



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting April 7, 2023

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### DRAFT MINUTES

#### A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:07 am.
2. Roll Call
  - i. Council present: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Brian Martin (Kings), Krista Riggs (Madera), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County).
  - ii. Council absent: Matt Johnson (Mariposa), Amy Taylor (Merced), Natalie Rencher (Kings), and Vikki Cervantes (Porterville).
  - iii. Staff present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), and Sally Gomez (SJVLS).
  - iv. Guests: Brian Henderson (Hudson and Henderson) and Josh Chisom (California State Library).
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt amended agenda, item C3 tabled until next meeting Bath (Fresno)
  - ii. Seconded by Lewis (Kern)
5. Public Comment
  - i. None

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of February 3, 2023, and Financials
  - i. Motion made to approve minutes and financials by Bath (Fresno)
  - ii. Seconded by Lewis (Kern)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Digital Navigators presentation by Josh Chisom of California State Library. The Connected California Digital Navigators project provides local libraries and California community members with access to a team of navigators who assist the user over the phone, via text, on the web, or by email. The navigators focus on the whole digital equity picture: connectivity, devices, and skills.

The all-remote team of six part-time, bilingual navigators, all former or current library staff, take referrals from library jurisdictions throughout the state, as well as partner agencies including the CA Department of Aging. Navigators offer help in English and Spanish, with 1/3 of the request, in Spanish. Navigators connect the public to Affordable Connectivity programs, Home Connectivity

Kits and other free or low-cost device programs, Career Pathways upskilling resources, California Library Literacy Services, computer classes at local libraries, and more. This is a free to libraries with no application and no reporting! For more info and to get involved, please reach out to [DigNavs@library.ca.gov](mailto:DigNavs@library.ca.gov).

2. Wymer discussed eBooks for all grant funding. The grant requires SJVLS to submit a Mid-Year Narrative and financial report to the State Library providing an update on the status of our project no later than April 15<sup>th</sup>. Nathan is working on it and compiling results. We are reporting that we completed setting up staff access to the Palace Marketplace and gathering data about patron eBook interests. Wymer is seeking approval for three recommendations: Approval of the Budget Resolution increasing FY 2022-23 appropriations and estimated revenues for the grant in the amount of \$50,000; Approval of eBooks for all Mid-Year Narrative and Financial Report; and to authorize the Administrative Librarian to submit the report to the State Library.
  - i. Motion made to approve all three recommended actions by Lewis (Kern)
  - ii. Seconded by Clark (Tulare Public)
3. FY 2023-24 Draft Budget was tabled until the next meeting in June.
4. Wymer is seeking approval for System participation in CENIC Year 9 Broadband initiative in the upcoming fiscal year. Approval includes authorization to collect bids, execute E-rate contract, and other related documents for eligible members. It also authorizes Wymer or his designee to submit appropriate forms, and to authorize Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget.
  - i. Motion made to authorize Fiber Project: CENIC Year 9 by Lewis (Kern)
  - ii. Seconded by Leal (Coalinga/Huron)
5. Wymer is seeking approval to apply for a second Broadband Grant in the amount of \$25,000 to cover the additional costs to reconnect the Porterville Library to the SJVLS network; to authorize and accept funding if awarded; and to submit any activity reports required by grants.
  - i. Motion made to approve additional grant to reconnect Porterville by Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
6. FY 2023-24 Strategic Planning discussion. Admin discussed what has been done in the past and how to move forward with planning. Discussion included forming a committee, setting goals, and time frame to start. This will be brought back for more discussion next meeting.
7. FY 2023-24 CLSA Plan of Service was discussed. There will be \$1,000.00 less allocated and increase of \$6,700.00 for Delivery. The State Library will have \$1 million in Zip Books.

