



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting March 11, 2022

APPROVED MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:01 AM.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Mark Lewis (Kern County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Janet Chase -Williams (Mariposa County), Amy Taylor (Merced County), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Sally Gomez (Fresno County), Jeannie Christiansen (SJVLS), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS).
 - ii. Council absent: Raman Bath (Fresno County) and Vikki Cervantes (Porterville).
 - iii. Guests: Julianna Robbins (California State Library) Kip Hudson (Hudson and Henderson), and Brian Henderson (Hudson and Henderson)
3. Introductions
 - i. Staff introductions were conducted, Christiansen introduced Kip Henderson of Hudson and Henderson as the Fiscal Agent for SJVLS. They will be taking over the duties that have been provided to SJVLS by Jeannie Christiansen.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Wegener (Tulare County).
 - ii. Seconded: Chase-Williams (Mariposa)
5. Public Comment- None.

B. CONSENT AGENDA

1. Motion to approve Consent Agenda as posted.
 - i. Motion made by Lewis (Kern)
 - ii. Seconded by Chase-Williams (Mariposa).

C. ITEMS FOR INFORMATION AND ACTION

1. Certification to continue virtual meetings.
 - i. Motion made to continue virtual meetings and to recertify for another 30 days. Clark (Tulare City).
 - ii. Second by Lewis (Kern County).

2. Wymer seeking approval for the rate increases per submission from \$8.95 to \$9.85 with Unique Management System (UMS). There has been no increase per Christiansen since 2015. Wymer stated if we do not accept it, we will need to do another RFP. Christiansen has reserves for everyone.
 - i. Motion to Approve the rate increase Clark (Tulare City).
 - ii. Seconded by Chase-Williams (Mariposa County).
3. Wymer seeking approval to submit the amended CLSA plan of service that was discussed at the February Meeting for the FY 2022-2023. It will reallocate funding to help offset the cost of a 3-year license renewal for Meraki Access Points and to increase funding for the system wide CloudLibrary subscription. This was done to utilize the excess CLSA funds not required to operate System Delivery and to obtain favorable license renewal costs versus paying for a single year license renewal.
 - i. Motion to accept the CLSA Plan of Service Leal (Coalinga/Huron).
 - ii. Second by Lewis (Kern County).
4. Wymer seeking approval to use an additional \$31,548 from Members of Tech Reserves for the Meraki Access Point License Renewal with reimbursement from CLSA allocation if amendment approved by CLSB. There was discussion on the report and Chris will add in Tulare Public information and Porterville is not included due to the fire.
 - i. Motion made to approve with adding in Tulare City information. Wegener (Tulare County).
 - ii. Second by Clark (Tulare City).
5. Christiansen seeking approval of the budget resolution increasing FY 2021-22 appropriations and revenues for reimbursement of equipment order in the amount of \$567,000. Clark confirmed that amount was being pulled from tech reserves. This will increase equipment budget from \$333,000 to \$900,000 to support member's orders such as Porterville. The fall order equipment order invoices processed, and revenue reimbursement collected from the Member's Tech Reserve requires a budget resolution to amend the budget for the excess amounts (\$35,000).
 - i. Motion to approve increase in budget Lewis (Kern County).
 - ii. Second by Clark (Tulare City).
6. Wymer and Nelson discussed on the Spring Equipment Order. Nelson reported that it might be hard to predict delivery and pricing, it is fluctuating daily right now. The issue is if we skip Spring that will delay even longer. Discussion on anything with the 5-year warranty and that it is expected to last that long, so if you have something older might be good to place an order. Council gave verbal consent to open Spring order.
7. Christiansen provided handouts for the Draft Budget Plan, Total funding for budget is \$4,961,727 and CLSA membership fees are \$1,915,096. Christiansen is seeking approval for the draft budget.
 - i. Motion to approve the draft budget FY 2022-2023 Riggs (Madera County).
 - ii. Second by Lewis (Kern County).

8. Discussion on CLSA Plan of Service will be brought back in April. Wymer will research potential uses for our CLSA allocation that are not needed to operate delivery services. He will obtain a quote for Backstage Library Work's "Change the Subject" service, which replaces offensive catalog subject heading terms with terms that are more culturally appropriate.
9. ECF decision and funding was discussed by Wymer. This was approved for submitting the request at our August 13, 2022, meeting. The participants were Coalinga-Huron, Kern, Madera, Merced, and Tulare Public. We will return next month for the approval of the ECF in the amount of \$119,967.32.
 - i. Motion to approve 1-3 of the recommended action Clark (Tulare City).
 - ii. Second by Lewis (Kern County).

