



SJVLS Administrative Council Meeting September 7, 2018

Minutes

A. COUNCIL OPENING

Council members present: Natalie Rencher (Kings) Patrick Fitzgerald (Madera), Amy Taylor (Merced), Vikki Cervantes (Porterville), Darla Wegener (Tulare Co.), Raman Bath (Fresno Proxy), Kelley Landano (Fresno), Mary Leal (Coalinga) Janet Chase Williams (Mariposa) and Mark Lewis (Kern).

Council members absent: Heidi Clark (Tulare City) and Andie Sullivan (Kern).

Staff present: Karen Coletti (Fresno), Jeanne Christiansen (Fresno), Chris Wyman (Fresno), Kevin Nelson (Fresno) and Sally Gomez (Fresno).

Others present: None.

1. Call to order: Opened by Janet Chase Williams (Mariposa) at 10:00 AM.

2. Introductions: Staff and Directors introduced themselves around the table.

3. Adoption of Agenda: Motion to approve the agenda: Leal (Coalinga); Second: Cervantes (Porterville)

4. Public Comment. None

B. CONSENT AGENDA

1. Approval: Draft Minutes of July 6, 2018 Administrative Council Meeting.

Motion to Approve: Cervantes (Porterville); Second: Landano (Fresno)

2. Approval: FY 2017/2018 CLSA System Annual Program and Expenditure Reports.

Motion to Approve: Cervantes (Porterville); Second: Leal (Coalinga)

C. ITEMS FOR INFORMATION/ACTION

1. Financial Updates – Christiansen

a. Status Update- Financial Reports and Tech Reserve.

Jeannie reported on FY 2017/18 audited financials. Has been a very productive fiscal year 2017-2018. Hudson, Henderson and Company will begin the process to compile the audited financial in September 2018. Approval of Draft in November 2018. Finalized CPA Audited Financials in January 2019.

- Outstanding receivable, membership fees, postage and SmartNet HQ. Billed on 8/15/2018. Electronic resources billed on 8/15/2018. Next billing cycle, Telco invoices mid-January 2019.
- CLSA Allocation, FY 18-19 was \$240,362. Initial disbursement forms signed by System Chair for \$120,181. The funding levels will decrease next fiscal year 2018-19 by \$489.78. FY 17-18 \$240, 952 fully expended and awaiting Board approval of final reports prior to submission.
- Membership Fees will continue at the same level for members. This covers 77% of the total costs for Computer Technology Operations, Delivery, and Shared Telecommunications, 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 below will return to fund balance to continue to support holding the Membership Dues at the same levels.

- CVIN & Y2B & CAT 3 Hardware and cabling, additional fiscal updates to be provided at the next Admin Council.

b. Timeline: SJVLS – CLSA year End Expenditure Update ending June 28th.

- SJVLS Audited Financial by Hudson Henderson & Company Inc.
- Start Audit Process August 10-October 10th. Draft Audited Financials and presentation by CPA firm on November 2, 2018.
- Finalized CPA report in January 2019.
- Post on SJVLS.org website. January 2019.

2. Discussion and Approval: Automation Committee Recommendation to Replace Library Anywhere with BlueCloud Mobile – Wymer

Chris gave a handout on the purchase recommendation of BLUECloud Mobile. The quote includes 10 templates so each member can

- Get both the System Cloud Library E-Resources and their own E-Resource collections that are linked via an ERC connector
- They do their own branding
- Link their own mobile-optimized web pages
- Add events
- Configure beaming technology
- Customize Apps

Pricing is the 1st year cost of the license and implementation for the base SJVLS template and 10 additional templates is \$25,698. The 2nd year cost would be \$23,770.

Budget implications for 2018-2019 we budgeted \$131,000 for SirsiDyneix and \$6,000 for Library Anywhere maintenance/licensing. The end result is that our budgeted amount for Horizon/Library Anywhere/SmartPay is \$1,878.00 short of the amount needed to cover Horizon maintenance, SmartPay and BLUECloud Mobile. We will also need another \$4,360 to cover the Hoopla connector wanted by Kern and connecting Madera's new Overdrive account. The current leading library mobile app, Boopsy, is now owned by Demco Software. The quote for apps customized for each member to include local E-Content was \$89,000 for an 18-month subscription or at least twice the cost of BlueCloud Mobile.

The current quote is valid through September 12, 2018. Library Anywhere should be notified by October 2, 2018 to give them 90 day notice that we will not renew. The BLUECloud Mobile apps need to be up by January 1 2019, which is the end of our current Library Anywhere subscription.

The question was asked about a children's app and that is an extra cost. There is an electronic library card app available.

Move to Approve to replace Library Anywhere with Blue Cloud: **Leal (Coalinga); Second: Cervantes (Porterville)**

3. Discussion and Approval: Use of Member Tech Reserves to Purchase Routers Allowing for CENIC Upgrades in Year 3. Nelson, Bath

Kevin reported on the use of Member Tech Review to purchase routers allowing for the CENIC upgrades in year 3. Kelley recommended calling Diane Satchwell to discuss monies and what is designated. Darla requested the amount.

