SJVLS

San Joaquin Valley
Library System

SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street · Fresno, CA 93721

Administrative Council
Agenda Packet
June 3, 2022

Friday, June 3, 2022
Time: 10 am
For information: (559) 600-6256
Meeting Online via Teams

The public may participate by using the following URL

https://go.sjvls.org/admin220603

To call in and participate in the meeting:

Call: (559) 785-0133
Phone Conference ID: 194 190 528#

TO THE PUBLIC:

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The disclosable public records related to this agenda are available for public inspection at:

Fresno County Public Library
Business Office
2420 Mariposa Street
Fresno, CA 93721

FOR THOSE WITH DISABILITIES:

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Fresno County Public Library at (559) 600-6237 no later than 10 am on Thursday, June 2, 2022.

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2420 Mariposa Street · Fresno, CA 93721

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment - The public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. Approval: Draft Minutes of May 6, 2022, Administrative Council Meeting - (Attachment 1)
2. Approval: Financial Updates - (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. Discussion and Action: Certification of the Need to Continue Virtual Meetings - Wymer
2. Discussion and Action: Approve FY 2022-2023 CLSA Plan of Service – Wymer (Attachment 3)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Provided (Attachment 4)
3. Administrative Librarian
4. SJVLS – System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

F. CALENDAR ITEMS

1. Date and place of next Council meeting: July 1, via Teams.

G. ADJOURNMENT

Meeting Adjournment.

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
May 6, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:01 am.
2. Roll Call
   i. Council present: Raman Bath (Fresno), Mary Leal (Coalinga/Huron),Mark Lewis (Kern), Brian Martin (Kings Proxy), Krista Riggs (Madera), Amy Taylor (Merced), Heidi Clark (Tulare City), Sally Gomez (Fresno), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS) and Florencia Wright, (Tulare County Proxy).
   ii. Council absent: Natalie Rencher, (Kings County), Darla Wegener (Tulare County) Vikki Cervantes (Porterville), and Janet Chase-Williams (Mariposa).
   iii. Guests: Julianna Robbins (California State Library), and Brian Henderson (Hudson and Henderson).
3. Introductions – None.
4. Agenda Adoption
   i. Motion to Adopt Agenda Lewis (Kern).
   ii. Seconded: Clark (Tulare City).
5. Public Comment- None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of April 8, 2022, Administrative Council Meeting and Financial Updates provided in packet by Christiansen.
   i. Motion made by Lewis (Kern).
   ii. Seconded by Leal (Coalinga/Huron).

C. ITEMS FOR INFORMATION AND ACTION

1. Certification for Virtual meetings to continue was discussed and Council would like to continue at this time due to continued rise in cases again.
   i. Motion made by Clark (Tulare City).
   ii. Seconded by Lewis (Kern).
2. Seeking Approval and authorize the Chairman to sign resolution to open bank account effective May 1, 2022, for accounts payable processing with Hudson Henderson.
   i. Motion made to open bank account by SJVLS with Hudson and Henderson, Leal (Coalinga/Huron).
   ii. Seconded by Lewis (Kern).
3. Recommended Budget was presented by Gomez Seeking approval on budget expenditures in the amount of $5,301,780.00. The assigned fund balance to

continue of $2,000,0000 and members contribution to committed fund balance of $765,736.

- i. Motion made to accept recommended budget by Leal (Coalinga/Huron),
- ii. Seconded by Lewis (Kern).

4. Wymer had meeting with Goodman, form EdTecnology and Nelson on the retroactive funding application. Council is seeking approval to defer the 2020 High-Speed Broadband Grant application that was submitted November 6, 2022. Looking for approval to update application when the CTC's Grant window opens in the amount of at least $375,801. The last thing would be to authorize the Chair to sing the new grant application.

- i. Motion made by to approve 1-3 Lewis (Kern).
- ii. Seconded by Clark (Tulare City).

5. Wymer seeing authorization to execute a new agreement between SJVL S and CTC Energy and Technology for participation in the State Broadband Program and to file a new Letter of Agency with CPUC.

- i. Motion to approve new Agreement between SJVLS and CTC Energy and Technology made by Clark (Tulare City).
- ii. Seconded by Lewis (Kern).

D. STAFF REPORTS

1. Chair – No Report.
2. State Library – Julianna Robbins.
   - i. Provided updates in packet. Infrastructure Grants still being processed. worked on. Friday 13th, the State will approve the budget.
3. Administrative Librarian
   - i. Wymer provided an update on the progress of the CLSA Plan of Service. He wanted to have a draft prepared for the meeting but was not able to complete it in time. He is working on gathering demographics data and finding the best use for the allocation that is not needed to operate delivery. He will have the draft prepared for the next meeting.
   - ii. Wymer has also worked with EdTEchnology Funds and Califa on deferring the 2020 Broadband Grant application and SJVLS's options to re-apply at a later date.
   - iii. Wymer informed Admin Council that he drafted and submitted a grant application for funding to cover Porterville's re-connection costs. The application was submitted Tuesday, May 3.
   - iv. Wymer provided an update on the status of ECF Funding and the Bookmobile E-rate RFP. ECF Funding amounts are being finalized, and SJVLS will begin ordering equipment in the next few weeks. He informed Admin Council that the 3rd ECF funding window closes next week, so e needs to know as soon as possible if anyone is interested in applying. Unfortunately, there were no responses to the Bookmobile RFP, so it does not look like we will be able to discount service or equipment in the coming year.
4. SJVLS – System Administrator

Wymer informed Admin Council that the library card order was submitted and are in the process of being printed. He also provided an update on a discussion from the Automation Committee meeting regarding handling damaged items and charges when they are borrowed outside the owning jurisdiction. He reminded Admin Council the annual purge of inactive patrons is coming up, and he will be sending an email next week asking members to confirm their purge criteria. His final update was to share some noteworthy new features coming in the next version of Horizon. One noteworthy new feature is the addition of a "Preferred Name" field that allows patrons to specify a different name for notices from their legal name. Another noteworthy new feature is the ability to encrypt SIP communications, helping to secure patron PII. These new features will require SJVLS to migrate the underlying Horizon database. Wymer will return with a detailed plan early next fiscal year.

