



SJVLS Administrative Council Meeting

June 11, 2021

Minutes

Meeting Minutes

A. Council Opening

- Mark Lewis (Kern County), called to order 10:01 AM

1.) Council present: Raman Bath (Fresno County), Mary Leal (Coalinga/Huron), Natalie Rencher (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Janet Chase Williams (Mariposa), Mark Lewis (Kern), and Andie Sullivan (Kern)

Staff present: Sally Gomez (SJVLS – Administrative Librarian), Jeannie Christiansen (SJVLS Fiscal), Joel Cadenasso (SJVLS Fiscal), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), and Aaron Lusk (SJVLS).

Absent: None.

Guests: Jody Thomas (California State Library), John Shupe (SJVLS Attorney), Michelle Gordon (Fresno Support Services/Materials Handling), Tisha Smith (Fresno Support Services).

2.) Introductions: Staff introductions.

3.) Adoption of Agenda: Motion to Adopt Agenda with correction to date of previous minutes. Vikki Cervantes (Porterville) Second: Amy Taylor (Merced).

4.) Public Comment: None.

B. Consent Agenda

1.) Draft Minutes of April 16, 2021, Motion made to adopt. Mary Leal, (Coalinga/Huron) Second: Amy Taylor (Merced).

2.) Acceptance of Financial Update Report. Motion made to adopt. Mary Leal, (Coalinga/Huron) Second: Amy Taylor (Merced).

C. Items for Information/ Actions.

1. System Delivery Services Audit Review by Chairperson Mark Lewis.

- The SJVLS chairperson conducted a review of the Fresno County Library contract for Delivery and Sorting Services proposed in the amount of \$228,800. On April 16, 2021, the board approved for Mark Lewis, Kern County Business Manager and SJVLS chairperson to perform a second review audit of Fresno County delivery and the delivery services assessment report workpapers prepared by Library Business Manager. The report summarized delivery services for Basic HQ and Madera Premium and the SJVLS offset funding solutions for the total contract proposed in the amount \$228,800 for nine members plus Madera premium additional four branch stops.
- The review included JPA language for sources of funding, Member's contribution percentage, accounting for total contract costs for HQ, truck GPS reports for mileage, premium additional stops for Madera, sorting calculations and tracking, breakdown of stops, driver's time to stops, and cost per system and member's share of cost based on percentage ratio compared to the total value of services rendered.
- As a result of the audit review, Mark Lewis directed Library Business Manager to provide the details of sorting costs by each member for the current fiscal year prior to Administrative Council meeting held June 11, 2021, by email dated June 10, 2021. Based on actual sorting services the actual plus June estimates for total \$49,439.73.
- Mark Lewis expressed his appreciation to the Fresno County Library staff for their assistance and learned a lot during his review.
- Madera Premium Stops and Contract Fee Proposed: Mark's focus was to identify total miles and piggyback miles within the system for Madera. He used the delivery schedule for driver which listed Madera premium stops on Monday, Tuesday, and Wednesday. Mark used Google maps to calculate total miles and drive time for route area covered, then tested he removed premium stops for the traditional route for driver for HQ and FCPL stops.
 - Review Audit of Madera: Delivery \$19,800 and sorting \$6,200 for total fee \$26,000.
 - Recommendation for Madera: Delivery & Sorting for total fee \$17,208
 - Recommendation for SJVLS Charge: Charge for regular route to stop called piggyback \$8,792

