



## **SJVLS Administrative Council Meeting**

**April 16<sup>th</sup>, 2021**

### **Minutes**

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## ***Meeting Minutes***

### **A. Council Opening**

1.) Mark Lewis ( Kern County), called to order 10:03 AM

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

**Absent:** None.

**Guests:** None.

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

3.) **Adoption of Agenda: Motion to Adopt Agenda Chase- Williams (Mariposa)  
Second: Clark (Tulare City).**

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

### **B. Consent Agenda**

1.) Draft Minutes of March 12, 2021 **Motion made to adopt Leal (Coalinga/Huron)  
Second: Wegener (Tulare County).**

### **C. Items for Information/ Actions.**

**1. Discussion and Approval: Bear 2015 Audit Outcome Payback USAC \$65,162.44.**

Sally gave a background on how and when the audit started. It started back in December of 2019, and there were several things that they looked at and reviewed. Some was delivery, services provided billed, the consortium and the proof of payment.

We are working with Ed Technology and putting policies and procedures in place; however, we will need to pay the \$65,162.44 now. Seeking approval on assessment **Motion to approve payment Bath (Fresno County) Second: Cervantes (Porterville).**

- 2. Discussion and Approval: Publish RFQ 21-002: Library Cards & Key Tags** Sally gave intro and stated that Chris has done a lot of work on this RFQ. Chris started with going over the Schedule 1 All jurisdictions for quantities using custom designs. Kern will follow up and Heidi needed a correction. Darla clarified that one side uniform and other is each jurisdiction own custom design. We need a quote for a premium and bare bone design. The more colors added the more the cost. Jeannie discussed what would give better price breaks and spoke to not worrying about exact quantities. Sally spoke on that her and Chris will continue to update the RFQ add the word possible per Darla in the wording on design to leave it more open. Chris explained that it was really hard to find information and product on durability and he has two different types. Teslan which is environmentally friendly and PCI which is what debit cards are made out of. Admin would like to do flexibility test, and price quote. Keychains are still very popular as well.
- 3. Discussion and Approval: Sole Source: Delinquent Account Collection Services looking for suspension of this source with Unique.** It was recommending suspending the competitive bidding process for delinquent account collections for members as the Unique Management System is a unique vendor to provide library-based collection services for sole source suspension of competition and approve and authorize the Chairman to execute a retroactive agreement with the Unique Management services effective April 14, 2021 through April 13, 2028 for the term of 7 years and not to exceed \$280,000. **Motion mad to approve by Leal (Coalinga/Huron) Second: Clark (Tulare City).**
- 4. Discussion and Approval: System Participation in Califa for Cenic Year 7,** designee to complete all appropriate Federal forms with Ed Technology and selections made coordination. Bear 2016 Audit outcome deduction for members associated with other grant award funding. We paid Telco related costs for Kern, Erate is net effect of grant award, CLSA or others source the paid any portion of bill. **Motion to approve application for Cenic Year 7 Wegener (Tulare County), Second: Leal (Coalinga/Huron).**
- 5. Cenic Year 7 Participant Selections and Funding Sources from Members. Motion to approve Wegener (Tulare Count), Second: Leal (Coalinga/Huron).**
- 6. Discussion and Approval: Publish RFQ: Accounting and Bookkeeping Services.** Jeannie is looking for approval to draft and post RFQ for services and to set timelines to return to the Board with a vendor recommendation for contractual terms of five years with 2 one-year renewal. Also approve and authorize the Interim SJVLS Administrator

and Library Business Manager to draft contract for term of seven years with legal counsel. Jennie reviewed all of the deadlines for the process. There will be no fiscal increase in the adopted budget with the recommended action. The past cost for the year 19-20 for Fresno Library accounting services were \$103,000. Outsourcing will improve staffing resources not subject to County of Fresno vacancies and funding strategies. This change would be a 6-to-12-month transition. Jeannie is looking for the approval to draft and post RFQ for services and to set timelines to return to the Board with vendor award recommendation for contractual terms of five year with two one-year renewal. Also to approve and authorize the Interim SJVLS Administrator and Library Business to draft contract for term of seven years with legal counsel. **Motion recommends of approval for RFQ review sent out. Cervantes (Porterville), Second: Leal (Coalinga/Huron).**

**7. Status Update CLSA Service.** Sally reported that the budget is a little under than last year and it is due on June 3<sup>rd</sup> to the State Library. Jeannie reported that the slight reduction is a little less than \$3,000, the intention is to utilize 100%. The State did not delay due date. Jeannie will refer to this later in item 12.