5. Senior Network Systems Engineer
   i. Nelson reported that PC order will be placed on Monday. They are still having supply delays. GeoLinks is moving forward. Will be finishing years 6 before year 8 starts.

E. DIRECTOR'S COMMENTS

1. Clark, (Tulare City), Had 3 days off this week. Last week we had our 1st encounter with the 1st amendment. (Gomez providing link for Council on Webinar next week on 1st Amendment). Still short staffed and scrambling to get ready for Summer Reading.
2. Wright, (Tulare County) Filling in for Darla who will be back next week. Have increased employees which is great, there is a lot of training going on. Working on grants. Working on Summer programming. We received a 1st time Save the Children grant and that was very exciting.
3. Lewis, (Kern) We have opened our last branch that was closed finally. The police department in McFarland showed interest in purchasing our McFarland Branch but we are not interested.
4. Leal, (Coalinga/Huron), Finishing up some programming and finalizing Summer Reading Program. Had a program yesterday for Cino di May. Some programs have been better than others.
5. Riggs, (Madera) We are recruiting for Librarian 1. Krista recruiting for Librarian I, have extended it for 1 week. Wrapping up grants for summer. Bookmobile started last week and doing well. Getting ready for summer reading and lunch programs.
6. Gomez (Fresno) We are interviewing for librarians beginning June. We have many vacancies; we were trying to fill positions before summer programming. Bringing volunteers back to help as well. Had a very successful Prom Dress program, it helped many go to prom. There is first Amendment Audit training next week on a webinar, Sally will share info with council.
7. Taylor (Merced) Librarian interviews next week. Finalized Summer Program.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
   i. June 3rd, 2022, 10:00 AM on Teams

G. ADJOURNMENT

1. The meeting was adjourned at 10:50 AM.

DATE:	June 3, 2022
TO:	SJVLS Administrative Council
SUBMITTED BY:	Jeannie Christiansen, Business Manager Brian Henderson, Hudson Henderson & Company Inc. Fresno County Fiscal Agent
SUBJECT:	Financial Update Report

RECOMMENDED ACTION:

Approve acceptance of monthly financial update for the period of July 1, 2021, through May 25, 2022.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action. SJVLS JPA funds are held by Fresno County as the fiscal agent and provides contracted controller and accounting services. All County related costs associated with the fiscal administration are funded with funds set aside for planning and evaluation administration.

FINANCIAL UPDATE REPORT

A. FINANCIAL REPORTS

1. FY 2021/22   As of May 31, 2022, Financial reported expenses are $ 2,338,588. Overall expenses were underspent by 45% in comparison to the monthly benchmarks due to delays in Califa quarterly telecommunication charges, delivery, and fiber upgrade project costs for total $350,000.
2. Revenue Collected: $2,541,876 represents 66% of collected funds. The billing to Members for Telecommunications was processed in March 2022. Due to the timing of the Board meeting, the final revenue report was not available from Fresno County ACTTC.

B. OUTSTANDING RECEIVABLE TOTAL: $34,000

1. FY 2021/22 Member Fees, Postage, and Smart Net totaling $ 1,769,999 was billed on August 17, 2021. This has been paid in full as of May 25, 2022.
2. Billed Fortinet of $31,000 on 8/17/21. This has been paid in full as of May 25, 2022.
3. FY 2021/22 Electronic Resources totaling $344,589 has been paid in full as of May 25, 2022
4. Madera extra delivery invoice $12,692. This has been paid in full as of May 25, 2022.
5. FY 2021/22 Telco billing totaling $534,755 was billed on March 15, 2022 with a current outstanding balance of $34,000 (Mariposa Member) as of May 25, 2022.

C. CLSA ALLOCATION UPDATE

1. On February 11, 2022, the Board approved an amendment to the operations service plan for a budget line transfer of funds from delivery to Meraki access points in the amount of $31,548 and Online Materials Services in the amount of $9,702. The amended plan of service was approved by the California Library Services Board on May 17, 2022. Members will pay a portion of the Meraki access points from Tech Reserves ($16,700) and remainder from CLSA.
2. Expenses and Estimates: Total CLSA expenses estimated in the amount of $235,800 with funding offset from CLSA $235,672 and remainder from Fund balance $128. For the Delivery service stops outside of CLSA funding, Madera has been billed based on route estimates of $12,692, a slight decrease from budget estimate of $13,000.
3. Funding Collected: CLSA award was increased from $124,997 to $235,672 in FY 2021/22. CLSA funds received from State as of January 26, 2022. The funds will be fully used.

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $179,813 with remaining unspent funds of $12,259. This includes Additional Online Materials Resources in the amount of $9,702 to be rolled into next year's budget from CLSA funds. The amended plan of service was approved by the Board on February 11, 2022 and approved by CLSB on May 17, 2022. The unused amount not rolled into next year's budget ($2,557) will be spent on Cloud Library.

E. LSTA – PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP) MLS FUNDING SUPPORT

1. FY 21-22 award of $9,385 has been fully expended by March 24, 2022.

2. March expenditures submitted for reimbursement. SJVLS Administration reimbursement of $853; $8,532 disbursement to two participants in the program.
3. Award terms date range: July 1, 2021 through July 31, 2022.
4. PLSEP funds received from State as of December 30, 2021.
5. PLSEP Mid Project Financial Report submitted to the State on April 7, 2022.

F. TRANSFER OF OWNERSHIP
1. Statements have been sent to the following members:
   i. September notice – Fresno ($3,443).
   ii. November notice – Fresno, Merced ($76,791).
   iii. December notice – Tulare Public ($3,746).
   iv. February notice – Fresno, Kings ($228,845).
2. Costs listed above were deducted from the member's Tech Reserve.
3. There was no activity for the months of July, August, October, January, March, April, and May.
4. The board approved March 11 an increase in budget appropriation to support member's spring equipment order.