D. STAFF REPORTS

1. Chair
 - i. No Report.
2. State Library
 - i. Robbins presented the link to go to for information on State Library Grant and Funding Opportunities. <https://www.library.ca.gov/grants/>.
3. Administrative Librarian
 - i. Wymer provided an update on the meetings he attended in the previous month with the Shafter City Library, and the meeting of the library cooperative system chairs and administrators. In the meeting to discuss the Shafter City Library joining SJVLS, Shafter staff informed Wymer that they are committed to a 5-year contract for an ILS and are only interested in establishing a resource sharing agreement to borrower materials from SJVLS member libraries. SHVLS is unable to accommodate the request, so any further discussion with the City of Shafter is tabled until the end of Shafter's current ILS agreement. Wymer reported the meeting with the cooperative system chairs and administrators was very beneficial, it was a great opportunity to network and begin building relationships with the other cooperative systems and learn more about the history an organization and the cooperative systems in the state. Wymer also informed Admin Council that he received a request from Kern County regarding the participation in the Palace Project. Wymer has asked Nate Boyer and the Electronic Resources Committee to evaluate SJVLS's participation. The Cloud Library collection is a system-wide, shared resource, and before committing to the project, Wymer would like the committee to consider potential impacts on patron's access to e-resources. Would participation increase the amount of time patrons wait to use materials? Would it give them access to a wider range of items? Are there any licensing restrictions around allowing patrons from outside our cooperative system to use materials we purchase?
4. SJVLS – System Administrator
 - i. Wymer informed Admin Council the OverDrive Magazines ERC connectors are now live. Patrons from Fresno and Merced Counties can search for and download OverDrive Magazine content directly in the catalog and mobile app. He also informed Admin Council that Mike

Drake has been working with Kern County staff to improve the Comres Enterprise instance. After he finishes with their requests he will begin working with Coalinga and Merced to update their instances as well. He also informed Admin Council that planning has begun to upgrade the Jasper Reports Server in order to continue providing database usage statistics. Lastly, he informed Admin Council that on Sunday he will be performing a modified version of Kern's relief of accountability. This is a new script that hasn't been run on the live database in the past, so he wanted all the directors to be aware in case something breaks.

5. Senior Network Systems Engineer
 - i. Nelson reported that not much going on working on CENIC bids for year 6., we have 2 new branches. Yosemite Branch only received some upgrades as there is no circuit. There is a little shakeup at CENIC changing a vendor to CTC Technology more information on this in April.

E. DIRECTOR'S COMMENTS

1. Riggs (Madera County) Not too much to report, budget time. There has been some talk of a new library in Fairmead, the money would come through the High-Speed Rail project. It would be something like the Teague branch in Fresno County. The community could really use it.
2. Wegener (Tulare Public) We are hiring still due to ARPA funding. Celebration on World Book Day theme will be cultural. Will be attending PLA. Visalia branch is getting some improvements, LED lighting, solar panels, and also some outside work. We made the news on 1000 books before kindergarten program. as done some improvements.
3. Clark (Tulare City) Working on our Zip Book Grant, in testing phase should get going by end of the month. Molly leaving for maternity leave April 1st. We have two vacancies, and one is starting so that will leave just one vacancy. Community Services working on a Master Plan and the Library was included in that. We are bringing back Garden Festival the first weekend in April.
4. Leal (Coalinga/Huron) We sponsored the swamp ride and that was a success and fun, it coincided with the Mardi Gras celebration. It was half haunted house have Pirates of the Caribbean. We are open and back to normal and people are coming in.
5. Lewis (Kern) Working on finishing infrastructure grants. Opening all branches by April. Some have been closed for two years now.
6. Gomez (Fresno County) We are getting back into hiring process. Branches are struggling. We are starting out with librarians; we have 7 to fill. There are a lot of staff to fill in.
7. Taylor (Merced County) Working on hiring, and training. We are working on getting back to letting public in and that is good. Have a handrail project that has been going on 4 months. Working on new Circ desks for some branches,

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. April 8, 2022, via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:32 AM.