



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting

December 1, 2023

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Chris Wymer (Fresno County), called the meeting to order at 10:04 am.
2. Roll Call
  - i. Council present: Sally Gomez (Fresno), Mark Lewis (Kern), Krista Riggs (Madera), Matt Johnson (Mariposa), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Natalie Rencher (Kings), and Darla Wegener (Tulare County)
  - ii. Council absent: Mary Leal (Coalinga/Huron)
  - iii. Staff present: Chris Wymer (SJVLS) and Kevin Nelson (SJVLS)
  - iv. Guests: Brian Henderson (Henderson) Josh Chisom (State Library) Lucille Windsor (OCLC), and Susan Gustaveson (OCLC)
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda – Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)
5. Public Comment
  - i. None

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of October 6<sup>th</sup>, 2023, with correction on page 6, item 6, and financials.
  - i. Motion made by Vikki Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Presentation from Lucille Windsor from OCLC on new services, along with Susan Gustaveson from OCLC's Public Library Team. WorldCat can help, reach people, support research on nearly any topic, provides non-English materials to diverse communities, delivers materials in print and electronic formats, and saves time for library staff. Our investment in WorldCat has been \$162 million since 2017. We have created more appealing things to general users such as cooking, and genealogy. We have a partnership with Google, still in process. We have a web-based program called World Share Record Manager. This might be worth looking at for cataloging. Susan is IL Specialist, and she is a great resource. You all have a subscription to our Community Center. Remember WebJunction for new information and ideas. Clark requested a copy of presentation. Wymer will send it out to Council.

2. Admin Council Chair, Raman Bath stepped down as of October 23, 2023. Discussion on what our options were, checked with John Shupe. Each year we are to appoint Chair, and Vice Chair, however we did not appoint a Vice Chair last time. Our rotation schedule is done by jurisdiction not person. This would put Sally Gomez into the position as she is now the Interim County Librarian. Motion made to allow Sally Gomez, Interim County Librarian to assume the role of Administrative Council in place of Raman Bath.
  - i. Motion made by Cervantes (Porterville)
  - ii. Seconded by Wegener (Tulare County)
3. Wymer seeking approval for Independent Auditor and Financial Statements RFQ to Vasquez and Partners, LLP and to authorize the Administrative Librarian to finalize and execute a contract with Vasquez and Partners to audit fiscal years 2021 through 2025 with two optional one-year extensions for fiscal years 2026 and 2027. The approval will allow the preparation of audited financials to bring current through 2023 in the amount of \$68,100.
  - i. Motion to approve and move forward with auditing Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)
4. Wymer seeking approval of the recommended action to enter any necessary agreements to continue receiving services through the CENIC Network. On October 21, 2023, SJVLS was notified that CTC Energy and Technology would be ending their role as the California State Library's Broadband Aggregator. As a result, SJVLS will have to enter into new agreements with the organization that is awarded the new aggregator contract, which at the time of this meeting, has not been awarded.
  - i. Motion to accept recommendation for Administrative Librarian, or their designee, to enter into any necessary agreements to continue receiving services through the CENIC Network Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Discussion on System Administrator Position, Wymer explained that after last round of interviews there was not a candidate selected. Soon after there was a system overhaul and the ILS needed to be migrated to a new database. Wymer thought it would be best to wait to start another interview process. When the new person is hired, they will learn the new system. The level and experience were discussed. Wymer thinks the Supervising Librarian is still what they will recruit for. Wegener spoke on the struggle with this position and what a good job Wymer has done. Wymer will drop one of the written requirements. Wymer will post the job on listserv. Gomez spoke on getting it out ahead of time before it is posted.

6. Changes to Office365 in FY 24-25. Current version will retire, and new version will have storage limitations. It will be limited to 100TB of free pooled storage across OneDrive, SharePoint, and Exchange. To continue providing staff with access to Desktop versions of Office Applications the way we currently do, SJVLS must upgrade our subscription to Microsoft's Office 365 A3 product. The A3's subscription costs are \$3.25 per user, per month, with an annual commitment required, resulting in a total annual cost of \$39.00 per staff account. This change only impacts staff workstations, it does not apply to Public PCs. SJVLS member libraries will still need to purchase Office Licenses for Public PCs though TechSoup, as they have in the past. At this time, SJVLS is planning to include the new A3 subscriptions costs in the draft budget for FY 24-25, with costs being divided between members based on their number of staff accounts, unless Administrative Council provides different guidance. For reference our annual renewal date is April 8, so this change will affect SJVLS beginning April 8, 2025.
7. Discussion on Collection Development Policy put together by the subcommittee. Krista presented, the first part is straightforward, the last policy is discussed. Jurisdictions discussed on page 38 last bullet. Very important to have County Counsel involved. It is hard with different jurisdictions, and different procedures and policies. Darla shared that that the Huntington Beach resolution has not been implemented. Wymer commented under second to last bullet, shared resources are not cataloged in Horizon. Wymer asked about how ERC selects materials. Krista stated she took it from the SJVLS website. Darla stated they have a review process, and should be taken to Automation Committee, and have them review it and Electronic Resource as well. Sally spoke on our Policy Review Committee in Fresno and thank you to all who worked on this. They are only looking at the physical aspect at this point on our Resolution in Fresno, but that can always change. Sally will keep everyone in the loop, from what Fresno is doing. Heidi spoke on this as a framework going forward and will make it easier going forward. Darla spoke on meeting in the New Year, for support, and with things that are happening in the libraries now.