G. PRE-PAID TECH RESERVE
1. Total balance - $3,928,936. Emailed to Admin Council
2. Under committed System projects
   i. CENIC Year 7 estimates by participating member are listed for grand total of $94,000 and Wi-Fi access points for each member for one year renewal $16,700.

H. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. There are no unearned grant awards available for year 6 and 7.
2. Fiber Project CENIC Year 6 is in the final stages. Total project costs for sites completed is $176,296. Fiscal will be sending statements to Fresno, Kern, Kings, Mariposa, and Merced no later than June 2022.
3. Fiber Project Year 7. In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 7 in the upcoming fiscal year with equipment recommendations in the amount of $94,000. Staff will return to the Board in the fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating members' tech reserves. Members elected to use a portion of recent E-Rate disbursement as Committed towards Year 7. Please refer to Tech Reserve if a participating member.

SAN JOAQUIN VALLEY LIBRARY SYSTEM JPA - (SJVLS)

COUNTY OF FRESNO

Departmental Budget Status
Dept 9625 - San Joaquin Valley Library-JPA
Period ending 2022-05-25

Request: GLNF9002
Layout: GLNF9002
Run Date: 5/25/2022

EXPENDITURES	FY 2020-21		FY 2021-22	FY 2021-22	Fiscal Year 2021-22 Year-To-Date		Fiscal Year 2021-22		FY 2022-23
Account	Adopted Budget	Expenditures	Adopted Appropriations	Adopted Budget Adjusted	Expenditures	Encumbrances	Remaining Appropriations	% Used	Recommended Budget
FISCAL YEAR 2022									
7040 Telephone Charges	3,045,000.00	1,003,391.86	1,378,685.00	1,378,685.00	559,287.56	0.00	819,397.44	41%	1,300,000.00
7055 Food	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0%	1,000.00
7101 General Liability Insurance	4,000.00	4,000.16	4,100.00	4,400.00	4,350.34	0.00	49.66	99%	5,000.00
7175 Property Insurance	700.00	2,386.71	3,000.00	3,000.00	1,324.92	0.00	1,675.08	44%	3,000.00
7205 Maintenance-Equipment	350,304.00	302,946.95	353,627.00	385,175.00	201,655.89	0.00	183,519.11	52%	375,649.00
7250 Memberships	4,250.00	3,340.00	3,750.00	3,750.00	3,390.00	0.00	360.00	90%	3,750.00
7265 Office Expense	13,300.00	5,956.81	9,700.00	9,700.00	5,394.03	0.00	4,305.97	56%	64,100.00
7268 Postage	37,000.00	20,014.75	41,000.00	41,000.00	11,642.55	0.00	29,357.45	28%	41,000.00
7286 PeopleSoft Human Resources Chg	1,988.00	1,163.28	2,000.00	2,000.00	1,309.77	0.00	690.23	65%	2,000.00
7287 PeopleSoft Financials Chg	10,000.00	3,645.90	10,000.00	10,000.00	4,110.30	0.00	5,889.70	41%	10,000.00
7295 Professional & Specialized Ser	1,642,078.00	1,430,045.25	1,618,399.00	1,629,401.00	943,725.51	0.00	685,675.49	58%	2,007,807.00
7296 Data Processing Services	163,900.00	2,915.69	4,107.00	4,107.00	2,649.29	0.00	1,457.71	65%	4,107.00
7325 Publications & Legal Notices	10,000.00	10,732.90	14,200.00	14,200.00	1,020.00	0.00	13,180.00	7%	15,000.00
7385 Small Tools & Instruments	493,325.00	395,296.56	541,029.00	1,108,029.00	438,238.96	0.00	669,790.04	40%	1,117,467.00
7406 Library Materials	500.00	0.00	200.00	200.00	0.00	0.00	200.00	0%	200.00
7412 Mileage	2,800.00	0.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0%	1,700.00
7415 Trans, Travel & Education	63,000.00	14,457.25	53,500.00	51,900.00	8,707.00	0.00	43,193.00	17%	53,500.00
7416 Trans & Travel County Garage	191,600.00	183,576.87	248,800.00	240,550.00	125,531.71	0.00	115,018.29	52%	228,500.00
7430 Utilities	32,400.00	32,400.00	35,000.00	35,000.00	26,250.00	0.00	8,750.00	75%	38,000.00
7565 Countywide Cost Allocation	0.00	17,681.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0%	30,000.00
7000 Services And Supplies	6,066,145.00	3,433,951.94	4,353,297.00	4,953,297.00	2,338,587.83	0.00	2,614,709.17	47%	**5,301,780.00**
				600,000.00					
			4,353,297.00	4,953,297.00	2,338,587.83	0.00	2,614,709.17	47%	
		Pending Budget Resolution	33,000.00						
		Pending Budget Resolution	567,000.00						
		Processing by Auditor's Office	4,953,297.00						

3   System Budget & Expenditures E-Report 9625.xls   1 of 1   5/27/2022 8:06 AM

Online Materials
Financial Update
Report Date   5/31/2022

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	21,000	-	
Pronuniciator	31,620	28,000	3,620	
Cengage	60,500	60,449	51	
Gale	30,000	30,265	(265)	Education and Career module with Gale
E-Resources Other	30,000	30,849	(849)	formerly covered by CLSA
Califa- Quipu E Card Registration	9,250	9,250	-	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
Additional Online Materials Resources	9,702		9,702	see note 1 CLSA Amended Service Plan
ERC Committee -	-		-	see note 2
Grand Total	**192,072**	**179,813**	**12,259**	see note 3

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	**$ 192,072**	**$ 179,813**	**$ 12,259**

CLSA Amended Service Plan :

Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for Online Materials
services ($9,702) and two years of the three-year term for Wifi Access renewal ($31,548)
On May 17th, the California Library Services Board approved the amended Plan of Service.
Online Materials allocation ($9,702) will be rolled into next year's budget

ERC Committee Note:

Board voted April 16, 2021, no committee allocation this year to manage increases to Online Materials on-going costs.

