

MOUNTAIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

May 30, 2024

1:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/81520429820?pwd=L0tCQ3pibnZvY3p6MFplanN4MHNnZz09>

Meeting ID: 815 2042 9820

Passcode: 176957

Phone: +1 669 444 9171

- | | | |
|--|----------------|---------------------|
| 1. Call to Order | Wilczek, Chair | |
| 2. Welcome and Roll Call | Wilczek | |
| 3. Public Invited to Address the Council | | |
| 4. Approval of Consent Items (ACTION ITEM) | Wilczek | |
| A. Approval of Agenda | | |
| B. Approval of Minutes of Administrative Council Special Meeting January 11,2024 | Wilczek | Attachment 1, pg. 3 |
| 5. Nominations and Election of FY 2025-26 Officers (ACTION ITEM) | Wilczek | |
| 6. Approve the Renewal of Am-Tran Delivery Contract for FY 2024-25 (ACTION ITEM) | Wilczek | Attachment 2, pg. 7 |
| 7. Review of the MVLS CalPERS FY 2024-25 Position and Approval of FY 2024-25 Budget (ACTION ITEM) | Wilczek | Attachment 3, pg. 9 |
| 8. Announcements | | |
| 9. Adjournment | | |

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Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) 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."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted 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.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. 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. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

Meeting Locations

Alpine County Library, 270 Laramie Street, Markleeville, CA 96120

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 Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546

Nevada County Library, 980 Helling Way, Nevada City, CA 95959

Placer County Library, 145 Fulweiler Avenue Suite 150, Auburn, CA 95603

Roseville Public Library, 1530 Maidu Dr, Roseville CA 95661

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 Avenue, 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

NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

32 WEST 25TH AVE., SUITE 201, SAN MATEO, CA 94403 T: 650-349-5538 F: 650-349-5089

[HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/MVLS/](https://northnetlibs.org/about-nls/mvls/)

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DRAFT MINUTES MOUNTAIN VALLEY LIBRARY SYSTEM Special Meeting January 11, 2024

1. **MVLS member, Hunt, called the meeting to order at 9:02 a.m.** (Chair was delayed in arriving.)
2. **Roll Call:**

Present	Absent	MEMBER LIBRARY	Representative
x		Alpine County Library	Rita Lovell
x		Colusa County Library	Stacey Costello
	x	CSU Chico University Library	John Wang
x		El Dorado County Library	Bryce Lovell
x		Folsom Public Library	Thomas Gruneisen
x		Lincoln Public Library	Kathryn Hunt
x		Nevada County Library	Nick Wilczek
x		Placer County Library	Mary George
x		Roseville Public Library	Natasha Martin
x		Sacramento Co. Public Law Lib.	Pete Rooney
x		Sacramento Public Library	Peter Coyl
x		Sutter County Library	Ayla Elkins
x		Woodland Public Library	Greta Galindo
x		Yolo County Library	Diana Lopez
x		Yuba County Library	Sandeep Sidhu

Also present from Pacific Library Partnership were Carol Frost, Andrew Yon, and Jacquie Brinkley.

Note: Wilczek, Chair, arrived at 9:38 a.m.

3. **No Public in attendance.**
4. **Approval of Consent Calendar**

Motion to approve the Consent Calendar.

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

5. **Discussion of MVLS Courier Services and Related Costs**

Frost reviewed the memo regarding MVLS courier services and discussed statistics noting that this information was compiled at the request of members at the MVLS Annual Meeting in May

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2023. At that meeting, members had expressed concern with the increasing costs of delivery services with no revenue to offset these expenses and the value of these services.

George thanked NLS staff for preparing this information and asked about Link+ delivery and if there would be any benefit to MVLS to move to the Link+ courier, if possible, or if NLS could take over the MVLS contract.

Hunt asked for comments from members. No comments were made.

Frost addressed George's questions and explained that Link+ courier contracts were made with individual Link+ libraries. While NLS oversees the subscription contract with Link+, NLS is not involved with the Link+ courier. Frost also noted that she is aware that the Link+ courier services are considerably more expensive than the current MVLS courier due to high demand and the requirement of time efficiencies in delivery of Link+ items.

Galindo confirmed that the Woodland Public Library contract with Am-Tran is much less than their contract with Link+ courier.

Coyl noted that his experience in New Jersey was similar due to increasing costs and that their courier services ended due to increased costs. He also noted that concerns with high costs of delivery is a nationwide discussion.

George inquired if there were state funds to support the cost of courier services. Frost stated that CLSA funds are eligible to cover delivery. Frost continued to note that the recent NLS CLSA Study explored how CLSA dollars were distributed among NLS members, but did not include how libraries prioritize their individual CLSA allocations. Because some members do not use courier services (North State) and no one service is used by 100% of membership, it is difficult to prioritize.

Frost noted that if MVLS wanted to continue this discussion at the NLS Administrative Council Mid-Year Meeting of January 25, 2024, they could ask to include this item.

Frost addressed George's question regarding setting aside funds for payment on future courier contracts. Discussion ensued regarding authorization of contract signatures. Yon confirmed that authorization for the MVLS courier contract, upon the review and approval of MVLS, is with NLS as the fiscal administrator.

