



## **SJVLS Administrative Council Meeting**

**August 13, 2021**

**Draft Minutes**

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### ***Meeting Minutes***

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

- Amy Taylor (Merced County), called to order 10:02 AM

**Council present:** 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), Mark Lewis (Kern), Andie Sullivan (Kern).

**Absent:** Raman Bath (Fresno).

**Staff present:** Sally Gomez (Fresno County), Jeannie Christiansen (Fresno), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

**Guests:** Jody Thomas, (California State Library).

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

**3.) Adoption of Agenda: Motion made to Adopt Agenda Clark (Tulare City); Second: Lewis (Kern County).**

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

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

**1.) Draft Minutes of June 11, 2021, Motion made to adopt minutes Chase Williams(Mariposa); Second: Lewis (Kern).**

**2.) Jeannie provided handout in agenda packet. On Financial Updates.**

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

**1.)** Kip Hudson gave presentation and acceptance of report for the independent auditor's report for year end June 2020. During the audit of the Systems financial statements, we identified material misstatements in the system's general ledger account balances which

required material audit adjustments. Additionally, the System required and excessive number of year-end closing journal entries to complete the financial closing process. The recommendation is the System further enhances their accounting process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit. **Motion to accept report Clark (Tulare City); Second: Chase Williams (Mariposa).**

2.) System Annual Report and Final Expenditure Report CLSA Plan of Service FY 2020-2021, Due September 15, 2021. **Motion to approve Lewis (Kern); Second: Chase-Williams (Mariposa).**

3.) PLSEP Grant Submission, Authorization to sign and remit – Due September 17, 2021. This a Grant for employees of public libraries who are pursuing their MLIS degrees. The program provides funds for tuition reimbursement for library staff for the Summer 2021-Spring 2022 academic year. Staff is seeking approval to prepare and submit an application in anticipation of grant funds being awarded to staff in the San Joaquin Valley Library System. Final reports are due 8/31/21. **Motion to approve Clark (Tulare City); Second: Lewis.**

4.) Chris gave presentation on Lucas Color Card as Library Card Vendor. It was the only response he received. They provided quotes for two card sizes. One of the sizes was for what we had ask for and the other was smaller less expensive and what most libraries have switched to. It is the CP1602 card. They will work with altering the key tag. Lucus provided pricing for both card sizes, there was price. Chris provided a chart with cost, per box, Qty with tax and sub-total there are no additional charges for set up or artwork fees, and any number of colors can be used. A table was provided to show previous order dated, jurisdictions, quantity, per card and total. Lucus has been in business for over 25 years and more than capable. **Motion to Approve Bidder and Authorization to sign and remit due September 17, 2021, Cervantes (Porterville); Second: Leal (Coalinga/Huron).**

5.) Emergency Connectivity Fund grant applicant looking for authorization to sign and submit. The FCC's is a \$7.17 billion program that will help schools and libraries provide the tools and services their communities need for remote learning during the Covid-19 emergency period. **Motion to Approve, sign and submit Leal (Coalinga/Huron); Second: Clark (Tulare City).**

6.) Report to Board: Subcommittee Delivery Services & Fresno Headquarters. Discussion by Gomez/Christiansen/Lewis.

7.) Discussion and Approval: Amended Delivery Contract, Amended CLSA Plan of Service and Budget Resolution FY 2021-2022 – Due September 8, 2021. Fresno County Delivery System Summary of Fees CLSA Plan of Service and expenditure reports

budget revenue and expenditures. **Motion to Approve Lewis (Kern); Second: Chase-Williams (Mariposa).**

8. Discussion and Approval: Revenue Billing & Collection to Parties – Madera additional stops and Members Contribution. Discussion was on the current direction of the libraries that are not headquarters within the jurisdiction receiving 3 stops. It was agreed that Madera would receive 3 stops and charged \$13,000. **Motion to bill Madera for additional stop and sorting, to be billed annually or quarterly Riggs (Madera); Second: Chase-Williams.**

#### **D. Staff Reports**

**1. Chair: Amy Taylor - No report.**

**2. State Library** – Jody Thomas went through the report that she shared with council. Some of the highlights are listed below.

