



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting August 4, 2023

APPROVED MINUTES

A. COUNCIL OPENING

1. Raman Bath (Fresno County), called the meeting to order at 10:06 am.
2. Roll Call
 - i. Council present: Raman Bath (Fresno County), Heidi Clark (Tulare Public), Krista Riggs (Madera), Matt Johnson (Mariposa), Darla Wegener (Tulare City) and Mary Leal (Coalinga/Huron).
 - ii. Council absent: Amy Taylor (Merced), Natalie Rencher (Kings), and Andie Sullivan (Kern).
 - iii. Guests: Kip Hudson (Hudson and Henderson), Charles Gardiner (California Emerging Technology Fund), and Josh Chisom (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda by Clark (Tulare Public)
 - ii. Seconded by Leal (Coalinga/Huron)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve Consent Agenda items 1-3.
 - i. Motion made by Leal (Coalinga/Huron)
 - ii. Seconded by Johnson (Mariposa)

C. ITEMS FOR INFORMATION AND ACTION

1. Charles Gardiner gave a presentation on California Emerging Technology Fund. He has been a consultant for Emerging Tech for 15 years. They are working on closing the digital divide. They provide affordable connection program for eligible households with a credit of \$30.00 a month. This will help provide tools for job hunting, school, and telehealth among many more. They would like to expand services in the Valley. The state has a goal of enrolling 6 million households that are eligible. There are 2.3 million already enrolled. There is 1.3 billion not claimed in California for households. Charles is looking for someone from SJVLS to join the Task Force to help work on getting connectivity into households. He would like to see 1-2 from each jurisdiction. Charles will be sending out the Power Point to go along to this presentation to Wymer.

2. Wymer seeking to approve the 3- year extension of the EdTechnology Funds contract for E-rate Consulting Services. With Wymer executing the extension it will increase FY 2023-24 expenditures in the amount of \$8,870. There was a request to do a presentation every year.
 - i. Motion made to approve the 3-year extension of the contract by Wegener (Tulare County)
 - ii. Seconded by Clark (Tulare Public)
3. Wymer seeking approval to update cat center reimbursement rate for copy cataloging to \$1.57 per record. This will increase the copy cataloging reimbursement rate for cataloging centers performing copy cataloging services for non-cataloging member libraries.
 - i. Motion to approve the \$1.57 per record by Wegener (Tulare County)
 - ii. Seconded by Riggs (Madera)
4. Discussion on the end of cataloging services to members of Fresno County. On June 30, 2024, Fresno County will no longer offer services to non-cataloging centers. Fresno County will only catalog their own materials. Council discussed if there was another Cataloging Center that could become the primary contact for records request. Discussion on if we would want a 3rd party vendor or continue to maintain within the cooperative system. Council discussed the training and finding catalogers. SJVLS could hire one but there would need to be a salary resolution. This will be brought back next meeting.
5. Wymer seeking approval by Automation Committee's recommendation to migrate the Horizon database to MSSQL with SirsiDynix's assistance in the amount of \$14,000. The funding for this project was budgeted as a part of the 2023-2026 Technology Plan.
 - i. Motion to approve migrating Horizon to MSSQL Clark (Tulare Public)
 - ii. Seconded by Riggs (Madera)
6. Wymer and Nelson are seeking approval of the Technology Plan Budget Project List and the first year Technology Plan Budget Resolution approving first year expenditures for System Committed Projects in the amount of \$44,000. Nelson reported that delivery is improving, and prices have come down as well.
 - i. Motion to approve Technology Plan Project List Wegener (Tulare County)
 - ii. Seconded by Clark (Tulare Public)
7. Wymer and Nelson seeking approval of a new procedure for moving library locations. Before July 2021, had to get permission, now just need internal document noting the equipment move.
 - i. Motion to approve Procedures Leal (Coalinga/Huron)
 - ii. Seconded by Clark (Tulare Public)

