



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting February 2, 2024

DRAFT MINUTES

A. COUNCIL OPENING

1. Sally Gomez (Fresno County), called the meeting to order at 10:05 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno), Tanya Russell (Kings), Darla Wegener (Tulare Co.), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Amy Taylor (Merced), Krista Riggs (Madera), Mark Lewis (Kern), Matt Johnson (Mariposa), and Mary Leal (Coalinga/Huron).
 - ii. Council absent: None.
 - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Nathan Boyer (SJVLS) and Ashley Nuhfer (Kings).
 - iv. Guests: Brian Henderson (Henderson CPA) and Josh Chisolm (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda: Cervantes (Porterville)
 - ii. Seconded: Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of December 1, 2023, and Financials.
 - i. Motion to approve: Cervantes (Porterville)
 - ii. Seconded: Clark (Tulare Public)

C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking approval of Lucus Color Card's request to update Library Card pricing. The Pricing was listed in handout. Last year's baseline, we ordered 45,837 cards between 6 members with black and white card backs, at a price per card of \$0.105. Additionally, 2 members ordered 23,000 cards with full color card back, at a price per card of \$0.1115. Under the new pricing, the order would approximately be \$0.1260 for the black and white card backs, and approximately \$0.135 for colored backs, for an estimated total cost of \$8,880.46. This is roughly \$800 more than the previous order. Motion made to approve the increase to order the Lucus Color Cards.
 - i. Motion made by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)

2. Wymer seeking approval to modify an increase for Online Materials Budget for CloudLibrary, eBook and eAudiobook purchases in the amount of \$25,000 via a transfer of unused budget funding from the open System Administrator position. Our CloudLibrary, eBook and eAudiobook collection usage has increased over 2023. Wymer allocated \$47,000 and they have \$25,000 left. The System Administrator position EFIF has been given to our HR so it will be moving forward. Motion made to approve the increase of \$25,000 to increase online materials.
 - i. Motion made by Wegener (Tulare County)
 - ii. Seconded by Cervantes (Porterville)
3. Boyer discussed Electronic Resources and the evaluation of systemwide resources. In our current package we have Gale, Peterson's Pronunciator and cloudLibrary. There was a survey for patrons in November 2023 to inquire about what types of resources they would like. Boyer provided the information in a handout which provide the category, if they would like it, unsure if they would like it, and not interested, it also provided usage trends from 2021-2022. The survey showed that they would like more eBooks, eAudiobooks, Hoopla, Language Learning, foreign language resources, streaming videos, family history, online courses, and digital newspapers. Some things that were shared were making resources available to other counties, additional eBooks and eAudiobooks, Offer Libby/Overdrive, streaming video, and tutorials, marketing, and support for resources. Boyer finished by stating goals for 2025-26 are: book recommendations, streaming video, digital newspapers and magazines, online courses and learning platforms, digital music, streaming audio, education, automotive repair, language learning, eBooks/eAudiobooks, and marketing and tutorials. Boyer is working with vendors on a marketing plan.
4. Henderson seeking approval of increase in Membership Fee rate by 3% for a total increase of \$58,602. This action will establish the membership fee rate for the upcoming budget year to support the development of operational budget in the amount of \$2,703,998 and the funding sources to be collected in accordance with strategic plan for annual increase. Motion made to approve increase.
 - i. Motion made by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
5. Henderson seeking approval of 2024-25 Draft Budget. Motion made to approve along with item 4 as well.
 - i. Motion made by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
6. Wymer discussed the Wi-fi Expansion project, SJVLS's 2021 E-Rate Category 2 funding application has been approved after being delayed for multiple years. It was originally conceived during the COVID pandemic as a way for SJVLS member libraries to adapt and expand their wireless broadband infrastructure to continue to offer effective internet access to their communities both inside and outside their branches. At the time the State had a Broadband Equipment Grant program that offered public libraries funding to cover the 15% of wireless project costs not funded through Category 2 funding. Wymer provided a spreadsheet of the 2021 E-Rate Category 2 Wireless Project List.

It provides the project costs for each member. We do not have projected costs for Shaver Lake, Madera Main, and Avenal. Wymer can update once we receive final cost. This item has been funded. The Purchase Order will go out next week.

7. Discussion on Mariposa County inquiring about procedures for registering borrowers without a mailing address such as the unhoused or individuals in temporary living. SJVLS requires an address for a few reasons: being able to determine the borrower's access to jurisdiction-specific resources and assign borrowers the correct borrower type; and SJVLS requires a mailing address for notices to patrons such as final overdue notices, lost processing fee notices and billing notices. If we have no valid address the library ends up paying the returned mail fee, and the patron is never informed of lost items and related charges. Admin discussed several different scenarios and how they could lessen the cost for the library. It was decided that an ADHOC Committee would be formed to work on guidelines called Borrower Registration, it will be Leal, Johnson, Gomez, and Arellano.
8. Discussion on the Brown Act. The Brown Act requires all meetings of a legislative body to be conducted in an open forum where the public has access to the meeting and the opportunity to participate if they desire. A meeting defined as "any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or act on any item that is within the subject matter jurisdiction of the legislative body. Wymer covered the attachment with Admin Council. Each jurisdiction should be posting the agenda.

