Administrative Council
Agenda Packet

August 5, 2022	10 a.m.	Online via Teams

Enclosed are the agenda and prepared attachments for this meeting.

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

The public may participate by using the following URL:

https://go.sjvls.org/admin220805

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 248 929 028#

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, August 4, 2022.

Public records: Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

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 July 15, 2022 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Certification of the Need to Continue Virtual Meetings – Wymer
2. DISCUSSION: Career Online High School Presentation – Rivkah Sass
3. ACTION: 2022-23 Admin Council Meeting Schedule – Wymer (Attachment 3)
4. ACTION: FY 21-22 PLSEP Final Report – Wymer (Attachment 4)
5. ACTION: BCAP Audit Findings – Wymer (Attachment 5)
6. ACTION: Procedures for Items Damaged in Another Jurisdiction – Wymer (Attachment 6)
7. ACTION: Original Cataloging Services – Wymer (Attachment 7)
8. DISCUSSION: CLSA System Annual Program and Expenditure Report – Wymer

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 8)
3. Administrative Librarian
4. 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. Set the date and agenda building for the next meeting, tentatively Friday, September 2, 2022, online via Microsoft Teams.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
July 15, 2022

DRAFT MINUTES

A. **COUNCIL OPENING**
   1. Darla Wegener (Tulare County), called the meeting to order at 10:02 am.
   2. Roll Call
      i. Council present: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Kelly Jo Jones (Mariposa), Amy Taylor (Merced), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County), Kevin Nelson (Fresno), Chris Wymer (Fresno), and Aaron Lusk (Fresno)
      ii. Council absent: Sally Gomez (Fresno)
      iii. Guests: Brian Henderson (Hudson and Henderson)
   3. Introductions
      i. Staff introductions were conducted.
   4. Agenda Adoption
      i. Motion to Adopt Agenda – Lewis (Kern)
      ii. Seconded: Clark (Tulare Public)
   5. Public Comment
      i. None.

B. **CONSENT AGENDA**
   1. Motion to approve draft minutes of June 24th, 2022, with amendment.
      i. Motion made by Lewis (Kern)
      ii. Seconded by Taylor (Merced)

C. **ITEMS FOR INFORMATION AND ACTION**
   1. Motion to approve certification to continue virtual meetings.
      i. Motion made by Clark (Tulare Public)
      ii. Seconded by Lewis (Kern)

D. **STAFF REPORTS**
   1. Chair – Wegener (Tulare)
      i. No Report.
   2. State Library - Robbins (California State Public Library)
      i. Updates provided by Robbins in packet and email.
   3. Administrative Librarian – Wymer (Fresno)
      i. Our fiscal year is finished.
      ii. Will start working on draft to State in next two weeks.
      iii. Wymer sent out an email to those who receive ECF and the next steps, sent JSA request to fill out new itype forms as well.

          iv.   Will have update on USAC audit at next meeting.
4. SJVLS – System Administrator – Wymer (Fresno)
          i.   Catalog updated and still working on interface.
5. Senior Network Systems Engineer – Nelson (Fresno)
          i.   Nelson reported Pc order moving forward, bad news price has gone up. He has let everyone know. The equipment that is available is low end as well.
          ii.   Lusk reported that 10 T1 lines left.

E. DIRECTOR'S COMMENTS

1. Clark (Tulare Public) – Down 4 fulltime staff positions. Only doing Passport Service one day a week. Our goal for reading program was 45,00 and we reached 70,000. Sara Brown said hi!
2. Lewis (Kern) – Summer Reading and Lunch has done well. We are losing our Marketing person to an outside entity.
3. Arellano – (Porterville) We have been open for 15 days straight. We are having some learning curves, almost feels like starting over. We were down one day 7 staff but powered through.
4. Taylor (Merced) – State budget granted us 3 million for Dos Palos new library. We now have Teen center for Merced and 4 new circ desks at branch libraries. Summer Reading programs have been fantastic, some had to be moved to outside due to capacity.
5. Rencher (Kings) – Open recruitment for youth service librarian. Finishing up Summer Reading. The HEAT is ON!
6. Bath (Fresno) – Summer programs have done great, good turnouts. We have had some Covid staffing outbreaks.
7. Jones (Mariposa) – Summer Reading has been going really well. We are hiring 3 fulltime librarians. Wawona is closed due to the fire but expected to open next week.
8. Riggs (Madera) – Hired two librarians', one for Oakhurst and one for Madera who is also Spanish speaking. We are in process to hire a driver, recruitment open one more week. Received grant for Learning centers. First 5 grant for the backpack reader program. We have Library assistant positions, 20-30-40 Hr. a week. Summer programs wrapping up.
9. Leal (Coalinga/Huron) – Travelled later in the afternoon to Porterville opening, it was so nice to see, and so happy for the community and staff. Most of the Summer programs are doing well. Board approved our budget, and we got some extras added in.
10. Wegener (Tulare) – Summer has been very busy. The Reptile Guy was extremely popular. Meal program was also busy. For now, the Drag Queen reading time will not be happening, but we do now have a policy in place. We have so many grants going out and still waiting to hear about the State Infrastructure one. We still have upgrades in progress at Springville and Dinuba.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
          i.   August 5, 2022 , via Teams.

