



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

August 1, 2025

DRAFT MINUTES

A. COUNCIL OPENING

1. Heidi Clark (Tulare Public), called the meeting to order at 10:01 am.
2. Roll Call
 - i. Council present: Jackie Collings (Coalinga-Huron), Sally Gomez (Fresno County), Andie Sullivan (Kern County), Tanya Russell (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa County), Amy Taylor (Merced County), Rebecca Jauregui (Porterville), Darla Wegener (Tulare County), Heidi Clark (Tulare Public).
 - ii. Staff Present: Chris Wymer (SJVLS), Aaron Lusk (SJVLS), Terrance Eckman (SJVLS), Vera Scott-Slater (Fresno County)
 - iii. Guests: Cristy Canieda (Vasquez), Lisa Lindsay (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Taylor (Merced County)
 - ii. Seconded – Gomez (Fresno County)
 - iii. Motion passed.
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve the draft minutes of the June 6, 2025, meeting and the Financial Update report.
 - i. Motion made by Wegener (Tulare County)
 - ii. Seconded by Taylor (Merced County)

C. ITEMS FOR INFORMATION AND ACTION

1. Financial Audit FY 2023-24
 - i. Canieda presented the results of the audit of SJVLS's financial statements for FY 2023-24. Vasquez and Co. reviewed the financial statements for accuracy and compliance with US accounting standards. Their review found no material weakness with SJVLS's internal controls over financial reporting, but there was one deficiency noted under Finding No. 2024-001. The deficiency was corrected through adjustments recommended by the auditors and implemented by SJVLS's accountant.
 - ii. Taylor (Merced County) motioned to accept the auditor's report.
 1. Gomez (Fresno County) seconded.

2. Motion passed.

2. Approve FY 2024-25 CLSA Final Report

- i. Wymer presented the draft of the 2024-25 CLSA Annual Report, which is due to the State Library at the end of August. During FY 2024-25, SJVLS used our full allocation to partially fund intra-system delivery. A new requirement this year was to provide justification that the funds were used in the most cost-effective manner to provide services to underserved populations. To comply with the requirement, SJVLS tracked the number of times an item filled a patron's request, and the requested title was not owned by the patron's library. This would represent the number of times patrons gained access to titles they would not have been able to access without CLSA-funded delivery services. During the fiscal year, 367,954 items filled a hold request, and 279,811 of those titles were unowned by the receiving jurisdiction. That means roughly 76% of all requests delivered through delivery were for titles the patron could not obtain otherwise.
- ii. Taylor (Merced County) motioned to have the Admin Council Chair sign the report and submit it to the State Library.
 1. Johnson (Mariposa County) seconded.
 2. Motion passed.

3. Approve Online Magazines Subscription

- i. Wymer presented a recommendation from the Electronic Resources Committee (ERC) to start a systemwide online magazines subscription. Online magazines were identified by patrons as a priority resource to add in the eResources survey conducted as a part of the Technology Plan. Over the last few months, ERC has reviewed different options for providing online access to magazines. The committee had trial access to 3 vendor platforms: CloudLibrary's News Stand, EBSCO's Flipster, and Baker and Taylor's PressReader. OverDrive was not considered because of challenges associated with setting up an account. After the trials, and reviewing potential title lists, ERC recommended a subscription to Flipster. The selected titles were based on recommendations from ERC members, and any title that received more than 5 votes was included in the proposed title list.
- ii. Admin Council members expressed some concerns about the potential subscription. One concern was that there would not be enough usage to justify the cost. If a subscription were approved, there would need to be a strategy for marketing the resource and letting patrons know it's available. Another concern that was expressed is the lack of Spanish titles, and that some of the most popular Spanish titles were not included. The last concern was other missing titles were cooking titles like America's Test Kitchen, and the lack of children's magazine titles.
- iii. Sullivan (Kern County) and Taylor (Merced County) shared that they already have a subscription through OverDrive and the collections are seeing a lot of usage. Taylor also expressed that the proposed title list overlaps with the titles available through their own subscription.

