



SJVLS Administrative Council Meeting July 6, 2018

Minutes

A. COUNCIL OPENING

Council members present: Mary Leal (Coalinga – Huron), Natalie Rencher (Kings) Patrick Fitzgerald (Madera), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare Co.), Raman Bath (Fresno), and Andy Sullivan (Kern) .

Council members absent: Kelley Worman (Fresno) and Janet Chase Williams (Mariposa)

Staff present: Karen Coletti (Fresno), Jeanne Christiansen (Fresno), Mary Ellen Tyckoson (Fresno), Kevin Nelson (Fresno) and Sandy Wade (Kern).

Others present: Beverly Schwartzberg, California State Library.

1. Call to order: Opened by Heidi Clark (Tulare City) at 10:09 AM.

2. Introductions: Staff and Directors introduced themselves around the table. Beverly Schwartzberg, California State Library.

3. Adoption of Agenda: Motion to approve the agenda with correction to add #7 to discuss Porterville City Council and change Consent Item#2 moved to #7 Approval and Discussion: Cervantes; Second: **Leal**.

None.

B. CONSENT AGENDA

1. Approval: Draft Minutes of May 4, 2018 Administrative Council Meeting.

Motion to Approve: Cervantes, (Porterville); Second: Taylor (Merced)

2. Approval: Revision of 3D Printer Reservations Policy.

Moved to #7 on Regular Discussion and Approval.

C. ITEMS FOR INFORMATION/ACTION

1. Financial Updates – Christiansen

a. Status Update- Financial Reports and Tech Reserve.

Financial Narrative Report, CPA Firm Hudson, Henderson and Company will begin their audit process in September. They will come out to present in December 2018 or January 2019. The Expenses to Actuals total was \$3,349,110 and unused \$994,855. The EZ Proxy security certificates have been completed for 9 servers with two years of coverage to Expire May 2020. This was covered under the Online Membership ERC. SJVLS Admin Council to consider if the \$1,000 costs for certificate renewal shall be in each member's budget. Total expenses under spent by 23% due to projects. Revenues to Actuals were revenue collected is on target for total collected \$3,479,521. CLSA allocation received in two payments in the amount of \$240,952. We have State approval to apply costs under the operational category to fully expend the allocation. We are on track for Outstanding Receivable.

State Update the Membership Fee will continue at the same level for members. This covers 77% of the total costs for Computer Technology Operations. Deliver, and Shared

Telecommunication's, Administration and Fiscal support, online materials, cataloging and disaster container. SJVLS has held the Membership Fee flat since fiscal year 2016-17 while SJVLS members invested in broadband infrastructure. The total membership expenditures costs \$2,192,831 is partially funded by interest earned, fund balance savings and CLSA allocation for delivery services. The small membership savings under the two categories of Online Materials Membership and Cataloging Membership. Tech Reserve Report, Summary Report Highlights, Ending Prepaid Balance \$2,473,397 with commitments of \$580,218 for Tech Reserves Ending Balance for period \$1,893,179.

b. Status Update – CLSA year End Expenditure Update ending June 28th.

The funding levels will decrease next fiscal year 2018-19 by \$589.78 (-24%). For this fiscal year we have fully expended our allocation \$240,951.78. During the month of June the State has approved the transfer between Operations line items to improve support to Telecommunications allowable costs. The final CLSA report due in September.

c. Discussion: Reconciliation of Y2B and 15-02 Grant Update.

Final Reconciliation of CVIN members have been billed and collected from Tech Reserve for the Headquarter project for costs in the amount of \$74,998.39. This reflects the project costs in excess of grant offset funding. End results two members Kern and Tulare with unused grant offset funding that the State Grantor approves may be applied to TELCO associated costs. Reconciliation of Y2B settlement monies are due during the budget process have elected to pay from their Tech Reserve account. We anticipate the report to be available in early August and Jeannie will email and everyone agreed this was acceptable.

2. Discussion and Approval: Retroactive Approval to Allocate Unused FY 2017-18 CLSA Funds to Offset Costs for Network Redundancy – Bath, Christiansen

Raman spoke on cost savings from disconnect AT&T costs. Mary Ellen spoke on moving to CENIC and the router disconnect fee from AT&T. Council decided to apply the left over \$3700.00 to disconnect fee and Network redundancy.

