

# MOUNTAIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting

June 2, 2021

11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/85865015535?pwd=bEo4ektNYTgyK09vUXVQd25UQ1J2UT09>

Meeting ID: 858 6501 5535

Passcode: 465767

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1. Call to Order
2. Welcome and Roll Call Easterwood, Chair
3. Public Invited to Address the Council
4. Approval of Consent Calendar **(ACTION ITEM)** Easterwood
  - A. Approval of Agenda
  - B. Approval of Minutes of Administrative Council Meeting July 21, 2020 Attachment 1 pg. 3
  - C. Approval of Minutes of Special Administrative Council Meeting, September 24, 2020 Attachment 2 pg. 7
5. Nominations and Election of FY 2021/22 Officers **(ACTION ITEM)** Easterwood
6. Approve the Renewal of Am-Tran Delivery Contract **(ACTION ITEM)** Easterwood Attachment 3 pg. 9
7. Approve the FY 2021/22 Budget **(ACTION ITEM)** Easterwood Attachment 4 pg. 12
8. Schedule Next MVLS Meeting
9. Announcements
10. Adjournment

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

## **Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20**

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. the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

# MOUNTAIN VALLEY LIBRARY SYSTEM

## DRAFT MINUTES

### MOUNTAIN VALLEY LIBRARY SYSTEM

#### Administrative Council Meeting

July 21, 2020

1. MVLS Chair, Sass, called the meeting to order at 2:02 p.m.

Roll Call:

Present	Absent	MEMBER LIBRARY	Representative
x		Alpine County Library	Rita Lovell
x		Colusa County Library	Stacey Costello
x		El Dorado County Library	Carolyn Brooks
x		Folsom Public Library	Lori Easterwood
	x	Lincoln Public Library	Kathryn Hunt
x		Mono County Free Library	Christopher Platt
x		Nevada County Library	Nick Wilczek
x		Placer County Library	Mary George
x		Roseville Public Library	Kathy Barsotti
	x	Sacramento Co. Public Law Lib.	Pete Rooney
x		Sacramento Public Library	Rivkah Sass
x		Sutter County Library	James Ochsner
x		Woodland Public Library	Greta Galindo
x		Yolo County Library	Mark Fink
	x	Yuba County Library	Kevin Mallen

Also present were Carol Frost, PLP CEO and NLS Administrator, Andrew Yon, PLP Controller, and Jacquie Brinkley, NLS System Coordinator.

2. No Public in attendance.

3. Motion to approve the Agenda.

**Fink moved; Lovell seconded. Approved unanimously** (no roll call required in online meeting where voice vote is taken).

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

4. **Motion to approve Minutes of October 19, 2019.** Sass noted that corrections needed – Sass did attend the 10/19/2019 meeting (not Crosthwaite), and spelling to be corrected of library staff attendee, Johnny Ea (not Yee).

**With corrections to the Minutes, Ochsner moved; Platt seconded. Approved unanimously with voice vote.**

Sass recognized Easterwood as incoming MVLS Chair and asked for volunteer to take Vice Chair position. Ochsner volunteered.

5. **Motion to approve nominations for FY 2020/21 MVLS Chair and Vice Chair -Easterwood as Chair, and Ochsner as Vice Chair.**

**George moved; Galindo seconded. Approved unanimously.**

6. Frost reviewed the MVLS FY 2020/21 Budget document and noted that CalPERS payment for FY 2020/21 had been paid with pre-payment discount applied as requested by MVLS at October 2019 meeting. The payment made was the entire unfunded accrued liability balance as of last CalPERS statement.

George requested a template of the payment demand memo that was sent to individual libraries.

Sass asked if NLS will notify MVLS of any future CalPERS obligations that may accrue.

Frost confirmed that CalPERS statements are issued early in the calendar year and that MVLS will receive notification upon receipt of the CalPERS annual statement.

George asked if future CalPERS obligations would be paid through member dues or invoiced directly to individual libraries.

Frost clarified that MVLS does not collect member dues. MVLS libraries pay dues to NLS.

The only fiscal obligation of MVLS members is to CalPERS. Frost noted that NBCLS asked that their CalPERS cost share be included in their annual NLS member dues.

Sass stated that she preferred to have any future CalPERS payment obligations be identified as such and invoiced accordingly for auditing purposes.

Platt agreed that he prefers the transparency of CalPERS payments identified for future obligations. Platt asked if the MVLS Fund Balance can be used for other expenditures other than CalPERS.

