



SJVLS Administrative Council Meeting

November 6, 2020

Minutes

Meeting Minutes

A. Council Opening

1.) Mark Lewis (Kern County), called to order at 10:04 AM.

Council present: Sally Gomez (Fresno County), Terry Eckman (Fresno County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Mary Leal (Coalinga Huron) Jeannie Christiansen (Fresno County), Kevin Nelson (Fresno) and Chris Wymer (Fresno).

Absent: Raman Bath (Fresno County) and Janet Chase Williams (Mariposa County)

Guests: Jody Thomas (California State Library).

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

3.) **Adoption of Agenda: Motion to Adopt Agenda Heidi Clark (Tulare City), Second: Amy Taylor (Merced County).**

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

B. Consent Agenda

1.) Draft Minutes of September 25, 2020 Administrative Council Meeting and September 28, 2020 Special Meeting. **Motion made to adopt with corrections to September 25, 2020 under Darla Wegener update and September 28, 2020 Special Meeting. Darla Wegener (Tulare County) Second: Heidi Clark (Tulare City).**

C. Items for Information/ Actions.

1.) **Financial Reports.**

a.) FY 2020/21 As of October 31, 2020 reported expenses are \$860,877 an increase of \$283,417 from September 2020, overall expenses were under spent by 18% in comparison to the monthly benchmarks due to delays in Telecommunication charges, and lower computer service project cost. Revenues for the period ending October 31, 2020 totaled \$1,807,654.

- Outstanding Receivable total \$138,376. FY 20/21 member fees, postage, and smart net totaling \$1,780,349 was billed on 8/13/2020 with a current outstanding balance of \$80,646 as of October 31, 2020.
- Billed Fortinet of \$31,000 on 8/13/2020 with a current outstanding balance of \$6,200.
- FY 2019/20 Electronic Resource has been paid in full:
 - Fresno \$300,000.
- Horizon Upgrade Build Contingency Reserve Deposit \$160,000 was billed on 9/10/2020 with a current outstanding balance of \$51,489 as of October 31, 2020.
- Next billing cycle: Telco invoices January or February 2021.
- Pending any delay in Califa Billing and e-rate reports.
- Still working on the FY 2018-19 e-rate reconciliation and review with e-rate consultant company.

b.) CLSA Allocation-Status FY 2020/21 expenses to date total \$42,444 with projected expenses at the end of June totaling \$124,997 with an annual allocation of \$124,997. CLSA allocation from the state was reduced from \$240,074. Funds will offset a portion of System delivery costs.

c.) LSAT – Public Library Staff Education Program (PLSEP) MLS Funding Support.

a. FY 20-21 tentative award of \$10,969.

b. SJVLS Administration reimbursement of \$997.

c. Award terms date range July 1, 2020. To August 31, 2021.

d. The FY 20-21 PLSEP Grant has two participants.

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

- **September notice Fresno (\$11,897.03)**

There was no activity for the months of July, August, and October. Cost listed above has been deducted from the member's Tech Reserve.

e.) Pre-paid Tech Reserve Report.

- July 2020 Balance \$3,061,402 Available \$2,220,846.
- August 2020 Balance \$3,059,562 Available \$2,219,005
- September 2020 Balance \$3,437,823 Available \$2,311,473
- October 2020 Balance \$3,486,786 Available \$2,363,245.

Tech Reserve decreased due to charges for FY 2020-21 totaling \$19,080 through September 30th and consists of postage and computer hardware charges.

2) Upcoming FY 2021-22 Budget Approval on Membership Contributions. 1) Approval for no increase in Membership Fee Contribution from Members in the amount of \$1,789,808; 2) Approval for no change in allocation methodology to Members; and 3) Approval to delay billing to Porterville for Membership Fee in the amount of \$49,060. The fee to be prorated based upon construction of library. **Motion to Approve 1-2 and abstaining from 3 Vicki Cervantes (Porterville) Second: Darla Wegener (Tulare County).**

3) CSL Technology Grant Submission. The California State Library (CSL) has made grant funds available to assist in the implementation of highspeed broadband technology by providing gap funding to cover costs incurred for upgrades and connectivity. The funds, if awarded, will cover non-recurring costs for several branches in SJVLS jurisdictions. The grant benefits Members with funding to provide wiring upgrades, and other various networking equipment to enhance connectivity. Kevin spoke on this and said complicated and moving pieces. It will be a very long project. Sally stated it is additional funding, and will not cost us any additional money. We are just asking for ratification. **Motion to Approve CSL Grant Amy Taylor (Merced County) Second Heidi Clark (Tulare City).**

D. Staff Reports

1. Chair: No Report

2. State Library: Jody Thomas went through some important dates and grant opportunities. Listed below are some, and she will also share link to all the information.