- Recommendation: Marks' recommendation was to bill Madera Premium for the additional time (add-on). The revised method for calculation is total route costs \$19,800 less total by the costs identified as 'piggyback' \$8,792 for total fee in the amount of \$ 11,008 and plus sorting fee \$6,200 for grand total \$17,208. The delivery fee additional time reflected a total of 90 miles driving and time of 1 hr. 55 minutes. This is less than what Fresno came up with for total contract fee \$26,000 compared to his recommendation of \$17,208.
- The gap was \$8,792 for the year, these shall be charged to SJVLS system. Mark noted the North Valley shows there are times when Monday is SJVLS stops only, Tuesday is mix with Fresno County and one Madera premium and Wednesday is SJVLS only.
- **Presentation of Total SJVLS Delivery Contract Fee Proposed:** Jeannie acknowledge the contract fee details and current year sorting by member details were provided by email in advance to Administrative Council. The spreadsheet was brought up so everyone could see, and Jeannie explained.
 - The Contract Fee reflects the Basic HQ total costs \$202,800 plus Madera premium total costs \$26,000 for total contract fee \$228,800. The Madera premium section provides the detail of sorting services \$6,200, Madera premium additional \$3,900, driver's time on piggyback route \$3,000 and gap cost \$13,000 (higher than \$8,792) for total contract fee \$26,000. Cost associated with this is in spreadsheet that Jeannie provided, and this is listed under title Gap Cost (route costs called piggyback miles). This shows the full amount of full route. We need to look at the cost of miles and time and how much is due to Madera premium stops. Jeannie subtotaled the sorting, driver cost, and excluded the gaps. Fiscal year costs during COVID- 19 totaled \$173,100 and upcoming year estimates \$228,800 for recovery period. Mark seeks board position on gap costs for which party pays (Mark's estimate \$8,792 vs Jeannie's estimate \$13,000).

Mark's Madera Recommendation: Delivery & Sorting for total fee \$17,208.

Jeannie's Madera Recommendation: Delivery & Sorting for total fee \$13,000.

Jeannie stated action item pending board direction are:

- What is considered SJVLS Delivery System in our service plan? Shall the budget for contract expenditure be for the total of Basic and Madera additional routes or shall Madera secure a separate contract for additional services? Which party is the lead on the contractual obligation to pay?

- For SJVLS revenue funding and collection to offset the expenditure, how shall staff proceed with billing and collection from CLSA allocation, Madera for extra stops and contribution from participants? The JPA states the contributions from each participant may be required for the operation of the System based on contribution ratio. The shortfall gap in funding may be paid by Member's contribution based on total population percentage. In addition, the JPA has a section on financial of system sources shall include State CLSA, contributions from member's and any other monies such as Madera premium billing, federal funds and use of fund balance reserves.
- Board direction on the amount to invoice and collect from Madera. Madera budget with her County the ability to pay \$4,000 and has pre-paid tech reserve funds held by SJVLS. The total costs are \$26,000 and Mark's recommendation is billing for \$17,208 or \$13,000. Agenda item #2 is board item for approval on how to proceed. The recent fiscal year 2020-21 demonstrates Madera total costs to deliver is between \$20,000-21,300. If we discount for SJVLS to pay the piggyback portion, the two-year trend shows Madera fee holds close to \$13,000.
- What is the boards' interpretation of participants vs contract vendor? Shall we explore the CLSA Service Plan interpretation of System Delivery and parties considered in the contract, routes, non-system routes, contract provider allowable and unallowable costs to be included?

Merced County Director Inquiry on Delivery Schedule, Route Development by County and defining basic service number of days:

- Merced Director asked if there is the ability for delivery logistics to no longer combine one day's route mix with Fresno Library and SJVLS stops. Request a separation of route logistics and why is their periodic route called "split route".
- Delivery Supervisor Response: At times the split route is needed due to volume of items for one driver, managing driver's work schedule for transportation and delivery for teams to get back and off at their scheduled shift end. Michelle, Fresno County Principal Librarian stated that we are still working on towards pre-pandemic for number of deliveries during the week.
- Administrative Council: Support the costs should be figured as pre-pandemic contract estimates. They acknowledge the column providing the COVID-19 actual costs. Raman confirmed the upcoming estimate is higher assuming restoring more delivery days up to \$228,800 but the actual charges during the year are actual services rendered. There is no credit if you have 2 stops a week vs expectation for 3 stops a week.

Separation of Stops and impact on costs:

- Mark explained that at least get the headquarters and premium stops on their own days and this would make it easier to their own costs.
- Natalie added depending on the outcome to achieve, can HQ have their staff person pick them up? This may be a savings to total contract fee if Fresno as the contract vendor does not even have to go to Kings County.

Costs and Contract Maximum:

- Jeannie confirmed the contract proposed for SJVLS expenditures to pay gives accounting the ability to pay for service not to exceed proposed \$228,800. The fee excludes Fresno County as a participant in route.
- Proposed Madera premium in the amount of \$26,000 shall be included in the contract between County and SJVLS in order to qualify as allowable expenditure in CLSA Plan of Service. This benefits SJVLS for a possible increase in State allocation due to increase in expenditure and the population is counted in State's distribution calculations.
- In future years, if any premium additional stops are longer in place the contract with County and CLSA plan of service will reflect that.