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

1. Chair – No Report
2. State Library
  - i. Please switch over from the D-U-N-S to the Unique Entity Identifier UEI. Please visit SAM.gov for Entity Registration.
  - ii. Looking for a State Broadband Grants Manager for Libraries. Info is in handout.
  - iii. LSTA Inspiration Grants closed yesterday.
  - iv. Call Calendar has been updated.
  - v. Connected California Digital Navigators quick survey please fill out.
  - vi. Still pushing to get people signed up for the Affordable Connectivity Program and State Digital Equity Plan.
  - vii. Tutoring live k-12 subjects, 24/7 in 4 different languages.
  - viii. Park passes still ongoing.
  - ix. Wymer inquired about eBooks for all, Josh will follow up.

- x. Wegener inquired about all the surveys, and nothing other than self-assessment.
3. Administrative Librarian
    - i. Wednesday grant awards for Firebaugh and Porterville, and I am stuck waiting on Fresno County Auditor's Office.
    - ii. Monday opening an order form for item Barcodes, Fresno and Merced have already placed order, will close it out before the holiday.
    - iii. March 2024 will open orders for Library Cards.
  4. SJVLS – System Administrator
    - i. Migration Prep work is moving along.
    - ii. Both servers were migrated over. JSAs and Techs were emailed their new login details.
    - iii. Webservices migrated to new service.
    - iv. Drake is still working through the Jasper reports.
    - v. Wymer still working on updating stats queries.
    - vi. Monday December 11<sup>th</sup> is the migration date, and Horizon will be down. Everything will be down.
    - vii. Techs and JSA's were emailed yesterday to install the necessary software.
    - viii. Digital Resource survey closed today, and Boyer will produce some type of report.
    - ix. No update on eBooks.
    - x. BC Mobile, it is down and will not come back. It will be a few months before we have another mobile app. There is a notice on SJVLS website, Clark and Gomez will work on wording for an explanation.
  5. Senior Network Systems Engineer
    - i. Nelson is glad to be back and thank you for the card.
    - ii. PC order moving forward, monitors are showing up as of Tuesday.
    - iii. Information for 6 to 7 branches from CENIC on year 6.
    - iv. Working with Ingrid on Cat2 filing.

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

1. Gomez – (Fresno) We are waiting for further direction from the CAO on the Resolution. The staff are worried about how it will affect their jobs and day to day life in the library. We are interviewing for our mountain branches. We still have many positions to fill. Our big prom event will take place at Fig Garden in February. We participated in the County Wide Coat Drive and Toys for Tots, this year. We have several facility projects going on, including the Infrastructure Grant.
2. Leal – (Coalinga/Huron) No report.
3. Cervantes – (Porterville) No report.

4. Wegener- (Tulare County) December 8<sup>th</sup>, Staff Appreciation Day, we will do employee of the year, and TEAM Building. We will be doing training on cash registers since we will have them at all branches now. Dinuba 80% complete, will open by April. Other projects, Springville, Alpaugh, and Orosi costs are coming in very high. Will be meeting with the CAO about higher costs. Winter Reading Challenge in January for the second year, we also do a summer program. We are offering Mental Health training, trying to set a date. We have a lot of mental health issues inside the library, Wegener has taken the training and feels it will help staff.
5. Clark – (Tulare Public) Night in the Library is Monday night, it is the 10<sup>th</sup>, one. The tickets are \$50.00 per person. Partnering with Tulare Emergency Aid Council for a Food for Fines drive. Programs are starting back up and that is nice to see. FOL has Angel Tree going on to help with the public. Printer came so thanks to Nelson. We are getting more patrons coming in and that is nice.
6. Johnson – (Mariposa) Holiday Cat Sweater party after work. We looked at a building close to our current building to increase for more room and programming, but it did not work out. We are doing a Coat drive. Classes in parenting and reading at home. Big fundraiser, read aloud, with community leaders, reading holiday stories. Selling ornaments for summer programs. Showing the Muppet Christmas movie for movie night.
7. Riggs – (Madera) Collection Develop Policy was approved by our board this week. The RFP was completed for North Fork.
8. Lewis – (Kern) We had our Annual Staff In-Service Day; all 22 branches were closed. We had training, and workshops, great success.
9. Rencher – (Kings) No report.
10. Taylor – (Merced) Dos Palos is coming along, and exciting. We also having new HVAC at our Merced Branch. We have author, Casey West coming next week. Our Story Time is on hiatus for December.

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

1. Date and location for next Administrative Council Meeting
  - i. February 2, 2024, at the Corcoran Library.

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 12:01 PM.