



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting

April 4, 2025

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:07 AM.
2. Roll Call
  - i. Council present: Mary Leal (Coalinga/Huron), Sally Gomez (Fresno County), Andie Sullivan (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), and Darla Wegener (Tulare County).
  - ii. Council absent: Tony Arellano (Porterville).
  - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS) and Terrence Eckman (SJVLS).
  - iv. Guests: Brian Henderson (Henderson CPA) Josh Chisolm (California State Library) and Kathy Yantis (Kern County).
3. Introductions
  - i. No staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda – Cervantes (Kings)
  - ii. Seconded: Taylor (Merced)
5. Public Comment
  - i. None

#### B. CONSENT AGENDA

1. Motion to approve consent agenda item 1 with changes and item 2.
  - i. Motion made by Cervantes (Kings)
  - ii. Seconded: Leal (Coalinga/Huron)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Admin discussed the Financial Audit FY 2023-24 letter.

2. Wymer seeking approval of E-Rate Category 2 Project. SJVLS's 2025 E-Rate Category 2 funding request focuses on replacing the routers at 8 headquarter locations and purchasing a 5-year enterprise license agreement for the Meraki access points. If all the equipment and access point licenses funding requests are approved, and all members decide to move forward with all aspects of the project, the undiscounted cost of the projects final cost is \$206,581.21. If our full funding request is approved, USAC will fund \$175,594.03 and the members will be responsible for the combined total of \$30,987.18. Wegener inquired about an alternative plan if we had one, Wymer stated we did not. Wymer is seeking authorization to submit SJVLS's 2025 E-Rate Category 2 Funding Request, authorization for Administrative Council Chair to sign the agreements for the AMS's mini-bid response. Motions to approve recommended actions 1-3.
  - i. Motion to approve Cervantes (Kings)
  - ii. Seconded: Clark (Tulare Public)
3. Wymer seeking approval for CENIC Year 11 Participation. Approval of the recommended action will allow SJVLS to work with Ed Technology Funds, CENIC, and the State Library's Broadband Aggregator, Imperial County Office of Education, to collect bids, review options with Members, and process paperwork to participate in Year 11. The last recommended action allows staff to work with the Fiscal Agent to prepare to return to Administrative Council with budget resolution to increase appropriations. Estimated revenue collection from Tech Reserves will be included in the recommended budget for fiscal year 2025-26. SJVLS is still working with members to finalize bids and costs. Nelson will meet with members individually to finalize selections and will return with updates at the next meeting. The only jurisdiction that does not have CENIC is Mariposa. Motion made to approve actions 1-4.
  - i. Motion to approve Cervantes (Kings)
  - ii. Seconded: Wegener (Tulare County)
4. Wymer seeking approval to award the Online Tutoring RFP contract to Tutor.com and authorize the Administrative Librarian to execute an agreement with Tutor.com for an initial 3-year subscription, with two optional 1-year renewals for a total contract cost of \$550,000. Approval of recommended action will award the Online Tutoring RFP contract to ERC's recommended vendor. This service will begin in August 2025 and continue through August 2030, with a yearly cost of \$110,000. Wegener inquired about Brainfuse. Gomez added that Fresno can share any marketing created for online tutoring.
  - i. Motion made to approve items 1-2 Leal (Coalinga/Huron)
  - ii. Seconded: Cervantes (Kings)
5. Wymer brought the AB1185 California Library Services Equity in Opportunity Act up for discussion. Wymer concerned with some of the language. Wegener reminded everyone how important for everyone to read through it. Wymer reviewed funding available in all 5 categories. We are the largest Co-Op in California. Cervantes thinks a letter to the Board by the end of 2025 would be a good idea.

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

1. Chair – No Report
2. State Library
  - i. Please refer to handout shared by Wymer through email, from Josh Chisolm with California State Library.
3. Administrative Librarian
  - i. Wymer working on CENIC invoice.
  - ii. Interview next week for Supervising Librarian, there is one candidate.
  - iii. On Friday April 25, 3 candidates for Librarian III.
  - iv. Library Card order closes today. Lucus did not revise cost this year. Chris will take orders until April 9. The form is located on the Source.
4. SJVLS – System Administrator
  - i. Preparing for the COSUGI Conference, where he will be doing a presentation.
  - ii. OverDrive and Kanopy authentication migration is going well.
  - iii. New circulation receipt printers have been purchased. Unfortunately, it did not fix the problem with text not wrapping to the next line.
  - iv. PC Reservation to CloudNine migration is on hold while Logic Vang is out. Clark offered to be a tester.
  - v. March 28, SirsiDynix is going through a reorganization including some staffing changes.
  - vi. Grant project for Firebaugh is completed.
5. Senior Network Systems Engineer
  - i. Library Cards and PC Order still open, also printers. It is advised to place orders now, due to potential cost increases.
  - ii. Working on reports and spreadsheets.

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

1. Cervantes (Kings County) – Congratulated Clark on 30 years of service. Update on Lemoore renovation almost completed, and on Hanford they have ran into some issues due the building being built in 1964, plus it is a County/City split in ownership. Submitted budget for first time in 30 years not working with a General Fund balance. Attended a two-day retreat with the County at Chukchansi. It was great.
2. Wegener (Tulare County) – Did interviews for Library Assistants and Librarians and everyone accepted that was offered a job. Springville groundbreaking and complete December 2025. Alpaugh waiting for plan check. Orosi is waiting for comments before sending to plan check. It is grant funded. Will be having a Books and Brews event May 19. Wegener will share flyer with everyone. The Locker Grant is going well. Bookmobile got a new wrap with a grant. Check out our Facebook page.
3. Sullivan (Kern County) – We had Greg Lucus come and speak on leadership. Our Infrastructure 17 out of 22 are half done. Working on Summer Programming.

4. Johnson (Mariposa County) – Finished Collection Policy and filed with State. We were able to acquire more storage due to the District Attorney office moving. Having a Literacy Open House event at the end of the month. Walking club on Tuesdays. Working on summer reading kick off. We have our 3<sup>rd</sup> baby due in late May and I will be taking a week off. We have done some hiring due to losing people.
5. Riggs (Madera County) – We have some grants still up in the air. Gearing up for summer. We asked for a Building Forward Grant extension.
6. Clark (Tulare Public) – I will have officially worked 30 years tomorrow. We are having our Master Gardner Festival this weekend. We had a youth services librarian retire and had our 1<sup>st</sup> round of interviews, second round next week. Foundation working on event for fundraiser. City recognized National Library Week. Zip Books are very popular.
7. Gomez (Fresno County) – We have 6 projects going right now. Reedley, Clovis, Sanger, Selma, Politi, and Central. Terry discussed the size of the bigger branches and the work being done. We have 23 part-time Library Assistant vacancies.
8. Taylor (Merced) – Hiring two librarians. One is a children's librarian, and the other is for literacy. We are doing a Community Read and the book is The Serviceberry, by Robin Wall Kimmer.
9. Leal (Coalinga/Huron) – April 30 is my last day! In the process of hiring some new staff and dealing with the union. Working with the board on a brochure for my job. I have been in this position for 13 years, longest run at a job.

**F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. Tulare Public Library on June 6, 2025. At 10:00 AM.

**G. ADJOURNMENT**

1. The meeting was adjourned at 11:58 AM.