

MOUNTAIN-VALLEY LIBRARY SYSTEM

55 E Street, Santa Rosa, CA 95404-4728, 800-479-6733 voice, 800-544-3411 fax

ADMINISTRATIVE COUNCIL AGENDA

11:15 AM – Noon

Presiding: Jeanne Amos, MVLS Chair
Welcome and introductions

- | | |
|---------------|--|
| | 1. Public invited to address the public. |
| ACTION | 2. Approval of Agenda |
| ACTION | 3. Consent Calendar |
| | A. Minutes, Administrative Council, May 31, 2011 |
| | B. Revised Budget FY 2010/11 |
| ACTION | 4. Resolution of intent to terminate CALPers Contract – Jeanne Amos |
| ACTION | 5. Preliminary FY 2011/12 MVLS Budget – Jeanne Amos |
| ACTION | 6. Election of Chair, Vice-Chair and Representative at Large to NLS Steering Committee – Jeanne Amos |
| | 7. Council Member Items: An opportunity for members of the Board to share or request information |
| | 8. Next Meeting Date |
| | 9. Adjourn |

Bold indicates document included

Support materials for agenda available for review at MVLS Headquarters Office

CONSENT CALENDAR
June 9, 2011

- A. Minutes of May 31, 2011 Council Meeting.
- B. Revised FY 2010/11 Budget – includes addition of PERS payment to side fund.
Estimated MVLS reserve funds total by 6/30/2011 is \$229,900.

**MOUNTAIN VALLEY LIBRARY SYSTEM
ADMINISTRATIVE COUNCIL MEETING
May 31, 2011**

1. CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date via WebEx with Chair Jeanne Amos presiding. The meeting convened at 2:10 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		El Dorado County Library	Jeanne Amos - Chair
	X	Alpine County Library	Rita Lovell
	X	CSU Sacramento Library	Tabzeera Dosu
X		Colusa County Library	Wendy Burke
X		Folsom Public Library	Katy Curl
X		Lincoln Public Library	Darla Wegener
X		Mono County Free Library	Bill Michael
X		Nevada County Library	Mary Ann Trygg
	X	Placer County Library	Mary George
X		Roseville Public Library	Rendi Hodge for Joan Goff
	X	Sacramento Co. Public Law Lib.	Coral Henning
	X	Sacramento Public Library	Rivkah Sass
	X	Sutter County Library	James Oschner
	X	UC Davis	Sandra Vella
X		Woodland Public Library	Patricia Lakie for Heather Muller
	X	Yolo County Library	Patty Wong
	X	Yuba County Library	Sandeep Sidhu
		OTHER:	
X		MVLS System Headquarters	Annette Milliron
X		MVLS System Headquarters	Patty Hector

2. INTRODUCTIONS

Chair Jeanne Amos welcomed everyone to the meeting.

3. PUBLIC INVITED TO ADDRESS THE COUNCIL

There was no public present.

4. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Darla Wegener and seconded by Bill Michael. The Motion passed unanimously.

5. APPROVAL OF MINUTES OF AUGUST 3, 2010 COUNCIL MEETING

A Motion to approve the minutes of the August 2, 2010 Council meeting was moved by Mary Ann

Trygg and seconded by Bill Michael. The Motion passed unanimously.

6. CONSENT CALENDAR

A. Statement of Revenue, Expenditures & Encumbrances for April 30, 2011

Ms. Milliron explained to the Council as they reviewed the financial statement for April, that NLS has not collected the dues from MVLS as of yet. The only expenditure to date is the PERS payment. A Motion to approve the Consent Calendar was moved by Katy Curl and seconded by MaryAnn Trygg. The Motion passed unanimously.

7. EXECUTIVE DIRECTOR'S REPORT

Ms. Milliron reported on her meeting with Assembly member Wes Chesboro. She also reported on the strategic planning meeting for the Infopeople Advisory Committee she attended where Holly Hinman announced that she will retire in 2013. She also noted that the NLS Steering Committee met this morning and worked on the budget scenarios for the June 9th annual NLS Council meeting.