#### **D. STAFF REPORTS**

1. Chair
  - i. No report.
2. State Library
  - i. Chisom provided a written report.
  - ii. Highlighted opportunities. Building Forward Library Facilities Improvement Program Round 2: There will be 5 categories instead of 3. Deadline is May 18, 2023. There is approximately \$175 million left to award.
  - iii. Broadband: California Library Connect and Collaborative Connectivity Grant, please reach out to Josh.
3. Administrative Librarian
  - i. ECF finally moving forward.
  - ii. Merced hotspots up and running.
  - iii. Worked on CENIC bids and sent back to CENIC.
  - iv. Working with California Connect for Porterville.
  - v. Working on Technology Plan.
  - vi. AT&T billing we have 5 circuits that were disconnected, and they continued to bill us. Once this is resolved we will work with Erate.
  - vii. Wymer has been removed from Listserve. Working on this to get resolved and added back on.
4. SJVLS – System Administrator
  - i. Working with SirsiDynix to get quote to replace hardware on TM3. Still in process of getting it finished. Working on telephone cards for server and they are \$5600.00 each. Checking to see if we can repurpose the ones we have.
  - ii. Working with Palace to finish authentication. There is an issue using webservices, where a necessary query takes too long to complete. SirsiDynix was able to make changes to Horizon, and the queries that use to take 1 minute now take 1 second. If you want Overdrive content, reach out to Palace staff. Every jurisdiction has their own login.
5. Senior Network Systems Engineer
  - i. CENIC moving forward.
  - ii. PC orders open, so place orders. Pricing is going up again.

#### **E. DIRECTOR'S COMMENTS**

1. Taylor (Merced) – No Report.
2. Riggs (Madera) – Budget was due end of February; we are offering Bi-lingual pay for first time. Working on a grant project with Glendale and Oceanside. There is a webinar that will showcase the grant activities on May 11<sup>th</sup>, from 9:00 am to 10:30 am. Krista will share the link. The webinar is free. We have purchased some new furniture at some of our libraries. We received a NIFTY Grant – NASA Inspires Futures for Tomorrow's Youth, from the Space Science Institute and funded by NASA. North Fork is one of 12 libraries to receive the grant, and it will connect 10 students with NASA mentors and STEAM experiences. Planning for summer and lunch in the libraries.

3. Martin (Kings) – Bookmobile opening went well.
4. Lewis (Kern) – Beale Library is open on Saturdays for the first time. We participated in the Touch a Truck program and there were over 3,000 attendees. It was a lot of fun. We had done some carpet cleaning and it ended up a mess. The carpets rolled up, so we had to close to the public until we made it safe. We will be doing Lunch in the library this year at all the branches.
5. Johnson (Mariposa) – No Report.
6. Clark (Tulare Public) – This past Saturday we had Master Gardeners at our Garden Festival. There were between 200-300 people. Public Works came and helped and offered some compost ideas and watering information. We still have one vacancy. Getting ready for summer reading and working with schools on oversight. Kiwanis agreed to help get the movie program license started back up. We will be hosting the first one for National Library Week.
7. Arellano (Porterville) – Thanks to Kings, Tulare Public and Tulare County for helping with interviews and we did select someone. Looking forward to our first summer at our new temporary location.
8. Bath (Fresno) – We finally opened our Fig Garden Regional Library; it has doubled in size. We are hosting a grand opening on April 18<sup>th</sup>, in the afternoon. Our Clovis and Reedley projects are starting to move forward.
9. Wegener (Tulare County) – We have opened 5 seed libraries. Our Dinuba branch is closed for a remodel. We have received several grants. Our Literacy Center has had trouble with break-ins. The Literacy Coordinator has left, and we have an opening we hope to get filled soon. Springville is moving forward. I am co-chair of the Rural and Tribal Libraries Interest Group. We are meeting on Saturday, June 3, 2023, at 11:30 am at CLA in Sacramento. We are looking for members and those interested in leadership roles for our group. Encourage directors to let their staff know, especially those interested in becoming more involved in CLA and rural and tribal libraries. We hosted The Princess Bride movie inside the Visalia Branch with a blow-up screen. We had a good turnout.
10. Leal (Coalinga) – We purchased Blue Blocks. They are great and everyone loves them. They are around \$3,000. Getting ready for Summer Reading. We had snow in the library, using shredding material and balloons. It was great fun. We are almost back to pre-Covid. We now have an Adult Services Librarian.

#### **F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. May 26, 2023, at Fig Garden Regional Library at 10:00 am.

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:40 am.