



## **SJVLS Administrative Council Meeting**

**March 12, 2021**

### **Minutes**

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## ***Meeting Minutes***

### **A. Council Opening**

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

**Council present:** Sally Gomez (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), Janet Chase Williams (Mariposa), Jeannie Christiansen (Fresno County), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

**Absent:** Raman Bath (Fresno County) and Mary Leal (Coalinga/Huron)

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

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

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

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

### **B. Consent Agenda**

1.) Draft Minutes of January 15, 2021 **Motion made to adopt with correction submitted by Jeannie Hurtado. Janet Chase William(Mariposa) Second: Taylor (Merced).**

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

#### **1.) Financial Updates.**

- FY 202021 as of February 28, 2021, Financial reported expenses are \$1,669,277 an increase of \$365,542 from January 2021. Overall expenses were under spent by 37% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project

cost. Revenues for the period ending February 28, 2021 totaled \$2,142,719.

**a.) Outstanding Receivable Total: paid in full.**

- FY 2020/21 Member Fees, Postage, and Smart Net totaling \$1,780,349 was billed on 8/13/2020 and has been paid in full.
- Billed Fortinet of \$31,000 on 8/13/20 and has been paid in full.
- FY 2020/21 Electronic Resource has been paid in full: Fresno \$300,000
- Horizon Upgrade Build Contingency Reserve Deposit \$160,000 was bill on 9/10/2020 and has been paid in full.
- FY 2020/21 Telco \$685,111 billed to Members on 12/22/2020 and has been paid in full.

**b.)** CLSA allocation funds System Delivery Services for basic delivery contracted with Fresno County. FY 2020/21 expenses to date total \$62,302 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. System Delivery Services costs funded by CLSA \$124,997 and fund balance withdrawal \$46,503.

**c.)** Online Materials Ebooks Bibliotheca budget \$21,000 no unspent. Pronunciator budget \$31,620 and total expenses were \$28,000 left \$3,620 unspent. Cengage budget \$60,500 total expenses \$58,975 and unspent was \$1,525, New Cengage contract upcoming Budget year \$60,500. Gale: Testing and ERC budget \$30,00 and total expenses \$29,850 and unspent \$150. Education and Career module with Gale. E-Resource's budget amount \$30,000 and total expenses \$6,060 and unspent \$23,940 formerly covered by CLSA; orders pending in next quarter. Califa Quipu E Card Registration budget is \$9,250 total expenses \$9,250 no unspent. CLSA amendment passed June 25, 2020, now covered by membership due to funding cut. Grand Total \$182,370, total expenses \$153,135 and total unspent was \$28,235 these funds to spent in the last quarter. Funding Source: CLSA (non-due to decreased State of California allocation).

**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

- September 2020 Balance                      \$3,437,823 Available  
\$2,311,473
- October 2020 Balance                      \$3,486,786 Available  
\$2,363,245
- November 2020 Balance                      \$3,492,875 Available  
\$2,364,356
- December 2020 Balance                      \$3,491,429 Available  
\$2,364,356
- January 2121 Balance                      \$3,530,160 Available  
\$2,404,116
- February 2021 Balance                      \$3,507,770 Available \$2,404,116

Tech Reserve decreased due to charges for FY 2020-21 totaling \$38,968 through February 28<sup>th</sup> and consists of Postage, Bar Code, Library Card, and Computer Hardware charges.

- e.) Unearned Grant Report there is a remaining balance of grant not utilized in the amount of \$44,298.10. The funds have been committed towards Telco project Year 6 for cabling, wired and wireless equipment project estimated at \$70,910.45 and remainder is funded by Fund Balance as approved by Board.

**2) Discussion and Approval: Adopt Budget FY 2021-2022.**

Jeannie went through line items and handouts for the Budget. Total Budget (Membership costs and Telco/Other direct projects). There is a change of \$1,743,448.00.

- Summary of SJVLS Operation Budget. Looking for approval – Core.
- Summary of offset funding sources
- ILL System
- New Vendor implementation Costs
- Grants Network technology/broadband
- CLSA strategy for upcoming application and Delivery service. Krista had concerns about this as her budget has been set and she has been directed not to increase it. Amy stated same concern. Jeannie explained that in order to support to fund we need to go to the Board. It was discussed that Madera currently has 4

additional stops; Jeannie is working with Madera on an in-depth assessment. Krista is concerned quoted over 500% increase. She has been directed by her Board not to increase anything. She stated this has been the same amount for the last 10 years. Jeannie did discuss the options and stated that the 4 stops do not cost \$1600.00. After discussion, it was decided that the council would come back in April to make a motion. Council gave directions to table budget until April 16<sup>th</sup>, to which Jeannie will bring back information.