- Infrastructure funding for California Libraries. The biggest item for local libraries in the State Library’s budget this year is \$430 million in library Infrastructure Grants. Please refer to the handout that Jody provided. Please if you have any questions send her an email or to Greg Lucas, State Librarian. Some key points to know. (Jody will follow up with and email to this as well)
  - For each library with local operating income per capita or more than \$40, no reduction in local match is allowed.
  - For each library with an LIPC between \$40 and \$15.01, the local match may be reduced by half.
  - For each library with an LIPC of \$15.00 or less, the local match may be eliminated. (Visit our statistics page to find the LIPC for California Library jurisdictions
  - Spend available funds before June 30, 2024.
  - This means that funds can be awarded through June 30, 2024.
  - Funds will need to be expended by awardees prior to June 30, 2026, due to data collection and reporting requirements.
  - Greg Lucas wrote a letter and addressed the libraries who have applied please take a moment to log in to LibPAS to verify information about the age and condition of your facilities, the sufficiency of Internet speed and cabling, and estimates of costs

for improvement, and provide other information you would like us to know. The portal closes again on August 20<sup>th</sup>.

- Funding Opportunities through the California State Library are listed on the website, along with a grants page.
- Statewide Library Branch Map has been developed. Please contact Meg DePiest if you have not had a chance to update your library.
- Summer at your Library and Lunch at the Library was completed. Please send in your surveys that will be sent out in late August.
- Career Online High School, there is an introductory webinar on Thursday, August 19, at 1 PM.
- California Libraries Learn (CALL) is busier than ever. They have their own newsletter, *CALL Letters*.
- California Revealed is providing 3 upcoming funding opportunities for work with historical records, images, and outreach. Check for dates.
- Public Library Staff Education program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development.
- Developing Leaders in California Libraries in partnership with the California State Library, the California Library Association (CLA) presented exciting new Leadership Development opportunities for library staff in California.
- Networking conversations for California libraries continue and are posted on CLA's calendar. We encourage you to attend. Next on is Wednesday Aug 18, at 3:30 – 5:00 for Library Directors.
- CopyCat grants are intended to help libraries easily implement tried and tested programs and extend the impact of previously funded, successful LSTA grants.
- California COVID Diaries is still going. A place to share the impact of Covid.

### **3. Administrative Librarian – Sally Gomez.**

- Sally announced Chris Wymer as the new Administrative Librarian for SJVLS starting August 23<sup>rd</sup>, it will be a slow transition as they will need to backfill his current position as well.

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

- On the ILS side of things, Nathan finalized new logo, worked on few variations. Restyling catalog.
- Working on new widgets logo with book displays. August will be Back to School, next month it will be Books to Movies by Porterville. Some other jurisdictions have signed up. There have been 115 clicks a day on profile widgets.
- Working on finalizing work on contract for Unique Management. Working with Aaron to set up training, for Materials Recovery, it will be a 20-minute training.
- Working on kids catalog there have been some small problems. We are looking at beginning of September for rollout.
- Master Agreement with Sirsidynix has been fully executed. Blue Cloud Management online interface this year will be new, it will present easy interface to report stats.
- Meeting with all the JSA's to make sure Horizon is all up to date.
- Yesterday new email processor had small bug. It has been fixed and people are receiving receipts.

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

- Working on ECF funding the 741 filed yesterday. Consultant thinks we are good to go.
- **Moving forward with CENIC, still playing catch up.**
- **PC order in a month time. Keep in mind for order planning purposes.**

#### **E. Directors Comments. No Reports, due to time.**

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

October 8<sup>th</sup>, in person. Karen will look for location, possibly Woodward, Betty or Central.

#### **G. Adjournment 12:01 PM.**