



SJVLS Administrative Council Meeting

June 11, 2021

Draft Minutes

Meeting Minutes

A. Council Opening

- Mark Lewis (Kern County), called to order 10:01 AM

Council present: Raman Bath (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), Mark Lewis (Kern), Andie Sullivan (Kern)

Staff present: Sally Gomez (SJVLS – Administrative Librarian), Jeannie Christiansen (SJVLS Fiscal), Joel Cadenasso (SJVLS Fiscal), Kevin Nelson (SJVLS), and Chris Wymer (SJVLS), Aaron Lusk (SJVLS).

Absent: None.

Guests: Jody Thomas (California State Library), John Shupe (SJVLS Attorney), Michelle Gordon (Fresno Support Services/Materials Handling), Tisha Smith (Fresno Support Services).

2.) Introductions: Staff introductions.

3.) Adoption of Agenda: Motion to Adopt Agenda with correction to date of previous minutes. Vikki Cervantes (Porterville) Second: Amy Taylor (Merced).

4.) Public Comment: None.

B. Consent Agenda

1.) Draft Minutes of April 16, 2021 Motion made to adopt. Mary Leal, (Coalinga/Huron) Second: Amy Taylor (Merced).

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

C. Items for Information/ Actions.

1. System Delivery Services Audit Review by Chairperson Mark Lewis.

- The Madera premium stops on Monday, Tuesday, and Wednesday were assessed by Mark Lewis of Kern County. He used Google maps and calculated drive time and area covered. It was a total 90 miles of driving and time of 1 hr. 55 minutes. This is less than what Fresno came up with. Gap was \$8,792 for the year.
- Cost associated with this is in spreadsheet that Jeannie provided, and this is listed in Gap Cost. The spreadsheet was brought up so everyone could see, and Jeannie explained. This shows the full amount of full route. We need to look at the cost of miles and time and how much is due to Madera premium stops. Jeannie subtotaled the sorting, driver cost, and excluded the gaps.
- Initial quote of \$10,380 including sorting at FHQ has gone up to \$12,463.90 without sorting, which is a 20% increase.
- Discussion on drivers and how many days and stops are being made. The splits are needed, for transportation and delivery for teams to get back and off at their designated time. Michelle stated that we are still working on towards pre pandemic. Costs should be figured as pre-pandemic and for actual costs.
- Raman ask Mark, to work with Jeannie, Tisha, and Michelle on secondary audit. It must be fair and correct for all 9 jurisdictions. Suggestions need to be taken into consideration. Mark explained that at least get the headquarters and premium stops on their own days and this would make it easier to their own costs.
- Natalie had concern about cost, she would have delivery person pick them up. And then Fresno does not even have to come there. Raman mentioned on fixing the JPA as well, which is based on population of each county.
- Jeannie discussed where she gathered information ask for expenditures to pay but not exceed \$288,000 the max amount. She has sent documentation she gathered from various sources of California Law, CLSA rules, and JPAs. Jeannie has sent documentation to the SJVLS Lawyer, Mr. Shupe.
- Lawyer, Mr. Shupe stated that he needs to review the documents sent but feels as though the JPA needs to be reviewed, allocations of the costs should be divided by all members and population. This information after being reviewed will be shared with Mark, Jeannie and the team working on second audit review.

2. Discussion and Approval Madera delivery services contract with Fresno County Library – Discussed in previous #1 and in last meeting. Krista was approved at last meeting for whole year.

3. Discussion and Approval: CLSA Plan of Service FY 2021-2022 – Draft submitted on June 3, 2021. Costs continue to rise for Delivery services. Proposed 21/22 SJVLS \$202,800 for Delivery. Because of the importance of these services to the patrons of SJVLS, we are proposing to use 100% of the CLSA funding in the amount of \$122,056 to support Delivery Services. Jeannie reviewed handouts, and reviewed the budget previously discussed in item 1. Jeannie will pass along questions as well to Annly Roman. The final budget report with actual numbers to be sent in September. Motion to approve Heidi Clark (Tulare City) Second: Raman Bath (Fresno)

4. Discussion and Approval: By-Laws effective July 2021. Motion to table for discussion at next meeting Wegner (Tulare Public) Second: Taylor (Merced).

5. Status Update: Accounting, Bookkeeping and Controller Services.

- **Moving forward on RFQ ASAP and if anyone would like to assist.**

Raman provided update of what he would like to have a CPA firm to do quality and cost effective. We need quality and clarity. Council would like to have clarity, still present them so they can be understood.

6. Discussion and Approval: Publish RFQ: Amended JPA Agreement and associated By-Laws. This was a follow-up to by-laws and continue to work on JPA. We will work on scheduling workshop. We will keep moving forward.