Move to Approve motion that we will check with CSLA for funds: **Wegener (Tulare Co.);
Second: Landano (Fresno Co.)**

4. Discussion and Approval: CIPA Compliance Forms – Bath

Raman reported on behalf of Mary Ellen who spoke with BTU. It was a good meeting and she brought up the CIPA forms. BTU is sending forms to fill out; last time was about 6 years ago. We are still in compliance, but we need a policy in place. We have time to file them and Raman would like everyone to please review, sign and send in. All the information is on the website. No Approval is necessary.

5. Discussion and Approval: SJVLS Administrator Candidates – All

Kelley gave update on the SJVLS Director position. We had 4 to interview originally. We ended up with just one who is currently working in Mexico and would not be available until December due to prior commitments. We also have one more new person to interview later today. After discussion on the candidates, the council gave direction to go ahead and make a job offer to the best candidate.

6. Discussion and Approval: FCPL Veterans Fee Waiver and Youth Fee Waivers: Impact on Jurisdictions – Bath

The FCPL Veterans Fee Waiver and Youth Fee Waiver will be going to the Board on September 25th, Kelley, Raman and Jeannie will all be there. Mary Ellen will have to make another borrower type; it will be an exempt type code. We are also working on children's fees as well. The goal is to help the customer and let them know that we are not here to make money. No Approval needed.

D. STAFF REPORTS

1. Chair – Heidi Clark

No Report

2. State Library

No Report

3. System Administrator

CENIC is ok and Mary Ellen will be back next week .

4. Library Program Manager

There was a report provided for review in agenda packet. Chris did clarify that Horizon is not a financial report tool. Also reminder of SirsiDynix will hold a region users group meeting on Thursday, December 6th at the Woodward Park Regional Library.

5. Senior Network System Engineer

Kevin reported that if you would like to order a new computer or laptops please do so, they are 750.00 each. They will help you with any questions.
Continuing to work on CENIC Project.

E. DIRECTOR COMMENTS

Janet Chase William/ Mariposa - Donald Barclay is coming to address our community on FAKE News. Big issue, hope for good turnout. No more Fires.

Darla Wegener/ Tulare Co – National Library Card Month. We have many out on medical and workers comp so we are short staffed. We are moving staff around to cover shortage. CIPA and Internet policies at County Counsel. Hosting event, Democracy Café on Voting, Conferences and training, hope we have good turnout. Attending 2018 Association for Rural and Small Libraries Annual Conference in Springfield, Illinois

Patrick Fitzgerald/ Madera – Receiving applications for Support Tech, hope to have someone in position in couple of month's full time. Shifted people around last month and really helped. Moving forward on renovation. Having a higher level of audit, by Auditing Department.
Mark Lewis/ Kern County – Fines and Fees at our Summer Reading this year well received and also the new library cards with great.

Natalie Rencher/ Kings County - Had Elizabeth Finkle last month come and host a Volunteer Meeting for FoL. Hosted Mexican Consulate, at Corcoran to help for passports and birth certificates. We just finished our Maker Space pilot, looking at doing something mobile at some point. End of the month Succession Planning meeting. We have two retirements coming and want to make sure we are covered. Looking at how we use our extra help budget. Really busy this year public speaking at service groups, we are partnering with FoL. We have done 5 or 6 over summer and doing a lot of outreach events, such as Strathmore and Kettleman. Working on Pop Up Libraries.

Kelley Landano/Fresno – We have lost two people with many years of knowledge Susan Mann, Manager, and Nance Espinosa, Librarian III. We are evaluating the organization structure. Have made changes to managers. We have a new report starting next week. Sally Gomez has taken Susan Mann's old position with some different things to the job; she will have Horizon and Grants. We had our FoL Annual Big Book Sale at Sierra Vista Mall and partnered with KSEE 24. It was a huge success, of \$60,000. We had a huge matching donation from Clovis Community Foundation. Will be attending the Librarians of Color Conference at end of the month in New Mexico. Will be looking at inclusive policies and practices. We now have an Adult Programming Coordinator in place. We have our Facilities plan in place. Harwood project, done extensive community conversations. Rich Harwood called he was so impressed by our report. Please look at it, Community Conversations on our Main Page.

Amy Taylor/ Merced – Open houses every Saturday thru September. Taking realigned hours to the Board of Supervisors next week. We will be shifting hours and opening later, it is to help with school hours and be in effect in January. We will also need to hire extra help.

Mary Leal/ Coalinga – Survived Summer Reading which we totally revamped this year. The 1st year of the Summer Lunch program turned out very well. Mary is going to ARSL as well. Have had a drop in staff. Opening bids on Huron and they had a small glitch over sprinklers.

Vikki Cervantes/ Porterville - 8 weeks of summer programming, served over 6,000. Brought some new actives, our planning committee had great passion. The Pilot was from June to August. We waived fees and clean cards of 122 youth. The CPLA Board is looking for staff applications. Board CPLA looking for staff application. Spoke on City Manager collecting on lost books and fines, appease the small percentage, funding source of Measure H.

F. CALENDAR ITEMS

Next Meeting:

October 5 Tulare/ Cancel.

Nov. 2nd. Tele conference.

G. ADJOURNMENT

Meeting adjourned 11:38 AM

