



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting February 3, 2023

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:12 am.
2. Roll Call
  - i. Council present: Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County)
  - ii. Council absent: Raman Bath (Fresno), Mary Leal (Coalinga/Huron) and Amy Taylor (Merced)
  - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), and Sally Gomez (SJVLS).
  - iv. Guests: Kip Hudson (Hudson and Henderson) and Josh Chisom (California State Library).
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Public Comment
  - i. None

#### B. CONSENT AGENDA

1. Motion to approve the Consent Agenda with the corrections noted to the Draft minutes of January 6<sup>th</sup>, and Financial Updates were reviewed.
  - i. Motion made to approve with corrections and Financials Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Wymer discussed location of the next two Council meetings. April will be in Porterville and June will be in Fresno.
  - i. Motion made to accept schedule Lewis (Kern)
  - ii. Seconded by Johnson (Mariposa)

2. Hudson provided handouts for upcoming Budget Year Membership Fee Rates and proposed a 2% increase. The additional increase in rate will continue to support up to 70.8% of operational costs which includes inflation estimates. Total operation budget costs will be funded with revenue from three sources: membership fee, fund balance, and interest earned. Cervantes expressed a need to work on a new Strategic Plan as last one was in 2017. Fiscal agent will return to the board with timelines for recommended adoption of budget no later than June.
  - i. Motion made to approve Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)
3. Hudson presented the preliminary budget for year 23-24. Approval for the Budget expenditures, in the amount of \$5,079,381. The membership rate total contribution is \$1,953,398. Assigned Fund Balance is \$2,000,000 and members contribution committed to System Projects assigned to prepaid Tech Reserves is \$836,000. Hudson is looking for approval of the recommended budget as noted in the budget highlights. Staff will return to board in March through May to present draft budget with additional costs for Delivery Services, CLSA allocation and fiber related projects, if any.
  - i. Motion to approve Preliminary Budget Lewis (Kern)
  - ii. Seconded by Rencher (Kings)
4. Nelson seeking approval to authorize, sign and return the quote to renew the warranty on the tele-messaging server to Dell at the cost of \$600.18 for 1 year.
  - i. Motion to approve warranty extension for tele-message server Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Wymer discussed Library cards and FY 23-24 Library Card Order with order planned at the end of March. If you are changing design, get them ready. The order is based on total quantity not on design. The durability has been great.
6. Wymer has signed and returned the grant for the Palace Project. Wymer and Boyer are working on where to allocate the funds. August 31 is the deadline to spend all the funds. Wymer would like to survey patrons for input to what different communities would need. The Web service is up and working, the patron can log in and see what the State Library has in their collection.

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

1. Chair
  - i. No Report.
2. State Library
  - i. Provided Report.
3. Administrative Librarian
  - i. Wymer finished up B-Cap Audit.
  - ii. Would like to have the staff that were accepted to the PLSEP Grant Program attend an Admin Council Meeting.
  - iii. CENIC bill arrived and had some discrepancies, Wymer is following up. It will not be paid until issues are resolved.
  - iv. Califa E Rate done and reimbursed for next week.

4. SJVLS – System Administrator
  - i. Wymer working on how to document lost items in Horizon and will share with systems JSA’S.
5. Senior Network Systems Engineer
  - i. Nelson reported PC order opening, just ordering small PC’s.
  - ii. CENIC outage last week barely noticed due to backup taking over.
  - iii. Nelson does not have a quote yet for CENIC year 9.

#### **E. DIRECTOR’S COMMENTS**

1. Taylor (Merced) – No Report.
2. Riggs (Madera) – Madera received two inspiration grants. One was for the Robotics Team at the Madera Main Library. The grant amount is \$1,300 to cover registration and materials. The second grant provides funding for more equitable summer experiences at all Madera branches.
3. Rencher (Kings) – We had our Ribbon Cutting for our Mobile Van. We received the Big Read grant and have applied for the 2<sup>nd</sup> year for Lunch at the Library. Thank you to Darla and Vikki for helping on interviews.
4. Lewis (Kern) – We received \$50,000 in grant money for our Outreach Van and \$40,000 for inside. We are going to follow up with Madera for some ideas. Trying to get all branches open on Saturdays. Working on hiring staff to help with that.
5. Johnson (Mariposa) – Library Card design contest will have different designs for all 5 branches and for Child’s 1<sup>st</sup> Library Card. Will have Open House at the end of March to get people back in and see the improvements and changes. Would like to restore the use of our 3D printer and robot. Investigating on a Tool Library, Admin Council gave some information to research on them.
6. Clark (Tulare Public) – No Report.
7. Cervantes (Porterville) – 1000 Books Report resurrected. Promotion on Self-Check. Great Stakeholders promotion. Looking at stats, after being open for 6 mos.
8. Gomez (Fresno) – Principal Librarian has been hired. Thank you to Darla and Amy for helping on interview process. We are looking to start on a new Strategic Plan. We have a new HR Analyst. In the process of hiring 4 librarian trainees. Fig Garden to open soon.
9. Wegener (Tulare County) – Winter Reading Challenge is going on during January. Promoting and hiring new staff. Busy with Grants.

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

1. Date and location for next Administrative Council Meeting
  - i. April 7, 2023, at the Porterville Library.

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:30 AM.