Total Unspent Note:

The Unused $12,259 will be spent on Cloud Library ($2,557) and rolled into next year's budget ($9,702).

Admin Council Board Report
CLSA Status Report

Budget Resolution passed 8/13/21 to increase Delivery budget from $215,800 to $248,800

Report Date   5/31/2022

Operations Type	Adopted Budget	Budget (revised 8/13/21)	Budget (revised 2/11/22) pending State approval April 2022	Total Expenses	Pending Expenses	Estimate Charges (June)	Total Projected Expenses	Unspent	Comments
Delivery	215,800	235,800	194,550	112,752	66,111	15,687	194,550	0	CLSA award increased from $124,997 to $235,672
Wifi Access renewal			31,548	-	31,548	-	31,548	-	see note CLSA Amended Service plan
Online Materials			9,702	-	-	-	-	9,702	see note CLSA Amended Service plan
	CLSA Service Plan (Amended)		235,800				226,098	9,702	
Delivery - Madera Extra		13,000	13,000	7,421	4,073	1,198	12,692	308	Direct bill to Madera
Grand Total	**215,800**	**248,800**	**248,800**	**7,421**	**4,073**		**238,790**	**10,010**	

Budget amendment approved:August 13, 2021
     Total Delivery System $ 263,300   Delivery and sorting for Basic HQ, Madera extra stops and crate replacement if any.

             Basic Delivery
    Total Projected Expenses   226,098
       Revenue Collected: $ (235,672)
   Online Materials rollover $ 9,702
                $ 128 Withdrawal of Fund Balance reserves for shortfall
       Extra Delivery Stops
    Total Projected Expenses $ 12,692
       Revenue Collected: $ (12,692)
              $ (0)

CLSA Amended Service Plan :
          Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for two
               years of the three-year term for Wifi Access renewal ($31,548) and Online Materials services ($9,702)
               On May 17th, the California Library Services Board approved the amended Plan of Service
               Online Materials allocation ($9,702) will be rolled into next year's budget

Pending Billing Summary :
            February 2022-May 2022 $ 66,111 Basic HQ
            June 2022 $ 15,687 estimate

DATE: June 3, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Approve FY 2022-2023 CLSA Plan of Service

RECOMMENDED ACTION:

1. Approve submission of our FY 2022-2023 CLSA Plan of Service to the State Library.

Approval of the recommended action will authorize next year's Chair (Darla Wegener) to sign the FY 22-23 CLSA Plan of Service form and authorize the Administrative Librarian to submit the Plan of Service to the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions, the Plan of Service is due to the State Library on June 3, 2022.

FISCAL IMPACT:

Approval of this agenda item will increase System revenues in the amount of $240,976, with $209,000 being allocated to Delivery Services and $31,976 being allocated to Online Materials for the purchase of Cloud Library titles.

DISCUSSION:

SJVLS's California Library Services Act (CLSA) allocation for fiscal year 2022-2023 is $240,976, with an additional $9,702 in rollover funding from fiscal year 2021-2022, resulting in a total CLSA allocation of $250,678. The funding requires SJVLS to file a Plan of Service with the State Library detailing how we intend to utilize the funding to support our member libraries and their communities.

Based on the discussions from previous Administrative Council meetings, SJVLS has drafted the Plan of Service and allocated the funding to the operation of delivery and for the purchase of additional CloudLibrary titles, as both directly support resource sharing and benefit all our members equally.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – March 11, 2022
Administrative Council Agenda – April 8, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – FY 2022-2023 CLSA Plan of Service
Attachment #2 – CLSA Plan of Service Sys Admin Detail Budget, Baseline Detail Budget,
                      Proposed Budget Summary

Motion: Second:

_____ PASSED   _____ REJECTED

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET
For use with 2022/2023 Communication & Delivery Program

California State Library
Sacramento
April 2022

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2022/2023 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 3, 2022
2. Demographics of System Service Area – Due June 3, 2022
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due June 3, 2022
   - System Detailed Budget – Due September 8, 2022 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2022
5. Future Plans for Cooperative System – Due June 3, 2022

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 2022/2023:

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 2022/2023, due at the State Library on September 1, 2023. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 15- August 28, 2022
October 17 – October 30, 2022
January 23 – February 05, 2023
April 24 - May 07, 2023

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 916-603-7159.

System Information
FY 2022/2023

System Name:			
San Joaquin Valley Library System			
Director:	Email:		
Christopher Wymer, Administrative Librarian	Christopher.wymer@sjvls.org		
Address:	City:	State:	Zip:
2420 Mariposa St	Fresno	CA	93721
Phone:	Fax:		
(559) 600-6256			

System Chair for FY 2022/2023 (if known):	Fiscal Agent:
Darla Wegener, Tulare County Librarian	Fresno County

Date approved by Administrative Council:

X	
Signature of System Administrative Chair for FY 2022/2023	Date
Print Name:	

Conditions of Award

1. <u>Accounting</u>
   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. <u>Budget adjustments within approved programs</u>
   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. <u>Earning interest</u>
   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 8, 2022).

4. <u>Personal memberships and travel</u>
   Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. <u>Credit line</u>
   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. <u>Funding alternatives</u>
   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.

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Friday, June 03, 2022

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions
As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

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

b.   **PC& E**: Planning, Coordination, & Evaluation

c.   **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d.   **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.

The total of a-d must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Thursday, September 8, 2022

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 C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D 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 C&D Program (System Administration/Baseline) 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.

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resources or Resource Sharing.

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.

