

SVLS Administrative Council Meeting

Agenda

Los Gatos Library

100 Villa Ave., Los Gatos, CA 95030

October 18, 2018

10:00 a.m.

- | | | | |
|-------|--|----------------------|--------------|
| I. | Call to Order and Introductions | Keith | |
| II. | Adoption of Agenda (Action Item) | Keith | |
| III. | Approval of the July 20, 2018 Minutes (Action Item) | Keith | Attachment 1 |
| IV. | Old Business | | |
| | A. Update on SVLS Nov. 9th Regional Networking Event for Library Groups | Bojorquez/Howe/Keith | |
| V. | New Business | | |
| | A. SVLS Day in the District Coordination Discussion | Keith | |
| | B. Review and Approve New SVLS Delivery Courier (Action Item) | Alvarez | Attachment 2 |
| | C. Review of SVLS FY 2018/19 Meeting Schedule | Alvarez | Attachment 3 |
| VI. | Reports | | |
| | A. <i>Silicon Valley Reads</i> | Howe | |
| | B. PLP Executive Committee Update | Bojorquez/Keith | |
| | C. Report of System Administration | Frost | |
| VII. | Agenda Building and location for next meeting on January 18, 2019 | | |
| VIII. | Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.) | | |
| IX. | Announcements and Reports from Libraries | | |
| X. | Adjournment | | |

SVLS Administrative Council Meeting
Sunnyvale Public Library
665 W. Olive Ave., Sunnyvale, CA 94086

July 20, 2018
2:00 p.m.

MINUTES

Council:

Hilary Keith, Chair, Santa Clara City Library
 Ryan Baker, Los Gatos Public Library
 Tracy Gray, Mountain View Public Library
 Monique Ziesenhenne, Palo Alto City Library
 Jean Herriges, San Jose Public Library
 Diane Roche, Santa Clara County Library
 Cynthia Bojorquez, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
 Yemila Alvarez, PLP

Others:

Mike Eitner, SCCL

Chair Keith called the meeting to order at 2:02p.m.

I. Call to Order and Introductions

Introductions were made by all. The Council welcomed Tracy Gray as the new Mountain View Public Library Director

II. Adoption of Agenda

The Agenda was adopted as presented (M/S Baker/Ziesenhenne)

III. Approval of the April 13, 2018 Minutes

The Minutes were approved as presented (M/S Baker/Ziesenhenne)

IV. Old Business

A. Update on PLP Regional Networking Event for Library Groups (Bojorquez/Howe/Keith)

At the last SVLS Council meeting, there was consensus to hold a regional networking event for library commissioners, foundation members and friends at Santa Clara City Northside Branch on Friday, November 9, which would coincide with CLA. An afternoon or evening event would allow commissioners and board members to attend the CLA Exhibit Opening and CPLA awards dinner. Council members agreed to reach out to their own boards and ask what they would want to see at the meeting and to report back to the subcommittee members. The subcommittee will meet, develop an agenda, and finalize the date and time.

V. New Business

A. Report from SVLS Collections and Technical Services Group

Ziesenhenne reported that the SVLS Technical Services Interest Group met on June 6, 2018 at the San Jose Public Library. Los Gatos, Palo Alto, San Jose, Santa Clara City, Santa Clara County, and Sunnyvale Library staff were present. Attendees toured the SJPL Technical Services area and exchanged ideas about how to streamline work processes. The group is also exploring a few areas of interest: ways to collaborate on collection development and technical processing of international languages materials (continuing on with the study PLP organized in 2016); managing issues related to cost and researching different models (PLP, Link+, successes from academic libraries); surveying

and environmental scanning standards used by SVLS libraries including level of cataloging (i.e. how good is good enough), original cataloging, local practices, source of records (i.e. OCLC or other); utilizing vendors (i.e. how to communicate our needs with them); and management/coordination (i.e. how to make equitable division of labor work). Highlights and recent accomplishments were shared by all attendees at the meeting. Santa Clara City library will be hosting the next meeting on October 17. The group members expressed they have received good feedback and ideas from participants.

B. National Library Legislative Day Report

Ziesenshenne reported on National Library Legislative Day. The Council expressed a desire for an orientation or a CLA program about what happens at these events, the importance of attending, how it works, and what to expect. She mentioned it is not something that can be fully planned in advance as schedules for representatives are very fluid. There was discussion around getting someone like Linda Crowe to give a presentation which reviews different types of advocacy. The Council expressed the desire for regional coordination in advance of the next event.

C. SVLS Day in the District Coordination

Eitner is on the CLA Legislation and Advocacy Committee and was asked by Nancy Howe to develop a list of legislators and pertinent staff that are part of the SVLS region. His list includes all elected state and federal officials for Santa Clara County, along with their term length. This tool can be used by SVLS libraries for setting up appointments in the spring for Day in the District. For many legislators, the contact is the educational representative. Howe will share a soft copy of the list with the Directors. It was acknowledged that a legislator may cover more than one area, so collaboration between libraries is needed. Eitner mentioned that if there is a desire to add specific libraries rather than just districts to the document, that can be done.

