



SJVLS Administrative Council Meeting

September 25, 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), Mary Leal (Coalinga/Huron), Natalie Rencher (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County), Jeannie Christiansen (Fresno), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

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

Guests: Jody Thomas (California State Library), John Shupe (Attorney SJVLS), and Kip Hudson (Hudson, Henderson, and Company).

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

3.) **Adoption of Agenda: Motion to Adopt Agenda, Heidi Clark, (Tulare City)**
Second: Mary Leal, (Coalinga-Huron).

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

B. Consent Agenda

1.) **Approval: Draft Minutes of August 7, 2020. Approval with two corrections noted Vikki Cervantes, (Porterville) Second: Heidi Clark, (Tulare City).**

C. Items for Information/ Actions.

1.) Independent Auditor's Report for year end June 2019- Hudson Henderson and Company Inc. Kip Henderson went through the presentation. There were some delays due to ERate and Covid-19. Please review the report in full sent to council by Jeannie for review.

2.) Financial Updates – Christiansen.

- a. FY 2020/21 as of August 31, 2020 Financial reported expenses are \$577,460 an increase of \$429,237 from July 2020. Overall expenses were under spent by 8% 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 August 31, 2020 totaled \$1,743,064.

Outstanding Receivable total is \$666,578. FY 20/21 member fees, postage, and smart net totaling \$1,780,204 was billed on 8/13/2020 with a current outstanding balance of \$558,646 as of September 18, 2020. Billed Fortinet of \$31,000 on 8/13/2020 with a current outstanding balance of \$12,400. 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 \$95,532 as of September 18, 2020. The next billing cycle for Telco invoices will be in January or February 2021. Still pending any delay in Califa billing and 3-rate reports. Still working on the FY 2018-19 e-rate reconciliation and review with e-rate consultant company.

- b. CLSA Allocation Status Update. FY 2020/21 expenses to date total \$13,885 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. Vicki thanked the board for the hard work. Darla had some concerns about wording and ask for some changes for clarity, they will be made.
- c. No transfer of ownership statements has been sent through August 31, 2020.
- d. Pre-paid Tech Reserve Report. July 2020 balance \$3,061,401 available \$2,220,846. August 2020 balance \$3,059,562 available \$2,219,005. Tech reserve decreased due to charges for FY 2020/21 totaling \$2,065 through August 31st and consists of postage charges.
- e. Unearned Grant Proceeds.

3.) Approval of Assigned Fund Balance.

- a. Establish portion of unrestricted fund balance \$4,682,176 for special purpose to support system contingency reserves for information technology plan. The recommended action is for approval to establish Assign Fund Balance in the amount of \$2,000,000 of unrestricted fund balance \$4,682,176. Also assigned fund balance designation for specific purpose to support System Contingency Reserves for information Technology Plan Discussion. **Motion made to assign**

\$2,000,000 to support plan. Darla Wegener (Tulare Public) Second: Heidi Clark (Tulare City).

4.) Discussion & Approval/Action – Gomez

- a. Discussion on the Government Claim form, from the firefighter Jones. SJVLS Lawyer, John Shupe gave a brief description of what it was covering and some options to deal with the form. Government Claim Form, Jones. Shupe, claim becomes public records. Do not publicize Firefight in Porterville. Lawyer advised not to open to meeting today due to confidentiality. Amy ask to move document to close section it was discussed to move to Monday to closed session. **Motion made by Taylor (Merced) to schedule closed session meeting on Monday, September 28th with the Lawyer, John Shupe Second: Clark (Tulare Public).**
- b. Government Claim Form, Figueroa/Firefighter **Motion made to schedule closed session meeting on Monday, September 28th with the Lawyer, John Shupe. Taylor (Merced) Second: Clark (Tulare Public).**
- c. Chris gave overview, issuing RFP 1st go around instead of issuing an RFI like we did in 2016. Starting on page 55 Scope of work, spelling out MLS environment. information about circulation, high level for bidders. Chris needs to update and adjust some things and an overview of system; we will ask for support training for first 3 years of contract. We have a very long ILS list. Chris ask for feedback. **Motion to move forward with some small changes Wegener (Tulare City) Second: Clark (Tulare Public)**
- d. Seeking approval of retroactive application/agreement to increase budget. The California State Library has tentatively awarded a Library Services and Technology Act (LSTA) Public Library Staff Education Program (PLSEP) grant in the amount of \$10,969 to SJVLS to oversee the program and reporting. The grant award recipients will be a total of two for Fresno (1) and Tulare County Library (1) **Motion to Approve seeking ratification. Taylor (Merced) Second: Cervantes (Porterville).**
- e. The California State Library 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 four SJVLS jurisdictions (75,681.64). The grant will benefit Members with funding offset their fees in non-recurring costs. Staff will return to the Board for approval of the final award agreement. **Motion to Approve Taylor (Merced) Second: Cervantes (Porterville)**

5.) Report – Gomez

- a. FY2018 Audit; FY2016 PQA will return with a full report.

D. Staff Reports

1) Chair: No Report.

2) State Library: Jody Thomas.

