



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting April 8, 2022

APPROVED MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at am.
2. Roll Call
 - i. Council present: Raman Bath, (Fresno), Mark Lewis (Kern), Vikki Cervantes (Porterville), Natalie Rencher (Kings), Amy Taylor (Merced), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Sally Gomez (Fresno), Jeannie Christiansen (SJVLS), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), and Aaron Lusk (SJVLS).
 - ii. Mary Leal (Coalinga/Huron) Janet Chase Williams (Mariposa) and Krista Riggs (Madera).
 - iii. Guests: Reed Strenge (California State Library), Brian Henderson (Hudson and Henderson), and Sheri Walden (Fresno County IT).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Clark (Tulare City).
 - ii. Seconded: Lewis (Kern).
5. Public Comment- None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of March 11, 2022.
 - i. Motion made with correction to Tulare Public, to Tulare County Wegener (Tulare County).
 - ii. Seconded by Lewis (Kern).
2. Motion to approve Financial Updates.
 - i. Motion made to approve monthly financial updates by Wegener (Tulare County).
 - ii. Seconded by Lewis (Kern).

C. ITEMS FOR INFORMATION AND ACTION

1. Certification of Need to Continue Virtual Meetings.
 - i. Motion made to approve certification to continue virtual meetings Lewis (Kern).
 - ii. Seconded by Clark (Tulare City)

2. Fresno County Cybersecurity Needs Assessment
 - i. Walden from County of Fresno ITSD provided an overview of B Riley Advisory Services to work with SJVLS's staff in conducting empirical testing on the SJVLS network system. This is conducted to see how safe our system is against attacks. The cost is covered by the County of Fresno. The Council was in favor of this, and we have never had it conducted before, so everyone thought it was needed.
 1. Motion made to move forward with Cybersecurity Needs Assessment Cervantes (Porterville)
 2. Seconded by Lewis (Kern).
3. Fiber Project: CENIC Year 8
 - i. Fiber project CENIC Year 8 is looking for approval of system participation in year 8 Broadband initiative in upcoming fiscal year. To authorize to collect bids, execute contract for E-rate and other related documents for eligible members. Authorize the Administrative Librarian or designee, to submit appropriate forms. To authorize Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget. This will allow SJVLS to work with Ed Technology, CENIC and Califa to collect bids, review with members and process paperwork to participate in Year 8. There is no increase in membership fees as the project will be funded by E-Rate and Member's Tech Reserve
 1. Motion made to approve all 4 items Bath (Fresno).
 2. Seconded by Cervantes (Porterville).
4. Porterville Re-Opening Project
 - i. Requesting retroactively authorize Fiber project for Porterville Re-Opening in the amount of \$100,000 effective January 31, 2022. Seeking approval and authorization the chairman to submit SJVLS grant application to California State Library for possible revenue funding to reconnect Porterville. To Approve budget resolution increasing FY 2022-23 appropriations and estimated revenues for the communication phase of project in the amount of \$62,000. Approval will support System's purchase order issued over the past two months to begin process to order construction related items (access points, cabling and switching) and data drop in the amount of \$38,000. The communication phase for circuit in the amount of \$62,000 (includes contingency for possible inflation increases) will be budgeted in the upcoming recommended budget per budget resolution. Grant. Application will be submitted, and staff will return to board for acceptance of grand award and revenue funding.
 1. Motion made to approve the Porterville Re-Opening Project Clark (Tulare City).
 2. Seconded by Lewis (Kern).
5. Fiber Project: SPURR Master Contract for Router Upgrade License

