



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

January 14, 2022

APPROVED MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10 am.
2. Roll Call
 - i. Council present: Bath (Fresno County), Lewis (Kern County), Rencher (Kings County), Riggs (Madera County), Taylor (Merced County), Cervantes (Porterville) Wegener (Tulare County), Roache (Tulare City), Christiansen (SJVLS), Nelson (SJVLS) and Wymer (SJVLS).
 - ii. Council absent: Leal (Coalinga/Huron), Chase-Williams (Mariposa County), Clark (Tulare City).
 - iii. Guests: Strege (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Motion to adopt with amendment to # 6 Cervantes, (Porterville).
 - ii. Seconded: Lewis (Kern),
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of December 17, 2021.
 - i. Motion made by Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern County).
2. Motion to approve certification to continue virtual meetings.
 - i. Motion made by Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern County).
3. Christiansen provided handouts on Financials.

C. ITEMS FOR INFORMATION AND ACTION

1. Upcoming Budget Year 2022-23 Membership Fee Rate - Christiansen
 - i. Christiansen presented the upcoming Budget year 2022-2023 Membership Fee Rate, seeking approval to increase the fee rate by 7% for a total increase amount of \$125,287. To restore billing Porterville for membership fee in 2022-2023. Anticipating re-opening in temporary location before July 1, 2022. Jeannie based these calculations off the population from the State website. Jeannie will share the link for information.
 1. Motion to approve by Lewis (Kern County).
 2. Seconded by Riggs (Madera County).
2. SJVLS Style Guide – Wymer
 - i. Wymer presented the information on the San Joaquin Valley Library System Style Guide. SJVLS is looking for consistency and easily identifiable communication. The manual contains guidelines and examples of acceptable and approved use of the San Joaquin Valley Library Systems logo, graphical elements, and brand identity.
 1. Motion to Approve San Joaquin Valley Library System Style Guide by Wegner (Tulare County).
 2. Second by Lewis (Kern County).
3. Modifying BC Analytics Data Extract – Wymer
 - i. Wymer presented the proposal for modifying Analytics Data Extract. The proposal seeks permission to modify the BlueCloud Analytics data extract process to include personal identifiable information, to allow Merced to utilize the full potential of the CEP subscription. There is no cost to the change, and we can modify and extract one a year. This change has benefits to all the SJVLS members, Wymer will be following up with Rencher, she would like a quote, and cc Brian Martin. This does come with some risks associated with this change. Reports will need to be carefully controlled.
 1. Motion to approve Taylor (Merced County).
 2. Second: Bath (Fresno County).
4. Request for Direction: 3D Printers – Wymer
 - i. Wymer requested direction on 3D printers, it was discussed and decided to use up what we had. It was discussed how super sensitive they are and that they are not that user friendly. SJVLS purchased them with a LSATA grant. Wymer explained they are getting older and in need of some repair. Council discussed how they really are not being used. Bath suggested just using up what we have and then revisiting. We can always budget in if we need to. Wymer will revisit at a later date.
5. Shafter City Library Request to Join SJVLS – Wymer

- i. Discussion on request from Bakersfield College Library, to have Shafter Library to join SJVLS. Wymer is seeking input from Council. Cervantes, said cost analysis, circ numbers and other factors need to be brought back to Council, by someone from that jurisdiction, then council can review. State Library would need to approve the request. Wymer is going to reach out to Diane Satchwell, when Merced joined. Cervantes stated different ILS and might be a big weeding process as well, before joining. Jeannie can run numbers after Aerial provided them to Wymer. Taylor brought up having a meeting with Aerial, and Wymer along with someone from the City of Shafter.
- 6. Library Card Order – Wymer
 - i. Wymer brought Library Card orders up for discussion. Lucus Color Card reached out with an amended quote due to changes in economy and supply chain. It has really impacted their profit margins. They provided a modified pricing list. It impacts small orders more, than larger quantity. Wymer went over deadlines as to when to place orders or changes.
 - 1. Motion made to accept amended quote from Lucus Color Card by Bath (Fresno County).
 - 2. Second: Cervantes (Porterville).