Frost confirmed that the Fund Balance can be used other ways upon agreement of MVLS Administrative Council (MVLS members).

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

Fink asked about the \$20,000 to be set aside for CalPERS or legal retainer and agreed upon by MVLS Administrative Council at the October 2019 meeting. He requested these funds be separated in a Line Item in the MVLS budget.

Frost acknowledged and will request the Controller to create line item for the \$20,000 set aside funds.

George acknowledged MVLS for their tenacity to pay off the CalPERS obligation and said that all members should be proud of this accomplishment.

Sass thanked George for her work on resolving this long-standing issue.

Ochsner asked about establishment of MVLS “dues” schedule to create a buffer for future CalPERS payments.

Fink asked about other set-aside funds for legal advisement.

Frost noted that the NLS Executive Committee in FY 2019/20 approved \$8,000 per legacy system to be set aside for legal interpretation of CalPERS obligations, should it be required. Frost stated that there is no expiration date to access those funds if the Council of the legacy system approves the request.

Easterwood suggested waiting until CalPERS sent the annual statement to determine what amount and how payment would be made.

Yon reported that CalPERS has not yet provided a statement reflecting recent payment by MVLS. He stated that statement will be issued in August and will reflect the FY 2019/2020 payment, as well as detail new economic factors with any new CalPERS balance due.

Sass suggested that MVLS retain the Fund Balance account and review the CalPERS statement upon receipt and any new balance owed.

Frost responded to Ochsner’s suggestion of a MVLS dues schedule for creating a buffer for future CalPERS obligation. She noted that from the CalPERS August 2020 statement MVLS could determine any assessment to MVLS for additional payment owed, and that, should the MVLS Council desire, they could contribute extra which would go in to the Fund Balance to build a buffer for future payment obligations.

Yon noted that the August statement will reflect the FY 2021/22 unfunded accrued liability due.

George stated that Placer County would require a line item detailed Invoice for any payment made and would not pay into an undesignated Fund Balance. George suggested that a dues payment be assessed based on the actual CalPERS liability when it is known.

Brooks stated that she was required to get extensive documentation on the CalPERS payment obligation for Board approval and would require that same level of documentation for any future payment.

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

Sass recommended the MVLS budget line item for dues assessed read as CalPERS Obligation of Payment.

**Motion to approve the FY 2020/21 MVLS Budget with modification to designate line item of \$20,000 for CalPERS contingency use.**

**George moved; Wilczek seconded. Approved unanimously.**

7. Brinkley will work with Chair and Vice Chair to set next meeting date.

Roundtable Discussion. Discussion of current events. Concern of infrastructure of library services shrinking as closures and disruption to services continue.

Fink reported that the Yolo County Board of Supervisors recently approved the final design and specifications for the new Yolo Branch Library. This gives Yolo County Library the ability to move forward and break ground on the project after all the funding is secured.

Frost noted that MVLS had requested further discussion of MVLS's CalPERS obligation by Colusa County and Loomis Library. Frost stated that she was working with Colusa County to establish payment obligation with NSCLS from prior membership with that system. MVLS may be asked for Council vote to release Colusa County from MVLS for purpose of CalPERS payment only.

Frost also stated that acknowledgement would also be asked from MVLS to recognize that Placer County would assume responsibility for any obligation from Loomis Library. Frost stated that these issues would be included on next MVLS meeting agenda.

8. Meeting adjourned at 3:25 p.m.

# MOUNTAIN VALLEY LIBRARY SYSTEM

## DRAFT MINUTES

### MOUNTAIN VALLEY LIBRARY SYSTEM Special Administrative Council Meeting held via Zoom September 24, 2020

1. MVLS Chair, Easterwood, called the meeting to order at 11:03 a.m.

Roll Call:

Present	Absent	MEMBER LIBRARY	Representative
	x	Alpine County Library	Rita Lovell
x		Colusa County Library	Stacey Costello
x		El Dorado County Library	Carolyn Brooks
x		Folsom Public Library	Lori Easterwood
x		Lincoln Public Library	Kathryn Hunt
	x	Mono County Free Library	Christopher Platt
x		Nevada County Library	Nick Wilczek
	x	Placer County Library	Mary George
x		Roseville Public Library	Kathy Barsotti
	x	Sacramento Co. Public Law Lib.	Pete Rooney
x		Sacramento Public Library	Rivkah Sass
x		Sutter County Library	James Ochsner
x		Woodland Public Library	Greta Galindo
x		Yolo County Library	Mark Fink
	x	Yuba County Library	Kevin Mallen

Also present were Carol Frost, PLP CEO and NLS Administrator, Andrew Yon, PLP Controller, and Jacquie Brinkley, NLS System Coordinator.

