferred until next fiscal year.

10. ANNOUNCEMENTS: There were no announcements from the members

11. ADJOURNMENT: THE MEETING WAS ADJOURNED AT 9:59 A.M.
All prior meeting information can be found at [http://www.northnetlibs.org/NSCLS_Archive_Minutes-Meeting_Packets](http://www.northnetlibs.org/NSCLS_Archive_Minutes-Meeting_Packets)

**From April 5, 2012 meeting minutes**  

**Item 5c Retiree medical insurance costs for FY 2012/13 (Annette Milliron)**

Annette explained that NSCLS revenues are not sufficient to cover the estimated $6,272 costs for the 2012-2013 fiscal year needed to cover the four remaining people on the plan at the minimum level required. Previously, NSCLS members agreed to the original retirement plan contract in 1972 (and subsequently if membership was entered into thereafter) and had agreed to pay these retirement costs through the 2013-2014 fiscal year. Options were discussed. NSCLS members will need to take action at a future meeting to determine how the group will provide the funds for this expense – perhaps via a special assessment for just this purpose. Members were advised to seek legal advice as their individual agency’s liability for covering the insurance premiums.

No decision was made. This item will be placed on the agenda of the next Council Meeting.

**From April 25, 2012 meeting**  

**Item 7. HEALTH INSURANCE COST ALLOCATION.**

After discussion of two options for assessing members their fair share of covering future NSCLS retiree health insurance premiums

- **[Option] 1:** Fixed base amount PLUS remainder based on average of budget and population data, and
- **[Option] 2:** Variable base amount 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 yea, 0 nays and 2 abstentions
NSCLS Retiree Health Insurance Allocation

<table>
<thead>
<tr>
<th>Library</th>
<th>Population PLF certification</th>
<th>% of Total</th>
<th>Budget 2010/2011</th>
<th>% of Total</th>
<th>Average %</th>
<th>Health insurance Base</th>
<th>Health insurance %</th>
<th>Total $160 base + Average %</th>
<th>Variable Health Insurance Base</th>
<th>Health Insurance %</th>
<th>Total variable base + Average %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butte County</td>
<td>271,386</td>
<td>28%</td>
<td>$2,440,423</td>
<td>25.62%</td>
<td>27%</td>
<td>$100</td>
<td>$733</td>
<td>$633</td>
<td>$500</td>
<td>$174</td>
<td>$1,094</td>
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<tr>
<td>Cal Norte Country</td>
<td>28,581</td>
<td>4%</td>
<td>$159,000</td>
<td>1.33%</td>
<td>3%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
</tr>
<tr>
<td>Humboldt County</td>
<td>36,263</td>
<td>4%</td>
<td>$216,834</td>
<td>23.93%</td>
<td>21%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
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<tr>
<td>Lincoln County</td>
<td>34,557</td>
<td>4%</td>
<td>$166,649</td>
<td>1.22%</td>
<td>3%</td>
<td>$100</td>
<td>$77</td>
<td>$77</td>
<td>$100</td>
<td>$30</td>
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<td>Modoc County</td>
<td>5,206</td>
<td>1%</td>
<td>$312,300</td>
<td>2.86%</td>
<td>2%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
</tr>
<tr>
<td>Orr Lake City</td>
<td>14,316</td>
<td>2%</td>
<td>$241,713</td>
<td>4.34%</td>
<td>4%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
</tr>
<tr>
<td>Plumas County Lib</td>
<td>23,273</td>
<td>3%</td>
<td>$520,536</td>
<td>4.6%</td>
<td>4%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
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<tr>
<td>Shasta Public Lib</td>
<td>177,324</td>
<td>29%</td>
<td>$1,698,639</td>
<td>19.41%</td>
<td>21%</td>
<td>$100</td>
<td>$81</td>
<td>$81</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
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<tr>
<td>Skypark County Lib</td>
<td>46,084</td>
<td>8%</td>
<td>$150,000</td>
<td>15.67%</td>
<td>4%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
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<tr>
<td>Tehama County</td>
<td>63,958</td>
<td>8%</td>
<td>$532,828</td>
<td>5.59%</td>
<td>7%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
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<tr>
<td>Trinity County</td>
<td>13,653</td>
<td>2%</td>
<td>$291,833</td>
<td>3.08%</td>
<td>2%</td>
<td>$100</td>
<td>$72</td>
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<td>$19</td>
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<tr>
<td>Yuba County</td>
<td>13,488</td>
<td>2%</td>
<td>$240,692</td>
<td>2.8%</td>
<td>2%</td>
<td>$100</td>
<td>$72</td>
<td>$72</td>
<td>$100</td>
<td>$19</td>
<td>$118</td>
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<tr>
<td>Total</td>
<td>781,864</td>
<td>100%</td>
<td>$6,525,268</td>
<td>100%</td>
<td>100%</td>
<td>$1,000</td>
<td>$2,718</td>
<td>$3,918</td>
<td>$3,200</td>
<td>$718</td>
<td>$3,918</td>
</tr>
</tbody>
</table>

* Budget 2010/11 collected from member libraries
** PLF Certification 8-2-2011

Chart used to show membership obligation
Option 1 is shown in yellow; Option 2 calculation in blue.

Budget Information for NSCLS Medical Charges (as of November 1, 2012)

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Total Budget $</th>
<th>Total Budget $</th>
<th>$ Variance</th>
<th>$ Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Original</td>
<td>$ Variance</td>
<td>Original</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Revenue**
- Other Income
  - Reimbursable Costs: 0.00
  - Total Other Income: 0.00

**Budgeted Fund Balance**
- Budgeted Fund Balance: 3,505.00
- Total Budgeted Fund Balance: 3,505.00
- Total Revenue: 3,505.00

**Expenditures**
- Personnel Expenses
  - Health: 1,995.79
  - Total Personnel Expenses: 1,995.79
  - Total Expenditures: 1,995.79

**Changes in Fund Balance**: 1,509.21

Summary:
As of November 1, 2012 we have a remaining $1,509.21 budgeted for retiree medical expenses. However, the amount that we anticipate to spend through the end of June 30, 2013 is $4,504.21. The NSCLS needs to add approximately $3,000 to make up the difference.