Billing Rubric:

- Jeannie confirmed there is a rubric that was designed during her audit and is for format of billing invoice for actual charges. Jeannie brought up on the screen for presentation and agrees that the North Valley and South Valley routes shall be separated.
- It is easier when fleet vehicle and driver are SJVLS only compared to driver has a few days as mix route. The separation will facilitate charges such as driver's daily wages, return to miles from base and probably other items all related to the service performed in a day.
- The rubric was a part of documents presented during the secondary audit review performed by Mark Lewis.
- The GPS on each fleet provides the trip begin time, location address, miles to each stop on route, time stop at each stop, last stop return to Sunnyside base and end trip time. In addition, accounting services confirms the address for HQ vs premium.

- Jeannie confirmed documentation she gathered from various sources of California Law, CLSA rules, current JPA, Pacific Library System contract and delivery information has been sent to Sally Gomez, Michelle Gordon, and to the SJVLS Lawyer, Mr. Shupe.

Rates established are as follows:

- Mileage rate .97.
- Driver Time rate .715 per minute. Rate includes cost of labor, benefits, and supervisor costs for sum \$39.02 plus 10% indirect fee \$3.90 for billable rate in the amount \$42.92 hourly rate or cost per minute .715.
- Prep Time by Driver \$10.73 each stop.
- Coalinga-Huron rate based on actual County courier service charge to Fresno Library.
- Fleet Costs based a per mile rate. The rate of .97 cents is the total actual County costs for fleet divided by total miles for recent service years is the mileage rate. The review by Library Business also includes past 18 months of reviewed data from GPS for each fleet vehicle. Mileage fee is based on actual delivery dates from GPS records.
- Driver Stop Time at each stop (hourly rate into minutes). Actual time. GPS record provides by delivery date the location address, miles to each stop on route, time stop at each stop.
- Driver Time on Route to stop (hourly rate into minutes). Actual time. GPS record provides by delivery date the location address, miles to each stop on route, time stop at each stop.
- Prep time by driver (15 min). Rate is 15 minutes times .715 driver time rate. This is based on the all the Member/Fresno County of the day's stop. Each is charged for the driver beginning and end of days tasks.
- Return to Base Miles: This is based on each day the total number of members and Fresno stops divided by for equal split to charge the miles at the rate. The last stop location miles back to Sunnyside base divided by total number of stops in the day for average mile charge.
- Sorting Services by Member based on new tracking and tally count implemented February 2021 during Delivery Services Assessment from January through May 2021.

Membership Contribution and Ratios:

- JPA states the contributions from each participant may be required for the operation of the System based on contribution ratio. The estimated cost of System Delivery operations for basic \$202,800 is divided by population ratio as the baseline by each member's value of service. During the course of the year, actual billing time is reduced from the value of service for a difference. Any difference by member supports the whole system delivery.
- Mark's position is Fresno shall be included in the SJVLS to pay a portion of the contract costs. States the JPA lists the contribution shall be by all members, Fresno is not paying for any portion of this contract. The percentage share of costs shall be deducted from the Fresno contract \$228,800 for the adopted expenditure. Fresno percentage of 32.92% is share of cost amount \$66,761. Fresno pays the cost upfront and the other members pay the difference after CLSA monies. Total contract fee for budget expenditure \$228,800 less \$66,761 is contract fee amount \$162,038.
- Lawyer, Mr. Shupe stated the controlling document is the JPA agreement. It calls for allocation of costs, if not covered in this case by the State, it would be split between all member according to population ratio percentage formula. Mr. Shupe stated that he needs to review the documents sent but feels as though the JPA needs to be reviewed, allocations of the costs should be divided by all members and population. This information after being reviewed will be shared with Mark, Jeannie and the team working as the subcommittee to return to the board in August.
- Jeannie's position stated the current proposed contract fee excludes Fresno HQ costs in the proposed contract \$228,800 based on nine members and the addition of Fresno shall depend on CLSA State interpretation of an allowable expense when a member plays a role of contractor and member. State the JPA notes contributions from each participant may be require. Fresno is not a participant in system route. The determination shall be based on if CLSA and California Library Law views any portion of Fresno as a participating member of the System Delivery or considered non-system. There are two definitions at the State level. The CLSA plan of service will be impacted on the contract fee to be reported and our allocation funding is based upon.
- Madera stated in the upcoming fiscal year 2022-2023, premium service for additional route will no longer be required.