Motion to approve the Usage of AT&T disconnects and redundancy: Leal, (Coalinga/Huron); Second: Taylor, (Merced)

3. Discussion and Approval: Approval to Issue an RFP for new SJVLS Consultant for E-rate - Bath

BTU no longer provides us service and we need approval for Erate Consultant. **Motion to approve: Cervantes,(Porterville) ; Second Wegener, (Tulare County)**

4. Discussion and Approval: Patronlink and/or Reference USA – Bath, Christiansen

a. Approval for SJVLS Staff to Negotiate and Execute and Agreement on Members Behalf.
b. Approval to Use FY 2018-19 CLSA Operational Funds to Cover Costs if Allowed by State Library or to Collect Payment from Members Pre-Paid Tech Reserve. Natalie requested more information. Jeannie explained that we are negotiating. Mary spoke on 3-5 year projection cost and exit clause. Discussion of costs and if they would use it enough. We can enter into an agreement on Costs and Funding plan. There was no motion made until Jeannie gets more information.

5. Discussion: Provide direction for Pitch and Idea Regional Grant proposal by FCPL Staff – SJVLS Youth Services Regional Workshops- Bath

Pitch an Idea is due in February. We would like to propose to the State, Youth Regional Workshops. Darla brought up multiple programs not just youth, but more programs for everyone. Raman spoke on Digitally or Archived Propose to State, Youth Regional Workshops, Working with Teens, Darla, brought up multiple programs. Everyone stated more programming for more than teens. Everyone agreed that Storytime is the Key. Natalie discussed forming a committee to work on this pitch. Raman will be sending an email out for interest in committee to form to Pitch and Idea and the deadline.

6. Discussion and Approval: Change Term Dates of Administrative Council Chair from a Calendar Year to a Fiscal Year – Bath

Kelley would like to change Fiscal Year. We are leaving as is Admin Council spoke on already discussing this no motion was made.

7. Discussion and Approval: Revision of 3D Printer Reservations Policy.

Discussion on some changes to B) 2 and 3. Motion to Approve with changes made: Wegener, (Tulare Co.) ; Second: Leal, (Coalinga/Huron)

D. STAFF REPORTS

1. Chair – Heidi Clark

Summer Reading has been great, two more weeks.

Working on policy for safety/weapons. Admin to send any policy and procedures to Heidi.

2. State Library

Beverly Schwartzberg gave State Liaison report.

Bilingual Books they will be holding another round of the Bilingual Books opportunity very soon. Look for an announcement through CALIX and the directors' listserv within the next few days, to apply for this opportunity. Contact is Carolyn Brooks at Carolyn.brooks@library.ca.gov. California Library Services Board held its spring 2018 meeting on April 17, 2018 in Sacramento. The link to the key actions taken is [www.library.ca.gov/Content/pdf/loc/2018-04 Actions.pdf](http://www.library.ca.gov/Content/pdf/loc/2018-04%20Actions.pdf). The next meeting will be held on Thursday, Oct. 4, 2018.

California Listens project is on California Wildfires Story Project, which is a workshop. The collected stories will be housed as part of the California Listens archive at archive.org, with excerpts shared through this website and the websites of participating libraries in the coming year. Contact Joe Lambert (joe@storycenter.org)

CLLS (California Library Literacy Services) Statewide Library Literacy coordinators conference, which will take place in Sacramento, September 25-26, 2018. The registration date has passed but for further information contact Natalie Cole, (natalie.cole@library.ca.gov)

COHS (Career Online High School)

The COHS will be accepting applications from new libraries interested in participating; deadline is July 11, 2108. <http://library.ca.gov/services/to-libraries/career-online-high-school/>

Early Learning with Families (ELF) Statewide Initiative 2018. The 2018 ELF impact reports a compilation of interviews and photos taken over the past year highlighting both the diversity of library spaces and communities that serve families, as well as some of the ELF promising practices are now available at: <http://tlorant.com/elf/elfdiversity> and <http://tlorant.com/elf/elfpractices> the will both be added to the ELF website later this month. The ELF Regional Meeting is on 8/1/18 at Fresno County Public Library, Woodward Park Regional Branch, 944 E. Perrin Ave., Fresno CA 93720. Registration closes end of day on July 23,

2018. [https://www.surveymonkey.com/r/August1 Fresno Elf](https://www.surveymonkey.com/r/August1+Fresno+Elf).

Library Informal Childcare Provider Outreach Project. Selected 5 pilot libraries, Fresno County, Nevada County, San Jose Public, Santa Barbara Public, and Tulare County Free. (Registration is limited to 60 at this venue.

Harwood Public Innovators Lab. Participants from all sessions were invited to join the first of three Harwood webinars, "Going Deeper with Community Conversations," on June 5.

Additional webinars will be offered in July and August. Approximately 65 libraries have been trained in the Harwood practice of "Turning Outward".

