

MOUNTAIN VALLEY LIBRARY SYSTEM

Administrative Council

May 1, 2017

2:00-3:00

Adobe Conference Call

- | | | |
|---|---------------|--------------|
| 1. Welcome and Roll Call | George, Chair | |
| 2. Public invited to address the committee | | |
| 3. Approval of Agenda (ACTION ITEM) | George | |
| 4. Volunteer for minute taking | George | |
| 5. Consent Calendar (ACTION ITEM) | George | |
| A. Minutes from November 8, 2016 Meeting | | Attachment 1 |
| 6. Nominations and Election of FY 17-18 Officers (ACTION ITEM) | George | |
| 7. MVLS OCLC Group Services Agreement Dissolve (ACTION ITEM) | George | |
| 8. Review/Approve the AM-Tran Delivery Contract (ACTION ITEM) | George | Attachment 2 |
| 9. Approve the FY 17-18 Budget and CalPERS annual payment (ACTION ITEM) | George | Attachment 3 |
| 10. Office of Audit Services Public Agency Inactive Rate Plan Questionnaire | | Attachment 4 |
| 11. Schedule an in person meeting for June at the pleasure of the Council | | |
| 12. Adjournment | | |

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
Alpine County Library, 270 Laramie Street, Markleeville, CA 96120
CSU Sacramento Library, 2000 State University Drive, Sacramento, CA 95819
Colusa County Library, 738 Market Street, Colusa, CA 95932
El Dorado County Library, 345 Fair Lane, Placerville, CA 95667
Folsom Public Library, 411 Stafford Street, Folsom, CA 95630
Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648
Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes CA 93546
Nevada County Library, 980 Helling Way, Nevada City, CA 95959
Placer County Library, 350 Nevada Street, Auburn, CA 95603
Roseville Public Library, 225 Taylor Street, Roseville, CA 95678
Sacramento Co. Public Law Library, 609 9th Street, Sacramento, CA 95814
Sacramento Public Library, 828 I Street, Sacramento, CA 95814
Sutter County Library, 750 Forbes Aveune, Yuba City, CA 95991
Woodland Public Library, 250 First Street, Woodland, CA 95695
Yolo County Library, 226 Buckeye, Woodland, CA 95695
Yuba County Library, 303 Second Street, Marysville, CA 95901

Conference Call Information

US: 1-888-850-4523

Participant Code: 337190

To join the meeting:

<http://infopeople.adobeconnect.com/r3h6ug5fvh1/>

DRAFT MINUTES

**MOUNTAIN VALLEY LIBRARY SYSTEM-
ADMINISTRATIVE COUNCIL MEETING**

November 8, 2016

Adobe Connect Conference Call Meeting

Meeting called to order at 9:00 a.m.

1. Welcome and Roll Call

Members present: Stacey Costello (Colusa County), Lori Easterwood (Folsom Public Library), Kathryn Hunt (Lincoln Public Library), Ana Danielson (Mono County Free Library), Laura Pappani (Nevada County), Mary George (Placer County Library), James Ochsner (Sutter County Library), Greta Galindo (Woodland Public Library) and Jacquie Brinkley (NLS Administration).

2. Public invited to address the Council

No members of the public were present.

3. Consent Calendar

A. Approval of Minutes from October 21, 2016

George requested correction to minutes regarding currant OCLC contract. Should read that contract was extended to December 31, 2016. Brinkley will correct 10/21/16 Minutes.

With correction, Ochsner moved to approve; Costello seconded. Approved unanimously.

4. Approval of MVLS OCLC Contract Extension

Motion to approve extension of MVLS OCLC contract through June 30, 2017. After that date, MVLS libraries will individually contract with OCLC with no repercussion at dissolution of group contract.

Danielson moved to approve; Pappani seconded. Approved unanimously.

George wished Nevada County good luck in passing of tax measure. George announced that she will set next MVLS meeting date for a face-to-face meeting.

11. Adjourned at 9:10 a.m.

NorthNet Sacramento Region (Mountain Valley) Delivery Cost FY 17/18

Am-Tran

Quote 4/25/17

	Cost	Days/Wk	Cost/Wk	Annual FY 17/18	Last Year
CA State Library	44.8420	0		\$0.00	
Colusa	44.8420	2	\$89.68	\$4,663.57	\$4,528.16
CSU - Sacramento	44.8420	0	\$0.00	\$0.00	
Dixon	44.8420	0	\$0.00	\$0.00	
El Dorado	44.8420	1	\$44.84	\$2,331.78	\$2,264.08
Folsom	44.8420	4	\$179.37	\$9,327.14	\$9,056.32
Lincoln	44.8420	1	\$44.84	\$2,331.78	\$2,264.08
Placer	44.8420	1	\$44.84	\$2,331.78	\$2,264.08
Roseville	44.8420	1	\$44.84	\$2,331.78	\$2,264.08
Sacramento	44.8420	5	\$224.21	\$11,658.92	\$11,320.40
Sutter	44.8420	4	\$179.37	\$9,327.14	\$9,056.32
Woodland	44.8420	4	\$179.37	\$9,327.14	\$9,056.32
Yolo	44.8420	2	\$89.68	\$4,663.57	\$4,528.16
Total Route Cost	582.9460	25	\$1,121.05	\$58,294.60	\$56,602.00

