



**SJVLS Administrative Council Meeting
January 11, 2019**

Approved 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), Janet Chase Williams (Mariposa), Heidi Clark (Tulare) and Mark Lewis (Kern), Mary Leal (Coalinga/Huron).

Council members absent: Andie Sullivan (Kern) and Kelley Landano (Fresno).

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

Others present: Brian Henderson.

1. Call to order: Opened by Heidi Clark (Tulare) at 10:06 AM.

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

3. Adoption of Agenda: Motion to approve the agenda with change to moving f. to a. on C. Cervantes (Porterville): Second: Wegener (Tulare Co).

4. Public Comment. None

B. CONSENT AGENDA

1. Approval: Draft Minutes of November 2, 2018 Administrative Council Meeting.

Motion to Approve: Cervantes (Porterville) **Second:** Chase Williams (Mariposa)

3. Financial Updates- Christiansen

f. Presentation and Approve Draft Financial Statements with Independent Auditor's Report for the Years Ended June 30, 2018 (Attachment 7)

Brian Henderson from Hudson Henderson & Company Inc. gave presentation on Draft Financial Statements with Independent Auditor's report for years ended June 30, 2018.

Motion to approve draft and move forward to final: Cervantes (Porterville) Second: Lewis, (Kern)

a. Status Update – Financial Reports (Attachment 2 & 2-1)

- Financial reports, FY 2018/19 Mid-year financials through December 31, 2018 reflect expenses \$1,581,005 of the budgeted \$4,626,402. Hudson, Henderson & Company will issue mid-year financials reports in March 2019.
- Outstanding Receivables, members pending invoice on actual costs to telecommunication will be significantly lower than budgeted due to other funding offsets: e-rate, CLSA and year 3 grants. Membership Fees, postage and SmartNet HQ. In future year the Fortinet membership will be included in August invoices. Electronic Resources for Coalinga, Fresno and Tulare County.
- Next billing cycle: Telco invoices less prior year settlement is anticipated in February 2019.

- CLSA Allocation FY 18-19 total expenses to day \$72,954 of allocation \$240,362. Initial disbursement forms signed by System Chair for \$120,181. The second disbursement of funds anticipated by no later than March 2019.
- LSTA Public Library Staff Education Program MLS Funding Support. Fiscal year 2018-19 award \$5,500. The student is on target.
- Transfer of Ownership through December 31, 2018 Statements have been mailed out. The fall order of equipment has been deducted from Pre-Paid tech Reserve account.
- Tech Reserve Report was provided, highlight we FY 2018/19 ending. December 31, 2018 October 26, 2018 after anticipated decreases. August 31, 2018 prior year FY 2017/18 ending pre-paid June 2018.
- Detail Report highlights, Tech Reserve charges. UMS Collection Agency, Postage & Overdue Notices, Library cards/bar codes labels, and Computer hardware for fall order. Increase payments towards Electronic Resources \$502,000 and pre-paid for direct billing support \$33,770.
- Year 3 Project and Excess Grant Funds: Staff currently exploring with State allowable adjustments to the excess Year 3 grant funds in the amount of \$264,653. Pre Planning year 3 funding \$315,000. Status is the routers selection. Project has begun with funding from two sources. E-rate directly to AMS and AMS to Grant funded. The board approved at the September 7th 2018 Admin Council for member to use their respective Pre Paid Tech Reserve account to purchase more robust routers allowing for seamless upgrades in Year 3.

b. Status Update – CLSA Report (Attachment 3)

Gave status update of Delivery, Scanner Maintenance, E-Resources, Training, BlackGold, Broadband Telecommunications, Broadband telecommunications.

c. Seek Approval – AMS Credit on Grant Settlement Y2B & CENIC of excess and balance due for UPS Batter backs (Attachment 4 & 4-a)

Each member will fill out selection and send email and scan back to Jeannie. Any questions please email Jeannie or Kevin.

d. Status Update – Tech Reserve @ December 31, 2018 (Attachment 5)

Jeannie referred to handouts and went over Status Update of the Tech Reserve as of December 31, 2018. Pre-Paid to collect from members.

e. Review and Approved Updated Draft FY 2018-2019 Budget \$4,321,359 & Increase Pre-Paid Tech Reserves Committed to build up reserves (Attachment 6 &6A)

