



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

December 5, 2025

DRAFT MINUTES

A. COUNCIL OPENING

1. Heidi Clark (Tulare Public), called the meeting to order at 10:02 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Tanya Russell (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa County), Amy Taylor (Merced County), Rebecca Jauregui (Porterville), Darla Wegener (Tulare County), Heidi Clark (Tulare Public).
 - ii. Council absent: Jeannette Davis (Coalinga-Huron),
 - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Rachel Nelson (SJVLS)
 - iv. Guests: Andie Sullivan (Kern County), Brian Henderson (Henderson CPA), Lisa Lindsay (California State Library), Terrance Eckman (Fresno County), Joesph Bopp (Mono County).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Adoption of the Amended Agenda
 1. Motion to Adopt Agenda – Taylor (Merced County)
 2. Riggs (Madera County) seconded.
 3. Motion passed.
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve the draft minutes of December 5, 2025, and the Financial Update report.
 - i. Motion made by Taylor (Merced County)
 - ii. Wegener (Tulare County) seconded.
 - iii. Motion passed.

C. ITEMS FOR INFORMATION AND ACTION

1. Endorse Vision Statement for California Libraries

- i. Wymer introduced Joseph Bopp, the County Librarian for Mono County, and gave background on the development of a Vision Statement for California Libraries. The document was developed over the last 6 months through conversations with library directors, facilitated by State Library staff and their consultant. The document lays out what California libraries can do, if they're supported with funding and staffing, as well as the outcomes libraries can achieve if the vision is enacted. The drafters of the Vision Statement considered the large variation in sizes and scope of California library jurisdictions, and the goals outlined in the document attempt to address the variation in needs across jurisdictions. The intent is not to do all items in the Vision Statement equally, or to even do all of them. Libraries and their stakeholders can use the goals to identify projects and goals that work best for their jurisdictions to serve their communities.
 - ii. Administrative Council members thanked Bopp and the rest of the Visioning team for their work putting together the document. Riggs commented that the goals outlined align with the services and initiatives libraries are already working towards and provides talking points directors can take to their boards and stakeholders to show what they're working towards. Clark commented that the document is useful because it helps to address the disconnect between what libraries do, and what they can do, to governing bodies and other stakeholders, in language they understand.
 - iii. Wymer clarified that he had a misunderstanding with the intent of presenting the Vision Statement. He initially thought the Vision Statement was supposed to be endorsed, but instead, the intent was to present the current draft for feedback, and a final Vision Statement will be presented later for an endorsement.
 1. Taylor (Merced County) moved to postpone the endorsement of the Vision Statement to a later meeting, once the final draft is complete.
 2. Gomez (Fresno County) seconded.
 - a. The motion passed.
2. FY 2026-27 Draft Budget
 - i. Henderson presented the preliminary budget for the upcoming fiscal year. In FY 2026-27 there is a projected increase in expenditures, with most of the increase being for the upcoming ILS migration project. Funding for the migration was budgeted and collected in previous years, so the expenses will be paid from those funds, not through additional membership contributions. Membership dues will not increase in the upcoming fiscal year, to help mitigate any funding cuts the members may see in their local budgets.
 - ii. Henderson reviewed the projected expenses for the upcoming year, and the funding sources SJVLS will use to pay them. He also reviewed previous year's use of reserves compared to the budget estimates. SJVLS's actual use of reserve funding has been much lower than our budget estimates.