VI. Reports

A. *Silicon Valley Reads*

Roche reported that there is a pre-selection team that has been working together on a different approach looking at both themes as well as authors and books for SVR 2019. They have been looking to identify the hot button issues within Santa Clara County that warrant discussion as well as those topics that are engaging, such as family history and genealogy. Some of the feedback has included having a lighter theme that is not so emotionally charged and having a theme that is broad enough to have both levity and depth. 2020 is also the 100th year of women's rights to vote, and there has been some pre-thinking about focusing on a theme of empowerment. Their next meeting is August 6.

B. PLP Executive Committee Update

CEO Frost reported that the systemwide subscription for enki will not be renewed. Instead, \$200,000 of CLSA funds will be distributed to PLP public libraries, and libraries can choose from a list for spending their funds locally. The Technology and Innovation Grant applications are currently being accepted, and the deadline is in September.

C. Report of System Administration

Frost reported on the News Literacy Grant, the upcoming Cybersecurity for Youth Using Minecraft Grant, as well as the "Positioning Libraries for the Future" one-day event. This is being supported by PLP and by the Friends of the Palo Alto City Library. Council members were encouraged to invite board members, friends' groups, and staff. The third year of the Student Success Initiative is

beginning, and libraries are invited to participate. Any library that has any formal relationship with schools to issue library cards would be able to join this year as a sustaining library and take advantage of the network of libraries participating and resources available, including potential backfill pay for staff.

VII. Agenda Building and Selection of Next Meeting Date/Location

- A. Creation of Fiscal Year Meeting Schedule**
- B. Potential Date/Time of October 18th at 10 AM at Los Gatos or Mountain View**
- C. Regional Networking Event**
- D. Day in the District**

VIII. Public Comment

There was no public comment.

IX. Announcements and Reports from Libraries

Announcements were shared by all.

X. Adjournment

The meeting was adjourned at 3:31 pm.

DRAFT

To: Silicon Valley Library System Administrative Council
From: Yemila Alvarez, Assistant Director, Pacific Library Partnership
Subject: Review and Approve New SVLS Delivery Courier
Date: October 18, 2018

Background

Since May of 2011, the Peninsula Library System has provided delivery courier services for SVLS using the PLS delivery staff. Current services includes two days per week delivery to each main library (Wednesdays and Fridays). This frequency is consistent with delivery services for MOBAC and BALIS, which use separate contracted courier services.

Current statistics show an average of 133 items per day being distributed among SVLS libraries and between SVLS and other systems.

SVLS Delivery Statistics (8/13/18 thru 8/27/18)					
	Wed 8/15	Fri 8/17	Wed 8/22	Fri 8/24	Total
Los Gatos	5	3	2	12	22
Mt View	2	5	11	4	22
Palo Alto	12	5	11	20	48
San Jose	12	15	7	14	48
Santa Clara City	22	10	8	2	42
Santa Clara County	45	55	122	45	267
Sunnyvale	15	7	5	12	39
Total (SVLS)	113	100	166	109	488
BALIS	5	1	3	4	13
MOBAC	7	3	0	2	12
PLS	2	5	2	3	12
(Others)	1	2	0	3	6
Total Others	15	11	5	12	43
Total Number of Items	128	111	171	121	531
Average Time Per Day					4.5 Hours
Average Items Per Day					133

Analysis

PLS has been acting in this capacity for 7 years and it is becoming increasingly more difficult to offer this service while effectively offering daily delivery service to PLS libraries. Because of this, staff have contacted two potential couriers for the SVLS Council to choose from. Below is a summary of their services.

Courier Name	Route Start Time	Route End Time	Service Days/wk	Total Cost per Day	Total Cost per year
Am-Tran	8:00 AM	2:00 PM	2	\$240.48	\$25,010
Lightning Courier	12:00 PM	5:00 PM	2	\$200.00	\$20,800

PLP has experience with and currently contracts with both couriers, and either courier could adequately provide the services needed. Lightning Courier is a small company currently providing delivery for BALIS. AmTran is a larger company currently used for the Mountain Valley Library System delivery, which is part of the NorthNet Cooperative Library System. They have contracts throughout the Bay Area for delivery and are headquartered in San Mateo.

Only one of the two couriers is able to retain the current SVLS delivery schedule start time of 8:00 AM and end time of 2:00 PM.

Recommendation

Each year the Pacific Library Partnership receives funds from the California Library Services Act (CLSA), with the primary purpose of supporting resource sharing. Each of the four legacy systems receives funds for delivery. Whichever courier is chosen, this will be communicated to the PLP Executive Committee at their October 19 meeting. The costs listed above are similar to the \$26,000 for PLS to provide these services.

It is recommended that the SVLS libraries approve PLP to enter into a one-year agreement with up to 2 renewals with one of the two couriers presented, with a start date of December 1, 2018.

Draft
2018/19 SVLS Administrative Council Meeting Schedule

January 18, 2019

April 19, 2019

All meetings will be held at 9:30 a.m. the third Friday of the month. The location is to be determined. As per past practice, we will hold these dates for potential meetings, but will cancel any meetings that are not deemed necessary.