



## SJVLS Administrative Council Meeting May 10, 2019

### Minutes

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#### 1. COUNCIL OPENING

**Council members present:** Natalie Rencher (Kings) Patrick Fitzgerald (Madera), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Raman Bath (Fresno), Heidi Clark (Tulare), Andie Sullivan (Kern), and Alberto Martinez (Fresno)

**Council members absent:** Vikki Cervantes (Porterville), Mary Leal (Coalinga) and Janet Chase Williams (Mariposa).

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

**Others present:** Jacqueline Collings (Coalinga/Huron) and Anthony Arellano (Porterville).

**a. Call to order:** Opened by Heidi Clark (Tulare) at 10:01 AM.

**b. Introductions:** Staff and Directors introduced themselves around the table.

**c. Adoption of Agenda:** Motion to approve the agenda Taylor (Merced); Second: Bath (Fresno).

**d. Public Comment. None**

#### 2. CONSENT AGENDA

**a. Approval: Draft Minutes of April 19, 2019 Administrative Council Meeting.**

**Motion to Approve: Taylor (Merced); Second: Wegener (Tulare Co.)**

#### 3. Items for Information/Action

**a. Financial Updates – Christiansen.**

**i. Financial Reports and Outstanding Billing – Christiansen**

- FY 2018/19 As of April 30, 2019, the Financials reported expenses \$2,251,876, an increase of \$198,519 from February report. Overall under spent due to delays in telecommunication charges and grant project in progress.
- Hudson Henderson and Company will issue the mid-year financials reports May and will be mailed out to Members.
- Outstanding Receivable: Outstanding \$124,744. 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. Motion was made Arellano (Porterville) ;Second: Taylor (Merced).
- Membership Fees, postage and SmartNet HQ was billed on 8/15/2018 for \$1,543,387.
- Electronic Resources were paid in full for Coalinga, Fresno, and Tulare County.
- Fortinet Maintenance Billings \$27,972. Next budget year we will include in the August bill instead of separate.
- Next billing cycle: Telco Invoices March 2019. Billed members \$503,633 with two members outstanding. Madera \$6,113 and Kings \$35,442. Members Electronic Resources.

## ii. CLSA Report – Christiansen

- FY 18-19 Total expenses to-day \$136,363 of allocation \$240,362. Pending \$47,658 follow up discussion later in agenda.
- LSTA Public Library Staff Education Program MLS Funding Support is completed. This has been fulfilled. Disbursement made to Tulare County recipient in the amount of \$5,000 to Stephanie a Buckridge. SJVLS Administration reimbursement was \$500. Award terms date range of July 1, 2018 to August 31, 2019. Next year's budget will not reflect PLSEP.
- Transfer of Ownership, members to receive statements for equipment orders in May. Billing for Fresno billing for \$5,123.74. There was no activity for February report. Future statements depend on Spring Order and shipment dates.

## iii. Tech Reserve @ April 30, 2019

- Pre-Paid Tech Reserve Report summary highlights were shared on report and Detail reports of deductions were listed on report.

## b. Discussion – Bath Alternative Fiscal Agent Strategy

Raman opened a discussion on how Fresno has become the fiscal agent for SJVLS. Mary Ellen thought it occurred under John Kallenberg and due to us being the largest entity. Darla gave some input as to other to check out other Co Ops such as North Net or Black Gold. Darla spoke of conflict over Fresno being over the JPA. Darla spoke on getting more creative, and glad that Raman has brought this up. We need to work on this the next couple of years and do some research on other systems/jurisdictions. Alberto spoke on IT and County IT separation. Raman discussed his reasoning for separation. His staff spends a lot of time on SJVLS. It was recommended that Raman speak with Susan Hildreth, Sonoma for some input and options. There are many issues to discuss, JPA, RFP, Operational Agents, Contracted Delivery, Catalog Service Centers and the fact that SJVLS is in same building. This will be discussed further after Raman has done some more research.

## 4. Staff Reports

### a. Chair

- Heidi has a new librarian starting June 4<sup>th</sup>, her name is Carole Lobos, from Salinas.
- Will be starting appointment only for passports. They are 35.00 a piece.

