



SJVLS Administrative Council Meeting

August 7, 2020

Minutes

Meeting Minutes

A. Council Opening

1.) Mark Lewis (Kern County), called to order at 10:01 AM.

Council present: Sally Gomez (Fresno County), Raman Bath (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 (Fresno), and Chris Wymer (Fresno).

Absent: Mary Leal, (Coalinga-Huron)

Guests: Jody Thomas (California State Library).

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

3.) **Adoption of Agenda: Motion to Adopt Agenda, Vikki Cervantes (Porterville)
Second: Heidi Clark (Tulare City)**

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

B. Consent Agenda

1.) **Approval: Draft Minutes of June 5, 2020. Approval with amendments Amy Taylor (Merced), Second: Darla Wegener (Tulare County).**

C. Items for Information/ Actions.

1.) Financial Reports.

- FY 2019/20 we ended the fiscal year in a good position. The financial graph enclosed and CLSA final expenditure report (agenda#3) reflects total \$3,250,441. Revenues for the period ending June 30th totaled \$3,125,520.

- All routers switches and Nimble have been accounted for in System Track it for assets and inventoriable items held by SJVLS on behalf of members.

2.) Outstanding Receivable paid in full.

- Billed FY 2019/20 Member Fees, Postage, and Smart Net totaling \$1,705,204.
- Fortinet of \$31,000
- FY 2019/20 Electronic Resource has been paid in full. Madera County recently requested to make an additional contribution to the Tech Reserve:
 - Coalinga \$20,000
 - Fresno \$300,000
 - Mariposa \$ 5,000
 - Madera \$ 7,643

- Horizon Upgrade Build Contingency Reserve Deposit \$160,000.
- Nimble Storage Reserves and upgrade \$200,000.
- Telco billed to Members of \$681,686.

3.) CLSA Allocation Status Update. We have expended the full allocation with no payback to State for allocation of \$240,074. Later in agenda seek Board approval of final report and expenditure due to State by September 3.

4.) Smart Pay distributions checks issued to Members in June for collections through May. Next check disbursement to Members in late December.

5.) LSTA Public Library Staff Education Program (PLSEP) – complete and final report submitted to State.

6.) Transfer of Ownership Statements have been sent to the following members:

- 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.
- May notices total \$2,753.71 Fresno.

7.) Pre -paid Tech Reserve Report summary of change in balance from July to June for fiscal year.

- July 2019 Balance \$2,617,031 Available \$2,059,671
- June 2020 Balance \$3,061,626 Available \$2,173,424

Tech Reserve decreased due to charges for FY 2019/20 totaled \$368,649 and consist of Debt Collection – UMS, Postage and Computer Hardware. Jeannie will send attachment 5 electronic.

II) Approval: Budget Resolution Amendment CLSA reduced by \$115,077 for allocation in the amount of \$124,997. Approve decrease to CLSA non-delivery appropriations in the amount of \$68,87. Approve funding of delivery Contract Services from two sources: CLSA allocation \$124,997 and remaining balance funded from Fund balance to avoid increase in Membership Fee in the amount of \$46,503. Approve scanner maintenance expenditure to be paid from Computer Services Maintenance in the amount \$3,000. There are sufficient membership appropriations to cover with no increase to membership. Approve and authorize the transfer of \$30,000 from ERC allocation to E Resources with no change in total online materials membership in the amount of \$182,370.

**Motion to Approve CLSA completed to Narrative Cervantes (Porterville)
Second: Amy Taylor (Merced).**

III) Approval: CLSA Final Narrative and Expenditure Report FY 2019-2020.
Motion to Approve CLSA Report. Cervantes (Porterville) Second Taylor (Merced).

IV) **Discussion and Approval: Porterville Prorate Membership Billing.** Approve to delay billing to Porterville in the amount of \$49,059 based on a prorate Membership based upon rebuilding and restoration of Library based on the calendar days.

Motion to Approve Delayed Billing for Membership Approve Clark (Tulare City) Second: Taylor (Merced)

D. Staff Reports

1. Chair: No Report.

2. State Library: Jody Thomas.

- .Comprehensive Staff Training Opportunities. Did a poll and ask staff what they would like out of training. They are working with Niche Academy. One for Association of Rural and Small Libraries Conference and the Association for Bookmobile and Outreach Services conference. Jody will send links for both.
- The California Public Library Survey portal will open on September 7th and close on October 30, 2020. Libraries will report data for July 1, 2019 through June 30, 2020. A webinar providing an overview of additions and changes to the survey will be held at 10:00 AM on Wednesday, August 19th and will announce via Calix and in emails to directors and survey submitters' email addresses.
- Mental Health Initiative Training now available.
- California COVID Diaries, people are continuing to send in things.
- Remote and Distance Friendly Programming Database.
- California Geolocated E-Book Collection working on a grant.
- California Digital Newspaper Collections, Bev reported on this.
- Networking Conversations continuing and are posted on CLA's calendar.
- Career Online High School has had 147 California adults receive their high school diplomas through their local libraries through April and June quarter. Additional scholarships are due September 10, December 10, March 10, and June 10th. Three new library jurisdictions joined the program this summer, Santa Ana, San Leandro, and Santa Clara County.
- Staff news is that Natalie Cole was promoted to Assistant Bureau Chief in May 2020 after serving for four years as a Library Program Consultant.

