



SJVLS Administrative Council Meeting November 2, 2018

Draft 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), Kelley Landano (Fresno), Janet Chase Williams (Mariposa), Heidi Clark (Tulare) and Mark Lewis (Kern).

Council members absent: Mary Leal (Coalinga) and Andie Sullivan (Kern).

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

Others present: Beverly Schwartzberg, (State Library).

1. Call to order: Opened by Janet Chase Williams (Mariposa) at 10:03 AM.

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

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

4. Public Comment. None

B. CONSENT AGENDA

1. Approval: Draft Minutes of September 7, 2018 Administrative Council Meeting.

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

C. Agenda Items for Information/Action.

1. Financial Updates – Christiansen

a. Status Update- Financial Reports.

SJVLS Audited financials. CPA firm will have draft completed by January 2019. Delays due to Auditors office.

Financial Reports for FY 2018/19 the first quarter financials through September 30th reflect expenses \$780,714 of the budgeted \$4,626,402.

Outstanding receivables: Memberships Fees, postage and Smart HQ. Electronic Resources Billed, Coalinga, Fresno, and Tulare.

Next billing cycle: Telco invoices mid – January 2019. Telco invoices less prior year settlement to anticipate in January 2019.

b. Seek Direction for Telecommunications – CLSA Report.

Jeannie was seeking some direction on the CLSA Allocation. Seeking direction on telecommunications costs. 1) Do we want to apply for redundancy or disconnect fees? 2) Telecommunication allowable costs? There was discussion on thoughts on if this will benefit the whole team, continuity of funds to our cloud library budget and add to audio. Jeannie will return with example and direction from CLSA.

- LSTA – Public Library Staff Education Program and MLS Funding Support Fiscal Year 2018-19 Award \$5,500. Fiscal Year 2018-19 Awarded to Tulare County in the amount of \$5,000 to Stephanie Buckridge. The prior year of 2017-2018 refund to State for student not fully spending the award of \$1622.
- Pre-Planning Year 3 funding \$315,000. Work with Kevin Nelson on your selections for items not covered by grant funding, attached is the pricing for Support Equipment. The board approved at the September 7, meeting for members to use their Pre-Paid Tech Reserve account to purchase more robust routers allowing for seamless upgrades in year 3.
- Membership Fees will continue at the same level for members. They will cover 77% of costs for Computer Tech 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.

c. Status Update – Tech Reserve @ October 26, 2018

Jeannie provided handouts for Tech Reserve charges since July 2018 of \$13,370. UMS Collection Agency was \$698, postage and overdue notices \$4,435, library cards/bar code labels \$1,093 and computer hardware \$55,964. There were increased payments towards Electronic Resources \$502,000 and pre-paid for direct billing support \$33,770.

d. Review and Approved Draft FY 2018-2019 Budget and Membership Fees rates.

Seek Board approval to begin process and finalized the TELCO and related projects by Feb 2019.

1. Approved the recommended budget to adopt.
2. Approve Membership Fee to remain at the same rate.
3. Approve for members to fund any additional TELCO equipment and fees from PrePaid Tech Reserves.

Motion to approve Landano, (Fresno) Second: Lewis, (Kern).

2. SJVLS Administrator Update – Bath.

Alberto Martinez has accepted the position of the SJVLS Director. His starting date in January 14th, 2019. He comes with great experience and is very well qualified.

D. STAFF REPORTS

1. California State Library Report - Schwartzberg

There was a copy of the full report sent in email. Some of the important dates are listed below.

- LSTA Copycat Grants due date December 10th. All the info is on the State Library main page.
- Mental Health Initiatives, archived on Calix.
- Libraries Illuminated has some extra funding for technology to demonstrate our expanded broadband.
- CA Literacy Services Conference was very successful.
- CLS opportunity to apply for family literacy programs.

2. Library Program Manager - Tyckoson

Mary Ellen provided a written report to council.

3. Senior Network System Engineer - Nelson

Cal Net 3 moves some branches still be working on. We are moving forward on year 3 on CENIC. WE are still waiting on some routers since March. The year 5 bids coming in soon. Waiting on USAC with Pac Bell and ATT change to just ATT Starting to get new PC's in.

E. DIRECTOR Round Table

Janet Chase William/ Mariposa –No Report.

Darla Wegener/ Tulare Co – Working with her Co. Counsel on a Privacy Policy and law enforcement response, including ICE. Busy working on Grants also.

Natalie Rencher/ Kings County – Happy Birthday 60th.

Kelley Landano/Fresno – Eliminate Fines/ Board voted down. Staff worked very hard on presenting to the Board of Supervisors. Sanger renovation just turned out fabulous and held an Open House last weekend.

Amy Taylor/ Merced – no report

Vikki Cervantes/ Porterville – Business as usual, inquired about the Shelf to Shore program. Kelley explained it was a pilot program and very well received. We are now waiting on more tickets.

Heidi Clark/Tulare City Hosting coffee and refreshments for Veterans next week in honor of Veterans Day. Hosted the Annual Night at the Library and there were less people this year but still a nice event.

F. CALENDAR ITEMS

Next Meeting:

January 11th. Tulare Public

March 8th

May 10th

July 12 Tele Conference

September 13th

November 8th

G. ADJOURNMENT

Meeting Adjourned at 11:04 AM