



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting June 6, 2025

DRAFT MINUTES

A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:04 AM.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Andie Sullivan (Kern County), Ashley Nuhfer (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), Rebecca Jauregui (Porterville), and Darla Wegener (Tulare County).
 - ii. Council absent: None.
 - iii. Staff Present: Kevin Nelson (SJVLS) and Terrence Eckman (SJVLS).
3. Guests: Brian Henderson (Henderson CPA) and Lisa Lindsay (California State Library).
4. Introductions
 - i. Staff did roundtable introductions.
5. Agenda Adoption
 - i. Motion to Adopt Agenda – Taylor (Merced)
 - ii. Seconded: Clark (Tulare Public)
6. Public Comment
 - i. None

B. CONSENT AGENDA

1. Motion to approve consent agenda item 1, and 2.
 - i. Motion to approve: Taylor (Merced)
 - ii. Second: Gomez (Fresno)

C. ITEMS FOR INFORMATION AND ACTION

1. FY 2025-26 Admin Council Chair and Revised Chair Rotation Schedule was reviewed.
 - i. Motion to approve: Gomez (Fresno)
 - ii. Seconded: Taylor (Merced)
2. FY 2025-26 Admin Council Meeting Schedule. Motion to approve with the following amendments: changing the meeting location for May 29, 2026 from a virtual meeting to an in-person meeting at the new Springville Library.
 - i. Motion to approve: Taylor (Merced)
 - ii. Seconded: Clark (Tulare Public)

3. Henderson reviewed the final budget Recommended actions were listed: approve budget expenditures in the amount of \$5,122,006; approve estimated revenues in the amount of \$4,137,136 : Membership Rate Total Contribution of \$2,012,000: Unassigned Fund Balance use \$480,370: Fiber System Projects Funding offset \$240,000: and Tech Plan Projects \$264,500.
 - i. Motion to approve: Taylor (Merced)
 - ii. Seconded: Wegener (Tulare County)
4. FY 2025-26 CLSA Plan of Service. Gomez presented the plan that was given to the State Library.
 - i. Motion to approve: Wegener (Tulare County)
 - ii. Seconded: Clark (Tulare Public)
5. Gomez presented the California Collaborative Connectivity Grant Opportunity through the State Library released on June 1 to strengthen broadband infrastructure in public libraries across California. Henderson stated that any grant money is always good.
 - i. Motion to approve: Gomez (Fresno)
 - ii. Seconded: Taylor (Merced)

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Please refer to the handout shared by Lisa Lindsay, from California State Library. She went over highlights and deadlines. The Directors Call will be cancelled for June.
3. Administrative Librarian – Reported by Eckman
 - i. We hired a Librarian III, Stephen Guenzi. He starts with SJVLS on June 23.
 - ii. Worked with Kevin, ICOE, and CENIC staff to finalize the Year 11 selections. The amendment is nearly ready to be signed.
 - iii. The contract with Tutor.com was finalized and executed. Wymer and Boyer are working with Tutor.com staff to set up our instances. WE will need to collect logos, information messages, staff contact information, and details about how you plan to market the resources to your patrons. Boyer will discuss the set-up information in detail with ERC at their meeting next week.
 - iv. The 2023-24 CENIC True-up report was received at the end of April. Amounts were recorded in the telco database and provided to Henderson. Wymer filled out the form to receive a lump sum check for our full reimbursement.
 - v. Boyer has been working with vendors and ERC to identify potential online magazine vendors to add a new service. He provided ERC with trial access to 3 products, and a form where they could provide feedback on the products. Only 5 members responded to the form and provided feedback. He attempted to Schedule an ERC meeting last week to make a recommendation to Admin Council, but due to non-responses and last-minute cancelations, was not able to have a quorum at the meeting. As a result, it was canceled. ERC will consider a recommendation at their regular meeting next week.