(All addition information and links for any of the above services can be found on the California State Library Site)

3. Administrative Librarian – Sally Gomez.

Sally updated council that they have two candidates for second round of interviews for Administrative Librarian. Two council members are sitting on the panel. The interview will be toward the end of the month. We are still taking questions and have room on the panel to interview.

Seeking direction on ILS contract expiring next year. We need to start working on the RFP, we are researching now. Sally asked if anyone from Council had input, Natalie asked about the contract and if we could review what we currently have. She would like Tanya Russell to be on the review team. There is a current contract Raman and Chris have reviewed it. Chris felt pretty confident migration ok at 6 mos. We are a consortium, and kind of unique. We have had Sirsi/Dynix for years. Sally and Chris will research which is best option an RFP or Suspension of Competition. Raman suggested getting started by next month, Jeannie added the RFP summarizes well. This is to be brought in November for review. We will need to give the vendors equal opportunity. We had investigated Evergreen in the past, but it was too much to transfer over, and required too much expertise. Darla would like to see 2 or 3 vendors. Sally and Chris will start working on this.

Sally has sent the Bylaws and JPA over to attorney for review.

4. SJVLS – System Administrator - Chris Wymer.

- Overdue notices went out last week
- Self-Registrations is at 900 and really being utilized.
- Links in catalog and mobile as well makes easy.

5. Senior Network System Engineer – Kevin Nelson.

- CENIC 6yr has been signed. There have been 32 branches upgraded busy year. This had been pushed back but turned out well.
- Kevin is working with Beverly and the State Library for grant opportunities and we are investigating providing Wi Fi service outside of libraries in addition to other upgrades.
- Logic is working on new pc order.
- Aaron is installing new switches, SJVLS now has their own vehicle. Amy asked about reminder for email about outside Wi-Fi. Raman brought

up getting some type of security over the Wi-Fi outside. Kevin has spoken with Terry. The grant is broad so this cost could be covered.

E. Directors Comments.

Mark Lewis, (Kern) We have decreased branches by 23%, there was an outcry from the Public, and they open some back up. Some branches are only 1 Or 2 days. Kern Co. is doing online school, and this will impact staff. We are working on final budget. Mark reported a vacant county building converted to PPE distribution center, staff in 8 hours a day and also is being used as county testing center.

Heidi Clark, (Tulare City) We have expanded pick up service to 10-6 or 5. We are still only working fulltime staff. City Council passed our budget and will reevaluate in December. Staff is looking for creative ways to serve the public. They are doing virtual tours of the fire and police stations, trash trucks, and speaking the city folks about their jobs, it is good interaction with the community. We are offering grab bags for people who are wandering up and looking for something.

Amy Taylor, (Merced) We started with 5 locations for curbside and added 2 more. Our county is still a hotspot for virus. Working on Bookmobile specs and would like to speak to anyone who is using their Bookmobile. No news on our budget. Our fulltime staff is back but ½ of staff are still not back at work. People are loving what we are offering, we have Where is Waldo? and Amy loved Heidi's idea on using community entities for virtual.

Darla Wegener, (Tulare Public) New Secretary. Library will be open to public hours are 10-6 or 10-5. They had lost power at one branch, but it has been restored. Terra Bella is closed for now. Our online programs are doing well, book clubs, Legos, and historical cooking are some. new staff key position. Secretary. Most staff are back in building unless childcare issues or at risk and quarantine.

Krista Riggs, (Madera) They are putting finishing touches on budget and looks like we can hold on to all staff, no hours cut, we will have to cut a little in books. Curbside at all branches, working well. Staff back in buildings unless staff with childcare issues. Online programs going well, our guest Story Time is featuring our CAO. Working with some community leaders on virtual tours. We are also having book and activity give always. Working on a online Robotics program and the RFQ is with a local vendor.

Natalie Rencher (Kings), Teleworking and in office since later part of March. Both fulltime and extra help staff have reduced hours. WE have not initiated any type of services due to being on hot list. We are just offering only virtual and online. Mailing out prizes for Summer Reading. telework and in office, later part of march. Both fulltime and extra help staff, reduced hours. The Central Valley Bookmobile is rolling through. We are having staff work as contact tracing and disaster workers. They are working on registering people to go get tested. It will be Central Valley rolling bookmobile. We are doing Contact tracing and disaster workers. We are now registering for people to go get tested. Testing is Monday through Friday for public, and only online registration. Natalie is working on her dissertation and is very tired, would like to have it finished by September. Her budget is due at end of September and she is being asked to cut 5% .

Vikki Cervantes (Porterville) Reported day by day.

F. Calendar Item.

September 25th and forego October. (Teams)

November 6th (Teams)

G. Adjournment 11:15