



SJVLS Administrative Council Meeting

May 1, 2020

Draft Minutes

Meeting Minutes

I. Council Opening

a) Mark Lewis, Kern County called to order at 10:00 AM

Council present: Sally Gomez (Fresno County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Janet Chase-Williams (Mariposa), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Jeannie Christiansen (Fresno), Kevin Nelson (Fresno), Nathan Boyer (Fresno)

Absent: Mary Leal (Coalinga/Huron) and Raman Bath (Fresno County)

Guests: Joe Matthews and Carson Block, Consultants.

b) **Introductions:** Staff and Guests introductions.

c) **Adoption of Agenda:** Motion to Adopt Agenda Cervantes (Porterville) Second: Heidi Clark (Tulare Public)

d) **Public Comment:** None.

II. Consent Agenda

a) **Approval: Draft Minutes of March 13, 2020.**

Corrections will be made to March 13th, minutes in comment section under Darla Wegener and Amy Taylor. Council will approve at next meeting.

III. Financial Updates

Financial Reports.

FY 2019/20 as of April 30, 2020 financial reported expenses are \$2,596,859 an increase of \$663,207 from March 2020, overall expenses

were under spent by 23% in comparison to the monthly benchmarks due to delays in Telecommunication charges, lower computer service project cost and labor savings. Revenues for the period ending April 30, 2020. Totaled \$2,456,018.

Outstanding Receivable Total \$2,339. Billed FY 2019/20 Member Fees, Postage, and Smart Net Totaling \$1,705,204 has been paid in full. Billed Fortinet of \$31,000 has been paid in full. FY 2019/20 Electronic Resource has been paid in full. Horizon Upgrade Build Contingency Reserve Deposit \$160,000 has been paid in full. Nimble Storage Project has been completed. Billed Reserve Estimates of \$200,000 has been paid in full. FY 2019/20 Telco Billed to Members of \$682,821 has a current outstanding balance of \$2,339.

CLSA Report

FY 2019/20 expenses to date total \$191,479 with projected expenses at June \$239,051 with an annual allocation of \$240,074.

Online Materials

Smart Pay distributions totaling \$65,184 for the period of May 1, 2019 through December 31, 2019 have been paid to SJVLS members.

LSAT Public Library Staff Education Program (PLSEP) expenses for the period ending April 30, 2020 totaled \$28,810 SJVLS PLSEP Administration cost for this same period totaled \$2,763. There are 11 participants in PLSEP and all, but two participants have been fully paid. Paid Participants have provided all tuition cost and grade verification.

Tech Reserve – April 30, 2020

- July notices total \$6,612.73 to Madera and Fresno
- September notices total \$8,845.81 to Madera and Fresno.
- October notices total \$968.05 to Fresno
- November notices total \$7,848 Coalinga, Fresno, Kern, Madera and Merced
- December notices total \$18,640.23 Coalinga, Fresno, Porterville and Tulare Public
- January notices total \$193,207.13 Coalinga, Fresno, Kings, Tulare County and Tulare Public.

- February notices total \$7,296.64 Fresno

Unearned Grant Report

Refer to handout attachment 6.

Report date ending 6/30/2020. Designation of the unearned based on approval by Admin Council.

IV. Discussion: Return to Board with Adjusted Budget FY 2020-2021 to Adopt.

Council wanted to wait and see presentation and review from consultants. Will vote next meeting.

V. Presentation Build System Contingency Reserves.

Jeannie ask how we can build up on tech reserve contingency plan. Current plan up to \$600,000 but could change with consultant's presentation. We will have financial decline, in the next couple of years. We will put this on hold for now. We need to look at and where we are at, and where gaps are. We need to look at Erate reserves when they come back.

VI. Discussion and Approval: Electronic Resources Selected Vendor ERC Database Recommendations.

The Electronic Resources Committee seeks to add a system wide job skills and test preparation resource using funds saved by the change of general data base vendors. They reviewed seven different products for job skills, career education, and test preparation. The ERC recommended a subscription to Gale's Testing and Education Reference Center with an added Career Module.

The budget was \$30,000 and Gale provided a quote of \$29,850 for a 1-year subscription. Darla ask if that could be negotiated at all?

Nathan explained that it meets all our needs.

Motion to approve Darla Wegener (Tulare City), Second Heidi Clark (Tulare Public)

VII. Discussion: Pandemic Procedures

Mariposa is being measured for plexiglass shields for Public Service Areas. Deep Cleaning, books are a concern. Looking into masks and gloves. Janet liked Madera's plan and will go off that, it looks like the

safest way to reopen. Janet ask about patrons not wearing masks, as she has a lot of high-risk patrons.