1. Wegener (Tulare County) motioned to approve the preliminary budget and return in May with a final budget for approval.
2. Taylor (Merced County) seconded.
 - a. The motion passed.
3. Upcoming Budget Year Membership Fee Rate
 - i. Henderson presented the proposed membership fee rate for the upcoming fiscal year. The proposed rate for FY 2026-27 is \$2,012,000, which is the same as last fiscal year. While the total membership fee rate is the same, the division of costs per member changed slightly, based on the values in the tri-partite formula.
 1. Wegener (Tulare County) motioned to approve the proposed membership fee rate as presented.
 2. Taylor (Merced County) seconded.
 - a. The motion passed.
4. Huron Premium Delivery Stop
 - i. Wymer presented the proposed premium Huron delivery stop for approval. The service would include 2 stops a week, on Wednesdays and Fridays, to deliver materials to the Huron branch. No deliveries were planned for Mondays, because staff believed the branch was closed. The premium stop would be charged at a rate of \$40.36 per week. The cost for the rest of the current fiscal year would be \$1,332 and will cost \$3,955 in FY 2026-27.
 - ii. Wymer informed Administrative Council that during a call with Coalinga's director, she indicated she was not sure when Coalinga would start the premium delivery stop, and that the Huron branch was open on Mondays. As a result of the uncertainty, he recommended approving a premium delivery stop with costs billed directly to Coalinga-Huron, but leaving the exact cost and number of days unspecified, in case they want to have deliveries three days a week.
 - iii. Wymer also informed Administrative Council that the discussions brought up the need to create a policy on premium delivery services, in order to clarify when System Delivery can and cannot take on premium delivery stops. He intends to return with a draft of the policy at the next meeting. Wymer's initial thoughts are that the policy should outline when an additional stop can be added, including whether the stop can be made within a driver's standard 8-hour workday, and that premium delivery stops are a short-term solution while the member finds a permanent solution.
 - iv. Taylor asked if the premium delivery stop costs would be updated each fiscal year, based on that year's delivery rate provided by Fresno County. She also asked if the premium stop for Huron would extend beyond FY 2026-27. Henderson answered that with the way the recommended action was worded, Administrative Council would only be approving the premium stop through the end of FY 2026-27.
 1. Taylor (Merced County) motioned to approve a premium delivery stop at the Huron branch on 2 or 3 days a week, with costs billed directly to Coalinga-Huron.

2. Gomez (Fresno County) seconded.
 - a. Motion passed.
5. Student Success Cards
 - i. Wymer gave a status update on batch creating borrower records for Student Success cards. Since the last meeting, he met with Merced County Library staff to discuss batch creating student success cards. He's managed to get the utility to bulk create accounts working and is in the process of documenting how to use it. He has an idea to assign barcode numbers to student success cards. School districts could be given either an alphabetical or numerical prefix for their cards that would be combined with the student's ID number to create their library barcode. He also informed Administrative Council that Kings County has proposed creating a second self-registration form for Student Success Cards that bypasses address and age verification.
 - ii. Administrative Council then discussed what's happening in their jurisdictions. Wegener, Sullivan, and Russell shared that they want to make the process of issuing cards as simple as possible, and that they do not want to have to manage drafting MOUs with all the school districts in their jurisdiction. Instead, they want to find the easiest solution possible to create cards in a way that creates the least amount of work for them. Riggs shared concerns about the form proposed by Kings County, and how bypassing address verification could create problems with the usage of their Hoopla account.
6. Acquisitions After Baker & Taylor Closed
 - i. Wegener led a discussion about what SJVLS members are doing to order materials since Baker & Taylor went out of business, and seeing if there's a way to create a central purchasing contract with vendors. Tulare County is trying to get set up with Ingram, but set up times are taking as long as 4 months. Other vendors, like Broadart, will not take on new customers unless they plan on spending more than a certain amount, which was more than Tulare County is able to spend.
 - ii. Other members had similar issues locating new vendors. Fresno County was initially going to work with Broadart, but couldn't once other larger systems contacted Broadart about ordering materials.
7. ILS RFP
 - i. Wymer gave a status update on the ILS RFP. He shared the upcoming schedule for reviewing responses, testing systems, and attending vendor presentations. He also shared how the scoring process will work, what's needed from member library staff, and the timeline for making a final selection.