E-Resources
Electronic resources (or **e-resources**) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing
Resource Sharing refers to the allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

Demographics of System Service Area
System Population Profile, FY 2022/23

Total Population of System Service Area: 3,036,497

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged [b] (Below poverty level)	615,943	20.285%
Institutionalized [c]	78,499	2.585%
Aged (65+) [d]	355,620	11.712%
Children & Youth: [d] • Under 5	233,856	7.701%
• 5 to 9	243,006	8.003%
• 10 to 14	256,147	8.436%
• 15 to 19	228,565	7.527%
Handicapped [e]	374,196	12.3%
Speakers of limited English or English as a Second Language [f]	608,604	20.043%
Non-English Speaking [g]	1,387,148	45.683%
Ethnicity [f] • Black	163,460	5.38%
• Hispanic	1,704,342	56.13%
• Asian	242,711	7.99%
• Native American	71,983	2.37%
• Other (specify)		
Geographically Isolated (RURAL) * see note [h]	144,821	4.769%
Functionally Illiterate [i]		
Shut-In [j]	194,981	6.421%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

b U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (S1701)

c U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)

d U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)

e U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)

f U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02)

g U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (S1601)

h "For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the ""urban footprint."" Rural consists of all territory, population, and housing units located outside UAs and UCs. * Typically, Rural Areas are cities with populations of less than 10,000 "

i U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy

j United States Census Bureau, American Fact Finder/ 2012-2016 American Community Survey, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

The San Joaquin Valley Library System 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 System Delivery to provide the largest possible benefit to the SJVLS service population.

Comments/ Additional Information:

* Geographically Isolated/ Rural

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

Funding for Communications and Delivery – FY 2022/2023

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.

Section 1
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	700,000		700,000
b. Non-public libraries in System area			
TOTAL			700,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			4
d. Frequency/schedule of physical delivery service			2-3 days/week

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
%	%	%	100%	%

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

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) for residents of System member libraries	1350
g. Percentage of CLSA funds to be spent on e-resources?	16.6%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%

"It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." (Education Code 18702)

When submitting your Library Systems' proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the **goals** for the Communication and Delivery funding for your Library System and how it addresses that need.

The San Joaquin Valley Library System (SJVLS) serves a diverse population of residents spread over a large service area that stretches from El Portal in Mariposa County to Boron in Kern County. The ten jurisdictions that comprise SJVLS contain a mixture of urban and rural library branches, many of which are geographically isolated and the only available library branch for residents. These rural locations are smaller in size and have limited space for materials. As a result, they rely on the ability to request items from other libraries in the system to meet their patron's needs. SJVLS has identified resource sharing as one of the largest needs of our community, and the shared ILS, electronic collections, and system delivery are how we address that need.

SJVLS's goals for the Communication and Delivery funding in our 2022-2023 CLSA allocation are to continue to support resource sharing amongst the members of our cooperative system. We aim to use our allocation to support the sharing of physical as well as electronic resources by funding system delivery and purchases for our shared CloudLibrary collection. Utilizing CLSA funding to fully fund SJVLS's delivery services ensures that our patrons continue to have the ability to obtain the materials they need, regardless of their location within the system, while benefiting all members equally. In addition to supporting the delivery of physical materials between branches, SJVLS aims to continue to build our shared e-book and e-audiobook collection. At the beginning of the COVID-19 pandemic, SJVLS implemented online self-

registration and gave borrowers the ability to create an account and borrow materials from our shared CloudLibrary collection. Self-registration has been a popular feature, with more than 6,000 borrower accounts created in 2021-2022, and the usage of our CloudLibrary collection has grown as well. Increasing the funding for our shared CloudLibrary collection ensures that residents have access to a broad range of titles that meet their interests and provides our members with a base collection for their residents, regardless of their e-resource budget.

2. Please specify how the Library System **will spend its 2022-2023 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.

The San Joaquin Valley Library System will utilize our 2022-2023 CLSA allocation to fund delivery services and purchases additional e-resources for our patrons. We will allocate $209,000 to fund delivery services and allocate $31,976 for the purchase of e-books and e-audiobooks for our shared CloudLibrary collection. We will also allocate $9,702 of rollover funding from the 2021-2022 CLSA allocation to the purchase of CloudLibrary titles, as approved by the California Library Services Board at their May 17, 2022, meeting.

The $209,000 allocation for the operation of delivery services is an increase of $9,000 from the previous year to account for increases in fuel costs and driver wages. SJVLS contracts with Fresno County Public Library (FCPL) for delivery services. Items in transit from one jurisdiction to another, either to fill hold requests or to return to the owning library, are delivered to member's headquarters locations 2 or 3 times a week, based on driver availability. This service is the backbone of resource sharing within SJVLS, and all libraries benefit from using the funding in this manner.

The combined $41,678 allocation for e-resources will be used to purchase e-book and e-audiobook titles for the shared CloudLibrary collection. Since the beginning of the COVID-19 pandemic, SJVLS has observed an increase in the usage of our CloudLibrary collections, and we want to encourage continued usage by ensuring high interest titles are available on the platform. With the increased allocation in 2022-2023, SJVLS aims to ensure we purchase both e-book and e-audiobook licenses for a larger number of titles, so that patrons can access the material in a format that is best for them.

3. How did you determine the funding amounts per your C&D Service Program Budget Request?

Funding the operation of system delivery is the main priority for our C&D Service Program Budget Request, because it is the backbone of our cooperative system. To determine the funding amount to allocate, SJVLS's Business Manager estimated the costs of operating system delivery

in the upcoming fiscal year. Any additional funds beyond those estimated for delivery were allocated to e-resources to provide our patrons with the largest direct benefit.

4. If it will take you longer than 1 year to spend 2022-2023 funding specify why?

The San Joaquin Valley Library system does not anticipate taking longer than 1 year to spend our 2022-2023 funding allocation.

5. If you plan on using roll-over funds from a previous year to supplement 2022-2023 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?