2. No Public in attendance.
3. **Motion to approve the Agenda.**

Ochsner moved; Galindo seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

4. **Motion to approve Minutes of July 21, 2020**

Fink moved; Barsotti seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

5. Yon presented and reviewed the MVLS CalPERS Valuation Report and explained that the report reflects the Unfunded Accrued Liability (UAL) for FY 2021/2022. Yon noted that there are currently 6 MVLS retirees receiving CalPERS benefits.

Yon presented the CalPERS notification of September 2, 2020 for the payoff of FY 2021/2022 UAL balance in the amount of \$782.

**Motion to approve payment of the \$782 balance of the MVLS CalPERS UAL .**  
**Sass moved; Ochsner seconded. (No vote taken at this time.)**

6. Costello requested that the MVLS Administrative Council provide a formal statement to absolve Colusa County Library from this and any future MVLS CalPERS payments due to Colusa's obligation to CalPERS liability within the North State Cooperative Library System (NSCLS), and that Colusa will continue active membership with MVLS.

Frost reviewed the background and current status of communications between NSCLS and Colusa County to establish and bring current Colusa County Library's obligation with CalPERS and NSCLS. Frost advised that a formal Motion be made to absolve Colusa from MVLS CalPERS obligations and suggested that Sass revise the original motion to include a statement regarding absolution for Colusa County.

**Sass requested to rescind her Motion.**

**Vote taken by roll call to rescind the Motion. Approved with Costello abstaining.**

**Revised Motion: I move that MVLS approve the payment of the FY 2021/22 unfunded accrued liability balance of \$782 using MVLS reserves, and that Colusa County Library be absolved from this payment and all future and past MVLS CalPERS unfunded accrued liability payments, acknowledging their participation with NSCLS for CalPERS unfunded accrued liabilities.**

**Sass moved; Ochsner seconded. Vote taken by roll call. Costello abstained. Motion passed.**

7. **Meeting adjourned at 11:28 a.m.**



# MOUNTAIN VALLEY LIBRARY SYSTEM

**To:** MVLS Administrative Council  
**From:** Jacquie Brinkley, NLS System Coordinator  
**Subject:** Am-Tran Courier Contract – FY2021-22, One-Year Option to Renew  
**Date:** June 2, 2021

## Background

MVLS executed a two-year contract with Am-Tran for courier services to commence July 1, 2019 with a one-year option to renew.

The terms of the contract include:

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 **July 1, 2019** and be in effect through **June 30, 2021** > 24 months **with a one-year optional renewal** with applicable CPI increase to be agreed upon by both parties. CPI should be based on the San Francisco-Oakland-San Jose Index for All Urban Consumers published by the Bureau of Labor Statistics of US Labor Dept. The change in CPI for All Urban Consumers will be for the period January 2020 to January 2021. The CPI increase shall not exceed 3% annually. Negotiated contract extensions without formal competition is a NLS prerogative, not a contractual right.

## Renewal Agreement:

A **2% CPI** increase based on the January 2021 CPI Index (All Urban Consumers Index for S.F.-OAK-HAY) will be added July 1, 2021, increasing the five (5) service days base charge rate from **\$1,093.41** to **\$1,115.28** and the Yolo County Library's Tuesdays stop from **\$20.80** to **\$21.22**. The contract total for **FY2021-22** is **\$59,402**, which includes costs for gas surcharges. **The attached revised Mountain Valley Library System Delivery Schedule dated May 5, 2021** shall supersede the previous version.

## Recommendation

The MVLS libraries will utilize some of their CLSA funds to offset courier costs.

It is recommended that the MVLS Board of Directors approve the one-year option to renew with a 2% CPI adjustment from **July 1, 2021 through June 30, 2022**, for a total of **\$59,402**.