- Jeannie summarized the total expenditure \$228,800 is the contract fee for nine members presented agenda number 7. Adjusted Recommended Budget for board's approval. The subcommittee may return to the board with increase in contract fee after consultation with State CLSA on allowable system delivery cost. This action will further clarify the "participants" for the billing and collection portion for SJVLS funding sources for all member's contribution ratio to support any gaps in the shortfall of CLSA State funds and how much to bill Madera for premium stops. During the fiscal year, the actual charges to be billed to SJVLS.

Raman, Fresno Director, proposed and Board agreed with direction: A creation of the subcommittee to follow up and return to Board in August. A subcommittee that consists of Mark Lewis, Jeannie Christiansen, Sally Gomez, Michelle Gordon, and Mr. Shupe.

Subcommittee Action Items:

- Delivery Services to move any SJVLS member stop that is mixed with Fresno delivery day of week be move to System delivery day. To further facilitate the costs for the day are all related to SJVLS System delivery for CLSA plan of service reporting.
- Premium stops route development shall be on a separate day and/ or combined with System Basic HQ stop. Any piggyback miles in the route shall be count as miles under System for billing and collection.
- Mr. Shupe to work with designated staff for the amended JPA that may include any language if the Board wants to change the language on Member's Contribution calculation change from percentage of total population rubric.
- Sub committee to provide a simple outline that details the delivery mileage, driver and other costs by each member.
- Subcommittee to follow up and meet with CLSA contact person to determine if Fresno costs shall be included in the contract fee proposed.
- Subcommittee to return with proposed contract fee for Fresno if a budget amendment is required from \$228,200.

2. Discussion and Approval Madera delivery services contract with Fresno County Library (attachment 3)—Discussed in previous #1 and in last meeting April 2021 to be continue. **Return to Board in August.**

3. Discussion and Approval: CLSA Plan of Service FY 2021-2022 (attachment 4) –

Draft submitted on June 3, 2021. Costs continue to rise for Delivery services. The plan of service will be adjusted to reflect today's agreement for contract fee in the amount of \$228,800 for basic plus premium additional stops. Staff will return to the board in August with any change depending on the outcome with State CLSA contact person. Because of the importance of these services to the patrons of SJVLS, we are proposing to use 100% of the CLSA funding in the amount of \$122,056 to support Delivery Services Contract that may range from estimates \$200,000 to \$228,800. The final expenditure is report two months after the close of fiscal year in June 2022. Jeannie reviewed handouts and collected board questions. Jeannie will pass along board questions as well to Annly Roman, CLSA contact. In April, the board approved the authorized designee and chairperson to finalize, sign and remit with revisions after confirmation with State. **Motion to approve Heidi Clark (Tulare City) Second: Raman Bath (Fresno)**

4. Discussion and Approval: By-Laws effective July 2021. Sally proposed a workshop. Motion to table for discussion at next meeting Wegner (Tulare Public) Second: Taylor (Merced).

5. Status Update: Accounting, Bookkeeping and Controller Services.

- **Moving forward on RFQ ASAP and if anyone would like to assist.**

Raman provided update of what he would like to have a CPA firm as the fiscal consultant, controller and accounting services with quality, clarity, and cost effective. Fresno County role as fiscal agent shall be separate and independent from administration. Jeannie in the future will no longer be the controller and present at board meetings. This role will be included in the RFQ transition to local CPA firm. Mr. Shupe assisted in this matter. Board express support they would like to continue to have clarity and simple presentation of reports so they can be understood.

6. Discussion and Approval: Publish RFQ: Amended JPA Agreement and associated By-Laws. This was a follow-up to by-laws and continue to work on JPA. We will work on scheduling workshop. We will keep moving forward.

7. Approval: Adjusted Recommended FY 2021-2022 Budget.

- Approval to adjust budget for Delivery Services for System and Madera routes. Fresno Library is not a participating member in System program.
- Approval to adjust for the contract rate presented by Kern chairperson.

