



## SJVLS Administrative Council Meeting July 12, 2019

### Draft Minutes

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#### 1. COUNCIL OPENING

**Council members present:** Natalie Rencher (Kings), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Terry Eckman (Proxy Fresno), Heidi Clark (Tulare City), Alberto Martinez (Fresno), Mary Leal, (Coalinga/Huron), Patrick Fitzgerald, and Janet Chase Williams (Mariposa)

**Council members absent:** Andie Sullivan (Kern) and Vikki Cervantes (Porterville),

**Staff present:** Karen Coletti (Fresno), Jeanne Christiansen (Fresno), Kevin Nelson (Fresno), and Nathan Boyer, (Fresno).

**Others present:** None.

**a. Call to order:** Opened by Janet Chase Williams at 10:05 AM.

**b. Introductions:** None.

**c. Adoption of Agenda:** Motion to approve the agenda: Leal, (Coalinga/Huron); Taylor, (Merced).

**d. Public Comment. None**

#### 2. CONSENT AGENDA

**a. Approval: Draft Minutes of May 24th, 2019 Administrative Council Meeting.**

**Motion to Approve: Amy Taylor, (Merced); Second: Heidi Clark, (Tulare City)**

#### 3. ITEMS FOR INFORMATION/ACTION

##### a. Financial Updates- Christiansen

###### i. Status Update – Financial Reports (Attachment 2)

- FY 2018/19 as of June 30 2019, the financials reported expenses \$3,290,497.06 and increase of \$1,237,140.39 from February 2019. Overall under spent by 29% in comparison to budget due to delays in telecommunication charges and grant projects in progress.
- Hudson Henderson & Company will begin the end of the year audit in August 2019. Audit report and results will follow in future meetings.
- Outstanding Receivable \$50,000 additional electronic resources for Tulare County.
  - a. Membership fees, postage and SmartNet HQ. Billed on 8/15/2019 \$1,152,387. In future year the Fortinet membership will be included in August invoices.
  - b. Electronic resources paid in full, Coalinga, Fresno, Kern Co., Madera, Merced Co., Porterville, Tulare Co. and Tulare Public.
  - c. Fortinet Maintenance billings \$27,972. Next budget year we will include in the August bill instead of separate. Next billing cycle: Membership Billing August 2019.
- Billing new Fiscal Year. August 2019 – Membership and Fortinet and SmartNet HQ. September 2019 electronic resources and Nimble Contribution billing. February 2010 TELCO invoices.
- CLLSA Allocation – FY 18-19 total expenses are \$240,362, all of the allocated funds have been expensed.
- LSTA (PLSEP) MLS funding support: The FY 18-19 PLSEP Allocation was fully expensed,

SJVLS is currently soliciting applicants for FY 19-20.

- Transfer of Ownership statements, computer acquisitions through June 2019 have been mailed out. The spring order of equipment has been completed and deducted from Pre-Paid Tech Reserve account.
- Pre-Paid Tech Reserve Report highlights were provided.
- Detail report of deductions Tech Reserves YTD (\$513,288)

b. Approval of Final Expenditure and Annual Report CLSA FY 2018-19 – Martinez, SVLS Administrative Librarian (Attachment 6)

- Alberto presented 2018/19 System Annual Report. 100% was spent and kept within the plan. The remaining allocation of \$240,362 were used for the following:  
**Motion to Approve: Amy Taylor, (Merced); Second: Darla Wegener, (Tulare City)**

c. Presentation & Approval of New SJVLS Website – Nathan Boyer

- Nathan gave Presentation on new website. Council added some changes. Darla requested a drop down. Would like an interactive map to allow patrons to locate their corresponding library. Discussion on Admin Council, SJVLS staff supports by recommending carrying out system wide initiatives. We as a whole are SJVLS.  
**Motion to approve with Modifications: Heidi Clark,(Tulare Public); Second: Amy Taylor,(Merced)**

d. RFQ for Erate & Telecommunications Consultant – Alberto (Attachment 7)

- Would like under tasks to add Miscellaneous-Any other unforeseen tasks related to providing Erate and Grant funding assistance.  
**Motion to Approve with Modifications: Mary Leal,(Coalinga/Huron); Amy Taylor,(Merced)**

e. Approval – Proposal to reinstate practice of creating a 3-year Tech Plan –Alberto/Kevin.