**8. System Delivery Services & Funding Source.** Jeannie presented the Delivery services for SJVLS Basic amount for \$202,000. The second was the approval of member contribution or use of Fund balance to fund the shortfall in CSLA allocation due to decrease in funding in FY 2020-2021 and in FY 2021-22. Jeannie asks how to cover the gap happening, if they would like to take from tech reserves. The cost is based on population. Fresno is o due to being the contracted provider. Raman spoke on doing an assessment and should be doing this as it has not been done in many years. We now have mileage logs, and we have GPS in all vehicles. GPS data showed that we are underbilling members. Krista questioned about the last 10 years of being underbilled. Raman spoke on cost recovery, and that we move forward on GPS data this will provide accurate data. GPS versus mileage was less than 10% Raman was going to move forward as an administrative cost, but it wasn't and that is where we are. We do not need to do an audit. Mary questioned about the Fund Balance and if each district could decide on their own. Providing a monthly report or doing a yearly audit makes sense. Darla brought up the population problem and that it does not make sense. Budgets are going up all over the place. Madera costs keep changing, and Krista still has questions about the calculation. Krista inquired about why Madera is getting premium service, and whether it is correct. In 2009 Madera had trouble with budget and in desperation the other groups picked it up. Her concern is how things are being calculated and why they are being calculated the way they are. Janet also agreed for revamp, and in 2009 Madera budget was cut. Raman agreed that something did happen in 2008 and 2009. Madera's 1602 or 1603 makes no sense. Raman looks at other ways to provide delivery. Every jurisdictions cost needs to be reduced. Jeannie said Fund Balance is the best way to cover it now. We need the approve and direction from the Board on Madera Premium Delivery & Sorting Services. Delivery costs are \$26,000; reimbursement contract fee of

\$4,000. Darla spoke on supplementing for years and we need to really think about this and do we need to contract out. Janet stated we need to work out something, this is not working, and we need to help Madera out. Vicki spoke on when Fund Balance was 3 million when Brian Lewis was still here. The Fund Balance continues to grow, even as we deplete, it and we always are staying under balance. Our balance is about 4 million right now, per Jeannie. Krista brought up services during Covid, since we have not been getting our full services and ask if we can draw anything from there. Jeannie did look at utilization, during that time March thru May they had more of the route. Jeannie explained that it was already covered by grant funds. Krista ask if there was a breakdown of cost per system. Raman will work with Michelle to get that information for each jurisdiction. Darla wants to make sure what we are being charged for and what services we are getting. There is still a lot of information that needs to be shared before anything is approved. **Tabled till June.**

**9. Assessment of Delivery Services System is tabled till June meeting**

**10. Discussion and Approval: Delivery Services Audit.** Jeannie explained option to have Hudson Henderson and Company perform audit, but also discussed an in house, which Mark Lewis, Business Manager of Kern volunteered to do. **Motion to move for Mark Lewis of Kern County to perform audit Chase Williams (Mariposa) Second: Wegener (Tulare Public).**

**11. Discussion and Approval: Outsourcing Controller Services and Amendment to Existing Documents. More discussion after June 15<sup>th</sup> with a draft JPA. Make it a longer meeting.**

**12. Approval to Adopt Recommended FY 2021 -2022 Budget.** Jeannie went over the budget handouts and it was decided that it would be adopted pending any changes after June 15<sup>th</sup>. **Motion to approve budget to use fund balance. Adopt pending any changes in June for Delivery Services. Leal (Coalinga/Huron), Second: Clark (Tulare Public).**

**D. Staff Reports**

**1. Chair: No Report.**

**2. State Library:** Jody provided update through email to Admin Council.

- The first is that we are halfway through the Public Library Directors 'Forum, with two more sessions to go. Please join I on the next two Thursday afternoons at 3:00 PM.

- Second on is on making sure that you saw Rebecca Wendt's email that went out on the directors list recently. On Build Back Boldly, the deadline is important deadline date to pay attention.

### **3. Administrative Librarian – Sally Gomez – No Report.**

### **4. SJVLS – System Administrator - Chis Wymer.**

- Working with SirsiDynex, Shupe is reviewing some small points and by June meeting will have agreement for approval and signature.
- We received a Public Records request from the Innovative Interface for the RFP
- We will be implementing Rivers next week.
- Reminder of maintenance on Sunday. Most services will be down.

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

- Maintenance we will be adding hardware. That router has been up for 6 years, and it has been a beast.

## **E. Directors Comments.**

**Mark Lewis (Kern)** Monday, it starts 50% capacity at all branches with no time limit, no quarantine, no temp check, programming. Welcome back FOL and volunteers. Donations will be taken again. Restroom and water fountains will be in use. Self-wiping station.

**Heidi Clark ( Tulare City)** Opened last week, at 25% capacity, public welcome, no in person programming. We are bringing services back little by little.

**Amy Taylor, (Merced County)** We moved into red tier this week to the 7 branches that have been doing curbside. We need to hire extra help staff. We promoted, several people, and have new staff. We are doing inhouse training. We have used Niche Academy and Ryan Dowd training courses.

**Darla Wegener, (Tulare County)** Soft opening in May, we will not advertise until June, and no programming until Fall. Maybe some outdoor stuff with movies.

**Raman Bath (Fresno County)** June 15<sup>th</sup>, full blown, we have been open with basic restriction. We will be lifting some things.

**Natalie Rencher (Kings County)** We are doing all county soft opening, opened doors last Tuesday not completely until June. Retail model, no sitting, no computers, no bathrooms, and no water fountains. All branch staff is happy to serve the public. No face to face and programming.

**Mary Leal (Coalinga/Huron)** We are at 40 % capacity, social distancing, restrooms open, seating available.

**F. Calendar Item.**

June 11<sup>th</sup>, 10-1 PM CLSA narrative due June 3<sup>rd</sup>. using all money for services.

**G. Adjournment 12:55 PM.**