Krista's plan has been CAO and Board approved just waiting for a date, however she is hesitant to reopen. Will be taking baby steps starting with curbside and phone, we need to try limits on everything. Sent mask survey to staff. Krista spoke on the importance of the library and services to . The staff really wanted to get back to work, however we do not want to spread it either.

Darla ask about supplying masks to employees. Sally discussed how hard it is becoming to find safety supplies, Fresno is providing face shields to Public Service staff.

Heidi is trying to find out about getting masks.

Natalie spoke on call April 15th with state library and the working document they are putting together.

Mark said they will gradually open with limited services. Finding it hard to get hand sanitizer and masks, will be putting plastic over keyboards. They are already in a hiring freeze an . We expect major branch reductions.

Discussion about how all could enforce social distancing in small branches.

Chris restoring holds fulfillment, plan over next 2 weeks when holds start and generate, using automation system again. Do we want to reconfigure holds? Horizon can customize and has some flexibility with configuration Will set up 3-day grace period, can even go 4 to 5 no fines.

Open dates were discussed, and all jurisdictions were different. Darla spoke on all opening the same date to stay united.

VIII. CENIC Upgrades Status Update.

For the year 6 CENIC project, we are still on track with 16 branches to be installed and another 27 to have the speed increased. There were a few changes as the process went on but the State Library grant will still apply and we can continue moving forward with those installs.

During the process, the bid for Yosemite was dropped by AT&T. Interestingly, the problem was on the Mariposa end of the circuit and not the Yosemite side. The result, of course, was still the same. CENIC said

we can try to bring Yosemite into Fresno but it's too late in the bid process to change it now.

We are currently working with Ingrid to finish up the category 2 bids to get the equipment taken care of but there is a problem as some of the branches are over budget. USAC budgets are based on the square footage of the library which is the unfair for the small branches and according to Ingrid that will be address in the next category 2 cycle by combining all of the awards for the entire jurisdiction.

Mark asked about the repercussions of closing branches but there doesn't seem to be any problems since we have had a few branches closed and there weren't any problems.

IX. Presentation by Consultant: Preliminary Report of an Organizational Study for the San Joaquin Valley Library System – Joe Matthews/Carson Block

The 10 libraries that were included were, Coalinga-Huron, Kern County, Madera County, Merced County, Tulare County, Fresno County, Kings County Mariposa County, Porterville Public and Tulare Public. Since 1979 Fresno has served as the fiscal agent for the consortium. It has housed the consortium and SJVLS Staff members, who are also employees of Fresno County Library. In addition, other Fresno County Library employees work part-time providing services to all SJVLS member libraries, such as accounting and delivery services. Some of these employees work unpaid overtime in order to complete their job responsibilities for both the Fresno County Library and SJVLS. The consultants were asked to look at the following and report back.

- Create a pathway that will allow SJVLS to assume greater responsibility in carrying out the tasks and objectives of the organization with the goal of becoming an autonomous agency.
- Recommend modification to the JPA to provide flexibility,
- Efficiency and accountability in all aspects of service.
- Outline roles, responsibilities and authority of SJVLS staff and member libraries.
- Identify best course of action for the provision of services be it by SJVLS staff, subcontracting external service providers, or through service agreements with member libraries.

- Improve our delivery time and quality of services.

The consultants gathered their information from visiting SJVLS headquarters and observing operation, interviewing the library directors and SJVLS member libraries. Interviewing SJVLS employees, conducting surveys, reviewed governing documents and other California based library consortia. Contacted other individuals in other organizations to gather relevant information.

Joe Matthews discussed the difference in Consortia's across the US, almost every consortium acts as a broker to provide their member libraries with access to eResources and eBooks and eRate.

SJVLS serves 10 member libraries by providing and maintaining a telecommunication network, a shared integrated library system, delivery service, selected electronic resources, and assistance in dealing with eRate. The Fresno County Library is constrained in many ways by having some of its employees provide services to SJVLS. An independent SJVLS with its own employees will be better able to serve all its member libraries. In order to create an autonomous SJVLS it would be necessary to create a new JPA as a new set of Bylaws. The consultants created a draft of a new JPA and Bylaws. The council will review.

SJVLS Staffing recommendation was a total of nine full-time staff for SJVLS. (1) Executive Director, (1) Technology Manager, (3) ILS Administration Librarians, (4) Technology Infrastructure Staff. Administrative Staff would be contract services as well as Delivery Services.

Retirement plan is with Fresno County Library, FCERA. The new SJVLS Executive Director should work with FCERA to ensure the SJVLS employees are able to continue to use FCERA for retirement benefits.