- 3) **Approval:** Budget Resolution for Budget Line Transfer, to transfer the portion of SirsiDynix add-on savings to fund annual renewal of Ezproxy and Cataloging. The annual renewal of \$5,600 will be funded by offset from Cataloging (\$1,700) and budget transfer (\$3,900). **Motion to Approve Transfer Clark (Tulare City): Second Taylor (Merced)**
- 4) **Discussion and Approval: Publish RFQ\*\*\*: Library Cards & Key Tags**, Sally reported that her and Chris have been working on this and that it was previously handled through Fresno County. The person that worked on this has since retired so they are doing some research. They are looking into each jurisdiction to be able to have their own design on one side and SJVLS on the other. They also would like a card that lasts longer and has durability. Do we want to update the current SJVLS logo? Council all would like to have that done, and discussion on a new logo. There is no budget for it. We also do not have time for RFP, Darla will speak to her staff graphic artist. We also have reached out to Amy, graphic artist in Fresno. Chris gave a timeline to issue the RFQ early May 3<sup>rd</sup>. You have 45 days. Please bring logos to the April meeting and send SJVLS logos by April 9<sup>th</sup>. Then for custom front of cards, will be due by April 23<sup>rd</sup>. That gives Chris time to get everything in RFQ. We need an estimate of cards over next 5 years, he has some and deadline on that will be 23<sup>rd</sup> as well. Chris will also follow up on library materials for cards. This item will be brought back with updated draft on April 16<sup>th</sup> meeting.
- 5) **Discussion and Approval: Recommendations for Purchase – SMS Messages; Kids Catalog Template; Reivers Display for Enterprise.** Chris discussing with automation, for expenditures, for SirsiDynex. We discussed cleaning up catalogs, training in and upgrading our SMS packages. SMS is more urgent. Automation Council recommending that we utilize the remaining funds in the Horizon budget line to purchase the template for the kids' catalog, the Rivers display for Enterprise and upgrade the SMS message package. Chris shared a display for Kids Catalog template. The cost is \$1800 and \$800 set up, and \$1000 for subscription in the 1<sup>st</sup> year. We have enough funds for Subscription and Template. Rivers display a modern way of viewing results. They are preconfigured services; you can browse through yourself. It can be set up as search display. Cost impact, one time purchase

is \$3700. We can put on any profiles; we would use leftover from SirsiDynex. Final recommendation is to upgrade SMS subscription, utilize leftover from this year, for 25,000 messages, and purchase another 25,000. You can only have one at a time and move on from the time they start. Where we are current January this year to June it is a 6-month subscription. Chris is unclear how this effects next year maintenance. We do have enough to upgrade our package for this year. **Motion to approve all three at the same time. SMS Message, Kids Catalog Template, and Rivers Display for Enterprise Clark (Tulare Public) Second: Wegener (Tulare County).**

## 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 for all the information.

- Research Institute for Public Libraries (RIPL) Event for California Libraries, 2-day virtual event on May 25<sup>th</sup> and 26<sup>th</sup>. Contact info is Meg DePriest.
- Interactive Family Learning in California Libraries programs that encourage social interaction and provides a research-backed lens on the impact on children's life-long learning and social-emotional development. There will be a webinar on April 13<sup>th</sup>, for more information contact Shana Sojoyner.
- Public Library Director Forum is going online in April, if you have any questions please contact [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov).
- Seguimos Creando Enclases the annual bilingual, bicultural conference returns on March 25<sup>th</sup> and 26<sup>th</sup>. This year it is presented in English and Spanish. Sign up at <http://creandoenlaces.org/registration/>.
- Funding recently announced: Hotspots and Chromebooks for CIPA compliant libraries. The CAREs act funded project will total 1.6 million dollars. For more information contact Chris Durr at [chris.durr@library.ca.gov](mailto:chris.durr@library.ca.gov)
- California Library Literacy Services applications will be accepted until April 15<sup>th</sup>, 2020. For more info contact [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov).