G. ADJOURNMENT
1.   The meeting was adjourned at 10:44 AM.

DATE:	August 5, 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 June 30, 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 ended on June 30th. The expenditures and net position are pending and will be presented at the September meeting.
2. The FY 2022-23 expenditure budget is $5,301,780. FY 2022-23 began on July 1st.
3. CLSA allocation report to be provided at the September meeting for current year allocation $240,076 and rollover funds $9,702.
4. Porterville Circuit Grant Progress update ($49,503.85) to be provided at the September meeting.

B. OUTSTANDING RECEIVABLE TOTAL: $0
1. FY 2022-23 Membership and other billing invoices will be sent to Directors by mid-August.

C. LSTA – PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP) MLS FUNDING SUPPORT
1. FY 22-23 PLSEP pending grant applications timelines and approval in September.
2. FY 21-22 Final report presented for your approval. Funds have been fully expended ($9,385).

D. PRE-PAID TECH RESERVE
1. Total balance - $3,676,436. 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.

DATE: August 5, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: FY 2022-23 Administrative Council Meeting Schedule

RECOMMENDED ACTION:

1. Approve the attached list of proposed Administrative Council meeting dates for FY 2022-23.

Approval of the recommended action will establish a tentative schedule for Administrative Council meetings for the current fiscal year.

ALTERNATIVE ACTION(S):

If the attached dates have any conflicts with known scheduled events, Admin Council can amend the proposed schedule, provided we do not have a gap of more than 30 days between meetings. This is necessary to maintain compliance with the modified rules of the Brown Act under the current declared State of Emergency related to the COVID-19 pandemic.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership fees or make changes to SJVLS's budget.

DISCUSSION:

The modifications to the Brown Act as a result of the COVID-19 pandemic requires Admin Council to meet once every 30 days and re-certify the need to continue virtual meetings. Recent modifications to the Admin Council meeting schedule to accommodate the re-opening of the Porterville Public Library created confusion about the meeting schedule. The attached proposed meeting schedule is being provided to allow Council Members to plan around the meeting dates. While we do everything in our power to maintain the approved meeting dates, this schedule would be subject to change, pending any unplanned events such as Porterville Library re-opening, the current State of Emergency being lifted, or additional modifications to the Brown Act are approved.

PRIOR AGENDA REFERENCE:

No previous reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment 1 – Proposed Meeting Schedule

Motion: Second:

_____ PASSED   _____ REJECTED

SJVLS Administrative Council Meeting Schedule
FY 2022-23

- **August 5, 2022**
- **September 2, 2022**
- **September 23, 2022 (Recertification Only)**
- **October 7, 2022**
- **November 4, 2022**
- **December 2, 2022**
- **December 16, 2022 (Recertification Only)**
- **January 6, 2023**
- **February 3, 2023**
- **March 3, 2023**
- **March 24, 2023 (Recertification Only)**
- **April 7, 2023**
- **May 5, 2023**
- **June 2, 2023**

DATE: August 5, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: PLSEP Final Report

RECOMMENDED ACTION:

1. Approve the submission of the FY 2021-22 PLSEP Final Report to the State Library.

Approval of the recommended action will authorize the Administrative Librarian to send the FY 2021-22 PSLEP Final Report to the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions. This is the final requirement of the grant funding.

FISCAL IMPACT:

Approval of the recommended action will not affect membership dues or the system budget. The funds for the program were previously approved.

