CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET
For use with 2017-18 Program Baselines

California State Library
Sacramento
March 2017

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2017-18 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 1, 2017
2. Demographics of System Service Area – Due June 1, 2017
3. Budget:
   - Service Program Baseline Budget Request and Budget Summary – Due June 1, 2017
   - System Detailed Budget – Due September 1, 2017 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 1, 2017
5. Future Plans for Cooperative System – Due June 1, 2017

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2017-18:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2016/17, due at the State Library on September 1, 2017. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 2-15, 2017
October 18-31, 2017
January 31-February 13, 2018
May 2-15, 2018

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-653-7532.

System Information
FY 2017-18

System Name: San Joaquin Valley Library System	

Director: Kelley Landano, Interim	Email: kelley.landano@fresnolibrary.org		
Address: 2420 Mariposa St.	City: Fresno	State: CA	Zip: 93721
Phone: (559) 600-6283	Fax: (559) 600-6295		

System Chair for FY 2016/17 (if known): Natalie Rencher (Jan-Dec 2017); Mary Leal (Jan-Dec 2018)	Fiscal Agent: Fresno County Public Library

Date approved by Administrative Council: May 5, 2017

 x Signature of System Administrative Chair for FY 2016-17	 Date
Print Name:	

Conditions of Award

1. Accounting

   Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs

   Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

   Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest

   Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 1, 2016).

4. Personal memberships and travel

   Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is out-of-state travel.

5. Credit line

   Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

   "This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board."

   As appropriate, this disclaimer should be added:

   "The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred."

   This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives

   Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Demographics of System Service Area
System Population Profile, FY 2016/17

Total Population of System Service Area: <u>2,841,079</u>[1]

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	702,023[1]	24.71%
Institutionalized	78,499[2]	2.76%
Aged (65+)	287,682[1]	10.13%
Children & Youth: • Under 5	240,147[1]	8.45%
• 5 to 9	237,359[1]	8.35%
• 10 to 14	227,931[1]	8.02%
• 15 to 19	229,043[1]	8.06%
Handicapped	331,826[1]	11.68%
Speakers of limited English or English as a Second Language	513,480[1]	18.07%
Non-English Speaking	655,678[1]	23.08%
Ethnicity • Black	129,067[1]	4.54%
• Hispanic	1,509,225[1]	53.12%
• Asian	173,903[1]	6.12%
• Native American	33,172[1]	1.17%
• Other (specify)		
Geographically Isolated	375,431[2]	13.21%
Functionally Illiterate	280,098[3]	9.86%
Shut-In	92.083[4]	3.24%

List source(s) of this data:

[1] 2010-2014 American Community Survey 5 Year Estimates (http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

[2] 2010 Census Summary File (http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

[3] National Center for Education Statistics (http://nces.ed.gov/naal/estimates/StateEstimates.aspx)

[4] Disability Housing Statistics for California (http://www.disabilityplanningdata.com/site/state_household_table.php?state=california)

Describe briefly how this data will be used to plan CLSA-funded services:

The SJVLS Administrative Council has traditionally used these figures to plan allocations of CLSA funds to the Underserved. The limited level of State funds makes that impractical. At present, these funds are being applied to delivery and telecommunications to provide the largest possible benefit to the SJVLS service population.

Budget Documents

Service Program Baseline Budget Request – Due at the State Library by Thursday, June 1, 2017

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Communications and Delivery program costs. If any budget items support both CLSA and non-CLSA programs, only those costs which directly support the CLSA program may be budgeted in the baseline. Excluded from the CLSA Baseline Budget should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions
As you complete the Baseline Budget Request, please note the following definitions to ensure consistency in reporting.

a. **Personnel** – complete this section if you budget CLSA funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if they are hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System. Such services generally include payroll, accounting, office space, utilities, etc.

c. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

d. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

The total of a-c must equal your total allocation (including System Admin., pc&e).