- Lunch at the Library and Summer @ Your Library project is pleased to provide support to libraries offering 2021 summer meal programs. There is reimbursement funding available. Applications deadline is March 19, 2021. Please visit <https://lnchatthelibrary.org/grants-for-libraries/>. Please also refer to handout provided for more information.
- Developing Leaders in California Libraries. In partnership with California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunity for library staff. Please refer to handout for more information on this. To register for please visit DLCL WEBINARS CLA LEADERSHIP.
- Networking Conversations continue and we encourage you to register. [http://www.cls-net.org/events/event\\_list.asp](http://www.cls-net.org/events/event_list.asp).
- California Libraries Learn (CALL) for 2020-21 offer a comprehensive, no cost training portfolio for your library staff members. Read the weekly newsletter [www.collacademy.org](http://www.collacademy.org) to explore options. Contact [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov).
- Grant recently closed: Programs for school aged youth. 49 Libraries recently applied for \$12,000 in funding to support the creation of virtual programming in their library. The opportunity has recently closed (February 16<sup>th</sup>) and grantees are being notified. This grant also featured partnerships with the State Par system, the California Department of Education, and the California School Libraries Association
- LSAT Updates CopyCat Grants, for 2020-21 36 application out of 46 were awarded. Grantees first point of contact are their project advisor, contact [lena.pham@library.ca.gov](mailto:lena.pham@library.ca.gov).
- JobNow and VetNow segmented statistics are available for specific databases for each library system. They are available with a unique log-in that was sent to the person at each library designated at sign-up. Questions refer to Jody Thomas.
- California Center for the Book. The Adult Services Symposium will be offered as a pre-conference session at the CLA conference this year. The theme is Radical Renewal. We are looking for 5 people to present, 25 minutes and 5 slides.
- California COVID Diaries continuing and is also in Spanish.

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

- Still waiting on grant from State Library for non-reoccurring cost. State Library waiting on Category 2 funding.

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

- ILS side been busy, back in Feb. we added extra security in Horizon for staff accounts.
- Beginning of March launched a new updated theme for the online catalog. If you visit Valley Cat on phone the template fits nice.
- Rolled out mogul pages, and summary holdings it lists what libraries have on search display.
- Turned on facet options, and patron account information it pulls into Enterprise and you can update email accounts.
- Mike Drake is working on Enterprise and pre-configured searches.
- Still need to review the SirsiDynix contract.

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

- Looking for year 6 to get stuff installed. Rest of updates will be done remotely. Mtn branches will take a while.
- Year 7 very early stage. None of us on the hook yet for year 7.
- PC orders all in and working on getting it out. Vast majority was Fresno.
- Have you been watching the E-rate funding for schools, and libraries? Kevin read what was in the report from Biden administration. Went through house committee, and it is a really great news offers tremendous amount of funding.

### **E. Directors Comments.**

**Mark Lewis, (Kern)** Been lucky with Covid, one branch shut down for couple of weeks but that is it. We received a grant, funding 9 months of our bookmobile.

**Amy Taylor, (Merced County)** Everything is still staying the same, looking at reopening after receiving vaccines. We are working with First Five, on Dolly Parton Imagination Library which was just announced in the paper.

**Darla Wegener, (Tulare County)** RFID training this morning, so tagging by next week. Workforce grant, working on that it was a decent grant. Got approved for extra help with our Foundation, clerical position. Anticipating working on budget. Struggling with minimum wage changes, waiting to hear from HR. Still doing only pick-up services.

**Krista Riggs, (Madera County)** Going well, started conversation on Harwood and using it for Strategic Plan with staff it is perfect timing. We added one more day in the Ranchos.

**Sally Gomez, (Fresno County)** Going well, still curbside and three days per week, and looking to add 4<sup>th</sup>. Have not seen increase in people coming in.

**Natalie Rencher (Kings County)** Hired a new youth service librarian. We are finally working on grant with Kings First Five. Community event on March 31<sup>st</sup>, at Kettleman City for working with Family Resource Center. Staff very interested in free little libraries and they got together after the Bookmobile workshop, we are working with Porterville. Our safety committee is working on a reopening plan. Our budget day is today and getting it in today by 5:00 PM.

**F. Calendar Item.**

Teams April 16<sup>th</sup>, 2021.

**G. Adjournment**