



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting April 5, 2024

APPROVED MINUTES

A. COUNCIL OPENING

1. Sally Gomez (Fresno County), called the meeting to order at 10:19 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Mark Lewis (Kern County), Tanya Russell (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), and Florencia Wright (Tulare County).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Matt Johnson (Mariposa), and Vikki Cervantes (Porterville).
 - iii. Staff Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
 - iv. Guests: Brian Henderson (Henderson CPA).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Taylor (Merced)
 - ii. Seconded: Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of February 2, 2024, with correction and Financials.
 - i. Motion made by Taylor (Merced)
 - ii. Seconded by Clark (Tulare Public)

C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking approval for Mobile Printing subscription. Automation is recommending adding Envisionware's Mobile Print Service as a systemwide offering. Looking for authorization for the Admin Librarian, or their designee, to submit an order form to Envisionware to add the service to SJVLS's account. Envisionware's quote to add the service at 106 locations was \$67,700 is the most we would pay. The mobile print service was quoted at \$575 per location for a total of \$60,950, and 30 hours of professional services consultation to help with setup, configuration, and training for \$6,750. Mobile printing is a beneficial service to all. Tulare and Merced do not have it. The 1st year is covered in Tech Plan. The second year will be added to membership. Motion to move forward to 103 locations 1st year.
 - i. Clark (Tulare Public)

- ii. Lewis (Kern)
2. Wymer seeking approval of CENIC Year 10 Participation. Due to delays in receiving initial bids and questions about the costs on the quote, SJVLS is still working with CENIC to finalize bids and costs. Wymer explained that staff would meet with members to finalize selections and will return updates at next meeting. Motion to approve items 1-4.
 - i. Lewis (Kern)
 - ii. Clark (Tulare Public)
3. Wymer seeking approval for 2024 E-Rate Category 2 Project. SJVLS 2024 E-Rate Category 2 funding focuses on funding for wireless equipment and cabling at the locations that were not included in or were removed from the 2021 Category 2 funding request, along with replacing aging network equipment, such as switches. The equipment and installation will be purchased from SPURR's master contract for network equipment and services. If all funding requests are approved, and all members decide to move forward with all aspects of the project, the undiscounted cost of the total project is \$932,918.19. If our full funding request is approved, USAC will fund \$792,980.48 and the members will be responsible for a combined total of \$139,937.71. Motion to approve items 1-3 to move forward.
 - i. Lewis (Kern)
 - ii. Taylor (Merced)
4. Wymer seeking retroactive approval to allow Technology Plan expenditures in the amount of \$81,000 to upgrade SJVLS's backup solution. After upgrading Horizon to MSSQL, and adding additional DFS servers to the network, SJVLS's backup storage needs increased significantly. The previous storage solution did not have adequate space to backup all SJVLS's files. The upgrade will provide SJVLS with sufficient backup storage space. The \$81,000 funds the backup solution for 3 years, and will not increase membership dues in this or the upcoming fiscal year. Motion to approve items 1-3.
 - i. Clark (Tulare Public)
 - ii. Lewis (Kern)
5. Wymer brought forward the discussion on the State Library and SB321 (Student Success Cards). It is a program that would put a library card in every student's hand through 3rd grade. There will be listening sessions available in May through the State Library. Admin Council discussed concerns and some stated that this basically was already being done. Wymer has some concerns, him and Taylor are going to work on testing one school district. Please keep sending emails if you have any questions to Wymer.
6. Update on the Strategic Plan, Wymer will follow up with Taylor and Cervantes. They need to start getting input from the JSA's and Staff. This will not require community input.

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. No Report.

- ii. Taylor questioned funding and what will still be funded. Riggs reported that the State is waiting on May revision of the budget.
3. Administrative Librarian
 - i. Wymer working with Nelson and Ingrid on E-Rate 2023-24.
 - ii. Wymer shared that SJVLS will be using SharePoint to build a new intranet. It has benefits because it works with Office365.
 - iii. Working with AT&T on the March bill for Cal Net service it had discrepancies. The April bill had no discrepancies.
 - iv. No update on E-Rate funding.
 - v. We have two candidates for the Supervising Librarian and possibly 3. Will work on setting up interviews end of April.
 4. SJVLS – System Administrator
 - i. Wymer reported the COSUGI Conference was good. SirsiDynix staff helped him set up BlueCloud Cataloging.
 - ii. Attended an GIS presentation and it was very interesting.
 - iii. Wymer has a teleconference on catalog, the RFP closes on April 19th.
 - iv. Wymer will start training next week on copy cataloging.
 - v. Wymer will be running for Secretary for the COSUGI Board.
 5. Senior Network Systems Engineer
 - i. Nelson reported projects moving forward.
 - ii. CENIC bids on version 2 some of the numbers were strange.
 - iii. CENIC Conference was good.
 - iv. Some Geolinks locations in the mountains are having some problems, they need a transmitter. Geolinks was trying to work with Ponderosa to use their network, but were not successful.
 - v. A circuit for Yosemite is still up in the air.
 - vi. At the CENIC conference, Kevin heard about an interesting service called FreedomFi. He's not sure if there's any applications for our network.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – No Report.
2. Clark (Tulare Public) – Master Gardner tomorrow. Working on programs for Summer Reading. New chairs for computer lab. Working on budget for some new furniture, some of ours is 14 years old.
3. Russell (Kings) – Vikki Cervantes is the new Kings County Director. Working on Infrastructure Grant we are about 1 year behind.
4. Lewis (Kern) – We have a new Assistant Director We are deeply involved with the grant right now. Working on 17 branches, new flooring, moving shelving and security systems. We have had two break-ins.
5. Riggs (Madera) – Working on grant and that is time consuming, we are meeting once a week. We will be doing the Story walk again this year. We are doing a summer story writing service program.
6. Taylor (Merced) – Our grant is moving along. Project funded and approved before Covid outdoor learning center at Santa Nella. Very excited for FOL to host the Western Jamboree on April 13th. We now offer Dial a Story in five different languages.

7. Wright – (Tulare) Opening Dinuba in June. Alpaugh we are incorporating an outdoor space. Orosi architect is being finalized. Springville is out for bid soon. We presented to our Board on National Library Week. Wegener we be out next week. We received a book locker grant. We will be working on our budget for the next couple of months. We are in recruiting process; we still have vacancies to fill.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. May 24th, 2024, in Porterville. Wymer will check with Arellano.

G. ADJOURNMENT

1. The meeting was adjourned at 12:10 PM.