



**SJVLS Administrative Council Meeting
November 8, 2019
Minutes**

1. COUNCIL OPENING

Council members present: Mark Lewis (Kern), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Raman Bath (Fresno), Heidi Clark (Tulare), Vikki Cervantes (Porterville), Mary Leal (Coalinga), Janet Chase Williams, (Mariposa) and Alberto Martinez (SJVLS).

Council members absent: Patrick Fitzgerald (Madera), Vikki Cervantes (Porterville), and Natalie Rencher (Kings).

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

Others present: None

a. Call to order: Opened by AM.

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

c. Adoption of Agenda: Motion to approve the agenda with adoption of additions on 3) f. and g. Leal (Huron/Coalinga); Second: Lewis (Kern).

d. Public Comment. None

2. CONSENT AGENDA

a. Approval: Draft Minutes of September 13, 2019 Administrative Council Meeting.

- Motion to Approve with correction under Council member present Heidi Clark and 3 b: Taylor (Merced); Second: Lewis (Kern)

3. Financial Updates Christiansen

a. Financial Status Christiansen

- FY 2019/20 as of October 31, 2019, the financial reported expenses are \$847,570.12 and increase of \$112,413,36 from September 2019. Overall underspent by 14%.
- Outstanding receivable members pending invoice on actual costs to telecommunication will be lower than budgeted due to other funding offsets; e-rate, CLSA and grants.
- Membership Fees, postage and SmartNet HQ. Billed on 8/15 \$1,705,204.00 with a current outstanding balance of \$48,950.
- Electronic Resources paid in full, Coalinga, Fresno, and Mariposa.
- Fortinet Maintenance Billings \$31,000.
- Telco Invoices due January 2020, pending any delay in Califa billing and e-rate reports. Telco prior year settlement invoices are anticipated in February 2020. Still working on the FY 2017-18 E rate reconciliation and review with new ERate Consultant company.

b. CLSA Report – Christiansen

- FY 19-20 Total expenses today \$36,039.21 with an allocation \$240,074.00.
- Alberto sending RFP for Resource sharing of Zipbooks, Link+depository for review

and will discuss at January meeting.

c. Online Materials

- Total Funding Sources: Membership grand total \$148,100
- Funding Source: CLSA \$53,534
- Total funding sources \$201,634
- Nathen will be putting an RFP out and will lead decision making with EBSCO.

d. Grant Summary and Benefits

- System switches and routers. Seek in this fiscal year to address outdated switches in the SJVLS System. Over the last three years the multiple system grants have funded switches and router allowable under CVIN, Year 2 and year 3.
- There are total of 156 switches and 87 routers. Routine Maintenance in coming years.
- Jeannie went over the explanation of the today's cost.

e. Tech Reserve @ October 31, 2019

- Summary report highlights FY 2019/20 Ending.
- July 31, 2019 Balance \$2,617,031 available cash \$2,059,671.
- August 31, 2019 Balance \$2,662,801 Available cash \$2,109,671.
- September 30, 2019 Balance \$3,025,714 Available cash \$2,184,600.
- October 31, 2019 Balance \$2,160,888 Available cash \$2,145,771
- Available Cash stated after anticipated decrease.
- Tech Reserves charges YTD \$100,462.

f. Discussion

- FY 2020-21 Prelim Budget Discussion. Jeannie gave a handout on a few highlights and to seek direction on the Strategic Goals assigned to the Fiscal Manager. She provided budget prelim estimates and membership rates that increased by 7% due to continued support operational costs between 73-75%. Council discussed and referred Jeannie to discuss with Vikki because she has the most history and experience. She will discuss individual with each member after researching with Vikki.

g. Seeking to Amend to add routers

- Discussion on Tech Infrastructure. Jeannie requested everyone to look over plan completely. Routers and switches progress will begin this year to switch 12-17 years old. Two sources are CLSA and System Fund Balance.
- We will also need to return to Board for approval of any amendments.

4. Seek Discussion & Approval

a. Approval to contract Joseph R. Matthews & Carson Block for the Organizational Restructuring

Consultant RFP - Alberto

- Seeking approval to contract Joseph R. Matthews & Carson Block for the organizational restructuring consultant RFP. Motions to approve Wegener (Tulare

County) Second: Clark (Tulare Public).

b. Approval to publish E – resources RFQ

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c. Approval to purchase SMS messaging service from SirsiDynix -Mary Ellen

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d. Approval to release the RFP for telecommunication svcs for non-CENIC locations

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e. Three State Library funding opportunities – Mary Leal

5. Reports

a. SJVLS Admin – Alberto

- Working on finishing up projects before leaving.

b. Library Program Manager – Mary Ellen

- Reported on the new live Syndetics Unbound.

c. Senior Network Systems Engineer – Kevin

d. State Library

- No Report

6. Calendar Items

Woodward Park, January 17th, 2020 at 10:00 PM. Location: 944 Perrin, Fresno, CA 93727

7. Adjournment

Adjourned 11:50

ADJOURNMENT at 11:51 AM.