This process was discontinued after CLSA no longer required such a plan. Reinstating a plan of this sort will help organize and plan work of SJVLS IT staff, help with budgeting and supporting the strategic plan.

**Approved**

#### 4. Items for Discussion

##### a. RFQ Fiscal Agent (Attachment 8)

SJVLS Admin presented a draft RFP created on request of Fresno to seek a Fiscal Agent. The volume of work handled by Fresno Business Office to support SJVLS is not recognized by Fresno County as official work. This is creating a situation that is unsustainable for both Fresno and SJVLS. The Fresno Business Office staff is working beyond allotted hours by Fresno and not being compensated for the work done for SJVLS. Jeannie proposed an alternative solution to subcontract her services.

##### b. JPA

There was a long discussion with many concerns and the Council decided they would like to do some research on this issue. It was decided for everyone to go back and do some research and a special meeting would be held on August 16<sup>th</sup> for the Council to come back and discuss after looking at options.

5. Staff Reports. None Reported

## 6. Chair No Report.

## 7. State Library

- The State will be making \$8 million in new funds available to public libraries: \$3 million for early learning, \$2 million for youth/afterschool programs, and \$3 million for mobile libraries. There are three open online conversations (registration links below) scheduled for late July and early August:
  - a. Bringing the Library to You: Mobile Library Solutions Grants (July 25, 2019, 11 AM): <https://zoom.us/meeting/register/38d1c1a97e2a51bb4ac87b605f06faf5>
  - b. Shared Vision: Early Learning Grants (July 30, 2019, 11 AM): <https://zoom.us/meeting/register/111016d43bee9a7b7c24e00bf0acd2b8>
  - c. Shared Vision: Out-of-School Time Grants (August 6, 2019, 11 AM): <https://zoom.us/meeting/register/2bdabd5bd9177711dc2040ba88984b7b>
- The State Library will be welcoming a new staff member dealing with broadband and digital issues. There will be a CLA preconference on Thursday afternoon 10/24 to discuss funding opportunities, what to do with increased broadband capacities, and more. In addition, the broadband grant program has expanded beyond the “original” categories (first year connection costs, equipment, consulting, construction) to include added funds for inside wiring, construction, and training. See <https://www.library.ca.gov/services/to-libraries/broadband/>
- Career Online High School: Gale|Cengage is working with Koios.co and TechSoup to support Google Ad Words for COHS libraries. Google offers up to \$10,000 worth of free advertising for nonprofits each month. Interested COHS libraries must make a 45-minute phone appointment with Koios staff, which will walk them through the grant application. Please respond by July 19.
- Harwood Public Innovation Project: For those libraries who have sent staff to training or are using the Harwood practice, there is three-day facilitation training on August 27/28 and October 10. Applications are due July 19. For those libraries interested in initial Harwood training or sending additional staff to training, there will be two “hybrid” trainings, with one day in person and pre- and post-meeting assignments. Harwood training is one way to develop the kind of community understanding, engagement, and partnerships that the State Library will seek in new funding applications (see #1).
- CLA Conference. Look for the broadband/digital preconference, the new funding information sessions, and scholarships for support and literacy staff.
- CLA’s Leadership programs will continue this year, with a Leadership Challenge group and an opportunity to participate in a cohort of trainees, as well as workshops open to all library staff.

## 8. System Administrator

- Presented advancements on Intranet.
- We are collecting and filing all documentation back to 11 years with the help of Jeannie’s staff.
- The Disaster container was not in budget, since we had spoken about not to continue to support this. I spoke with Heidi and we agreed to distribute materials among members. Heidi will make a list currently in stock. There was a proposal to send items to Ridgcrest

Library which sustained considerable damage in earthquakes last week.

- 9. Library Program Manager: No Report.
- 10. Senior Network System Engineer: No Report.

**11. CALENDAR ITEMS**

- a. Special Meeting on August 16, at 10:00 AM, Tulare County Library / 200 W. Oak Visalia.
- b. September Meeting September 13, at 10:00 AM, Bassett Memorial Wawona Library/  
7971 Chilnualna Falls Rd., Wawona, CA 95389

**ADJOURNMENT**