The San Joaquin Valley Library System is planning to use $9,702 in roll-over funds from our 2021-2022 CLSA allocation for e-resources purchases. The funds will be used to purchase e-book and e-audiobook licenses to expand our systemwide CloudLibrary collection. The California Library Services Board approved the use of these funds for E-Resources at their May 17, 2022, meeting.

6. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

The San Joaquin Valley Library System disburses our communication and delivery funds systemwide. We do not allocate funds to specific libraries.

7. How will the System determine and evaluate that the funding goals for their community where met?

To evaluate if the funding goals for our community were met, SJVLS will monitor statistics on the exchange of materials between member libraries along with usage statistics for the CloudLibrary collection. Our goals for the funding of delivery services will be met if we continue to see the exchange of materials between our members occurring on a consistent basis and making sure that the exchange of materials does not become unbalanced. Our goals for the expansion of the CloudLibrary collection will be met if we continue to document increased usage from patrons.

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? 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.

In 2022-2023, SJVLS will supplement the funding for purchases in our CloudLibrary collection with an additional $30,000 collected through membership dues. This member contribution to the development of the collection represents almost 42% of the total funds allocated to CloudLibrary.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

SJVLS provides the following e-resources to our members, which are used by all libraries in our cooperative system:

- E-book and e-audiobook titles through CloudLibrary
- A suite of GALE databases

The GALE databases are funded fully through membership dues, and the CloudLibrary collection is funded through a combination of CLSA funding and member contributions.

10. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

SJVLS's system delivery supports the sorting and basic delivery of materials to member headquarters locations two or three times per week and is contracted through Fresno County Public Library staff. FCPL staff for delivery services consists of four drivers, four vans, and sorting services. Our member libraries are responsible for the delivery of items to branches within their system, after the items are delivered to their headquarters.

There was a change in the delivery model from the previous year. SJVLS is no longer supporting additional premium stops within Madera County, and now all members receive the same level of service. We do not anticipate making any additional changes in the upcoming year.

11. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e., staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The current average is approximately 16 cents per item. Because SJVLS runs a shared ILS, branch library staff time to process items for delivery is minimal, so administrative funding is not

applied. The primary cost is the central sorting of items from bins to the appropriate jurisdiction and the actual delivery time.

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes **installation along or service fees, please specify the cost and** which member libraries will benefit (please list libraries)?

SJVLS will not be using any of the communications funding to address broadband connectivity issues. Instead we will aim to utilize funding from the upcoming Broadband Grant opportunity to fund broadband connectivity projects.

Future Plans for Cooperative System

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

SJVLS is preparing and planning for the future in multiple ways. Our priorities for the coming year are continuing our long-term goal of improving broadband connectivity and wireless internet access at our member libraries, outsourcing our fiscal management, and improving our digital collections platform. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment has been purchased through a combination of grant funds and individual member's budgets and Tech Reserve accounts. SJVLS takes advantage of e-rate discounts and category 2 funding to purchase and install the infrastructure necessary to facilitate the CENIC migration, and members continue to budget for future costs.

At the completion of fiscal year 2021-2022, there were only 12 branches in the system that still needed to be connected to the CENIC network. Our priority for broadband improvements continues to focus on growing the network with sustainable, robust infrastructure with the flexibility to change with technology, time, or membership. This migration allows SJVLS's members to offer faster internet speeds to patrons at the library at a lower cost by taking advantage of e-rate discounts and available grant funding.

In 2022-2023 SJVLS will outsource accounting responsibilities from Fresno County Public Library Business Office staff to an independent accounting firm. This transition is a first step in a longer process to re-organize SJVLS as an independent organization, separate from the Fresno County Public Library. Once completed, it will provide important separation between the system office and the member libraries we serve.

Lastly, in the coming year, SJVLS aims to further enhance our digital collections platform by dedicating a combination of CLSA funding and membership dues for the purchase of e-book and

e-audiobook titles for our shared CloudLibrary collection. In recent years, the combination of increased the funding for CloudLibrary, and the realities of the COVID-19 pandemic have resulted in an increase in CloudLibrary usage. Our goal is to encourage the continued usage of the collection by funding an increased number of purchases, especially ensuring we purchase more titles in both e-book and e-audiobook formats.

Last year SJVLS hired a new Administrative Librarian and entered into a new long-term agreement for our shared library management platform. With the Administrative Librarian position filled and stability in library software, our focus transitions to developing a new strategic plan and updating our governance documents. Updating our governance documents has been a long-term goal of SJVLS's for several years, however the process was delayed until a new Administrator was hired.

California State Library
C&D Service Program Budget Request Fy 2022/20223
(Section 18745)

System Administration

A) Personnel (Salaries & Personnel)

Classification	FTE/NO of positions	Salary	Benefits	Total
				0
				0
				0
				0
				0
				0
				0
				0
Total of A	AMOUNT BUDGETED			$ -

B) Planning, Coordination, & Evaluation (PC&E)

Total of B	AMOUNT BUDGETED	$ -

C) Indirect Cost (Do not include PC&E and provide description of services)

Total of C	AMOUNT BUDGETED	

TOTAL OF A-C	$ -

C&D Service Program Budget Request FY 2022/2023 (Section 18745)

Baseline Budget		

D) Operations

1.Office Supplies			
duplication/photocopy			
postage			
general office supplies			
other			
		AMOUNT BUDGETED	$ -

2.Training (C&D program related)		
	AMOUNT BUDGETED	

3. E-Resouces:		
ENKI		
Zinio		
OverDrive		
Flipster		
Hoopla		
Bibliotheca Cloud Library		$ 31,976
E-books (please specify)		
E-Magazines (please specify)		
E-Audiobooks (please specify)		
PressReader		
Simply E		
Other not specified (name service):		
Other not specified (name service):		
Other not specified (name service):		
Total of 3	AMOUNT BUDGETED	$ 31,976