- a. In the 2020-2021 State Library and California Library Association will build and present a comprehensive portfolio for library staff members. It will be called, CALL for California Libraries Learn. There will be training through the Niche Academy. There will be many trainings. Please watch the website for more information. The first webinar was on Supporting Students during COVID-19. The next virtual conference is on the Future of Libraries virtual conference on October 7th and 8th, it is called Focus on Equity, Anti-racism, and Work in the New Normal. They have many more to offer refer to the website.
- b. We have purchased through the CARES funds; the California State Library has purchased the JobNow and VetNow platforms for all the public libraries in California. If your library jurisdiction already subscribes to JobNow or VetNow, you may be qualified for a prorated refund.
- c. Public Library Survey portal opened on September 7th and will close on November 6, 2020. Libraries will report data for July 1, 2019 through June 30, 2020. You can find instructions archived in a webinar at <https://www.library.ca.gov/services/to-libraries/statistics/>.
- d. Public Access Survey would like to encourage you to fill out their survey. It is a very short 2-minute survey. It may be accessed at <https://www.surveymonkey.com/r/CALibrariesStatusSeptember2020>. It will provide information on how libraries are doing with opening, capacity, and services being provided.
- e. Building Equity Based Summers through CA Libraries and Communities is launching a new project to codesign an equity and social justice framework for summer reading program activities and services. Materials for this program will be presented in the spring of 2021.

- f. Mental Health Initiative Training now , 20 libraries trained through the State Library's Mental Health Initiative with the goal of helping staff to provide kind and fair service to all community members. The training is at no cost through the Infopeople Niche Academy.
- g. SJVLS has a self-care workshop scheduled for Thursday, November 19. Registration will be sent out very soon.
- h. ProQuest K-12 Database available through the state library K-12 Online Content Project.
- i. California COVID Diaries is still going, and Californians can share the impact it has had on them. A Spanish-language version is also available.
- j. California at 170 is about the state turning 170 years old. The Library project is at CAL@170 at <https://call70.library.ca.gov/>. Highlights of innovations, people, and places, law and politics, civil rights, sports, and arts and culture.
- k. California Geolocated E-Book Collection is a partnership between Califa and Bibliolabs to launch enkiCalifornia Digital Library, an ebook library available to every person in California. You need no library card and no hold ques, if you are in the state of California you are in.
- l. California Digital Newspaper collection contains over 1,500,000 pages of significant historical California newspapers published from 1846 to present.
- m. Networking Conversation for California libraries continue and our posted on CLA calendar.
- n. California Center for the Book, Book-to Action program applications are due October 2, 2020. For more information www.callbook.org. It will be a hybrid program this year, with programming being possible at the local level, but also State-wide programming that participating libraries will be able to promote and participate in.
- o. Career Online High School now has had over 17000 graduates.
- p. Staff news is we have two new people. Chris Durr joined Library Development Services as Library Programs Coordinator. Shana Soyner joined Library Development Services as Library Programs Consultant on August 17, 2020.

3. Administrative Librarian – Sally Gomez.

- a. Working on drafting application with Kevin for EdTech. He has reached out to everyone for their wish lists.

- b. Working on some other audit, issues.
- c. The candidate that had accepted the position as Administrative Librarian has had to decline, so we will start process over again.

4. SJVLS – System Administrator - Chris Wymer.

- a. Sept. 8th will be upgrade for Horizon, several new features, some will need to be worked on.
- b. Mobile app will allow patrons to do check-outs themselves. This will be useful once we open. RFID Patron Self Service will have to look at Siri Dynex for quote.
- c. Nathan working with ERC.
- d. Self-registration has been a very successful resource. Spanish form will go live as well, soon as we get information from Madera. Amy ask about stats, at each jurisdiction.

5. Senior Network System Engineer – Kevin Nelson.

- a. Kevin is working on quite a large wish list. The grant is \$15,000 per branch but they could be flexible.
- b. Cenic year 6 still moving forward and will include AMS moving forward.
- c. Working with Dell to get PC order going and it is now posted.

E. Directors Comments.

- a. Mark Lewis, (Kern) We are planning on opening 5 more branches, services will be by appointment only. They will be open only 6 hours a day, appointment is only ½ hour and capacity 25%. We will clean in between shifts. Cash will be accepted and there will be computer usage by reservation.
- b. Heidi Clark, (Tulare City) Pick up service moving to the inside counter, we will take money for printing and copying. We have been given permission to bring passports back by the Board of Supervisors. We may bring more services back in November.
- c. Mary Leal, (Coalinga-Huron) been working on inventory, curbside service only. We have a reopening plan in place, but the Board says not to worry yet.
- d. Amy Taylor, (Merced) Offering only curbside.

- e. Darla Wegener, (Tulare County) We will be doing a soft Lobby opening, distinct plans, and if we must move back, we will. We will receive RFID at all our locations through the CARES Act, it goes to board Oct. 6th. Getting laptops for staff to do remote and installing clear barriers all through the CARES Act also. Tulare County will be polling place for elections all 4 days also ballot drop boxes. Our bookmobile has been delivered, Darla shared a picture of the wrap for it, rollout to Board by end of October.
- f. Krista Riggs, (Madera) Reopening Oct. 5th we have had several staff meetings for our plan. We did a survey about cash handling and staff were ok with it, thanked Chris for help on that? Still will have Grab and Go and computer use. Still holding off on copy machine. Madera is part of the Summer Initiative. Krista is on the CALL advisory board.
- g. Natalie Rencher (Kings), Just now opening book drops back up. Will be getting a demonstration on what will be happening and reopening on Oct. 29th from Risk Management. They will do nothing with public until new year.
- h. Vikki Cervantes (Porterville) Thank Amy and Darla for storing items. Hoping our little electric vehicle will be here by 1st of the year. Council has been in discussion about new library. Lost one person to retirement. Budget is stable. Vicki is up for president of CLA.

F. Calendar Item. Next meeting November 6th on Teams.

G. Adjournment 12:13 PM.