8. Nelson seeking approval to issue RFP for Microsoft Licensing Consultant. SJVLS needs to upgrade their existing server infrastructure to the latest versions of Windows Server and obtain the appropriate number of client access licenses (CALs) to ensure we're in compliance with Microsoft's licensing requirements. Pricing for Microsoft products and services is complex. To ensure SJVLS obtains the appropriate licenses and CALs, we are recommending that we issue an RFP for Microsoft Licensing Consultant. The consultant will be responsible for determining the most cost-effective licensing packages needed by SJVLS., and the appropriate number and type of CALs.
 - i. Motion to approve to issue RFP for Microsoft Licensing Consultant Leal (Coalinga/Huron)
 - ii. Seconded by Wegener (Tulare County)
9. Wymer seeking approval to submit the 22-23 PLSEP Final Report. PLSEP is a staff education grant program administered by the State Library to help offset the costs of library staff pursuing their MLIS. In 22-23 we had 4 staff members receive reimbursement for their coursework.
 - i. Motion to submit 20-23 PLSEP Final Report Johnson (Mariposa)
 - ii. Seconded by Clark (Tulare Public)
10. Wymer requesting authorization to submit the CLSA System Annual Program and Expenditure Report to the State Library. As a condition of receiving CLSA funding from the State Library, we are required to submit an annual report detailing how CLSA funds were used and demonstrating that they were expended on services authorized in our Plan of Service.
 - i. Motion to accept with Wegener signing report Clark (Tulare Public)
 - ii. Seconded by Bath (Fresno)
11. Wymer seeking authorization to submit 2023-24 CLSA System Detail Budget. As a condition of receiving CLSA funding from the State Library, each cooperative system must provide the State Library with an Annual Plan of Service outlining the cooperative's budget for the upcoming year and how SJVLS intended to utilize CLSA funds. SJVLS already submitted our Plan of Service, and the next step is to submit our System Detailed Budget.
 - i. Motion to approve Leal (Coalinga/Huron)
 - ii. Seconded by Clark (Tulare Public)
12. Wymer seeking authorization to sign the Calnet NextGen Agreement to Order ATO. Will begin the migration of Legacy AT&T services to the new agreement. We must migrate our legacy services to the new agreement before December 31, 2023.
 - i. Motion to approve Wegener (Tulare County)
 - ii. Seconded by Heidi Clark (Tulare Public)

D. STAFF REPORTS

1. Chair-No Report
2. State Library
 - i. New staff member Cindy Zalog, new Staff Service Manager. She will be working on the Parks pass Program and Jenna Pontious, new Communication Information Office.

- ii. LSTA News, reminder the federal government's transition from the use of the D-U-N-S Number to use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use.
 - iii. California Public Libraries Survey dataset is now available.
 - iv. Updates to the 2024 application for Lunch in the Library are available.
 - v. Broadband: California Library Connect and Collaborative Connectivity Grant – Rolling Due Dates, now accepting applications. Please reach out for support if you need help there is plenty of funding available.
 - vi. Career Online High School no longer requires libraries to provide a local cash match commitment to participate.
 - vii. California Libraries Learn (CALL) is ongoing, and a good connection to stay up to date.
 - viii. Get Connected! Affordable Connectivity Program and State Digital Equity Plan is ongoing.
 - ix. Tutoring Project ongoing.
 - x. Park Pass Program is ongoing and doing well.
 - xi. Career Pathways Workforce & Upskilling Resources: Upcoming Webinars Open to All Library Staff.
 - xii. Next Directors Networking Call, August 16th, register now.
3. Administrative Librarian
 - i. Working with Bev from EdTechnology on Funds Agreement.
 - ii. Working on grants.
 - iii. Palace project still moving along, still have \$5,000 left. Under 500 checkouts so far.
 4. SJVLS – System Administrator
 - i. July 1st annual stats were run, and ready to plug into the State Report.
 - ii. Working with SirsiDynix for migration to Horizon.
 - iii. Prepping for removing Oracle Java, has had a small issue.
 - iv. Extracting additional item record details before sending over to Enterprise.
 5. Senior Network Systems Engineer – Kevin
 - i. Monday will be integrating web services.

E. DIRECTOR'S COMMENTS

1. Leal (Coalinga/Huron) – Just finishing up on Summer Reading and looking forward to moving on to Fall. Gave a Thank you to Chris for all he does to help.
2. Wegener (Tulare County) – Working on infrastructures still. Springville will soon be in plan check; the branch will be closed but Bookmobile will provide services. Summer reading is over waiting on numbers. Our Book Locker Grant is going slow. We have Seed Libraries that our Master Gardner's are supporting. Our Summer Meal program is finishing up and we had some type of food at all our branches. We did a Farm to Table Blueberries coast trip. There is a new Literacy Coordinator, and she is doing great.

3. Riggs (Madera) – Two of our FOL groups donated computers. We have a new Technology Plan budget. Wrapping up Summer Reading and meals. Went star gazing at the golf course. We now have a Collection Development policy in place, we took it to the Board, and they did not approve or reject it but ask for some revisions.
4. Johnson – (Mariposa) We have a backpacking person coming for Summer Reading for adult programming. Our theme was Wild About Reading, had slide shows with wildlife and Agoura Hills. Many patrons need assistance with tech services, we have someone that comes in on Tuesday. Our reading time for children is great. We did a Create a Card, and it was a lot of fun we have some great artists. Been showing movies and turnout is good.
5. Bath – (Fresno) Summer at Your Library wrapped up on July 31st, numbers were good. We hit over a million check outs on Overdrive this year. Our Fig Garden Branch had their grand opening. We did encounter some issues with Pride Month Displays. For the Fall we have a Holocaust Display and should be a good turnout.
6. Clark (Tulare Public) - Summer program was 5 weeks, and community logged 72,000 minutes of reading. Our numbers are coming back after pandemic. Air Conditioning not working properly and being addressed. Master Gardener came back this year. FOL is having their monthly book sale tomorrow. We will have movie tomorrow afternoon.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. October 6th, 2023, at 10:00 am Tulare Public

G. ADJOURNMENT

1. The meeting was adjourned at 12:20 pm