8. BID REVIEW FOR 2011/12 DELIVERY SERVICE

Ms. Milliron reported that she put out an RFP for delivery service and two proposals were submitted. Sprint Courier Service, who we've been working with for approximately 20 years and BeavEx a regional carrier who uses contracted drivers and is based in Sacramento and San Leandro. BeavEx has submitted a bid that is considerably less expensive than Sprint bid, but has significant differences in types of services offered

A. BEAVEX

B. SPRINT COURIER SERVICE

Ms. Milliron reported that BeavEx has existing routes that MVLS materials would be put on. The same truck wouldn't necessarily be going to each library. Materials would be taken to the BeavEx depot to be put on another truck the next day. The employees are contract employees; not direct employees as in the case of Sprint Courier Service. BeavEx does have access to the larger box trucks. The contract could be cancelled with 10 days notice for poor performance or 60 days prior notice if the system's funding declines. The library directors were very interested in the lower price and the bigger trucks. A Motion that MVLS use BeavEx as the delivery service as of July 1, 2011 and give members the opportunity to add extra days of delivery with a charge not to exceed \$35 per day was moved by Katy Curl and seconded by Rendi Hodge. The Motion passed unanimously.

9. NOMINATING COMMITTEE REPORT

Incoming chair: Wendy Burke

Vice chair: Mary George

Member at Large: Patty Wong

A Motion to approve the slate of candidates for the 2011/12 year was moved by Darla Wegener and seconded by Katy Curl. The Motion passed unanimously.

10. COUNCIL MEMBER ITEMS

Mary Ann Trygg announced that the local newspaper donated \$24,000 that was collected from its readers for the Nevada County Library. They will use the money to purchase materials, especially e-books and downloadable audiobooks.

Wendy Burke reported that Colusa County Library is updating two of her facilities to be ADA compliant. The money is coming from a grant with a match from Colusa County.

Darla Wegener reported that Lincoln Public Library is cutting staff hours and closing the Carnegie branch.

11. NEXT MEETING

- Nominating Committee Report

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 p.m.

Annette Milliron DeBacker
Clerk of the Board
May 31, 2011

BudgetMVLS10/11
rev:

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2010/11
Presented June 9, 2011

REVENUES

		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
	Rev Carried Forward		0	0	0	0	0	0	0
4645	Undesign Funds to GF	0	0	0	0	28,602	0	0	28,602
1700	Interest Earned	0	0	0	0	1,567	0	0	1,567
	TOTAL INTEREST	0	0	0	0	1,567	0	0	1,567
2560	CLSA Reference	0	0	0	0	0	0	0	0
2562	CLSA SAB	0	0	0	0	0	0	0	0
2563	CLSA TBR-ILL	0	0	0	0	0	0	0	0
2564	CLSA Data Base	0	0	0	0	0	0	0	0
2565	CLSA Comm. & Del.	0	0	0	0	0	0	0	0
	TOTAL CLSA	0	0	0	0	0	0	0	0
2803	LSTA	0	0	0	0	0	0		0
3480	Member Share	0	0	0	0	0	0	0	0
4040	Miscellaneous	0	0	0	0	0	0	0	0
4102	Donations/Reimb	0	0	0	0	0	0	0	0
4157	Member Reimb	0	0	0	0	0	0	0	0
	TOTAL LOCAL	0	0	0	0	0	0	0	0
Equip. Reserve									0
GRAND TOTAL REVENUES		0	0	0	0	30,169	0	0	30,169

