



## **SJVLS Administrative Council Meeting**

**June 5, 2020**

**Draft Minutes**

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### ***Meeting Minutes***

#### **A. Council Opening**

1.) Mark Lewis, Kern County called to order at 10:08 AM.

**Council present:** Sally Gomez (Fresno County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Janet Chase-Williams (Mariposa County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Jeannie Christiansen (Fresno), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Mary Leal (Coalinga/Huron) and Raman Bath (Fresno County)

**Absent:** None.

**Guests:** Beverly Schwartzberg (California State Library) Jody Thomas (California State Library).

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

3.) **Adoption of Agenda: Motion to Adopt Agenda Cervantes (Porterville),**  
**Second: Taylor (Merced County)**

4.) **Public Comment:** None.

#### **B. Consent Agenda**

1a.) **Approval: Draft Minutes of March 13, 2020.**

1b.) **Approval: Draft Minutes of May 1, 2020.**

**Motion to Approve Minutes of March 13, 2020 and May 1, 2020. Chase William,**  
**(Mariposa) Second: Wegener (Tulare Co.)**

#### **I. Financial Updates**

1.) **Financial Reports.**

a. FY 2019/20 as of May 31, 2020 financial reported expenses are \$2,749,020 an increase of \$152,161 from April 2020. Overall expenses were under spent by 29% 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 May 31, 2020 totaled \$2,459,977.

**Outstanding Receivable total is \$2,874.00**

- 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. Madera County recently requested to make additional contribution to the Tech Reserve:
  - Coalinga \$ 20,000
  - Fresno \$300,000
  - Mariposa \$5,000
  - Madera \$7,643
- Horizon upgrade build in 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 1919/20 Telco billed to Members of \$681,686 has been paid in full.

**b. CLSA Report**

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

**c. 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.

**d. 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
- Tech Reserve decreased due to charges for FY 2019/20 totaled \$368,608 and consist of Debt Collection-IMS, Postage and Computer Hardware.

**e. Unearned Grant Report**

- Refer to handout.

**II. Approval: Recommended Budget FY 2020-2021**

- Jeannie presented to approve to adopt budget. Approve training plan and authorize designee for further scholarship protocols. Approve preparation of application for CLSA budgetary dollars. Approve submission of application and administration of PLSEP grant. Approve the submission of grant application for year 6 NRC costs. Approve Year 6 project for Telco, equipment and e Rate application.
- Info Tech Plan: Members to continue contribution to build reserve for ILS/Horizon. Approve to schedule retreats with Attorney, Consultant and Directors for JPA, service contracts, and by-laws.

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

**III. Discussion and Approval: Membership Cost Allocation Change.**

Will keep everything same, will return to board for discussion and tabled till November.

**Motion to keep the same Wegener (Tulare City) Second: Chase Williams (Mariposa County).**

**IV. CENIC Year 6 & Allocation Change**

The project consists of Telco NRC install costs, Network equipment funded by E Rate, Network cabling and other funded by System and Grant offset funding opportunity.

1. Seeking Approval on Year 6 Project for Network equipment funded by 3 sources.
2. Approval to submit application to secure E Rate funding for \$235,044.
3. Approval of designee to work with Ed Technology and State for submission to grant.

**Motion to Approve Cervantes, (Porterville) Second: Clark, (Tulare Public).**

**V. Discussion and Approval: Information Technology Plan and Build System**

**Contingency Reserves.** Jeannie is working with Logic and Kevin to gather information we will need to discuss prebudget. We will need to talk about pre budget cost at September meeting. Jeannie will have a working discussion through email. This will need to be reviewed every November. There was a status update from Mr. Matthews since the presentation. Jeannie will send the Admin Council to look at the lineout, she requested that council send any feedback.

**VI. Draft JPA, Bylaws and Contracted Professional Services Agreement:** Review and provide direction for consultant to work with attorney to prepare final documents. This is an ongoing project, we need to get feedback to Mr. Matthews so he can get it to the attorney, Sally added that we have the notes from our workshop as well. Discussion on needing 2 retreats and the cost this year as well was noted.