- xvi. California Libraries Learn (CALL)
 - xvii. Zip Books
 - xviii. Copy Cat Grants
 - xix. Public Library Staff Education Program
 - xx. LSTA 2022-23 Grant Program
3. Administrative Librarian
- i. Wymer provided an update on the progress of ECF Funding. Wymer is working on procedures for handling the funding as well as working with EdTechnologyFunds to address a clerical error that was made on Kern County's application. Wymer also provided and on the requirement to track circulation of ECF devices. Previously, Wymer believed device circulation would need to be tracked the entire time the devices were in circulation, but circulation only needs to be tracked for the one year of service funded by ECF. After the one year of service is completed, the records need to be retained for 10 years, but further circulation of the devices does not have to be tracked. As a result, Wymer is thinking of a simpler approach to record this information.
 - ii. Wymer has also been working with the other Cooperative System Administrators and the State Library to update the Annual Plan of Service forms for next fiscal year. The changes are not that significant but are intended to allow the State Library to better track how funding is allocated and expended.
 - iii. Wymer reported that he was contacted by Equinox with a Public Records Request for documents related to the LMS RFP. He is working with SJVLS's attorney to finalize the response.
 - iv. Wymer also reported the 20-21 CENIC E-Rate disbursement was received. He worked to verify the disbursement and is asking CENIC for clarification on some discrepancies he observed. It appears like credits and expenses for 20-21 were billed in the first quarter 21-22 invoice and not reflected in the 20-21 summary.
 - v. Wymer's final update was to inform Admin Council that the State Library is transitioning E-Rate billing from Califa to a new entity, CTC Technology and Energy. This will require us to sign new agreements.
4. SJVLS – System Administrator
- i. Wymer informed Admin Council that SJVLS had 3 JSA's leave their positions in the last month for various reasons and is working to train their replacements.
 - ii. Wymer provided an update on circulation of the new State Library Park Passes. The Automation Committee discussed the topic at their meeting and decided that borrowers in good standing can check out passes from the library jurisdiction where they are registered but will not be able to check out passes from jurisdictions where they are not registered. Each member will be able to decide if patrons can place requests on the passes.
 - iii. Wymer provided an update on the Library Card order. It closed the previous week. At this time there are 12,000 cards being ordered for 4 SJVLS members.

- iv. Wymer provided an update on the Palace Project from the State Library. Kern County previously reached out to ask about participating. Wymer asked the electronic resources Committee to evaluate including the SJVLS cloud library collection and participation in the project. Once they make a decision, they will return with a recommendation to Administrative Council
- 5. Senior Network Systems Engineer
 - i. Nelson reminded everyone that the the PC order is open, prices changing daily. Hoping for good delivery timetables. We already have over 100.

E. DIRECTOR'S COMMENTS

1. Wegener (Tulare County) The Board approved a cost-of-living increase across the board. It will be effective in July. Everyone in the library will get one. We also have a staff promotion. Celebrating World Book Day on April 23rd, it is an outside day.
2. Clark (Tulare City) we brought back the Garden Festival last Saturday. Molly delivered 3rd boy; she will be back end of June. Have a vacancy that needs to be filled. We have received many calls about the State Park passes. Zip books up and running. Proclamation at City Council for National Library Week.
3. Cervantes (Porterville) We are getting furniture next week, and installed by end of April, there will be some missing due to the supply and demand issue. Thanked Chris and whole team for Network connection. We are having a community event on April 30th, outside. Our graphics for mobile van is in. Cervantes did get served for the trial on the fire, she requested good vibes from everyone. .
4. Bath (Fresno) Business as usual, our rural branches are doing really well, Metro's till a little slow. We still plan on building two libraries, Clovis and Reedley. We are hoping by 2024. We will start working on renewing Measure B in 2026
5. Lewis (Kern) been working on purchasing technology. We need to work with County IT and get them out to branches. All branches open except for one. Filed for Infrastructure Grant and hope we get it. Sheri Wade has been working on getting a van, trying to get grant money to finish the project. All CoOuny employees received a 4 ½% raise, the first in 10 years. .
6. Rencher (Kings) The mobile library approved final wrap; last communication is that it will be delivered in June. Received grants, for Día de los Ninos. Library lunch in the library, partnering. Avenal, Strathmore, and Kettleman City. Turned the park passes over to staff so they can work on it at the staff meeting next week. Our county two years ago we got a job classification and jump. They are looking at it again and compaction issues. Central Valley needs to bump it up. We are all opened back up. We got zip books grant. Did walk for my doctoral, it was just incredible, I had about 20 family members. .
Taylor (Merced) We are still hiring, Librarians. In person programming and getting scheduled for summer reading and working on getting back into classrooms. Securing contracts and performers. We got a billboard for Adult Literacy. It was very costly, but really is doing a good job, it will be up for 1 year and we can change it 4 times.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. May 6th, 2022, 10:00 AM via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:43 AM.