System Detailed Budget – Due at the State Library by Friday, September 1, 2017

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions
As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

a. **CLSA** - enter the amount allocated to each category for System Administration and System Communications and Delivery. Include only the baseline budget for Program 2: Communications & Delivery. The total System Indirect (PC&E) should be shown in Program 1: System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

Program Definition
A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA System C&D Program and System Administration (PC&E) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Other Definitions
Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget
The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

Encumbered Funds from Prior Year
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

SYSTEM NAME: **San Joaquin Valley Library System**

(a) Personnel (Attach job descriptions)

Classification	FTE/No. of Positions	Salary	Benefits	Total
	/	$	$	$
	/	$	$	$
	/	$	$	$
	/	$	$	$
Total (a):	/	$	$	$ 0

(b) Operations

1. Office Supplies	$
2. Duplication/Photocopy	$
3. Travel	$
4. Training	$ 5,000
5. e-Resources	$ 30,000

(b) Operations (continued)

6. Contract Services (specify) $ 159,540
   System Delivery through Fresno County

7. Telecommunications (specify) $ 45,748.22
   Broadband

8. Indirect Costs/Fiscal Agent Fee
   (provide description of services received)
   Do Not Include System Indirect (pc&e) $

9. Other: (specify) $ 663.78
   Black Gold Library System – administrative oversight of and maintenance of Information Depository

Total (b): $ **240,952**

(c) Capital Outlay

Equipment (specify) $

Equipment Replacement Revolving Fund $

Total (c): $ 0

(d) Anticipated Current (2015/16) Year-end Balance in the Equipment Revolving Fund $

Total of (a), (b), (c): $ **240,952**

FY2017/18 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	240,952
Equipment	
Service Program Sub-total	240,952
System Administration (PC&E)[1]	0
TOTAL	240,952

[1]Must not exceed System Administrative (PC&E) total

Funding for Communications and Delivery – FY 2017/18

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

<u>**Section 1**</u>
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	945,315	0	945,315
b. Non-public libraries in System area	0	0	0
TOTAL	945,315	0	945,315
	System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items	2	1	
d. Frequency/schedule of physical delivery service	3 days/week	3 days/week	

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
%	%	98%	2%	%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be used (circulated/ downloaded/streamed, etc.) by residents of System member libraries	unknown
g. Percentage of CLSA funds to be spent on e-resources?	12.5%
h. Estimated number of training events to be presented using C&D Operations funds	10
i. Estimated number of training events to be presented using System Administration funds	0

j. Percentage of CLSA funds to be used for Broadband technology improvements	1.1%

k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)
Coalinga- Huron   Merced County   Tulare Public Fresno County   Kings County   Tulare County Madera County   Kern County Mariposa County   Porterville

Section 2

1. Briefly describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

The total Communications budget is $1,715,069, which consists of Delivery for $159,540 and Communication for $1,555,529. Because SJVLS continues to deliver more than 1,000,000 items annually at a cost of approximately $159,540, the CLSA allocation remains a critical need in our eight-county area, we have elected to expend $159,540 in CLSA funding to this service. CSLA funding barely represents 1% of our total budget and in the past SJVLS has not utilized any of the CSLA funding toward broadband connectivity; however, in FY 17-18 SJVLS will expend $45,748.22 toward broadband connectivity to be shared by each SJVLS member.

   The remaining $35,663.78 of the total CLSA allocation of $240,952 will be used for the following:

1) Supplement for shared e-book collection (Bibliotheca Cloud Library, formerly 3M) by $30,000. This would allow for purchase of an additional 1,650 to 1,675 additional titles. SJVLS is planning to implement Enterprise, which will make the Cloud Library collection visible to users of the main SJVLS library catalog integrated with print collections and member Overdrive collections. Many of our members have a small level of e-book collections, due to small materials budgets, even though this format is in high demand. Increasing this collection would provide a robust collection to communities with currently low accessibility to these materials.
Sustainability: Funding would revert to current budgeted amount if these monies are not available in the future.

2) Digitization of local collections.
SJVLS will use $5,000 to continue to build the skillset among the member libraries to digitize local collections. Members have identified several valuable local collections in need of digitization for use by our communities; these collections would specifically be a benefit to K-12 students for research and classroom projects, although they would be available to people of all ages. SJVLS have purchased ten (10) flatbed scanners and necessary data drops for members, Photoshop subscriptions via TechSoup, external hard drives for archival storage of full scans, and one (1) large format scanner, housed at the Fresno County Library location, is available to all SJVLS members for use with larger projects. SJVLS will provide further online training in digital collections metadata, on-site training on scanners, and adding files to the Omeka server to members' staff so they can complete their local

projects that are already identified and continue to develop this valuable and unique resource by the addition of future projects. If funding goes away, the only long term cost not currently budgeted would be maintenance on any high-end equipment purchased, so sustainability would be provided through membership fees.