DISCUSSION:

PLSEP is a staff education grant program administered by the State Library to help offset the costs of library staff pursuing their MLIS. In FY 2021-22 SJVLS had two staff members receive awards. The attached final report is required by the State Library at the end of the funding year.

PRIOR AGENDA REFERENCE:

August 13, 2021, Administrative Council Agenda, Attachment #5

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment 1 – PLSEP Final Report

Motion: Second:

_____ PASSED   ____ REJECTED

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Final Program Narrative Report

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. The information you report will be used to complete the California State Library report of how funds were expended. Excerpts from this report may be submitted to the Federal government in their evaluation or may be published by the State Library or shared with other institutions. Please answer all of the questions thoroughly.

This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project.

Work with your assigned Library Programs Consultant or Project Advisor to complete this report. Once complete, email the **unsigned** report to your grant monitor for approval prior to the report deadline. **The grant monitor will review all reports at a set date and time following the report deadline.** Upon review, you will receive an email from your grant monitor notifying you that your report has either been approved or a revision is needed. If a revision is needed, resubmit the report to your grant monitor for approval after you have made the requested revision. Once approved, the grant monitor will send the report for signature via DocuSign. An email notification from DocuSign will be sent requesting the authorized representative's signature. Please follow the DocuSign instructions to complete the electronic signature process. **The report is not considered submitted until the DocuSign signature process is complete.**

Award Information

Organization:	San Joaquin Valley Library System		
Project Title:	Public Library Staff Education Program		
Award Number:	40-9238	Fiscal Year:	21-22
Amount of Award:	$9,385	Amount of Award Expended:	$9,385

Project Coordinator

Project Coordinator Name:	Chris Wymer	Title:	Administrative Librarian
Phone Number:	559-600-6256		
E-mail Address:	christopher.wymer@sjvls.org		

Authorized Representative

Authorized Representative Name:	Chris Wymer	Title:	Administrative Librarian
Address:	2420 Mariposa Street, Fresno, CA 93721		
Phone Number:	559-600-6256		
E-mail Address:	christopher.wymer@sjvls.org		
Authorized Representative Signature: (collected via DocuSign)		Date:	

Revised 9.3.2021

Project Abstract

Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations. Also **avoid highly technical project details, numerical lists of project goals, and bullets**. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to the Outcomes section. Ideal length is **90-160 words**. Refer to the project background and summary and project purpose statements in your grant application and include any major changes in focus and activities.

This project supported the professional development of California Public Library staff in their pursuit of a master's degree in Library Science from an institution accredited by the American Library Association. Students were provided reimbursement for courses taken during the grant period. This funding assistance helps library staff develop the knowledge and skills required to continue to deliver high quality library services to California library patrons.

California's LSTA Goals

Check one goal that best describes the project. Refer to the grant application.

☐ Goal 1: California libraries provide equitable access to information, services, and resources in a trusted community space.

☐ Goal 2: California libraries deliver essential literacy services and provide learning opportunities for their communities.

☐ Goal 3: California libraries inspire, support and engage in innovation, creativity, connections, and collaboration in their communities.

☐ Goal 4: California libraries have the technology to deliver information and services in the ways their communities expect and need.

☐ Goal 5: California libraries contribute to economic development and workforce innovation in their communities.

☐ Goal 6: California libraries connect Californians to their history and culture by collecting, preserving, and sharing digital access to unique collections and materials that tell the stories of our local communities and celebrate our common heritage.

☒ Goal 7: California libraries are staffed by a skilled and diverse workforce whose members engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities.

Project Intent

2

Revised 9.3.2021

Check one intent that best describes the project. Refer to the grant application.

Lifelong Learning
☐ Improve users' formal education
☐ Improve users' general knowledge and skills

Information Access
☐ Improve users' ability to discover information resources
☐ Improve users' ability to obtain and/or use information resources

Institutional Capacity
☒ Improve the library workforce
☐ Improve the library's physical and technology infrastructure
☐ Improve library operations

Employment & Economic Development
☐ Improve users' ability to use resources and apply information for employment support
☐ Improve users' ability to use and apply business resources

Human Services
☐ Improve users' ability to apply information that furthers their personal, family, or household finances
☐ Improve users' ability to apply information that furthers their personal or family health & wellness
☐ Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement
☐ Improve users' ability to participate in their community
☐ Improve users' ability to participate in community conversation around topics of concern

Subject of Intent

Select no more than two subjects (check only two boxes) that best describe the project.