Am-Tran / K&L Trucking
3975 Pacific Blvd.
San Mateo, CA 94403
CA 330419
DOT 2128508

April 25 2017

Donna Truong
Pacific Library Partnership
NorthNet Library System
2471 Flores Street
San Mateo, CA 94403

Re: Northnet Library System Courier Services/Mountain Valley - Am-Tran FY 17/18

Dear Donna:

The following is a new statement of services to be confirmed and approved by Northnet Library System/Pacific Library Partnership for dedicated courier services for the Mountain Valley Library System with Am-Tran.

Upon completion of review by both parties the new statement of services and standard agreement will take effect on the first day of the new fiscal 2017 and be in effect for 12 months with a review of the Consumer Price Index "CPI" for the region 30 days prior to months 13 to 24. At which time any increase or decrease in daily rates by the "CPI" will be reviewed and agreed by both parties.

Statement of Services

1. Northnet Library System Weekly Scheduled Deliveries:

Monday's – Sacramento Public Library, Woodland Public Library, Yolo County Public Library, Dixon, Sacramento Public Library (4.5 hours, 67 miles)

Tuesday's – Sacramento Public Library, Folsom Public Library, Sutter County Library, Colusa County Library, Woodland Public Library, Sacramento Public Library (6 hours, 166 miles)

Wednesday's- Sacramento Public Library, El Dorado County Library, Folsom Public Library, Roseville Public Library, Lincoln Public Library, Sutter County Library, Woodland Public Library, Yolo County Library, Sacramento Public Library (7 hours, 180 miles)

Thursday's Sacramento Public Library, Folsom Public Library, Sutter County Library, Colusa County Library, Woodland Public Library, Sacramento Public Library (6 hours, 166 miles)

Friday's – Sacramento Public Library, California State Library, CSU Sacramento Library, Folsom Public Library, Placer County Library, Sutter County Library, Sacramento Public

Library - (6 hours, 137 miles)

Weekly total (5 days of service) \$1,088.40 FY 15/16

New Weekly total (5 days of service) **\$1,121.05** FY 17/18 > CPI + 3% 12 months

It is understood that standard service & sorting duties can take or exceed 15 minutes at selected libraries.

2. Tracking: All shipments will have a tracking number. Tracking information will be captured electronically and will be made available to you at your request. Am-Tran dispatch and customer service is available 24 hours a day.

No fuel surcharge for the duration of this agreement

3. Service area: Sacramento Region for the facilities listed above
4. Delivery time: Daily times will be customized to meet current delivery structure approved by Northnet/Mountain Valley Library Systems
5. Driver qualification: All drivers are screened by Am-Tran prior to handling any Northnet deliveries.
6. Uniforms: All drivers wear an Am-Tran uniform with clear identification at all times.
7. Back up: Back up drivers will be trained to handle overflow, vacations, etc.
8. Am-Tran (Hobbs Investments Inc.) will maintain insurance during the term of the Agreement including General, Automobile, Workers Compensation and Employers liability including bodily injury and property damage insurance for all procedural tasks and vehicles used in connection with the performance of the services Am-Tran (Hobbs Investments Inc.) provides. Am-Tran agrees to provide Northnet/Mountain Valley with an insurance certificate evidencing the existence of such insurance as provided on (attachment 1) listing NorthNet Library System as additional insured.
9. Am-Tran contact information: Am-Tran customer service is available 24 hours a day to handle service related matters. Questions related to pricing or this Statement of Services should be directed to:

Ted Heller
3975 Pacific Blvd.
San Mateo, CA 94403
email: ted@am-tran.com
(415) 572-4417

An alternate contact for all matters:

Unna Enriquez
email: unna@am-tran.com
(415) 286-8655

10. Payment Terms: Am-Tran sends out invoices on a weekly basis. Payment due within 30 days of receipt. Past due invoices are subject to a late charge equal to 1.5% of the outstanding past due balance.

Invoices will be sent to the following contact who will be responsible for processing:

Name: Donna Truong, CFO
Address: 2471 Flores Street, San Mateo CA 94403
Phone: 650-349-5538
email: truong@plsinfo.org

Questions regarding invoices should be sent to the following person:

Name: Unna Enriquez
email: unna@am-tran.com
Phone: 877-243-8733

Term of Agreement: This revised agreement between Am-Tran (Hobbs Investments Inc.) and NorthNet Library System shall be in effect from the commence date of the first fiscal day covering the fiscal year commencing July/2017 through June/2018 with a CPI review for FY 18. All services will be continuous with a 15 day cancellation request by both parties in writing.

As we proceed and courier services are executed updates pertaining to service and procedures will be added and confirmed.