- iv. Wegener (Tulare County) proposed considering a different approach. Given that the members with OverDrive magazines really like the product, then perhaps the system should consider OverDrive's product.
 - v. Taylor (Merced County) motioned to table consideration of a subscription and direct SJVLS staff to return with information about how to move to a shared OverDrive consortia account.
 - 1. Collings (Coalinga-Huron) seconded.
 - 2. Motion passed.
- 4. Approve RFQ for Virtualization Hardware
 - i. Wymer informed Admin Council that the current virtualization hardware in the datacenter for the ILS needs to be replaced. He requested approval to release an RFQ for the hardware components needed to virtualize server infrastructure. SJVLS would release the RFQ in early August and aim to present an award recommendation at the October meeting.
 - 1. Sullivan (Kern County) motioned to approve releasing the RFQ.
 - a. Taylor (Merced County) seconded.
 - b. Motion passed.
- 5. Large Format Scanner for Digitization
 - i. Wymer informed Administrative Council that the large format scanner purchased in FY 2016-17 is entering its final year of maintenance. The current scanner resides in the basement of the Fresno Central Library. Over the last 10 years Fresno has used the scanner extensively, while other members have not taken advantage of it.
 - ii. Wymer then presented options to move forward. One option was to not renew the maintenance with an understanding that if it breaks, we do not have a support contract to fix it. Another option was replacing the scanner and developing a system to allow members to submit items for digitization by Fresno County Library volunteers.
 - iii. Eckman informed the committee that Fresno is about to begin their renovation project in the Central Library, which includes substantial work in the basement that could affect scanner availability for more than one year. Wegener proposed moving the scanner to another location like Visalia. She would like to have Boyer survey member libraries about whether they would use the large format scanner, if it was available. She would also like to see regular promotion of the scanner and service to SJVLS member library staff. Wymer will work on gathering the information and return in October for a more in-depth conversation.
- 6. FY 2024-25 CloudLibrary Usage Stats

- i. Wymer reviewed SJVLS's varied approaches to making purchases in CloudLibrary. As a part of the Technology Plan, SJVLS increased the budget to purchase more titles. Initially the bulk of CloudLibrary's purchases were made by a Kern County staff member. When they left their position, SJVLS tried having ERC members order titles for different content areas (Juvenile, Young Adult, and Adult). Under that model purchases were inconsistent and without any defined criteria for what to purchase. In the last fiscal year, Boyer took over CloudLibrary purchasing with a goal of making consistent, intentional decisions of what to purchase. He worked closely with our CloudLibrary representative to review usage, holds and other reports to build carts of recommended titles.
 - ii. Wymer then reviewed funding for CloudLibrary and usage statistics for the last 5 years. The statistics demonstrate that the changes to purchasing made last fiscal year resulted in substantially higher usage of the collection during the year, including an increase in the number of holds place, and more patrons finding and using the collection.
- 7. Horizon
 - i. Wymer gave an update on the current state of Horizon. After the COSUGI conference, it's become apparent that SJVLS will need to migrate to a new ILS. There are a lot of Horizon libraries that are migrating or about to migrate to new ILS products. SJVLS's current agreement with SirsiDynix ends at the end of this fiscal year. With the current vacancy in the System Administrator position, it does not seem practical to try to issue an RFP and migrate to a new system before the agreement ends. Wymer believes the best path forward is to focus on filling the vacancy and training staff, do a one-year renewal for Horizon, and issue an RFP for the ILS in Spring 2026 with the goal of going live on the new system before June 30, 2027.

D. STAFF REPORTS

- 1. Chair
 - i. No report.
- 2. State Library
 - i. Please refer to the report shared by Lisa Lindsay from the California State Library.
- 3. Administrative Librarian
 - i. There are 2 candidates for the Supervising Librarian position. One was interviewed before the meeting and the other interview is scheduled for August 14.
 - ii. CENIC released a blog article detailing our recently completed Wifi expansion project and the benefits it provides to SJVLS's members.
 - iii. The broadband grant application was submitted to request funding for the unfunded parts of the 2025 E-Rate category 2 project. This includes headquarters router replacements and 5-year licenses for wireless access points.