D. STAFF REPORTS

1. Chair
 - i. Heidi signed documents from the State Library on behalf of SJVLS and met with the auditor team to discuss the FY 2024-25 audit.
2. State Library
 - i. Please refer to the report shared by Lisa Lindsay from the California State Library.

3. Administrative Librarian
 - i. Wymer gave an update on the Microsoft Licensing purchase. The new vendor set up is complete, licenses were purchased, and they've been assigned to staff members.
 - ii. Wymer informed Administrative Council that he's been working with Merced County to get borrower import working to batch create borrower accounts.
 - iii. Wymer has also been working with Madera County to set up new acquisitions vendors and clean up old purchase orders.
 - iv. Wymer has also continued working with other cooperative system administrators to prepare a presentation to CLSB on the impact of CLSA cuts on cooperatives.
 - v. Wymer gave an update on library card orders. The library card order form will open at the beginning of March, and the order will be submitted in April. Lucas Color Cards had good news, and despite current economic factors, library card pricing will be the same this year as last year.
4. SJVLS – System Administrator
 - i. Nelson informed Administrative Council that she's been working on opening and closing branches for renovations.
 - ii. Nelson has also worked with Mariposa to troubleshoot a pull list issue.
 - iii. Nelson has also been working on Student Success Cards and trying to find solutions.
5. Senior Network Systems Engineer
 - i. Nelson gave an update on the 2025 Category 2 project. The wireless access point licensing is nearly in place and will cover the devices for the next 5 years. The 10 Gbps routers delivery date is delayed due to supply chain issues. They will not arrive until June.
 - ii. Nelson informed Administrative Council that PC costs have increased sharply, because of the cost of memory. AI's demand for memory has caused the price of memory to quadruple since September. The costs of PCs in the next order will be more than \$2,000 per PC.
 - iii. The 2024 Category 2 project is moving forward, and the new ILS cluster has arrived and been put in place in the data center. The only remaining component is buying network cards.
 - iv. Nelson informed Administrative Council that CENIC bids are ready. He will schedule meetings with members to discuss their selections.

E. DIRECTOR'S COMMENTS

1. Wegener (Tulare County)
 - i. Tulare County will host a Book Festival on February 28th. They will have two authors present, Gary Soto and Margarita Engle. There will be crafts, presentations and other activities.
 - ii. The Springville construction project is nearly complete.
 - iii. In March Tulare County will go out to bid for Orosi's renovation. Tulare County also received a grant for their Carnegie Libraries.
2. Gomez (Fresno County)

- i. Fresno County is in the process of vacating their Central Library branch for renovation.
- ii. The Fresno County Annual Library Meeting is scheduled for February 10.
- iii. Fresno County also received funding for their Carnegie Libraries.
- 3. Taylor (Merced County)
 - i. Merced County is preparing for Summer Reading.
 - ii. Merced County is also preparing to issue an RFP for their strategic plan.
 - iii. Merced County had two libraries increase the number of days they're open from 2 to 5.
 - iv. The new Jerry O'Banion Library is going to have a bookdrop installed soon.
- 4. Johnson (Mariposa County)
 - i. Mariposa County participated in the State Library's Every Story Counts program.
 - ii. Mariposa County also participated in the Rural Health Grant program, and it was beneficial for their libraries.
 - iii. They will be starting a Tai-Chi program. There is a lot of interest from their community.
- 5. Clark (Tulare Public)
 - i. Tulare Public also received Carnegie grant funds.
 - ii. Tulare Public had a good response to Every Story Counts program.
 - iii. They recently had a staff member with a tech-focus return to staff after 3 years of military service.
 - iv. Tulare Public will participate in the One Book, One Coast program.

F. CALENDAR ITEMS

- 1. Date and location for next Administrative Council Meeting
 - i. April 3, 2026, at the Tulare Public Library.

G. ADJOURNMENT

- 1. The meeting was adjourned at 12:51 p.m.