4. Contracted Services for Delivery		
UPS		
US Postal Service		
Contracted Van/ Courier		$ 209,000
Software that supports Remote Reference		
Software that supports Curbside Pickup		
Other		
Total of 4	AMOUNT BUDGETED	$ 209,000

5.System Van/Vehicle		
Fuel		
Insurance		
Maintenance		
Other (specify)		
Total of 5	AMOUNT BUDGETED	$ -

C&D Service Program Budget Request FY 2022/2023 (Section 18745)

6. Telecommunications		
Conferencing Services		
Support		
ZOOM		
Internet		
Website updates/hosting		
Phone/Fax		
Telecommunications equipment		
Other (specify)		
Total of 6	**AMOUNT BUDGETED**	$ -
7. Broadband		
Service Provider Fees (CENIC or other)		
Connection Fees		
Disconnection Fees		
Hardware Cost (Specify)		
Warranty Cost For Data Centers/Firewalls/Routers/Switches		
Total of 7	**AMOUNT BUDGETED**	$ -
8. Resource Sharing		
Link+		
Document Depository		
Knowledge Sharing Database		
Other (Specify)		
Other (Specify)		
Total of 8	**AMOUNT BUDGETED**	$ -
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration		
Audit		
Other (Specify)		
Total of 9	**AMOUNT BUDGETED**	$ -
Total of Items 1-9 Section D		$ 240,976
Total from A-C from SysAdmin		$0.00

TOTAL OF A-D		$ 240,976

FY 2022-23 Proposed CLSA Budget
BUDGET SUMMARY

Expense Category	Communication and Delivery Program
System Administration (PC&E)	
Salaries and Benefits	$ -
PC&E	$ -
Indirect	$ -
SUBTOTAL	$ -
Baseline	
Operations	$ 240,976.00
Equipment	
SUBTOTAL	$ 240,976.00
TOTAL	$ 240,976.00

C&D FUNDING: System Administration 20%
System Baseline 80%

California State Library, Library Development Services

Cooperative Library System Liaison Report

May 26, 2022

Funding Opportunities Through the California State Library
Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities.

California State Library Parks Passes
The shipping update from the State Parks team indicates the second batch of passes will arrive during the week of May 23. If you have not received your passes, or an email with instructions for the program, please contact parkspass@library.ca.gov. The user survey that is linked to the QR code on the back of the passes is live as of April 29, 2022. Please encourage people who check out a pass to fill it out – incentives are coming this summer.

New this week is blank posters and flyers for putting in translations, a flyer that details all types of CA State Park passes available, free or otherwise, and a list of eligible parks. They are currently in Dropbox as they move through Parks approval to be added to the Partner Toolkit. Please contact parkspass@library.ca.gov if you have trouble accessing them. The FAQs page has a map of parks accepting the pass overlaid with library branches, cataloging and circulations information, a link to the Partner Toolkit with marketing resources, a recorded webinar on parks-based programming, a sample programs page, and the answers to many common questions. We would love to see examples of how you've packaged or marketed the passes, or any parks-based programming you're hosting. For more information, please contact parkspass@library.ca.gov.

California Libraries Learn (CALL)
Plan your team's professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy.

CopyCat Grants
CopyCat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. 2021/22 CopyCat grant mid-project Narrative and Financial reports for activities and expenditures from beginning of the grant period to 4/30/2022 are **due by 5/31/2022**. Report forms can be found at Manage Your Current Grant - California State Library (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

CLA Conference

Come meet State Library staff at the CLA conference in Sacramento! We have a booth in the Exhibit Hall and please check the conference program for presentations on State Library initiatives and State Library-funded projects. We look forward to seeing you there! Our programs include:

Thursday, June 2:

8am-4pm: S@YL preconference: Building Equity Based Summers in California Libraries and Communities Co-Design Initiative. By invitation only.

9am-12pm: CLLS preconference on Tutor Training: "Training Volunteer Tutors: Laying Foundations, Creating Support and Feeling Confident"

1-5pm: CLLS New Coordinator and New Director Orientation. By invitation only.

1-5pm: Get Involved preconference: "Time Management for Volunteer Coordinators: Putting Volunteers to Work to Help YOU"

2-5pm: CLLS preconference on Learner Anthologies: "All Things Anthology - Creating, Collecting, and Communicating Learner Writings to Enrich Your Program and Tell Its Story"

Friday, June 3:

10:00am-10:45am: Your Investment in California Libraries (Room A4)
California State Librarian, Greg Lucas

10-10:45 am: Virtual Youth Programming.
A panel discussion on virtual youth programming that took place during the last year of the pandemic

11-11:45 a.m.: Literacy Interest Group: "Best Practices for Starting a CLLS ESL Program: Panel Discussion"

1-1:45 p.m.: Parks Pass program: "Check Out California Parks"

1-1:45 p.m.: My Leadership Journey with Greg Lucas, California State Librarian (Room A3)

2-2:45 pm: Career Online High School Panel: "From Disconnected to HS Diploma Bound: How California Public Libraries Are Re-Engaging Adults Back into the Educational System"

Saturday, June 4:

10-10:45 a.m.: Developing Leaders in California Libraries - 2022 Capstone Projects: Part I (Room A7)

10-10:45 a.m.: Assessing Workplace Climate at Your Library (Room A4)
Presenter: Sarah Harrington – California State Library
Presenter: Dana Nothnagel – California State Library

11-11:45am: CALL: "Make the Most of CALL Academy– Explore Free Professional Development and Continuing Education Courses"

11-11:45 a.m.: Home Connectivity Kits
A panel featuring Google, The Sacramento Public Library and the Ventura County Library on how to help bridge the digital divide through the lending of internet connected Chromebooks.

1-1:45 p.m.: CALL/Niche Academy session: "Sustainable, Engaging, Customized Online Training for Staff and Volunteers"

1-1:45 p.m.: Ebooks for All
A panel on the statewide eBook project: eBooks for All.