D. STAFF REPORTS

- 1. State Library – Please refer to your handout.
 - i. Zip Books.
 - ii. Ebooks for All CA.
 - iii. Home Connectivity Kits.
 - iv. Networking Conversations.
 - v. Stronger Together: Out of School Time Grants.
 - vi. CopyCat Grants.
 - vii. California Library Literacy Services.
 - viii. Digital Learning Platforms for All California Public Libraries.
 - ix. Building Forward Infrastructure Funding for California Libraries.
 - x. California Libraries Learn (CALL)
 - xi. Developing Leaders in California Libraries.
- 2. Chair
 - i. No Report.
- 3. Administrative Librarian
 - i. Wymer provided an update on the project to secure e-rate funding for bookmobiles. Our e-rate consultant is almost finished drafting the mini-bid RFP, and Wymer anticipates receiving a copy to review by next Friday. Once the RFP has been released, Wymer is going to schedule a meeting of the interested members, SJVLS staff and our e-rate consultants to establish a timeline for the project going forward.

- ii. Wymer informed Admin Council that he and Taylor were contacted by Carol Frost to discuss setting up a meeting of the Chairs and Administrators of the California Cooperative Library Systems in early February to discuss the future path of libraries in the state. The meeting will occur in early February, and Wymer will provide a report of what is discussed.
 - iii. Wymer's final update related to the hiring of a new System Administrator. The position was posted in November, and 8 candidates applied. After receiving the written questions portion of the hiring process, the candidate pool was reduced to 3. During the interviews, there was one candidate that the hiring committee believe would be a good fit for the position and a job offer was extended. Unfortunately, the candidate declined the job offer.
- 4. SJVLS – System Administrator
 - i. Wymer informed the Council that the Automation Committee recently reviewed borrower registration data entry standards to make clarifications on changes to fields since its last revision. Automation Committee approved the new standards at their meeting on January 12, and Wymer is working to update The Source as well as provide copies of the standards to the JSAs. In addition, the Automation Committee approved a modification to the borrower registration view to remove Parent/Guardian fields that are no longer used. The modification will occur on Sunday, January 16.
 - ii. On Tuesday, January 18, the web version of the catalog will be upgraded to the newest version. Wymer provided an overview of new features, which include a new ERC connector to include OverDrive Magazine content in catalog search results. Another new feature is a synonym file that helps link related search terms together to create a better search experience.
 - iii. The final update related to the ILS is a new modification to bib usage stat period, making stat periods 6 months instead of 12 months. Bib usage stats track the number of times an item linked to a bib record checked out a location. Previously, usage stats were tracked from July 1- June 30, preventing us from reporting on popular titles in a calendar year (January 1 – December 31). The change to 6-month stat periods allows us to report usage in both fiscal years and calendar years, providing the members with more flexibility in reporting popular titles.
- 5. Senior Network Systems Engineer
 - i. Nelson reported that we are experiencing supply chain problems. The good thing is we are not in dire need of anything right now. Some dates are over a year out.

E. DIRECTOR'S COMMENTS

1. Rencher (Kings County) Working on two applications for Infrastructure Grants. We have a new CAO, Ed Hill he was the previous Director of Public Health. We are working on staying proactive with the surge in Covid cases. I just met with staff prior to this meeting, and we will continue to use what we have in place. Our leadership Team met yesterday, and they are helping with keeping the community going. Our Mobile Library had a deadline hang-up and we started working with Farber, they have been a tremendous help. We hope to have it ready by summer.
2. Wegener (Tulare County) We are having quite a few staff out with Covid or cold like symptoms, so we may be moving back on some services. Cases have more than doubled over the last two weeks.
3. Roache (Tulare City) They lost a staff member to Visalia; however, they filled the vacancy within house staff, and it was also a promotion.
4. Riggs (Madera County) Plugging away did have a bit of Covid surge with staff, but we are moving forward. We have been lucky to avoid supply issues. We will have our Ribbon Cutting for the Mobile Library on the 25th. Working on the Strategic Plan and it has all been approved by our Board. Reminder that CLA is looking for presenters from the Central Valley.
5. Lewis (Kern County) We have hired quite a bit of new staff and will reopen four branches. We have had some staffing issues due to Covid. Working on some Infrastructure Grants.
6. Gomez (Fresno County) We have had some staff out due to Covid related issues, but not bad, we are monitoring closely. We have all branches open at this time. Some of our mountain branches have had some temporary closures due to weather. Our Public Service Manager has left us and taken a position with the State Library so we will be filling that position.
7. Taylor (Merced County) We are getting a new CEO, Raul Mendez. We have been lucky so far with Covid and keeping everyone safe. We have received a Copycat Grant. Our bookmobile has been delayed as well. Farber is helping us as well. WE are working on the design process for the wrap right now and that is exciting.
8. Leal (Coalinga/Huron) No Report.
9. Cervantes (Porterville) No Report.
10. Chase-Williams (Mariposa County) No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
2. February 10:00 AM, via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:45 AM.