1. The Recommended Budget to Adoption approval of the adjusted figure of \$4,321,359. **Motion to Approval recommended budget Cervantes (Porterville) Second: Leal (Coalinga-Huron)**
2. 2a) Approval of the additional members pre-paid contribution of \$160,000 and Approval total project ILS upgrade strategic costs \$600,000. **Tabled to next meeting.**
3. The membership fee slight increase for 2019/20 to \$1,612,904. **Motion to approve Cervantes (Porterville) Second: Leal (Coalinga-Huron)**
4. The members to fund any additional Telco equipment and fees from Prepaid Tech Reserves. **Motion to Approve Cervantes (Porterville) Second: Leal (Coalinga-Huron)**

2. Discussion and Approval: Email Marketing and Horizon Records – Lindsay (Attachment 8)

Lisa Lindsay, Division Manager (Fresno) presented the Email Marketing Plan. FCPL has documented an overall drop in Check outs over the last several years. The vendor they are working with is LibraryAware and already testing it. You sign up for a card and several ways you can use the card. Natalie and Heidi both interested in this. You may one click out per Mary Ellen. A system member may utilize the ILS to obtain patron email addresses for their jurisdiction only, as long as all emails include the option to “opt-out” from any future emails, in accordance with marketing industry standards. Further, any third-party vendor utilized for automating emails must offer security protocols equal or greater to those offered by the ILS. Mary would like a presentation on this and Natalie and Heidi are both interested. **Motion made to move forward for Fresno to get this Cervantes (Porterville) Second: Chase-Williams (Mariposa).**

3. Discussion and Approval: Central Valley Get Involved Regional Network, Future Funding – Finkle (attachment 9, 10)

Elizabeth Finkle, Volunteer Services Coordinator for Fresno presented handout on Get Involved, Powered by Your Library. Engage skilled and project volunteering at the library. Elizabeth gave some background on last year’s event and what a success it was, several from SJVLS attended. Elizabeth requested monies from SJVLS to help host another workshop in August of 2019. Funding for this program will stop in October of 2019. It is a great opportunity for training and networking. This year’s topic will be Customer Service. **Motion made that System would donate up to \$1000, to support the training itself by Leal, Coalinga-Huron: Second: Cervantes (Porterville).**

4. Discussion and Approval: Syndetic Unbound – Tyckoson (Attachment 11)

Mary Ellen gave handout and everyone reviewed. **Motion to approve Cervantes (Porterville): Second: Wegener (Tulare Co.).**

5. Discussion and Approval: Records Retention Policy –Bath

Raman is working with Mary Ellen on a Policy Records Retention. USAC requires 10 years retention on meetings and Agenda’s and records with MOUs and contracts. Jeannie stated 2002 SJVLS Records

Retention was approved. Admin Council needs to work on closing the gaps and get staff to work on this. Raman will work on a draft for Record Retention Policy and bring back in March for review.

D. REPORTS

1. Library Program Manager – Tyckoson (Attachment 12)

Mary Ellen provided report.

- BlueCloud Mobile went live on December 20th 2018.
- Horizon’s auto-renew is in final testing and will soon be able to make it active for the checkout locations.

2. Network System Engineer – Nelson

- Year 3 project, finishing it up with AMS. Year 4 will be done by this fiscal year. 14 branches have wiring.
- Guys are busy doing what they do.
- Waiting for Mr. Martinez.
- Waiting for CENIC on year 5. Still getting numbers in order.

E. Director Round Table

- Janet Chase Williams – (Mariposa) We have cute little robots from a Copy Cat Grand. Branch having a lot of fun with it, coding and naming contest.
- Darla Wegener – (Tulare Co.) April 13th Book Festival. If anyone would like to have a table please let Darla know. Will send out packets email, we need volunteers. Working on getting Central Valley Authors. The time is from 10-3. There were over 1500 people last year in attendance.
- Amy Taylor – (Merced) Working on an open recruitment for Assistant County Librarian and also recruitment for Librarian Assistants.
- Mary Leal – (Coalinga-Huron) Ground breaking in the mudd happened for Huron additions.
- Viki Cervantes – (Porterville) April 6th CPLA Workshop at B betty Rodriguez Workshop. More info to come in a Save the Date.
- Raman Bath – (Fresno) Shelf to Shore passes are all gone. Lisa Lindsay gave more information on it and stated that if we have another roll out we are going to go about it differently.
- Heidi Clark - (Tulare) Will be running recruitment for librarian again.

F. CALENDAR ITEMS

Next Meeting:

March 8th / Porterville May 10th

July 12 Tele Conference

September 13th

November 8th

G. ADJOURNMENT

Meeting Adjourned at 12:05 pm