1-1:45 p.m.: Developing Leaders in California Libraries - 2022 Capstone Projects: Part II (Room A9)

3–3:45 PM: Sustainable California Libraries: 2022 Report and Plan (Room A9)
Julianna Robbins, California State Library
Kimberli S. Buckley, San Jose State University & Contra Costa County Library

Directors Networking Conversations
Networking conversations for library directors continue once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next library directors' call will be on **Wednesday, June 15, 2022**, from 3:30 to 5 p.m. Registration information will be sent in early June.

Sustainable California Libraries Upcoming Networking Session
The California State Library, in collaboration with Pacific Library Partnership, is creating a report and action plan for Sustainable California Libraries. Throughout the Spring and Summer of 2022,

the State Library will convene several meetings of a new Advisory Group and host two open Networking Sessions. Input will be actively encouraged through a short survey (now closed), participating in networking sessions, interviews, and field research. Look out for opportunities to get involved and ways to help create more Sustainable California Libraries in the coming weeks.

Sustainable California Libraries Networking Sessions
The Sustainable California Libraries Networking Sessions are open to all California library staff members.

Networking Session: Focus on Sustainable Operations, Services, and Infrastructure
[Register for Session](#)
June 29, 2022, 11:00 am – noon
Join us for the Sustainable California Libraries Networking Session #2. We will be focusing on library operations and services, infrastructure, buildings, landscaping and grounds, and library sustainability certification. Guest speakers include:

- *Lawrence Nussbaum, from the California Green Business Networ*k, will share information about successful Green Business Certification for several California libraries
- *Sarah Solis, Facilities Manager at San Diego County Library*, who will share about their Sustainable Libraries Initiative Certification kick-off, Zero Net Energy libraries, and how the system is shifting towards a zero-carbon future

Learn more at: https://www.library.ca.gov/services/to-libraries/sustainable/
Email sustainability@library.ca.gov with any questions or comments.

Summer Reading and Learning
The 2022 Summer @ Your Library Participation Survey questions are now available for your planning purposes. Data collected from this survey will show the impact of public library summer programs across California.

Data will be collected in Counting Opinions, and a link to the online submission form will be available in the near future. In the meantime, please see the following resources needed to submit required statistics and programming information for your library's 2022 summer programs.

- [Summer Survey Questions and Guidance](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer at Your Library reporting form](#): A streamlined excel version of the questions to aid with data collection.

For your reference, these documents can also be found on the [California State Library's Statistics webpage](#).

As a reminder, CA State Library and California Library Association have partnered to provide a free premium Beanstack subscription to any and all CA libraries that are interested. If interested and you haven't already connected with Beanstack to get started, or if you want more information, please reach out to summeratyourlibrary@cla-net.org.

California Library Literacy Services
Applications have closed for the 2022-2023 year, and awards will be announced in July. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information. CLLS networking calls and trainings will continue on a regular basis, with upcoming sessions helping libraries prepare for new ESL services and more.

Zip Books
The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. Program information and report forms can be found at Zip Books - California State Library. For questions, please contact zipbooks@library.ca.gov

Developing Leaders in California Libraries
In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the leadership training program, the Developing Leaders in California Libraries project is offering a series of "My Leadership Journey" webinars open to all staff to attend. To see upcoming My Leadership Journey events and view past recordings, please visit My Leadership Journey | CLA Leadership.

Building Forward Infrastructure Funding for California Libraries
The first round of applications for this program closed on **March 21, 2022**.

There is $439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:
1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated.

Awards are expected to be announced in Spring 2022. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is $10 million. Funds must be used by March 31, 2026.

For more information about the program, visit the State Library's website at
www.library.ca.gov/grants/infrastructure and email questions to
BuildingForward@library.ca.gov

California Public Libraries Survey (PLS) results available
The FY20-21 data have been submitted to IMLS, and the dataset is available for download on
the State Library's statistics page. The pandemic affected every aspect of library service, and
the data reflect this. Despite reduced access by the public to closed library buildings, libraries
continued to circulate materials, answer reference questions, offer virtual and some in-person
programming, circulated self-directed activities, loaned laptops and hotspots, and continued to
provide wifi access to Californians.

Every three years, libraries are asked to submit salary ranges for a variety of library positions,
and this subset of data is also available on the stats page or from this link. FY20-21 Salary
Survey Results.

Home Connectivity Kits
Last year, the state library gave out funds and equipment to help CIPA compliant libraries
bridge the digital divide through the lending of hotspots and Chromebooks. That project is back
in the works again, this time including templates for instructions and funds for accessories such
as bags, mice, and headsets. Libraries have claimed approximately 1 million dollars in funds for
these pieces of equipment and it is expected that another approximately 500K will go out over
the next few months. Contact arpa@library.ca.gov for more information.

eBooks for All CA
Every public library in California can now participate in the statewide "eBooks for All" project" Full
details can be found on the State Library's e-book page. Joining is as simple as emailing
casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project
implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and
how it works with your current eBook ecosystem. We have generated an FAQ and recorded a
live Q and A session to help answer those questions directly.
FAQ
Recorded Answer Session

This program is now expanding to include eAudiobooks! More details are to follow, but the
collection will soon include approximately 700 titles accounting for 16,000 copies. All the
licenses are one-copy-one-user and perpetual, so the base of the collection will serve California
well going forward.

Digital Learning Platforms for All California Public Libraries
We hope you are setting up the learning platforms Coursera, GetSetUp, LearningExpress (plus
Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare on your library

website. Vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found at https://my.nicheacademy.com/callacademy/course/39032. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov.

Public Library Staff Education Program
The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at Manage Your Current Grant - California State Library The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/30/2022**. For questions, please contact PLSEP@library.ca.gov

LSTA 2022-23 Grant Program
The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. https://www.library.ca.gov/grants/library-services-technology-act/competitive/ Proposals are currently under review. Email lstagrants@library.ca.gov for more information.