Hunt asked for other discussion or comments regarding setting aside funds for future contract payment. No comments. Hunt noted that she appreciated the research and the memo from NLS staff.

6. Discussion of CalPERS Obligation and Set-Aside

Yon reviewed the memo and noted that this information was compiled at the request of members at the MVLS Annual Meeting of May 2023. Yon also noted that CalPERS offers a

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savings plan only for active employers, so MVLS would not be eligible to establish a savings plan with CalPERS.

Discussion ensued regarding MVLS on-going obligation and continuation of annual payments versus payoff of unfunded liability (UFL) balance. Yon noted that numbers as presented in the memo were estimates made by CalPERS on date of inquiry and that if MVLS decided to make a UFL payoff, CalPERS would provide MVLS the exact amount based on the date of payoff.

Discussion ensued regarding a set-aside from members that would be held by NLS. Platt noted that while it was attractive to set aside savings for future use, the time required to save for the payoff of the entire amount did not appear to have benefits.

Galindo stated that she prefers to make annual payments of a known amount rather than paying into a savings for an unknown amount.

Hunt stated that the consensus appeared to be to continue with the annual payment and not establish a set-aside at this time.

George stated that she was concerned with communications to new or incoming MVLS directors regarding the CalPERS history and on-going obligation and would like transparency to explain to County Administrators and agreed that this may need more discussion.

Platt asked what funds were used for previous annual payments and would the payoff balloon without a full payoff on the UFL.

Frost responded that MVLS had used their fund balance to make annual payments, but individual libraries were invoiced to make the large pay-down in FY 2019/20 per the Council's approval.

Ochsner noted that asking the County Administration for the large amount to make the paydown in FY 2019/20 was a hard sell and that he would not want to return to them now to ask for more to pay on the same obligation.

Martin agreed that it was easier to make the annual payment in a budget line item.

Platt agreed with a more conservative approach and prefers to pay the annual amount due and avoid a balloon payment.

Wilczek stated that Nevada County wanted to pay off their entire obligation in a lump sum at this time.

Discussion ensued regarding the impact that Nevada County's lump sum payment would have on other members and that the obligation to Nevada County would continue regardless. Yon

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noted that the entire balance must be paid off for accrual on the account to stop. Members agreed that individual payoffs would not release any library from the on-going obligation. Wilczek thanked members for the discussion and understands the consequences and will relay this information to his County Administrators.

Frost outlined options for MVLS to consider.

- Option 1- At the Annual Meeting, MVLS approve an annual pre-payment of \$11,068 due by July 2024
- Option 2 – MVLS pay estimated \$41,709 on the annual Unfunded Accrued Liability (UAL) Balance
- Option 3- MVLS pay approximately \$876,059 to “pay off” the UAL termination
- Option 4 – Individual libraries could pay extra into a NLS administered savings for application to future payments. Would need to determine if this would be a specific dollar amount, a percentage, or some other metric, and determined by MVLS or by individual libraries.

Discussion ensued regarding options for consideration. Suggestion to create a policy as to how MVLS will budget for future annual UFL payments.

Motion to adopt a policy for MVLS to continue with annual payments on the CalPERS annual Unfunded Accrued Liability amount and invoice member libraries for payment. Galindo moved; Martin seconded. Vote taken by roll call, all votes in favor, motion passed. Costello abstained.

Motion to have NLS request a letter from CalPERS for the annual payoff amount as of March 1, 2024. Galindo moved; Wilczek seconded. Vote taken by roll call, all votes in favor, motion passed. Costello abstained.

Yon noted that normal payments are made annually by July 31 to obtain the pre-payment discount. If MVLS is making a special request to pay earlier in the year, NLS will request a letter from CalPERS with a payoff date.

Hunt asked that the timeline for future payments on the UAL be agendized for the MVLS 2024 Annual Meeting.

7. Announcements

Costello announced that Colusa County Library will be hosting author David Mas Masumoto for their One Book event on Saturday, April 6, 2024 and invited all to attend.

8. Adjournment

The meeting was adjourned at 10:46 a.m.

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To: MVLS Administrative Council
From: Jacquie Brinkley, NLS System Coordinator
Subject: Am-Tran Courier Contract – FY 2024-25
Date: May 30, 2024

Background

MVLS executed a three-year contract with Am-Tran for courier services for July 1, 2022 through June 30, 2025, with two years of one-year options to renew, for a total of five years.

The contract states that an annual applicable CPI increase will be applied to the contract, 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 month of April preceding the fiscal year. The CPI increase shall not exceed 4% annually. Negotiated contract extensions without formal competition is an NLS prerogative, not a contractual right.

FY2024-25 Renewal Agreement

A **4% CPI** increase based on the contractual CPI Index maximum will be added July 1, 2024. The contract total for **FY 2024-25 is \$65,229**, which excludes costs for gas surcharges. The attached FY 2024-25 Mountain Valley Library System Delivery Schedule shall supersede the previous version.