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Chisolm provided handout of all the updates. LSTA news is a reminder on the D-U-N-S Number to use for the Unique Entity Identifier.
 - ii. Please sign up for the LDS Newsletter and share with your team.
 - iii. Imperial County Office of Education is the new Broadband Access Administrator. There is a webinar to be held on February 16th, at 10:00 AM, register at California Library Connect – Broadband Access Aggregator Transition.
 - iv. Highlighted Grants available.
 - v. Current projects and services ongoing, CLLS 2023-2024 Mid-Year report for 2024-2025 Pre-Application opened in Counting Opinions on January 3, 2024.
 - vi. California Libraries Learn – (CALL) is ongoing.
 - vii. Park Passes are ongoing.
 - viii. Chisolm passed along that the budget had not been completed so please reach out if you are need of something.
3. Administrative Librarian
 - i. Wymer has been working with HR on the Admin position getting posted and different options.

- ii. There has been a small change in E-Rate with a new aggregator being selected. The new aggregator is the Imperial County Office of Education.
 - iii. Working on Broadband Grants with Porterville and Firebaugh.
 - iv. Working with Auditors to get things rolling on the agreement and audit. Hope to sign and return today.
- 4. SJVLS – System Administrator
 - i. Wymer reported that at last Automation Committee meeting they discussed guidelines for adding notes to other member's items.
 - ii. There is a bug in Horizon that erases check-in damaged as soon as it is entered. Wymer is working on this.
 - iii. Meeting with SirsiDynix next week, on digital barcodes with Enterprise. Will try on Fresno and Kern to see if it works.
 - iv. Working on RFP for cataloging, hope to have it out in next two weeks.
- 5. Senior Network Systems Engineer
 - i. Nelson sent out information on State Grant for emergency preparedness.

E. DIRECTOR'S COMMENTS

1. Johnson (Mariposa) – We received a LSTA Grant for \$2100, using it to hold Tech Workshops, this is our first grant. New program, Stories for Grownups., concept of adult story time on classics literature. Event in March – 170 years of newspaper Mariposa Gazette. In Wawona we have Smart phone training, and robot workshop.
2. Leal (Coalinga/Huron) – Coding Club every Thursday in library or from home. Received a \$30,00 grant from Chevron. \$6,000 grant from Elks. Our Board approved the renovation for 3.5 million. We are using Teter as architect and CM Construction. We have started bi-weekly meetings. I will be postponing retirement to see project finished.
3. Lewis (Kern) – We are starting the work that is due to the Infrastructure Grant. We are replacing carpet with linoleum, installing security cameras, new circulation desks and replacing shelving. Working on contract for 5 years for \$2.7 million for increase in hours. 1% sales tax incorporated back in 2008-09. This is great news for branches to be open 5 days a week.
4. Riggs (Madera) – Working on bidding process from our Infrastructure Grant for North Fork. We also received an Inspiration Grant to create kits for in-library use for day groups of young adults and adults with special needs in Madera plus “Stay Sharp” kits for cognitive sharpness in Oakhurst. Alma Madrigal will be the lead on that grant.
5. Taylor (Merced) – We have started building walls. French group is bringing in an Author on March 23. Open House on March 5. It will be a Western Jamboree.
6. Clark (Tulare City) – We held Night in the Library in December hosted by the FOL; it raised \$18,000. We need new chairs for our Computer Lab. We will have two sessions of Paint Night; it will be by reservation. They will be on Thursday and Saturday. They are very popular. Working on our unhoused and public patrons inside the library.

7. Cervantes (Porterville) – On 4th meeting with Paul Halajian Architect and City. Process is moving slowly. We are approaching our 4-year anniversary since the fire. It is our 115th year of having the Porterville Library and we will be celebrating tomorrow. We will be using the museum for the celebration and Greg Lucus from the State Library will be in attendance.
8. Wegener (Tulare County) – Met with Civil Grand Jury. They had good questions. Wegener is a member at large with CLA. It is a lot of discussion with no actions. Working with Work and Travel Interest Group. We just finished winter reading in January. Working on Dinuba punch list, construction is 99% complete, waiting till May for the shelving. We are hoping it gets done before Summer Program starts. Springville is moving forward double the cost of construction Working on designs for Orosi, which was the last built Carnegie Craftsman style, and Alpaugh which is a mid-century modern building. Wegener will be attending PLA in Ohio. We received \$110,000 grant for Lunch at the Library. There is some discussion about our branch in Terra Bella being relocated. We did a Parks Pass Field trip to Millerton Lake, and it was hugely popular. Craig Johnson of the Longmire Series gave an Author Talk and signed books. It was huge with over 200 people attending. We are doing Mental First Aid training for staff. Barnes and Noble opened a store in Visalia and had a great turnout.
9. Russell – (Kings) Natalie retired on December 21st . Russell is interim and has been with Kings County for 28 years. They hope to have position filled by April 1, 2024. We got our Infrastructure Grant.
10. Gomez (Fresno) – We are seeing some movement on Clovis and Reedley. We were approved for Infrastructure Grant and will use it on Central for lighting, windows, and roofing. We have our Prom Event again this year and it is at our Fig Garden Regional Library as well as some pop ups. We are still working on hiring for positions.

F. CALENDAR ITEMS

1. April 5, 2024, 10:00 AM at the Fowler Branch Library.

G. ADJOURNMENT

1. The meeting was adjourned at 12:55 PM.