**VII. Discussion and Approval: Draft Self Registration Policy.** Chris presented the draft policy. Self-registration has become a standard service that is being utilized by businesses and organizations from all sectors to expedite the account creation process. It provides several benefits for both patrons and the library. Staff time will be saved because they only must verify information. SJVLS will allow self-registration for patrons of 13 and older. It is a temporary service for 6 months, when the patron will need to update account information and confirm ID. Borrowers will be provided access to the electronic resource collections of the member library system they're registered. The information that will be collected on a form requiring, Name, physical address, mailing address, phone number, mail, pin and DOB. Chris is working on kinks to flag fake or fraudulent names. Borrowers ages 13-17 will be assigned a Young Adult and borrowers 18 and older will be assigned an Adult borrower type. The self-registration will check for duplication as well. By default, self-registered borrowers will be provided access to system-wide e-Resources, and the e-Resources of their local library.

**Motion to Approve Clark, (Tulare Public) Second: Wegener, (Tulare City).**

**D. Staff Reports**

**1. Chair: No Report.**

**2. State Library: Beverly Schwartzberg and Jody Thomas.**

- California Digital Newspaper Collection. This database is open, free, and supports reading and research of California's rich history and communities.
- California Geolocated E-Book Collection, Califa and Bibliolabs have partnered to launch [enki California Digital Library](#).
- LSTA Grantees will be able to still use grants and the State Library will be flexible with programming and activities rescheduled due to the public health concerns. Please reach out to Rebecca Wendt with any concerns or questions.
- Remote and Distance-friendly Programming Database is now live and can be accessed on the California State Library's page.
- Networking Conversations are posted on CLA's calendar. Next one is next Wednesday.
- Library services during COVID, data collection opportunity.

**3. System Administrator - Sally Gomez.**

- Working on Plan of Service.

**4. Interim Program Manager – Chris Wymer.**

- Chris is working on 3 libraries curbside preparing for 2 more. Moving along with Self-Registration.

**5. Senior Network System Engineer – Kevin Nelson.**

Working on Year 6, PC orders waiting on quotes. We have a problem with our Anti-Virus and still have not heard back on them. Alternatives are very expensive.

**E. Directors Comments.**

- Mark Lewis, (Kern County) is trying to get caught up, working on very limited services. We will have some closures. Year 6 on CENIC will be an adjustment. Our staff has made some accommodations and are working on keeping staff safe. Masks are being required and temps. Security will be hired as well when we enter next phase.
- Heidi Clark, (Tulare City) has started curbside and phone this week. Normal working hours, curbside is 4 hours. Custodial staff working on safety for public and staff. 10 people in building at one time. Curbside staff are encouraged to wear gloves and masks. No Public past where they can pick their stuff up.
- Darla Wegener,(Tulare County) starting walk up service, June 23<sup>rd</sup>. Working on getting cleaning supplies, purchased masks and shields. Still need staff in building more. Working on procedures and limited people in. We are using recommended instead mandatory. Darla asked about California State Library guidelines, and waiting is hard.
- Krista Riggs, (Madera County) Madera County has started curbside May 18<sup>th</sup> going well, somedays busy some not. We are waiting on the Governor's plan for phase 3. Met with County Department head this morning, cannot require masks. Beanstacks great opportunity for Summer Program. We received the bookmobile grant,
- Natalie Rencher, (Kings County) grants from Calif, State Library mobile unit received. Received after school grant also. We did also receive a second VRC at Corcoran. We are not in rush to reopen. Dept. Head discussing next week, happy with the plan so far, and taking time. We are processing 214 forms, COVID 19 , five staff people working with finance depts. Entire County Department we are doing Contact tracing, 1<sup>st</sup> calls this week.
- Amy Taylor, (Merced County), we are not open, 60% of staff working for disaster. We have a large county and spread out, we are in a holding pattern. We will be moving quickly when ok to reopen.

#### **F. Calendar Item.**

#### **Date and place of next Council Meeting:**

August 7<sup>th</sup> 10:00 Teams.

#### **G. Adjournment 12:05**