MOUNTAIN VALLEY LIBRARY SYSTEM
Revised Budget 2010/11
Presented June 9, 2011

EXPENDITURES

		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
Salaries and Benefits									
5921	Retirement Contribution	0	0	0	0	869	0	0	869
TOTAL	SAL & BENEFITS	0	0	0	0	869	0	0	869
Services and Supplies									
6040	Comm-E Mail	0	0	0	0	0	0	0	0
6045	Comm- Tphone	0	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0	0
6140	Maint. of Equip	0	0	0	0	0	0	0	0
6280	Memberships	0	0	0	0	18,800	0	0	18,800
6400	Office Expense	0	0	0	0	0	0	0	0
6410	Postage	0	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0	0	0
6500	Other Prof Services	0	0	0	0	7,500	0	0	7,500
6516	Data Proc'ing Service	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0	0	0
6521	CountyServices	0	0	0	0	3,000	0	0	3,000
6540	Contract Services	0	0	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	0	0	0	0
6820	Rental of Equip	0	0	0	0	0	0	0	0
6840	Bldg. Rent/Lease	0	0	0	0	0	0	0	0
7000	Special Dept. Exp.	0	0	0	0	0	0	0	0
7110	Staff Development	0	0	0	0	0	0	0	0
7120	In-Service Training *	0	0	0	0	0	0	0	0
7302	Conf. & Travel	0	0	0	0	0	0	0	0
7303	Private Car Expense	0	0	0	0	0	0	0	0
TOTAL	SERVICE & SUPPLIES	0	0	0	0	30,169	0	0	29,300
FIXED ASSETS									
8640	Operational Transfer	0	0	0	0	0	0	0	0
TOTAL	GRAND TOTAL EXPENDITURE	0	0	0	0	30,169	0	0	30,169



Actuarial & Employer Services Branch
P.O. Box 942709
Sacramento, CA 94229-2709
Telecommunications Device for the Deaf - (916) 795-3240
(888) CalPERS (225-7377) FAX (916) 795-3005

Agenda Item #4

February 1, 2011

Employer Code #1571

Reply to Section 105

Ms. Annette Milliron DeBacker
Executive Director
Mountain-Valley Library System
55 E Street
Santa Rosa, CA 95404

Dear Mr. Milliron DeBacker:

This is in response to your recent inquiry about termination of your agency's contract with this System.

Please review the enclosed Contract Termination Guidelines, form (CON-34), carefully. This is information about the termination process, the financial obligations of the agency and the potential impact of a contract termination on the agency employees' retirement benefits.

The enclosed Resolution of Intention is for adoption by the governing body declaring your agency's intent to terminate the contract. To initiate the termination process, return an original or certified copy to this office. The contract termination may not be effective earlier than one year following adoption of the Resolution of Intention. CalPERS will furnish the documents necessary to effect termination at the end of the one year waiting period.

If you have any questions, please call (888) CalPERS (225-7377).

Sincerely,

A handwritten signature in cursive script, appearing to read "Irene Ho".

Irene Ho
Employer Representative
Public Agency Contract Services

Attachments

cc: Sacramento

**RESOLUTION OF INTENTION
TO TERMINATE THE CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
ADMINISTRATIVE COUNCIL
MOUNTAIN-VALLEY LIBRARY SYSTEM**

WHEREAS, the Administrative Council of the Mountain-Valley Library System entered into a contract with the Board of Administration, Public Employees' Retirement System pursuant to Government Code Section 20460, effective March 21, 1992, for participation of said agency in the Retirement System; and

WHEREAS, Section 20570 provides that the governing body may terminate the contract between the Board of Administration of the Public Employees' Retirement System and the governing body of the contracting agency by the adoption of a resolution giving notice of intention to terminate, and, not less than one year later, the adoption by affirmative vote of two-thirds of the members of the governing body of a resolution terminating the contract;

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Council of the Mountain-Valley Library System hereby finds that it is in the best interests of the agency to terminate the contract entered into with the Board of Administration, Public Employees' Retirement System; and

BE IT FURTHER RESOLVED, that the governing body of the above agency does hereby give notice to the Board of Administration, Public Employees' Retirement System, pursuant to Section 20570, of the intention to terminate said contract.