4. SJVLS – System Administrator
 - i. Attended COSUGI (Customers of SirsiDynix Users Group, Inc) in April. The conference was bittersweet. During the conference it was clear that Harris and SirsiDynix will continue to support Horizon going forward, but the time has come to prepare to migrate to a new system. Wymer provided a full update to the Automation Committee and will have a discussion item for Administrative Council at the next meeting.
 - ii. Automation Committee approved adding an ODBC Connector for BC Analytics. This will allow us to pull in live Horizon data, as well as create Analytics reports on tables and fields that are not normally extracted. Wymer is working with SirsiDynix to schedule the installation of the components to make the connector work.
 - iii. No progress or changes were made regarding the BC Mobile migration. During COSUGI a demonstration of linked accounts was shown, which is the feature we're waiting for to migrate. Wymer hopes to have the new Librarian III work on testing and setup of the new app once he starts, so we're ready to migrate when the feature becomes available.
 - iv. The CloudNine testing and setup resumed when Vang returned to the office at the beginning of May. Vang learned the basics of configuring the system, and where various features are found. Currently, we're working on establishing secure communication between CloudNine and SJVLS's servers. Once secure communication is established, we'll be able to begin setting up a location for testing.
5. Senior Network Systems Engineer
 - i. E-rate Category 2 projects for 2021 and 2024. Those are for WIFI, routers and switches and UPS replacements.
 - ii. Will be at Cisco Live next week in San Diego, recommended for people to go.

E. DIRECTOR'S COMMENTS

1. Johnson (Mariposa County) – Summer Reading kickoff coming next Wednesday in Courthouse Park. Will be a plant theme. There will be bag lunches and free plants. Events for adults and children. Winding down on Zip books. Hired two new people. Literacy program more staff oriented.
2. Wegener (Tulare County) – Summer Reading starting June 10. Budget will be due same day. We will have summer meals at 9 branches along with other hosts in the community. Recruiting for a Librarian III/IV, we lost Sara Brown. We hired Nancy Wirt, Librarian III. Springville is 60% done, look at it on our Facebook page. We will have a wall signing. Our Summer reading theme is gaming.
3. Jauregui (Porterville) – Summer Reading runs through June 1st through August.
4. Taylor (Merced County) – We opened our Dos Palos Library in May, thanked everyone for coming to opening. Our Summer Reading Program started on May 31.
5. Gomez (Fresno County) – We have 6 projects going right now. Reedley, Clovis, Sanger, Selma, Politi, and Central. Eckman discussed the size of the bigger branches and the work being done. On our Infrastructure Grant we have no bidders on the last part, which is the electrical portion. We have reopened Sanger after being closed for 5 months. The floor at Selma was done yesterday.

Sunnyside Branch had its 60th anniversary celebration. We have several part-time Library Assistant vacancies, and the County received many applications. We are doing Summer Reading in the middle of some remodels also.

6. Nuhfer (Kings County) – Kings has kicked off Summer Reading. We have some branches closed temporarily.
7. Sullivan (Kern County) – We have seventeen projects going on at branches. 6 currently in the works. Summer lunch at the libraries is happening. We are still struggling to get staff. We have staff painting branches it was not included in the grant. We did a Summer Reading Proclamation. Check out your mommy clubs for great ideas of what they are looking for in the library.
8. Clark (Tulare Public) – We have a new Youth Services Librarian this week. Our A/C is working this summer. We are starting Summer Reading on June 14th; theme is Level Up. We have a new writer's group that helps patrons once a month and it is doing well. Our Foundation is doing 2025 September Night in the Library. Our Kiwanis group purchased our movie license for movie day.
9. Riggs (Madera County) – Wrapping up invoices and grants. Our budget is approved on Monday. Summer kickoff on Tuesday our theme is Level Up as well. Ranchos are kicking off with water gun fights, sheriffs' office is helping.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. The next meeting is scheduled for August 1, 2025, online via Microsoft Teams.

G. ADJOURNMENT

1. The meeting was adjourned at 11:17 AM.