### b. State Library

Alberto referred everyone to the email that was sent out.

- COHS with link.
- Competitive Grants
- Crisis Collection
- Developing Leaders
- Harwood
- May revise
- NASA @My Library
- PLSEP
- Public library survey
- Teen services
- Value of Libraries

- Zip Books
- Data bases

#### **c. System Administrator**

- Been working CLSA service budget. They have been working on line items, and we are proposing some new ones.
- Working with Kevin to create Tech Plan. SJVLS Tech Plan, Automation Plan. Every 3 years.
- We need to follow up on Strategic Plan, we need to use it and not just have it as a feel good.
- Discussed visualize and SharePoint. Create dashboards graphically, for staff to look at.

#### **d. Library Program Manager**

- Mary Ellen referred to her report that she had provided the council.
- Mary Ellen is working with Chris Wymer on tasks that the Library Program Manager does.
- The two new JSA's, Madera and Tulare Public have been given the essential Horizon training.
- Several members have really adopted use of Analytics and have requested user logins for more staff.
- BlueCloud mobile is getting regular use and overall the public seem to like it.
- We had a snag in our efforts to comply with GDPR.
- We continue to inch toward the January 1<sup>st</sup> shutoff date for public access to the Horizon Information Portal (classic ValleyCat)
- Nathan attended the Design for Digital conference in earl March. Nathan has some new ideas for Drupal 8 and Omeka.
- Chris and Mary Ellen attended COSUGI in late March and came back with lots of information on development paths for all of the products we use.

#### **e. Senior Network System Engineer**

- Kevin Spring Order Pcs are ready to go; prices are the same and ask if anyone needed anything special. He will wait two weeks to place order and reminder at teleconference meeting.
- Working on a tech plan, working on replacement program, we have equipment that is so old and needs to be replaced.
- Moving forward with Cal Net 1<sup>st</sup> branch was Sierra Vista Mall; hope to have the rest done by July 1<sup>st</sup>.
- CENIC one branch left, California City.
- Year 4 we only have six branches left.
- Porterville inquired about billing from CENIC.

#### **5. Director Comments**

- Andie Sullivan (Kern) discussed Freedom Information Act. Requesting cutting fees and fines in half. Discussing with County Counsel.
- Darla Wegener (Tulare County) passed the extended use no fee and fines it was Board supported. She spoke a lot with Misty Jones from San Diego Public for information.

- Rolling out our Summer Meals program, we received so many grants for this program.
- Extra Help and Librarian interviews. Have had staff leave after long medical leaves.
- Book Festival went well; we had a lot of competition on that day with other events. We will try it again but in the fall of 2020.
- Anthony Arellano (Proxy, Porterville) The Heritage Branch no longer exists. Summer Lunch program getting ready to start.
- Raman Bath (Fresno) Summer at Your Library kickoff is coming up. We have had 3 online COHS.
- Kelley, says hi! We still have no County Librarian.
- Natalie Rencher (Kings) has a project on homeless veterans, we did our own video and she will share with council. There have been 4 veterans placed in homes. The tour for the FoL of the Betty Rodriguez Regional Library was wonderful. FoL had donation from Seattle Foundation. We are having some building issues.
- Patrick Fitzgerald (Madera) we had to close the branch due to bees. Budget looks good.
- Closed up branch because of bees.
- Budget looks good. We also are debuting lunch in the library. We have started outreach at North Fork. The renovation is done and has received great reviews. Our City Counsel and elected officials attended and interested in offering help in future projects.
- Amy Taylor (Merced) Bookmobile generator dead. Library air conditioning is broke after a garbage truck ran into it. Working on redesigning the teen space. Summer Reading in June on our 3<sup>rd</sup> floor. New Supervisor Librarian, Olega Castenada.

**6. Calendar Items.**

**a. Teleconference on May 24<sup>th</sup>, at 10:00 AM.**

**July 12<sup>th</sup> Meeting at Kern County Public Library at 10:00 AM.**

**ADJOURNMENT at 11:55 AM.**