By: _____
Presiding Officer

Title

Date adopted and approved

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
CONTRACT TERMINATION GUIDELINES

California Government Code Sections 20570 through 20583 pertain to the termination of a Public Agency's contract with CalPERS. The following information is provided for careful consideration as to the potential impact on the employees and the financial obligation of the agency.

AGENCY INFORMATION

A contracting agency may terminate the contract with CalPERS if the contract has been in effect at least **five years**. A resolution giving notice of intention to terminate must be adopted by affirmative vote of two-thirds of the members of the governing body. The termination may be effective not less than one year following the adoption of the resolution of intention by adoption of a final resolution or ordinance terminating the contract. If the original contract was approved by an ordinance adopted by a majority vote of the electorate, a majority vote of the electorate is also required for termination. The contract termination mandatorily applies to all groups covered in the contract.

Upon receipt of the Resolution of Intention to terminate, the agency will be requested to review the data on active and inactive members, retirees, beneficiaries of members (name, social security number, birth date, sex, service credit, current salary) and to list any recent hires, retirements, deaths, or separations. CalPERS will perform a preliminary valuation based on all current members leaving their contributions on deposit. The final valuation will be based on data validated by the agency and performed three to six months after the effective date of the contract termination. The terminating agency is responsible for sufficient funding to continue paying the retirement and death benefits being paid. Retirees and beneficiaries receiving CalPERS benefits monthly must remain with the System. Based on the actuarial valuation, sufficient funding for future benefits payable to members or beneficiaries of members electing to have their funds remain on deposit with the System, is also the responsibility of the agency.

A comparison is made of funds needed to pay the member benefits and the agency's funds on deposit. Any excess funds as of the termination effective date are refunded to the agency. In the event of a shortage of funds, the agency is required to pay the deficit upon contract termination. Failure to fund the deficit may result in proportionately reduced benefits for all members and/or a lien being placed on the assets of the terminating agency.

If an agency is currently participating in CalPERS health benefits program, eligibility for participation under the Public Employees' Medical & Hospital Care Act terminates when an agency terminates their CalPERS contract. A contracting agency can elect to continue participation in the CalPERS health benefits program as a "special district". To be eligible for continued participation the agency must continue to meet the definition of a public agency and must file a new resolution adopted by the agency's governing body.

An agency that terminates their contract may again contract with CalPERS. The contract, however, may not be effective earlier than three years after the termination effective date.

MEMBER INFORMATION

Withdrawal of Contributions

Members not employed by a CalPERS employer may elect to withdraw their member contributions (including interest) or leave them on deposit with the System, regardless of the amount of service credit.

Members electing to withdraw their contributions will not be entitled to any future benefits based on their employment with the terminated agency. They may not redeposit the contributions for service credit regardless of any future employment with a CalPERS agency, unless the terminated agency again contracts with CalPERS.

Contributions on Deposit

Members who leave their funds on deposit and meet the requirements that apply to other members, may retire for service or disability. The disability must occur prior to contract termination and the application must be received by the System within four months of the contract termination effective date. The minimum service requirement does not apply.

Benefits are frozen and calculations are based on the benefit level in effect on the date of contract termination. However, the agency may enter into an agreement to ensure the final compensation used in the calculation of benefits is based on a higher payrate if the member later works for another CalPERS employer or reciprocal system.

The annual cost of living increase factor is frozen at the percentage applicable on the date of contract termination. Retirees will not be entitled to any one-time allowance increases provided by legislation affecting public agencies, or legislation allowing such increases as optional benefits for public agencies.

Credit for unused sick leave (if offered by the terminating agency) will only be used in calculating the retirement allowance if the retirement becomes effective no later than four months after the contract termination date.

The beneficiary of a member who leaves funds on deposit and dies after the contract termination effective date, and prior to retirement, will not be entitled to elect a monthly allowance, but will receive a refund of the contributions and interest on deposit.