- On April 16, 2021, Board approved budget in the amount of \$4,124,497 excluding Delivery Services costs.

Motion to Approve authorized adjustment to Adopt budget for Fiscal Year 21-2022. Mary Leal (Coalinga/Huron) Second: Janet Chase Williams.

- 8. Election of new SJVLS Chair for 2021-2022 is Amy Taylor (Merced County) motion to elect Amy Taylor (Merced County) Vikki Cervantes (Porterville) Second: Janet Chase Williams (Mariposa).**

D. Staff Reports

1. Chair: Andie Sullivan

- Opened at 50% and we are seeing more attendance at programming. Most of the branches will be open 100% soon. We lost a total of 30 positions over the last year.

2. State Library: Jodie Thomas.(Please refer to handout that Jodie sent to Council). Links in the email.

- Funding Opportunities Through the California State Library, there is a funding timetable and new funding opportunities from the California State Library will be available in July.
- Workforce Development.
- Statewide Library Branch Map.
- Lunch at the Library and Summer @ Your Library.
- Summer @ Your Library. The First Partner's Summer Book Club has launched!
- California Libraries Learn (CALL).
- Funding Recently Announced: Hotspots and Chromebooks for CIPA compliant libraries.
- Interactive Family Learning in California's Libraries.
- California Revealed.
- Public Library Staff Education Program.
- Developing Leaders in California Libraries.

- Networking Conversations.
- CopyCat Grants.
- California COVID Diaries.

3. Administrative Librarian – Sally Gomez

- Working with Ingrid (E-rate consultant). The emergency American Rescue and Recovery plan, emergency connectivity. We are still researching it and looking at joining together or separate or if it has to be either one or the other.
- The county has reposted the Administrative Librarian position again, please share that with others.

4. SJVLS – System Administrator - Chis Wymer.

- Working on ILS side of the house. Been very busy and kids catalog template, Discussed trouble with icons, and fitting formats. Chris asked to shoot links for options.
- Rivers is up and still working on it. Would like to have a loading spinner and then display the table. Availability table does not sort. Still working on that. They can be defined with search limit.
- Library card RFQ has been issued and thank you to all of you for the help you provide. We will be having vendor teleconference.
- SirsiDynix agreement has been finalized, waiting to get back then will send for Andie to sign.
- New logo almost done, Nathan working on it. Will update where it is used.
- 3- year and 7-year purges are scheduled for last two Sundays of this month. Will send out updated logo this afternoon.

5. Senior Network System Engineer – Kevin Nelson.

- CENIC status still moving forward, Aaron is running all over the County. Big changes will take to foothill branches this next year.
- License and maintenance now.
- We will be back in the office next week, June 15th.

E. Directors Comments.

Andie Sullivan (Kern) Shafter has become independent from Kern County. The last day we will provide them services will July 16th.

Heidi Clark (Tulare City) We will be 50 percent capacity, next week. We have a new director, and we have a lot of training. We are bringing back some staff. Kicking off Summer Reading Program this weekend.

Amy Taylor (Merced County) All branches open now with pre-pandemic hours. We are continuing with pilot project with evening hours at 5 libraries. We are still not doing any in person programming. We will proceed after June 15th. We started a Strategic Planning process and provided an online public survey it goes through June 18th.

Darla Wegener (Tulare County) We just finished submitting budget and things are looking good, we have extra money! We are open at all 16 locations except for Terra Bella. We are working at 25 percent capacity. We will be encouraging but not enforcing masks for public. Will continue to do pick up service. Will not be doing in person programming till Fall. Our new bookmobile is out and stopping at locations.

Raman Bath (Fresno County) Fresno is going to be open and back to normal on June 15th, there will be no in person programming. Our furniture will be back, restrooms will be open and there will be limited use in meeting rooms. We have started the Summer Reading Program.

Natalie Rencher (Kings County) We are at 50% for opening, no seating, just browsing, waiting for future direction from our County. Down a staff member. In July the city of Hanford will celebrate 103 years. The library will be asking for permission to participate in the celebration.

Krista Riggs (Madera) Starting Monday we will be back to normal hours. We will not have any in person programming. Volunteers will be coming back as well. We are in the middle of working on a Strategic Plan.

F. Calendar Item.

August 13th, 2021, at 10:00 AM. (Teams)

G. Adjournment 12:14 PM.