This Agreement and Statement of Services shall become effective only when approved and signed by authorized representatives of both parties.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Company: _____

Service Provider: Am-Tran

Date: _____

Date: _____

MOUNTAIN VALLEY

	FY 16/17	FY 17/18	
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3601 From MVLS Fund Balance	12,145	22,936	
3510 Interest Income	350	500	

GRAND TOTAL REVENUES	12,495	23,436	
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4105 Pension Fund/PERS	12,495	23,436	\$22,786 CalPERS \$650 GASB report
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GRAND TOTAL EXPENDITURES	12,495	23,436	
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Fund balance as of 6/30/16	186,147		
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<u>Fund balance as of 6/30/17</u>	<u>172,340</u>	Estimated	
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Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire

B1-A	Agency Location and Business Address	Notes
1.	<p>Is this a permanent location?</p> <p><i>No, there was never a separate office for Mountain Valley Library System.</i></p> <p><i>I believe I stated I don't know or not in my experience. Never is not accurate. The address where you called me is not an office for MVLS.</i></p>	
2.	<p>Is the office space shared, borrowed or leased from another entity? <i>N/A</i></p>	
3.	<p>Where are the contracting agency's records located and are the records readily available and accessible?</p> <p><i>She believes that J. Amos, El Dorado County Library sent the records to North Net.</i></p>	
4.	<p>Describe the agency's retention policy (request a copy of the policy, if available). <i>Unknown</i></p>	
5.	<p>Are there any plans to relocate within the next 12 months? <i>No</i></p> <p>Relocate what?</p>	

Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire

Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire

B1-B	Inactive Rate Plan	Notes
1.	<p>What caused the agency to stop reporting employees for <i>She does not know, has been the Chair just the last three years.</i></p>	
2.	<p>Does the agency plan to report employees for the inactive rate plan(s) in the future? No, she doubts it. I assumed here that you were asking if MVLS would employ future staff. Please see explanation below regarding the understanding of your terminology..</p>	
3.	<p>Did any employees continue working at the contracting agency or a successor agency after the rate plan became inactive? <i>No</i></p> <p><i>I don't know this because I don't know when the rate plan became inactive. Many of these terms are unfamiliar to me like "rate plan" and "inactive. Answering definitively no is not accurate statement.</i></p>	

Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire

B1-C	Organizational Structure	Notes
1.	<p>Describe the contracting agency’s organizational structure. <i>There is a Chair and Co-Chair. The Library Director from each participating library form the Executive Council. There are 16 active members of the Council.</i></p>	
2.	<p>Is the Agency a JPA or non-profit. <i>No. I believe I stated here that I don't know.</i></p>	
3.	<p>Describe any changes to the Agency’s organizational structure since the inception of their contract with CalPERS? <i>Unaware of any changes.</i></p>	
4.	<p>Describe any plans to change the Agency’s organizational structure or business model in the future? <i>None planned</i></p>	
5.	<p>Describe the financial impact that the changes (described in #4) may have on the agency? <i>N/A</i></p>	

**Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire**

B1-D	Successor Agency	Notes
1.	Can you provide documentation related to the former agency merging with your agency (successor agency)?	N/A
2.	Does this agency (Successor Agency) have a contract with CalPERS?	
3.	Have you been in contact with CalPERS to discuss the former agency's contract?	
4.	Describe your role in the finances of the former agency?	
5.	Describe the contracting agency's assets and debts that transferred to you from the former agency?	
6.	Describe your plan for managing the former agency's CalPERS obligations for any unfunded actuarial liabilities?	

Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire

B1-E	Financial Status	Comments
1.	<p>Describe the contracting agency’s sources of income/funding that will be used to ensure sufficient funding to pay the costs of the inactive rate plans?</p> <p><i>The Agency does not have any sources of income.</i></p>	
2.	<p>Describe the contracting agency’s available assets that could be used to pay contribution payments for current and future benefits in the event of an unexpected financial hardship?</p> <p><i>Is not aware of any assets.</i></p>	
3.	<p>Describe the contracting agency’s plan to ensure sufficient funding to pay the cost of the inactive rate plans unfunded actuarial liability for active and retired members?</p> <p><i>Does not know yet, they are using the money that is currently on file with NorthNet.</i></p>	

**Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire**

5.	How does the agency plan to ensure it can <u>sustain</u> the payment plan for the inactive rate plan from <u>year to year</u>? <i>She does not know. They meet to discuss it regularly but nothing has been decided.</i>	

Source: Mary George, Board Chair, Mountain Valley Library System

Purpose: To provide information and complete the Inactive Rate Questionnaire

Conclusion: The Questionnaire has been completed with the information provided.

**Office of Audit Services
Public Agency
Inactive Rate Plan Questionnaire**

C

California Public Employees' Retirement System
Office of Audit Services

Job No. 3SP16-027
Mountain Valley Library System
Agency Interview Certification

Mountain Valley Library System
myCalPERS # 1035483646
Job Number: 3SP16-027

I have reviewed the audit questionnaire including auditor notes and I hereby certify that the statements and notes within are true and correct to the best of my knowledge.

Dated this 16 day of March, 2017

Mary L. Gengle
Printed Name

MVLS, chair
Title

Mary L. Gengle
Signature