- iv. SJVLS applied for a top-level .gov domain with DHS, and our request was rejected because sjvls.gov was too generic. That request was withdrawn, and SJVLS submitted a request to the State of California. California is ready to approve sjvls.ca.gov, as soon as SJVLS registers with the State Comptroller's Office. At a future meeting we will need to figure out what to do about SJVLS member's custom library domains and email.
- 4. SJVLS – System Administrator
 - i. The new librarian, Guenzi, is doing great. He's a nice addition to the team. He resolved an issue with the formatting of damaged notices that was identified by Kern back in March.
 - ii. At their last meeting, the Automation Committee reviewed notice language at a request from Fresno County, because hold notices still contained language from the COVID pandemic. The committee approved changes to remove those references, as well as some other minor changes to provide consistency.
 - iii. The ODBC Connector for Analytics was installed and is working. Wymer and Guenzi will work on deciding how to best use the connector and how to migrate Jasper Reports to Analytics.
- 5. Senior Network Systems Engineer
 - i. The 2021 E-Rate Category 2 project is nearly complete. There are two Fresno County branches remaining, and at this time it's not clear if those projects will proceed.
 - ii. The 2024 E-Rate Category 2 project is moving forward. Switches have been ordered.
 - iii. The agreement to order for the 2025 E-Rate Category 2 project was finalized, signed, and returned to AMS. Currently all we need is an FCDL to move forward.
 - iv. 2025 Category 1 FCDL was received.
 - v. The Windows 10 end of life date is October 14, and we need to start migrating workstations to Windows 11. Vang provided information to members about what PCs can upgrade, and which need to be replaced. The fall PC order will open early to replace any PCs that can't migrate.

E. DIRECTOR'S COMMENTS

- 1. Johnson (Mariposa County)
 - i. Mariposa hosted a large event recently where tree burls from the Elk Fire were on display.
 - ii. Added American Sign Language classes as an offering for patrons.
- 2. Taylor (Merced County)
 - i. Wrapping up Summer Reading Program. They saw good participation this year, and one of the highlights was their "Thank a Farmer" postcard program. The postcards will be sent to Agriculture related businesses around Merced County.
- 3. Gomez (Fresno County)
 - i. Fresno is in the process of hiring library assistants. They received a lot of applications and got a great list of potential candidates.
 - ii. Fresno is also in the process of hiring a new Graphic Artist.

- iii. The groundbreakings for the Clovis and Reedley libraries are approaching. Gomez will share more information when dates are finalized.
 - iv. Fresno is starting to make some progress on their other renovation projects.
- 4. Collings (Coalinga-Huron)
 - i. Coalinga-Huron is wrapping up Summer Reading and still trying to hire a new Library Director.
- 5. Wegener (Tulare County)
 - i. Tulare County is hosting an event to preview the new Springville Library on August 9.
 - ii. The Alpaugh and Orosi renovation projects are currently delayed.
 - iii. Summer Reading Program and Lunch at the Library are wrapping up.
 - iv. Preparing to launch the "100 Books Before College" program this fall.
 - v. The memory lab has been a success.
 - vi. Tulare County is doing interviews for their Librarian III/IV vacancy.
- 6. Riggs (Madera County)
 - i. The library's budget for this fiscal year has passed.
 - ii. Madera was able to hire a new library assistant for their Oakhurst branch, despite a hiring freeze within the County.
 - iii. Madera County had a partnership this summer with their Workforce Development program that provided four interns to the library. They did a great job during their time at the library.
- 7. Clark (Tulare Public)
 - i. Summer Reading Program was shorter this year, only 4 weeks instead of 6, because of a vacancy with their Youth Services Librarian. Even with the shorter program length, the community exceeded the goal of 95,000 minutes read.

F. CALENDAR ITEMS

- 1. Date and location for next Administrative Council Meeting
 - i. October 3, 2026, at the Fig Garden Library

G. ADJOURNMENT

- 1. The meeting was adjourned at 12:32 p.m.