7. Approval: Adjusted Recommended FY 2021-2022 Budget.

- Approval to adjust budget for Delivery Services for System and Madera routes. Fresno Library is not a participating member in System program.
- Approval to adjust for the contract rate presented by Kern chairperson.
- On April 16, 2021, Board approved budget in the amount of \$4,124,497 excluding Delivery Services costs.

Motion to Approve authorized adjustment to Adopt budget for Fiscal Year 21-2022. Mary Leal (Coalinga/Huron) Second: Janet Chase Williams.

8. Election of new SJVLS Chair for 2021-2022 is Amy Taylor (Merced County) motion to elect Amy Taylor (Merced County) Vikki Cervantes (Porterville) Second: Janet Chase Williams (Mariposa).

D. Staff Reports

1. Chair: Andie Sullivan

- Opened at 50% and we are seeing more attendance at programming. Most of the branches will be open 100% soon. We lost a total of 30 positions over the last year.

2. State Library: Jodie Thomas.(Please refer to handout that Jodie sent to Council). Links in the email.

- Funding Opportunities Through the California State Library, there is a funding timetable and new funding opportunities from the California State Library will be available in July.
- Workforce Development.
- Statewide Library Branch Map.
- Lunch at the Library and Summer @ Your Library.
- Summer @ Your Library. The First Partner's Summer Book Club has launched!
- California Libraries Learn (CALL).
- Funding Recently Announced: Hotspots and Chromebooks for CIPA compliant libraries.
- Interactive Family Learning in California's Libraries.
- California Revealed.
- Public Library Staff Education Program.
- Developing Leaders in California Libraries.
- Networking Conversations.
- CopyCat Grants.
- California COVID Diaries.

3. Administrative Librarian – Sally Gomez

- Working with Ingrid (E-rate consultant). The emergency American Rescue and Recovery plan, emergency connectivity. We are still researching it and looking at joining together or separate or if it has to be either one or the other.
- The county has reposted the Administrative Librarian position again, please share that with others.

4. SJVLS – System Administrator - Chis Wymer.

- Working on ILS side of the house. Been very busy and kids catalog template, Discussed trouble with icons, and fitting formats. Chris asked to shoot links for options.
- Rivers is up and still working on it. Would like to have a loading spinner and then display the table. Availability table does not sort. Still working on that. They can be defined with search limit.
- Library card RFQ has been issued and thank you to all of you for the help you provide. We will be having vendor teleconference.
- SirsiDynix agreement has been finalized, waiting to get back then will send for Andie to sign.
- New logo almost done, Nathan working on it. Will update where it is used.
- 3- year and 7-year purges are scheduled for last two Sundays of this month. Will send out updated logo this afternoon.

5. Senior Network System Engineer – Kevin Nelson.

- CENIC status still moving forward, Aaron is running all over the County. Big changes will take to foothill branches this next year.
- License and maintenance now.
- We will be back in the office next week, June 15th.

E. Directors Comments.

Andie Sullivan (Kern) Shafter has become independent from Kern County. The last day we will provide them services will July 16th.

Heidi Clark (Tulare City) We will be 50 percent capacity, next week. We have a new director, and we have a lot of training. We are bringing back some staff. Kicking off Summer Reading Program this weekend.

Amy Taylor (Merced County) All branches open now with pre-pandemic hours. We are continuing with pilot project with evening hours at 5 libraries. We are still not doing any in person programming. We will proceed after June 15th. We started a Strategic Planning process and provided an online public survey it goes through June 18th.

Darla Wegener (Tulare County) We just finished submitting budget and things are looking good, we have extra money! We are open at all 16 locations except for Terra Bella. We are working at 25 percent capacity. We will be encouraging but not enforcing masks for public. Will continue to do pick up service. Will not be doing in person programming till Fall. Our new bookmobile is out and stopping at locations.

Raman Bath (Fresno County) Fresno is going to be open and back to normal on June 15th, there will be no in person programming. Our furniture will be back, restrooms will be open and there will be limited use in meeting rooms. We have started the Summer Reading Program.

Natalie Rencher (Kings County) We are at 50% for opening, no seating, just browsing, waiting for future direction from our County. Down a staff member. In July the city of Hanford will celebrate 103 years. The library will be asking for permission to participate in the celebration.

Krista Riggs (Madera) Starting Monday we will be back to normal hours. We will not have any in person programming. Volunteers will be coming back as well. We are in the middle of working on a Strategic Plan.

F. Calendar Item.

August 13th, 2021 10:00 (Teams)

G. Adjournment 12:14 PM.