- CopyCat Grants, 2020-2021, Applications due by Monday, November 9, 2020.
- Local and Collaborative Grants, 2021-2022, Intent to Apply forms are due by Friday, November 20, 2020 at 11:59 PM. The information session for potential applicants is scheduled for Tuesday, October 20, 2 PM-3 PM.
- California Libraries Learn or CALL are offering comprehensive training portfolio for your library staff members. Visit www.callacademy.org. or reach out to Bev Schwartzberg.
- California Library Literacy Services final report form is open and due on November 13th.
- Job Now Vet Now Learn Now, landing page is one page now. It has great resources. Please put the URL on your website in more than one place.
- California Public Library survey portal is still open through today. They have only received about ½.
- Career Online Highschool has had 60 more graduates. Dec. 10th deadline, to apply. For questions regarding cost and process refer to Bev Schwartzberg.

3. Administrative Librarian – Sally Gomez.

- We have posted the RFP and Chris will add to this.
- We provided info for audit, submitted by EdTech consultants. Ingrid did receive something from auditor yesterday and she will get back to us. PQA still working on it for 2016 they are doing a full reconciliation on it, working on all the invoices. 2016 and 2019 both still outstanding.

4. SJVLS – System Administrator - Chris Wymer.

- Horizon update – The Automation Committee received a presentation from Sirsi Dynix staff on self-service options in the mobile app. Self-service would allow patrons to check out materials directly in the mobile app. Unfortunately, due to the mix of RFID and regular barcodes in use throughout the consortium we will not be able to implement this service. Kern County, Tulare County and Kings County are testing “Click and Collect” which will allow patrons to schedule curbside pickup of their holds.
- RFP – 4 vendors participated in the vendor teleconference. They were Sirsi Dynix, Innovative Interfaces, OCLC, and Equinox. The RFP will

close on November 16th. Mike, Nathan, and Chris will review the vendor's answers to the questions in Appendix A to see if they meet our needs for ILS functionality. All vendors whose responses indicate they meet our needs will be invited to give a presentation to the selection committee the week of Dec 9th thru Dec 16th. The selection committee will be made up of staff from each jurisdiction who have expertise in the various modules in the ILS. This includes but is not limited to circulation, cataloging, acquisitions, and e-resources. While each jurisdiction may choose how many staff members to include on the selection committee, each jurisdiction will turn in only one score sheet. Chris needs each director's selections prior to Thanksgiving. Kings County has already submitted theirs, kudos.

5. Senior Network System Engineer – Kevin Nelson

1. We are still waiting to hear back on year 6 of CENIC. We are still on a timetable and will issue a 4/70 to cover us. Year 3 CalNet ends next fiscal year. Year 4 CalNet is coming up. Ingrid is working on Plan B now.
2. PC order open, only 3 responses, trying to keep open till next week. Do not be shy to request something, now is the time.
3. Webinar that is coming up next week, Libraries Evolving Role as Critical Community Hubs. It is November 12th, 11 AM. Pacific time. Learn how libraries are relying on connectivity today more than ever before and how library leaders can continue to meet community needs www.govtech.com.

E. Directors Comments.

Mark Lewis, (Kern) Open for curbside and inside, 6 hours a day, ½ appt. then clean for next batch. 12 branches some open 1 day, 2 days and main branch 5 days. Staff is doing the cleaning. Public has been very positive to use the computers, printing and browsing, we have new wireless printing. Staff encourages patrons to keep moving and there are no restrooms open or furniture.

Heidi Clark, (Tulare City) We started passport service this week, and the customers were excited. We are slowly setting up for copy, fax and scan service next week. FOL held their first book sale in 8 months today and tomorrow. We have 3 new City council members. Heidi inquired about donations and nobody except Madera is taking them right now.

Amy Taylor, (Merced County) Remaining curbside only, the opening plan was approved by Public Health, but not ok to open yet, still just curbside, and virtual.

Darla Wegener, (Tulare County) We are busy with a lot of changes. Our barriers are being installed. RFID is arriving and we are moving ahead to do training. The CARES ACT got us laptops, for staff where needed. Lobby services, pickup, printing., no restroom access. We are working on online Winter Reading Challenge.

Krista Riggs, (Madera County) We have been open since Oct. 5th. going well. Limited numbers, not making appointments. We are still offering curbside. County requires temps and masks. We encourage our Grab and Go also with people using computers. We are doing printing for people using the online form and we are not ready for wireless.

Terry Eckman, (Fresno County) We will be doing a soft opening on Friday 13th. Not all branches. We will have modified occupancy will require temp check and masks. We are going to offer computers along with Grab and Go. This will be only one day a week for a couple of weeks and curbside will continue as well. Staff will be cleaning in downtime. There will be no restroom usage or furniture.

Vikki Cervantes (Porterville) Joint City meeting scheduled Nov. 10th, and we will be discussing insurance and new location. We have a temporary location of 8,000 sq. ft. commercial building. The insurance has been such a process. Vikki is hoping for a spring opening. Her staff is working on inventory and weeding. She has 9 fulltime employees; they are working on virtual programming and donations. Thursday the 12th, she is moderator of CPLA Panel discussing Library Advocacy. She will share link with Council. Your Friends groups and Foundations can attend it is free. Vickie thanked everyone for support on her run for President, she was not nominated but it was a great opportunity, and she made some really good friends. Vikki thanked everyone for all the support this year.

F. Calendar Item.

January 15th Teams.

G. Adjournment 11:07 AM.