



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting May 26, 2023

APPROVED MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:00 am.
2. Roll Call
 - i. Council present: Amy Taylor (Merced), Mark Lewis (Kern), Brian Martin (Kings), Krista Riggs (Madera), Vikki Cervantes (Porterville), Darla Wegener (Tulare).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Matt Johnson (Mariposa), Raman Bath (Fresno), Natalie Rencher (Kings), and Heidi Clark (Tulare Public).
 - iii. Staff present: Chris Wymer (SJVLS), Aaron Lusk (SJVLS), and Sally Gomez (SJVLS).
 - iv. Guests: Brian Henderson (Hudson and Henderson), Kip Hudson (Hudson and Henderson), Brian Baker (Valley Children's Hospital), and Josh Chisom (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of April 7, 2023, and Financials.
 - i. Motion made to approve minutes and financials by Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)

C. ITEMS FOR INFORMATION AND ACTION

1. Discussion on Valley Childrens Hospital, Inpatient Reading Program presented by Brian Baker. They are looking for a partnership to provide library services to every patient. Currently they provide a book to every patient, distributing close to 1000 a month. Their goal is to provide literary healing to every patient. They are looking to expand the program and would like to offer library services to inpatients, using the QR code. They would like to have access to Spanish, Hmong, and Punjabi. Admin will consider.
2. Wymer Presented the meeting schedule for the coming year. Admin Council requested that February 2, 2023, be hosted by Kings County at the Corcoran Library.

- i. Motion to approve schedule with change Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
3. Henderson presented the recommended final budget. Discussion on the Tech Plan Project. Wegener expressed concern about the use of question marks on the documents. Henderson explained that this was just a place holder and that there is enough in to cover the missing amounts.
 - i. Motion to approve recommended budget Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
4. Wymer presented the 2023-24 Technology Plan. Goals were discussed. Modernize SJVLS server and network, streamline eContent offerings, improve patron-facing network infrastructure, establish more working groups, and continue to pursue funding opportunities for network infrastructure. The present plan has not been reviewed for approximately 10 years as they are no longer required to file for E-Rate discounts. Admin has reviewed the plan and wish to have proposed list of projects for upcoming year brought back to next meeting.
 - i. Motion made to approve the FY 2023-26 Technology Plan and proposed list brought back to next meeting Lewis (Kern)
 - ii. Seconded by Taylor (Merced)
5. Wymer presented the FY 2023-24 CLSA Plan of Service. Seeking approval of the recommended action will increase \$239,407 with all the funding being allocated to delivery service. There is no roll over of funds this year. SJVLS is required to file a Plan of Service with the State Library describing how we intend to utilize the funding to support our member libraries and their communities. This year's allocation is approximately \$1,500 less than last year. At the same time, projected costs for delivery services increased from the previous year. As a result of the lowered CLSA funding and increased cost estimates for delivery services, SJVLS drafted the Plan of Service allocating entire funding to the operation of delivery. This provides members equally using CLSA funding in this manner. Wymer will send an email with the corrected version to the Admin Council.
 - i. Motion to approve 2023-24 Plan of Service for State Library giving incoming Chair authority to review and submit to the State Library Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
6. Wymer brought eBooks for All Blackstone Audio Collection subscription to SJVLS for discussion and consideration. Council discussed it being viable and not adding something that could be taken away after a year due to it being a grant. Cervantes, Wegener, Wymer and Durr from California State Library will discuss more.
 - i. Motion to table pending more discussion with State Library Taylor (Merced)
 - ii. Seconded by Cervantes (Porterville)

