



## Administrative Council Agenda Packet

SAN JOAQUIN VALLEY  
LIBRARY SYSTEM  
2420 Mariposa Street  
Fresno, CA 93721  
559-600-6256

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July 15, 2022

10 a.m.

Online via Teams

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Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

**The public may participate by using the following URL:**

<https://go.sjvls.org/admin220715>

**To participate in the meeting by telephone, call:**

**(559) 785-0133**

**Enter Phone Conference ID: 827 813 597#**

**Accessibility and Accommodations:** In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on July 14, 2022.

**Public records:** Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

# **AGENDA**

## **A. COUNCIL OPENING**

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

## **B. CONSENT AGENDA**

1. APPROVAL: Draft minutes of June 24, 2022 (Attachment 1)

## **C. ITEMS FOR DISCUSSION AND ACTION**

1. ACTION: Certification of Need to Continue Virtual Meetings (Wymer)

## **D. DIRECTOR COMMENTS**

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

## **E. CALENDAR ITEMS**

1. Set the date and agenda building for the next meeting, tentatively Friday, August 5, 2022 online via Microsoft Teams.

## **F. ADJOURNMENT**



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting June 24, 2022

### DRAFT MINUTES

#### A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:02 am.
2. Introductions/Roll Call
  - i. Council present: Raman Bath (Fresno), Vikki Cervantes (Porterville), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Kelly Jones (Mariposa), Amy Taylor (Merced), Sally Gomez (Fresno), Jeannie Christiansen (SJVLS), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS).
  - ii. Absent: Mary Leal (Coalinga/Huron), Heidi Clark (Tulare City) and Darla Wegener (Tulare Public).
  - iii. Guests: Reed Strege (California State Library) and Erik Gonzales (Hudson and Henderson)
3. Adoption of Agenda.
  - i. Motion to Adopt Agenda Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)
4. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of June 3, 2022.
  - i. Motion made by Lewis (Kern)
  - ii. Seconded by Taylor (Merced)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Certification of the Need to Continue Virtual Meetings – Wymer
  - i. Motion made to continue with Virtual Meetings.
    1. Motion made by Lewis (Kern)
    2. Seconded by Bath (Fresno)
2. Acceptance of Porterville Re-connection Grant Funding.
  - i. Wymer discussed the authorization of SJVLS to accept the grant award from the State Library and to deposit the grant check for the full award amount of \$49,503.85. This has no impact on membership dues. It was previously discussed at the April 8, 2022, meeting, and on May 3rd, 2022, Wymer submitted the grant application. On May 10th, it was approved. The costs associated with Phase III will be divided into two categories. Construction Support Funding in the amount of \$29,000.00 and Technology and hardware in the amount of \$20,503.85. Motion to accept Porterville Re-connection Grant Funding.

1. Motion to accept Porterville Re-connection Grant Funding Lewis (Kern)
2. Seconded by Bath (Fresno)
3. ECF Program Participation, Funding, and Policies and Procedures – Wymer
  - i. Wymer seeking approval of the ECF program participation, funding and policies and procedures. Retroactively approve 3rd window funding request submissions for Kern County, Madera County, and Merced County, in the amount of \$23,947.50. The third ECF application establishing expenditures by SJVLS, and revenue collections deducted from members tech reserves in the total amount of \$12,702; upon receipt of BEAR for reimbursements, members tech reserves will be credited. Budget resolution for the first and second ECF application establishing expenditures and estimate revenues in the amount of \$50,432.52 and Kern County bear reimbursement in the amount of \$16,730.50. Last seeking approval of SJVLS Emergency Connectivity Fund policies and procedures. Motion to approve all 4 measures.
    1. Motion made by Lewis (Kern)
    2. Seconded by Taylor (Merced)
4. Transition Bank Account to Chase Bank – Christiansen
  - i. Seeking approval on opening account for Merchant Deposit and Credit Card. The Associate County Librarian authorized officer to act, sign related forms with Chase bank. To authorize the Administrative Librarian to work with TSYS Global payments to update deposit account as of July 1, 2022. To approve the authorized entity, Fresno County to open a bank account in the name of San Joaquin Valley Library System and withdrawal of funds from merchant collections checking account to open the bank account.
    1. Motion made to approve Item 1-4 Cervantes (Porterville)
    2. Seconded by Lewis (Kern)
5. FY 22-23 Public Library Staff Education Program Participation – Wymer
  - i. Wymer seeking approval of the FY22-23 Public Library Staff Education Program Participation. Looking to approve SJVL's participation in the State Library's Public Library Staff Education Program (PLSEP) to member library staff to remit applications with deadlines, usually during July. Wymer, Cervantes and Rencher have all be recipients of this. Please let staff know about this it is a great program.
    1. Motion to approve Cervantes (Porterville)
    2. Seconded by Rencher (Kings)
6. FY 22-23 Admin Council Chair Rotation – Wymer
  - i. Wymer seeking approval for FY 2022-23 Administrative Council Chair Rotation. The next Chair up will be Wegener, Tulare County.
    1. Motion to accept next rotation Cervantes, (Porterville)
    2. Seconded by Lewis (Kern)