☐ Arts, Culture & Humanities

☐ Business & Finance
   ☐ Employment
   ☐ Personal Finance
   ☐ Small Business

☐ Civic Affairs
   ☐ Community Concerns
   ☐ Government

☐ Education
   ☐ Afterschool activities
   ☐ Curriculum support

☐ Environment

☐ General (select only for electronic databases or other data sources)

☐ Health & Wellness
   ☐ Parenting and family skills
   ☐ Personal/Family health and wellness

☐ History

☐ Languages

☐ Literacy
   ☐ Adult literacy
   ☐ Digital Literacy
   ☐ Early literacy
   ☐ Reading program (Not Summer Reading)
   ☐ Summer Reading

☐ Science, Technology, Engineering & Math (STEM)

☒ Library Infrastructure & Capacity
   ☐ Broadband Adoption
   ☐ Buildings and Facilities
   ☒ Certification
   ☐ Collection Development & Management
   ☐ Continuing Education and Staff Development
   ☐ Disaster Preparedness
   ☐ Library Skills
   ☐ Programming & Event Planning
   ☐ Research & Statistics
   ☐ Outreach & Partnerships
   ☐ System & Technologies

☐ Other (please describe)

Project Activities

3

Revised 9.3.2021

Activities are actions through which the intent or objective of the project is accomplished. There are four activity types (Instruction, Content, Planning & Evaluation, Procurement), each with select methods which describe how you carried out the activity. For this report, please choose all major activities/methods conducted under the project that represent at least 10% of the project's total resources. Each project must have at least one activity/method associated with it and may have multiple activities/methods. There are four types of activities (Instruction, Content, Planning & Evaluation, Procurement), each with its own set of methods, as listed here:

Instruction	Content	Planning & Evaluation	Procurement
• Program • Presentation/Performance • Consultation/Drop In/Referral • Other	• Acquisition • Creation • Preservation • Description • Lending • Other	• Prospective • Retrospective	• n/a

Instruction Activities - Please fill out one Instruction Activity Report Form for each activity you are reporting on and attach to this report. It can be found on the Manage Your Current Grant webpage on the California State Library website.

Do you have an Instruction - Program Activity to report? ☐ Yes How many? ___   ☒ No

Do you have an Instruction - Presentation/Performance Activity to report? ☐ Yes   How many? ___ ☒ No

Do you have an Instruction - Consultation/Drop In/Referral Activity to report? ☐ Yes   How many? ___ ☒ No

Do you have an Instruction - Other Activity to report? ☒ Yes How many? 1
          ☐ No

Content Activities - Please fill out one Content Activity Report Form for each activity you are reporting on and attach to this report. It can be found on the Manage Your Current Grant webpage on the California State Library website.

Do you have a Content - Acquisition Activity to report? ☐ Yes How many? ___   ☒ No

Do you have a Content - Creation Activity to report? ☐ Yes How many? ___   ☒ No

Do you have a Content - Preservation Activity to report? ☐ Yes How many? ___   ☒ No

Do you have a Content - Description Activity to report? ☐ Yes How many? ___   ☒ No

Do you have a Content - Lending Activity to report? ☐ Yes How many? ___   ☒ No

Do you have a Content - Other Activity to report? ☐ Yes How many? ___   ☒ No

Planning & Evaluation Activities - Please fill out one Planning & Evaluation Activity Report Form for each activity you are reporting on and attach to this report. It can be found on the Manage Your Current Grant webpage on the California State Library website.

Do you have a Planning & Evaluation - Prospective Activity to report? ☐ Yes   How many? ___ ☒ No

Do you have a Planning & Evaluation - Retrospective Activity to report? ☐ Yes   How many? ___ ☒ No

Revised 9.3.2021

Procurement Activities - Please fill out one Procurement Activity Report Form for each activity you are reporting on and attach to this report. It can be found on the Manage Your Current Grant webpage on the California State Library website.

Do you have a Procurement Activity to report?	☐ Yes How many? ___	☒ No

Project Outcomes

1. List any important outcomes or findings not previously reported.
Total number of students who received reimbursement for PLSEP: 2 Total number of students who received their MLS/MLIS degree during this period: 1 Please list names of students who received their MLS/MLIS degree: Danielle Resendez Students who were promoted: No students were promoted.