The 1957 Survivor Benefit is not payable unless the member is employed by a CalPERS agency at the time of death.

Unless the member is employed by a CalPERS agency that provides this benefit at the time of death, the 1959 Survivor Benefit is not payable.

BudgetMVLS11/12
rev:

MOUNTAIN VALLEY LIBRARY SYSTEM
Preliminary Budget 2011/12
Presented June 9, 2011

REVENUES

-----	LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
4645 Rev Carried Forward		0	0	0	0	0	0	0
4645 Undesign Funds to GF	0	0	0	0	7,329	0	0	7,329
1700 Interest Earned	0	0	0	0	1,567	0	0	1,567
TOTAL INTEREST	0	0	0	0	1,567	0	0	1,567
2560 CLSA Reference	0	0	0	0	0	0	0	0
2562 CLSA SAB	0	0	0	0	0	0	0	0
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0
2564 CLSA Data Base	0	0	0	0	0	0	0	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0
TOTAL CLSA	0	0	0	0	0	0	0	0
2803 LSTA	0	0	0	0	0	0		0
3480 Member Share	0	0	0	0	0	0	0	0
4040 Miscellaneous	0	0	0	0	0	0	0	0
4102 Donations/Reimb	0	0	0	0	0	0	0	0
4157 Member Reimb	0	0	0	0	0	0	0	0
TOTAL LOCAL	0	0	0	0	0	0	0	0
Equip. Reserve								0
<hr style="border-top: 1px dashed black;"/>								
GRAND TOTAL REVENUES	0	0	0	0	8,896	0	0	8,896

MOUNTAIN VALLEY LIBRARY SYSTEM
Preliminary Budget 2011/12
Presented June 9, 2011

EXPENDITURES ..

-----		LSTA	REF	C&D	SAB	ADMIN	LSTA Telehealth	CAT	PROJECTED BUDGET
Salaries and Benefits									
5921	Retirement Contribution	0	0	0	0	4,539	0	0	4,539
TOTAL	SAL & BENEFITS	0	0	0	0	4,539	0	0	4,539
Services and Supplies									
6040	Comm-E Mail	0	0	0	0	0	0	0	0
6045	Comm- Tphone	0	0	0	0	0	0	0	0
6100	Insurance	0	0	0	0	0	0	0	0
6140	Maint. of Equip	0	0	0	0	0	0	0	0
6280	Memberships	0	0	0	0	0	0	0	0
6400	Office Expense	0	0	0	0	0	0	0	0
6410	Postage	0	0	0	0	0	0	0	0
6461	Purchases for Members	0	0	0	0	0	0	0	0
6500	Other Prof Services	0	0	0	0	4,000	0	0	4,000
6516	Data Proc'ing Service	0	0	0	0	0	0	0	0
6517	Online Serv, OCLC	0	0	0	0	0	0	0	0
6521	CountyServices	0	0	0	0	357	0	0	357
6540	Contract Services	0	0	0	0	0	0	0	0
6800	Dup/Photocopy	0	0	0	0	0	0	0	0
6820	Rental of Equip	0	0	0	0	0	0	0	0
6840	Bldg. Rent/Lease	0	0	0	0	0	0	0	0
7000	Special Dept. Exp.	0	0	0	0	0	0	0	0
7110	Staff Development	0	0	0	0	0	0	0	0
7120	In-Service Training *	0	0	0	0	0	0	0	0
7302	Conf. & Travel	0	0	0	0	0	0	0	0
7303	Private Car Expense	0	0	0	0	0	0	0	0
TOTAL	SERVICE & SUPPLIES	0	0	0	0	8,896	0	0	4,357
FIXED ASSETS									
8640	Operational Transfer	0	0	0	0	0	0	0	0
TOTAL	GRAND TOTAL EXPENDITURE	0	0	0	0	8,896	0	0	8,896