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

1. Chair – Taylor (Merced)
  - i. Taylor thanked everyone, had a great time as Chairman.
2. State Library – Strege (California State Public Library)

- i. Strege reported below and had the handout in the agenda packet.
  - ii. Funding Opportunities through the California State Library page please check daily.
  - iii. California State Library Parks Passes, is doing well and this will continue through Fall.
  - iv. Open+ opportunity, Califa Group and the California State Library invite California public libraries to apply to extend self-service open hours for a single branch location through the installation of Bibliotheca's open+ system. Grants online due June 24, 2022.
  - v. Zip Books keep an eye out for this program.
  - vi. CopyCat Grants, getting ready to release for 2022/2023.
  - vii. CALL please check this as they are offering free courses, weekly webinars, and cohort based learning continue throughout the year.
  - viii. Upcoming data conversations will have someone new starting next week, please continue to add your data.
  - ix. There will be no Directors call in July.
  - x. Building Forward Infrastructure Funding for California Libraries, the first round closed on March 21, 2022, we are still waiting on these.
  - xi. Home Connectivity Kits Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500k will go out over the next few months.
  - xii. eBooks for all of California Overdrive is now fully integrated. Palace can now serve as your patron's one stop shop for Overdrive, CloudLibrary and Statewide eBooks.
  - xiii. Digital Learning platforms for all California Public Libraries we are setting up the learning platforms (Coursera, GetSetUp, Learning Express) plus job and career accelerator), LinkedIn Learning, Northstar, and Skillshare on your library website. Vendors have provided set up information to the library staff you identified, each platform has a different access model.
  - xiv. PLSEP program was discussed earlier in meeting by Wymer.
  - xv. LSTA Grant program is now closed.
  - xvi. California Library Connect is now live and accepting applications.
3. Administrative Librarian – Chris Wymer
- i. Wymer informed Admin Council that SJVLS will need to update our purchasing manual to incorporate the new accounting firm.
  - ii. Wymer reported that he has also been working with EdTechnologyFunds and Hudson & Henderson to review the finding of the USAC BCAP Audit and will have a report for Admin Council at a later meeting.
4. SJVLS – System Administrator
- i. Wymer informed Admin Council that the library card order arrived 2 weeks ago, and they have all been distributed to the members.
  - ii. Wymer informed Admin Council that the new JasperReports server is updated, and he is in the process of migrating reports from the older server.
  - iii. Wymer provided a quick preview of the updated branding and color scheme for the catalog.

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  - v. Wymer reported Admin Council that Porterville will be adding the Hoopla eRC Connector.
5. Senior Network Systems Engineer
- i. No update.

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

1. Lewis (Kern) – Budget is almost done. ARPA Funds help with all 22 branches. Proposing a 1% sales tax and we would need 50% of the votes. 247 all in one computers have finally showed up. Summer Reading and Lunch Program has started.
2. Rencher (Kings) – All facilities are doing great; Public Works does a great job for us. Kettleman Branch is back opened after one week of closure due to flooding. The storm last week affected Stratford and Avenal. Avenal A/C has been out for 2 weeks. The final budget goes before the Board in August. We have hired 4 new staff. Summer Reading is a hit! So nice to see everyone back in the library.
3. Cervantes (Porterville) – Our signage went up Tuesday for the temporary library, it had to follow City Ordinance. Will share the official invitation for the opening. The ceremony will last from 9:00-9:15 and then the doors are open to let everyone in. Please come.
4. Wright (Tulare) – Waiting for feedback on Budget. We have had many A/C issues at branches. We are busy with Summer Reading and Lunch at two libraries, Lindsay and Dinuba.
5. Gomez – (Fresno) – We have started Summer Reading and people are coming. Still staffing shortages, some Covid and some vacancies. Hired 3 new librarians, still have 3 or 4 vacancies along with other vacancies.
6. Taylor – Summer Reading doing great. We attended the Merced County Fair with the Bookmobile for 3 days. We are still having staffing issues and hiring people all the time.

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

1. Date and location for next Administrative Council Meeting - July 15th, via Teams

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:02 AM