7. Wymer seeking approval to submit a Broadband Grant application to the State Library, for funding to pay the non-recurring costs related to the Firebaugh Branch circuit move. To approve the budget resolution increasing FY23-24 appropriations and estimated revenues for the project in the amount \$21,500. To authorize the Administrative Librarian, to accept funding upon award, and sign expenditure forms and activity reports for this agreement.
 - i. Motion to approve actions 1-3 Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)
8. Wymer seeking approval to apply for Broadband Grant funding from the State Library in an amount that does not exceed \$350,000 to cover the unfunded portions of the E-Rate Category 2 Broadband Project.
 - i. Motion to approve draft and submit Broadband Grant application to State Library in amount not to exceed \$350,000 Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)
9. Wymer seeking approval to purchase new server for the Telemessaging and migration services from SirsiDynix with total costs not to exceed \$15,000. SJVLS has collected quotes for a Dell R7515 server and for migrating the Telemessaging software from the old server to the new one. The Dell server quote is \$4,742.41, and the migration services quote is \$3,800.00. We are planning to re-use the telephony cards from the old server, which will provide a savings of approximately \$3,600.00. The total cost is \$8,500.00.
 - i. Motion to approve the total project cost not to exceed \$15,000.00 Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
10. Wymer seeking to establish an advisory committee with directive to advise on strategic goals and priorities for the 2024-2027 SJVLS Strategic Plan. Cervantes and Taylor volunteered.
 - i. Motion to form committee of two, to establish strategic goals and priorities Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
11. Wymer seeking approval of the 2023-2024 Administrative Council Chair rotation. Bath from Fresno County will be next up.
 - i. Motion to approve Lewis (Kern)
 - ii. Seconded by Taylor (Merced)

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Chisom provided a written report and touched on the new Library Program Consultant, Kaela Villalobos. Chisom also reminded Admin Council about LSTA news, on the Federal Government's transition from the use of the D-U-N-S number to use the Unique Entity Identifier.
3. Administrative Librarian
 - i. Working on finalizing the budget.
 - ii. Working on documents for Broadband, category 2. This is time sensitive.
 - iii. Working on the Plan of Service.

4. SJVLS – System Administrator
 - i. Attended the COSUGI Conference in April.
 - ii. Automation Committee is working on self-registration and name verification.
 - iii. Working with SIP authentication, patron information request.
 - iv. June 11th, patron purge. Starting will be little gap as Chris will be off.
 - v. Self-registration expired purge.
5. Senior Network Systems Engineer
 - i. Lusk reported that we no longer have T1 lines in the south valley with Buttonwillow and Boron being migrated to fiber connections. We are now down to 7 locations with T1 lines in Fresno, Merced, and Mariposa Counties.

E. DIRECTOR'S COMMENTS

1. Taylor (Merced) – Gearing up for Summer Reading starting June 3rd. Installed 3 new Circ desks. New Teen Center is now open, FOL raised money and donated \$96,000 to the space. Bids just closed for Dos Palos project. We are still in the process of hiring librarians.
2. Riggs (Madera) Absorbing our Law Library, so moving everything. In the middle of the job, the A/C went out. We also endured a tree limb falling onto our book drop.
3. Martin (Kings) – Starting work soon on the infrastructure.
4. Lewis (Kern) – Southwest and Beale are now open 6 days a week. Measure K passed so that has enabled us to have 7 branches open 5 days a week. We received ARPA money so used it on tech at 12 branches. We had more that needed upgrades, so branches got all new computers for the 1st time. By next year we should have all new computers.
5. Cervantes (Porterville) – Doing well, we are doing programing June through July. We are hosting lunches Monday through Friday also. We have a new librarian, and she is great. Due to Tulare flooding the budget will not be adopted until September. Thank you to Darla for sitting in on the architect interview process.
6. Gomez (Fresno) – Newly remodeled Fig Garden, we had a grand opening. Still working on hiring, as we have many vacancies. Our Reedley and Clovis projects are still in process. We have our big poetry contest coming up in June.
7. Wegener (Tulare County) – Sat in on the architect interview meeting, for Porterville and it was very interesting and informative. Summer Reading Program has started. We are working on grants, 1st one is for Traver. Infrastructure Grant will be starting and Orosi and Alpaugh are first on the list. We are finalizing plans for Springville. We did have to close Alpaugh and Allentown due to flooding. We also closed Springville due to flooding. Green Communities and seed libraries are doing extremely well. Our General Fund has been delayed. We had some staff changes at our Literacy Library, and they are doing well. We are still in hiring process.
8. Johnson (Mariposa) – No Report.
9. Clark (Tulare Public) – No Report.
10. Leal (Coalinga/Huron) – No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. August 4th, 2023, at 10:00 at Tulare County Library.

G. ADJOURNMENT

1. The meeting was adjourned at 12:25 pm.