<b>MOUNTAIN VALLEY LIBRARY SYSTEM DELIVERY SCHEDULE</b>							Revised 5/5/21
<b>Monday</b>						<b>Unload/Load</b>	<b>Approx. Time</b>
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	8:30 AM
Woodland Public Library	250 First Street Woodland CA 95695					30 min	9:30 AM
Solano County Library - Dixon	230 North First Street Dixon CA 95620					15 min	10:30 AM
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	11:30 AM
<b>3 hours</b>							
<b>Tuesday</b>						<b>Unload/Load</b>	
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	8:30 AM
Woodland Public Library	250 First Street Woodland CA 95695					30 min	9:30 AM
Yolo County Library (3rd Tuesday ONLY)	226 Buckeye Woodland CA 95695					15 min	10:15 AM
Colusa County Library	738 Market Street Colusa CA 95932					15 min	11:15 AM
Sutter County Library	750 Forbes Ave Yuba City CA 95991					30 min	12:00 PM
Folsom Public Library	411 Stafford Street Folsom CA 95630					30 min	1:15 PM
Sacramento Central Public Library	828 I Street Sacramento CA 95814					30 min	2:45 PM
<b>5 hours</b>							
<b>Wednesday</b>							
						<b>Unload/Load</b>	
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	8:30 AM
El Dorado County Library	7455 Silva Valley Pkwy El Dorado Hills CA 95762					15 min	9:45AM
Folsom Public Library	411 Stafford Street Folsom CA 95630					30 min	10:45 AM
Roseville Public Library	225 Taylor Street Roseville CA 95678					15 min	11:30 AM
Lincoln Public Library	485 Twelve Bridges Dr Lincoln CA 95648					15 min	12:00 PM
Sutter County Library	750 Forbes Avenue Yuba City CA 95991					30 min	1:00 PM
Woodland Public Library	250 First Street Woodland CA 95695					30 min	2:30 PM
Sacramento Central Public Library	828 I Street Sacramento CA 95814					30 min	3:00 PM
<b>6 hours</b>							
<b>Thursday</b>						<b>Unload/Load</b>	
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	8:30 AM
Woodland Public Library	250 First Street Woodland CA 95695					30 min	9:30 AM
Colusa County Library	738 Market Street Colusa CA 95932					15 min	11:15 AM
Sutter County Library	750 Forbes Ave Yuba City CA 95991					30 min	12:00 PM
Folsom Public Library	411 Stafford Street Folsom CA 95630					30 min	1:15 PM

<b><u>MOUNTAIN VALLEY LIBRARY SYSTEM DELIVERY SCHEDULE</u></b>							Revised 5/5/21
Sacramento Central Public Library	828 I Street Sacramento CA 95814					30 min	2:30 PM
<b>5 hours</b>							
<b>Friday</b>						<b>Unload/load</b>	
Sacramento Public Library	828 I Street Sacramento CA 95814					30 min	8:30 AM
California State Library	900 N Street Sacramento CA 95819					15 min	9:15 AM
Folsom Public Library	411 Stafford Street Folsom CA 95630					30 min	10:00 AM
Placer County Library	350 Nevada Street Auburn CA 95603					15 min	11:15 AM
Sutter County Library	750 Forbes Avenue Yuba City CA 95991					30 min	12:30 PM
Sacramento Public Library (Sort/Hold)	828 I Street Sacramento CA 95814					30 min	2:00 PM
<b>6 hours</b>							

**NorthNet Library System**  
**Mountain Valley Library System**  
**FY 2021-22 Proposed Budget**

Attachment 4

**Mountain Valley Library System (922)**

		<b>Adopted</b>	<b>Proposed</b>	
		<b>FY 20/21</b>	<b>FY 21/22</b>	<b>Note</b>
<b><u>GL Acct</u></b>	<b><u>Revenue</u></b>			
3000	Fund Balance	\$214	\$200	MVLS Fund Balance
3510	Interest Income	136	150	
	<b>TOTAL REVENUE</b>	<b>\$350</b>	<b>\$350</b>	<b>0.00%</b>
	<b><u>Expenditure</u></b>			
4448	Reimbursable-Retiree Benefits	\$350	\$350	GASB Report \$350
	<b>TOTAL EXPENDITURE</b>	<b>\$350</b>	<b>\$350</b>	<b>0.00%</b>
	Fund Balance <b>as of 6/30/20</b>	\$ 40,455		
	Interest Income	\$ 136		
	FY20/21 Expenditure	\$ (1,132)		
	<b>Fund Balance as of 6/30/21</b>	<b>\$ 39,459</b>		
	FY20/21 CalPERS Contingency	\$ (20,000)		Per 7/21/20 MVLS AC Meeting
	<b>Revised Fund Balance 6/30/21</b>	<b>\$ 19,459</b>		<i>Estimated</i>

*Note: CalPERS Unfunded Liability may emerge annually due to changes to actuarial projections.*