3) Depository of Information
SJVLS would use a minimal amount of the CLSA money to provide its share of support to the operation and maintenance of the Depository of Information agreed upon with The Black Gold Cooperative pilot project and expansion of the project.

While there are some websites that provide aggregated access to some policies, there is no easily available, comprehensive, updated and consistently managed web based resource for access to sample California library policy and procedure materials and forms. Cooperative library systems regularly receive requests from member libraries for model policy and procedure documents, and such requests are frequently seen on library social media outlets and listservs. Accessibility to this document depository would assist public libraries statewide to create and revise policies and procedures relating to library governance, management and operations.

A pilot project is already up and running at www.clsainfo.org. The Black Gold Cooperative asked systems to have their libraries submit policies and documents on various topics to this comprehensive statewide online document. Funds will be used to continue to promote and expand this project to a long list of topics of interest to California public libraries. Systems will continue to work together to make changes as necessary to make the project successful.

The amount identified as SJVLS' share is $663.78. In future years, funding would be provided through the current amount of ongoing funds, reducing the amount of funding for delivery.

2. Describe your current delivery model. How has it changed from last year? Will you be making any changes in the upcoming year?

SJVLS continues to deliver materials three times per week to all headquarter libraries. This delivery model continues unchanged because of the continued demand of our customers.

3. What is the estimated average cost (including library and system staff time) to move one item in the region?

The current average is 16 cents per item.

4. Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

Telecommunications for FY2017/18 are estimated at $1,555,529. After applying $45,748.22 to toward this cost, local funds will be used to support the remaining telecommunication costs.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

   The goals will be met if SJLVS continues to deliver the materials in a timely fashion, number of circulation of e-books increases, access by our communities to the digitized collections increases and document submissions and use of www.cslainfo.org increases.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will you be funded? What services are priorities? And lastly, how will your system evolve?

The San Joaquin Valley Library System is currently transitioning to a new network model with CENIC in an effort to increase our bandwidth for less money. This has been a multiyear transition due to the cost required for installation fees involved with this transition. The result will be a very robust infrastructure in the San Joaquin Valley Library System that should be able to sustain the system need for many years to come. To fulfill this effort we have leveraged opportunities with grants and e-rate funding. Our priorities for the network are to grow the network into sustainable robust infrastructure with the flexibility to change with technology and time or membership. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment for all Headquarter Libraries and for 22 branches throughout the system were purchased with grant funds. Another 40 branches are currently being connected using funding provided from individual member's own budgets and Tech Reserve accounts. SJVLS will purchase equipment for another 20 branches with grant money in FY2017/18, in order for them to be connected to CENIC. SJVLS members budgeted for the full costs of the telecommunications necessary in their own jurisdiction's FY2017-18 budgets. SJVLS takes advantage of e-rate discounts and Califa discounts to purchase and install the infrastructure necessary to implement CENIC and E-rate Category 2 related work.

The shared library management platform (Horizon) continues to be the central priority for SJVLS and a new contract was negotiated that ensures that our libraries can keep up with the latest enhancements to support new service models at a reasonable cost. These include mobile circulation, tighter integration of electronic resources with the print catalog, which is being currently rolled out to the public, and more efficient workflows for traditional library materials.

We will be transitioning to Windows 10 and Office 2016 over the next two years, starting with a roll-out to member staff first. This will allow staff to become proficient in the new programs so they can better assist customers when they are rolled out on public PCs. Members are planning appropriately for fiscal resources to purchase new PCs to replace older computers that will not support the new operating system and Office platform.

In addition, SJVLS plans to continue building on our existing Omeka digital collection platform. SJVLS purchased ten (10) scanners, one for each member, for staff use. Members of the cooperative were trained on digitization procedure and metadata standards so they can contribute to this project by uploading their images directly onto the Omeka server. The project began with a focus on resources to assist students, K-12, with homework; however, in the next fiscal year, members will begin scanning other local resources that should be saved for posterity. SJVLS can help members with batch data import, as needed, at a cost to the members. The Membership pays a shared cost of basic services; identified, specialized services outside the scope of basic service are billed to members on a rate per hour for service.

Finally, the SJVLS Administrative Council will begin developing a new Strategic Plan to guide SJVLS activities for the next three years. The Strategic Plan will cover FY 2018-19 through FY 2020-21 and will include goals and strategies regarding service, resource sharing, technology, training, fiscal stability, and improving and promoting the network.