Recommendation

It is recommended that the MVLS Board of Directors approve the third year of the contract with a 4% CPI adjustment from **July 1, 2024 through June 30, 2025**, for a total of **\$65,229**.

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

MOUNTAIN VALLEY LIBRARY SYSTEM DELIVERY SCHEDULE

FY2024-2025

Monday	
Sacramento Public Library	828 I Street Sacramento CA 95814
Woodland Public Library	250 First Street Woodland CA 95695
Solano County Library - Dixon	230 North First Street Dixon CA 95620
Sacramento Public Library	828 I Street Sacramento CA 95814
3 hours	
Tuesday	
Sacramento Public Library	828 I Street Sacramento CA 95814
Woodland Public Library	250 First Street Woodland CA 95695
Yolo County Library (3rd Tuesday ONLY)	226 Buckeye Woodland CA 95695
Colusa County Library	738 Market Street Colusa CA 95932
Sutter County Library	750 Forbes Ave Yuba City CA 95991
Folsom Public Library	411 Stafford Street Folsom CA 95630
Sacramento Public Library	828 I Street Sacramento CA 95814
5 hours	
Wednesday	
Sacramento Public Library	828 I Street Sacramento CA 95814
El Dorado County Library (3rd Wednesday ONLY)	7455 Silva Valley Pkwy El Dorado Hills CA 95762
Folsom Public Library	411 Stafford Street Folsom CA 95630
Roseville Public Library	225 Taylor Street Roseville CA 95678
Lincoln Public Library	485 Twelve Bridges Dr Lincoln CA 95648
Sutter County Library	750 Forbes Avenue Yuba City CA 95991
Woodland Public Library	250 First Street Woodland CA 95695
Sacramento Public Library	828 I Street Sacramento CA 95814
Approx. 6 hours	
Thursday	
Sacramento Public Library	828 I Street Sacramento CA 95814
Woodland Public Library	250 First Street Woodland CA 95695
Colusa County Library	738 Market Street Colusa CA 95932
Sutter County Library	750 Forbes Ave Yuba City CA 95991
Folsom Public Library	411 Stafford Street Folsom CA 95630
Sacramento Public Library	828 I Street Sacramento CA 95814
Approx. 5 hours	
Friday	
Sacramento Public Library	828 I Street Sacramento CA 95814
California State Library	900 N Street Sacramento CA 95819
Folsom Public Library	411 Stafford Street Folsom CA 95630
Placer County Library	2521 Warren Drive, Suite A, Rocklin, CA 95677
Sutter County Library	750 Forbes Avenue Yuba City CA 95991
Sacramento Public Library (Sort/Hold)	828 I Street Sacramento CA 95814
Approx. 6 hours	

Revised 03/13/24

MOUNTAIN VALLEY LIBRARY SYSTEM

To: Mountain Valley Library System
From: Andrew Yon, PLP Controller
Subject: Review of MVLS CalPERS FY 2024-25 Position and Approval of FY 2024-25 Budget
Date: May 30, 2024

CalPERS Position for FY2024-25

At the January 11, 2024 MVLS Council meeting, the Council approved the following:

Motion to adopt a policy for MVLS to continue with annual payments on the CalPERS annual Unfunded Accrued Liability amount and invoice member libraries for payment.

The libraries were invoiced in January 2024, and the CalPERS Unfunded Accrued Liability of \$41,844 was paid in March 2024.

A Council member requested that the timeline for future payments on the Unfunded Accrued Liability be agendized for the MVLS 2024 Annual Meeting.

Per CalPERS, "MVLS does not have an UAL payment for fiscal year 2024-25. We are working on 2023 valuation right now which will determine the UAL payment for fiscal year 2025-26. It looks like the plan will have an UAL payment for fiscal year 2025-26. The valuation will be finalized in August."

Recommendation

It is recommended that MVLS Council approve the FY 2024-25 MVLS Budget of \$350 for the GASB 68 Annual Valuation report. The MVLS CalPERS estimated Fund Balance for June 30, 2024 is \$6,530 which may be used to meet current and future obligations.

It is also recommended that the MVLS Council determine if they would like to establish a timeline for future payment for the Unfunded Accrued Liability.

**NorthNet Library System
Mountain Valley Library System
FY 2024-25 Proposed Budget**

Mountain Valley Library System (922)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 23/24	Proposed FY 24/25	Note
3000	Fund Balance	\$200	\$350	Use of Fund Balance for CalPERS Obligations
3510	Interest Income	150	185	
	TOTAL REVENUE	\$350	\$535	52.86%
	<u>Expenditure</u>			
4448	Reimbursable-Retiree Benefits	\$350	\$350	GASB Report \$350
	TOTAL EXPENDITURE	\$350	\$350	0.00%
	Fund Balance as of 7/1/23	\$ 6,715		
	Interest Income	\$ 165		
	GASB Annual Valuation Report Fee	\$ (350)		
	Fund Balance as of 6/30/24	\$ 6,530		<i>Estimated</i>

Note: CalPERS Unfunded Liability balance for FY24/25 is \$0 due to March 2024 UAL Balance Payoff of \$41,844.