<http://programminglibrarian.org/articles/getting-tune-community-san-jos%C3%A9-public-library-and-harwood-institute>

Literacy Initiatives, we are looking forward to welcoming approximately 100 literacy program staff at the statewide literacy coordinators conference in Sacramento in September! Contact Natalie Cole (natalie.cole@library.ca.gov)

LSTA Pitch and Idea and Other Grants for FY 2018/19. Pitch an Idea proposal review has been completed from more than 30 libraries was given the green light. Contact Janet Coles (janet.coles@library.ca.gov)

Maximizing Learning Spaces or How to MacGyver Your Library is a collaboration between California State Library and Southern California Library Cooperative that provided an opportunity for libraries to re-examine, plan, evaluate, and reimagine library spaces to maximize their potential as places of learning, literacy, and reading. Two locations and dates available, August 6, 10:00 AM-2 PM, Alameda County Library, Union City Library or August 27, 10:00 AM-2PM, Burbank Public Library, Central Library. The meetings are free to attend and lunch is included. No travel reimbursement is provided. Space is limited, so registration is required. To register please email Brett Lear at (brett@brettwlear.com) More info about this project can be found at <http://www.library.ca.gov/services/to-libraries/macgyver-your-library/>.

3. System Administrator

Attended National Library Legislative Day in May; it was very worthwhile. Lobbied for continued and increased funding for IMLS/LSTA funding. Also shared connectivity issues in the Central Valley and the need for improved infrastructure and incentives for telecommunication vendors to lay fiber. Also asked for them to visit our libraries when they are in California.

The Annual Plan of Service was submitted in mid-May; will now work with Raman on the Annual Report, due September 1.

We have two applicants for SJVLS Administrator on July 26th. Darla inquired about process and if they will be involved. She feels they need to be involved. Andie and Darla suggested using Social Media. Add to Agenda on next meeting Social Meeting and Marketing. Raman will send out flyer to Admin Council.

4. Library Program Manager

Mary Ellen reported that the new server is up and working. The telephone messaging server was also replaced. We turned on Smart Pay address verification yesterday; we will see how many failures we get. We charged an integrity fee, .10 fees. We are watching and will discuss if we have a lot of failures. Scheduled a Blue Cloud App. Demo for next Friday.

5. Senior Network System Engineer

Kevin spoke on bandwidth and how many branches would like more. Kevin will send email out to Council, CENIC is working on bidding process and they will file Erate Heidi inquired about computer orders, and Kevin gave August or September as order months.

E. DIRECTOR COMMENTS

Mary Leal/Coalinga-Huron - Summer Lunch first year/ Summer Reading Programing was revamped. Down 3 staff members, still in Union negotiations

Darla Wegener/Tulare Co- Summer Reading broke records, over 600 people. CLSB branch will be in Visalia hub branch. Submitted budget for next year and will not pass it until September. Looking at opening more hours. Revising form for children using the internet, Darla does not want staff being responsible. Darla attended ALA it was great and really good quality. Had great workshops on diversity. Spoke about Library the movie and well it was done. Staff is really challenged with FMLA absences.

Amy Taylor/Merced- Great Summer Reading up to 55 programs and such a positive impact on the community. Back in swing of things after being back from surgery, had a new librarian start the while she was out.

Heidi Clark/Tulare City - Summer Reading Program has been great. We are having 8th Night in the Library. There has been a change in their website, moving over to the city website.

Vikki Cervantes/Porterville - Working on preparation for meeting today on presenting about the fee to be charged for library cards for out of county residents.

Raman Bath/Fresno - FCPL held a Book Wyrms Gaming Convention – 2nd annual. It was well-received. We closed the Woodward Park Library for two days with over 200 participants. Will continue to hold annually. FOL held their 2nd Brews and Vines, with local breweries, wineries and eateries participating. We added whisky tasting this year. It was a big hit and was enjoyed by everyone. The patio was very nice with new shade sails.

900+ people came to our Summer Challenge kickoff.

Andie Sullivan - Designed new Library cards, for adults, teens, and children. Summer Reading Program was huge success.

Patrick Fitzgerald - Working on overdraft, behind a decade at least. Budget for full time tech person this year, posting in fall. Funding has been approved for renovation on Madera branch and also for branch in the Ranchos.

Natalie Rencher - focus groups on Maker's Space. Great summer reading, program was a success with over 700 people, Reptile Ron was there. We received free publicity from Hanford Centennial. The budget is looking good. Natalie had 8 years on June 21st. Her staff and she are all getting raises. Her staff is busy.

F. CALENDAR ITEMS

Next Meeting:

- Coalinga Library, September 7th, 2018 at 10:00
- Tulare City Library, Fall Summit, October 5th, 2018 at 10:00
- Fresno Central Library, November 9, 2018 10:00

G. ADJOURNMENT

Meeting adjourned at 12:26 P.M.