Computer room is located on the third floor of the Fresno County Library. It is well designed but consultants recommended the installation of a backup air conditioning unit for the Computer Room.

Delivery Services are now provided by Fresno County Library, on Monday, Wednesday and Friday. If SJVLS becomes independent they should sign an agreement for services between the consortium and the Fresno County delivery services. If SJVLS became independent they should issue an RFP for delivery of library materials to trucking firms for less than what is currently budgeted.

The budget for 2020-21 is expected to be \$2,620,612 for SJVLS core membership operations and the overall budget is \$4,437,291 when other cost components are included. (Figure 1.)

(Figure 2) shows the SJVLS Operations budget for each member library and the budget is offset to a small degree with a CLSA grant from the state library of \$159,540. The remainder is divided into three categories, funds paid by each of the member libraries, funds that come from the SJVLS reserves and funds from grants and other sources.

The fiscal year 2013-14 has been used as a base budget with an annual increase applied to each library that ranges from 5% to 7%.

Allocating Costs budget SJVLS to each member library using a variety of approaches. The costs for several services use a single measure, population, as the allocation measure. Note that the California State Library provides the population figures annually based on data provided by the California Department of Finance. These services include, delivery, planning, coordination, evaluation, cataloging costs, online materials. The percent or ration for each library is calculated by dividing the population for each library by the total population for all member libraries. Computer operations use three measures- population, number of volumes, and annual circulation – to allocate the costs. The percent for each library is calculated by dividing the total of the three measures for each library by the total for all member libraries. By population, volume, circulation, total to equal the ratio.

The recommended cost allocation method is that each member of SJVLS library using the number of branch locations is the percent (ratio) for each library is calculated by dividing the number of branches for each library by the total number o branches (108) for all member libraries, population served, the size of a library’s collection(number of volumes), the number of transactions (annual circulation), and the geographic spread of a service area (number of branches). The percent of each measure compared to the total for that measure. Natalie questioned how they came up with this equation. They adopt an approach that uses four measures, population, volumes held, annual circulation and number of branches to allocate all shared costs. It would be updated every year. There is a comparison between the existing shared of the shared SJVLS budget for each member library and the recommended percentage. There would be minor adjustments for eight libraries while the Fresno County Library

and the Tulare County Library would have adjustments of over two percent.

The overall assessment of the information technology infrastructure as a consortium providing ILS, network and related services, SJVLS is a technology-centric organization, and as noted in the staffing section earlier in this reports, its technology staff is a highly collaborative, hard-working team with a commitment to excellent customer service.

Each staff member has a specific area of expertise. The teamwork demonstrated by the ILS and Infrastructure group is a clear asset to SJVLS and its members. There is only one supervisory position, Infrastructure has a lead position with two other staff members. This may be a risky approach, with the possible change of one personality in the group. Major challenges for SJVLS is budget issues and communications. The ILS and Infrastructure have gotten most success thru collaboration with members. One of the key projects was the migration of all SJVLS libraries to CENIC network, which increased speed, and reliability for network and Internet services. The Assessment of the ILS is that it has severed the SJVLS well. Consultant recommended they stay on course for year 6.

We do need a disaster Recovery/Resiliency Plan in place as SJVLS does not have one.

We need to have budget to continue with upgrades and keep reserves robust.

(Please refer to your handout for more information and charts and graphs).

The directors ask to review the presentation next week and then give their input to the consultant. The consultants agreed to this. Jeannie has the Strategic Plan for 2013/14 and will send to the group, Natalie ask how it compares and would like to look at that. Carson agreed to add to something instead of recreating would be much better. Krista offered to set up a Zoom Meeting and will send invite out.

X. Staff Reports

1. Chair None

2. State Library None

3. System Administrator - None.

4. Program Manager – Chris Wymer.

Chris Wymer reported things are going OK since taking over Maryellen's position. in for things going Ok. He had trouble with HIPPS and had a 3-hour scramble with Dynix. He is keeping bills paid and reset pin is working. Had problems with the Spanish speaking email sending. Chris needs some time to work out the Java script. Self-registration is going really well. Next week we should flush out, Quipu will set those up, after demo given next week. Should be up by end of month.

5. Senior Network System Engineer – Kevin Nelson.

Kevin shared that things are getting hard to find, desktops and laptops, keyboards and mouse. Printers are still easy to get ahold of.

Directors Comments. None.

Calendar Item.

- Review last minutes from March 13, 2020 for corrections.
- Adjusted Budget FY 2020-2021 to Adopt.

Date and place of next Council Meeting:

Next Thursday May 7th at 10:00 Krista will set up since she has a Zoom account to go over presentation from consultants.

Adjournment 12:04 PM