2. Please briefly describe the importance of these outcomes and findings for future program planning.
It is difficult to recruit and retain library staff. Funding provided by the Public Library Staff Education Program allows paraprofessional staff, who are already working in a library setting, to pursue education and career advancement opportunities by assisting them in paying for their coursework. This benefits both the staff and library by providing staff with opportunities for career development, and helping the library find and retain qualified librarians. The chances of staff retention are higher when libraries are able to promote librarians from within their organziation. It also helps encourage good morale among library staff if they know they have opportunities for career growth.

3. Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.
A significant factor for this program is ensuring that library staff are supported in their endeavors. Allowing staff to merge their library projets with their school work helps facilitate their progress through their program and has the added benefit of potentially enhancing library services.

Revised 9.3.2021

4. Do you anticipate continuing this project after the current reporting period ends?

☐   Yes *(If you check this box, answer a and b below)*

☒   No *(If you check this box, go to #5)*

    a. Do you anticipate any change in level of effort in managing this project?
        ☐ Yes   ☐ No
        If yes, explain:

    b. Do you anticipate changing the types of activities and objectives addressed by the project?
        ☐ Yes   ☐ No
        If yes, explain:

5. Was an evaluation conducted for this project?

☐   Yes *(If you check this box, answer a below)*

☒   No *(If you check this box go to the Exemplary Project section)*

    a. Was a final written evaluation report produced?
        ☐ Yes *(If you check this box, answer b below)*
        ☐ No   *(If you check this box go to the Exemplary Project section)*

    b. Can the final written evaluation report be shared publicly on the IMLS website?
        ☐ Yes *(If you check this box, answer c-h below)*
        ☐ No   *(If you check this box go to the Exemplary Project section)*

    c. Was the evaluation conducted by project staff (either SLAA or local library) or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation.
        ☐ Project Staff
        ☐ Third-Party

    d. What data collection tools were used for any report outcomes and outputs?
        ☐ Administrative Records Review
        ☐ Surveys
        ☐ Direct Observation
        ☐ Interviews
        ☐ Focus Groups
        ☐ Participant Observation
        ☐ Other - Explain:

    e. Did you collect any media for the data?
        ☐ Photos
        ☐ Videos
        ☐ Audio

    f. What types of methods were used to analyze collected data?
        ☐ Statistical Methods
        ☐ Qualitative Methods
        ☐ Other - Explain:

Revised 9.3.2021

g. How were participants (or items) selected?

☐ Randomly – We selected people (or items) arbitrarily.
☐ Systematic Sample – We selected every nth person (or item).
☐ Targeted Sample – We selected based on a desired characteristic, e.g. age.
☐ Census – We selected everyone (or every item).
☐ Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate.
☐ Other - Explain

h. What type of research design did you use to compare the value for any reported output or outcome? (Select all that apply; for those that are selected, include a brief narrative description that summarizes reporting approach.)

☐ No comparison for any reported output or outcome. Brief Description:
☐ Comparison of a reported output or outcome to an assigned target value. Brief Description:
☐ Pre-post comparison for a reported output or outcome.   Brief Description:
☐ Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project. Brief Description:
☐ Comparison for a reported output or outcome to another randomly selected group not participating in project. Brief Description:

Exemplary Project

If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.

Success Story

Please detail a success story or stories that we should share with stakeholders.

The Public Library Staff Education Program provided this year's participants with an increased focus and understanding of the importance of equity, diversity, and inclusion in library programs and resources. They were able to take the lessons learned in their Master's degree programs and apply them in their day-to-day work activities.

Revised 9.3.2021

Project Narrative

> Please provide an overview of your project including what you did, what went well, any lessons you learned, how you involved your community in project planning and implementation, how you engaged your targeted audience, how you raised awareness for your project, your greatest impact, and how you incorporated the principles of equity, diversity, inclusion and belonging. (300 words max.)

The 2021-2022 Public Library Staff Education program provided $9,385 in funding to support two staff members working at San Joaquin Valley Library System member libraries in their pursuit of Masters Degrees in Library and Information Science. This funding provided staff with tuition reimbursement equivalent to two courses at San Jose State University. Both of the funding recipients indicated that their coursework helped them better understand the principles of equity, diversity, inclusion and belong. In their final narrative report, Danielle Resendez shared a lesson learned during their picture book class about the importance of children seeing themselves represented in the materials they find on library shelves. She's applied that knowledge in her daily work by asking the collection development division to focus on purchasing more diverse titles for their picture book collection. In Esther Garcia's final narrative report, they shared that their coursework this year helped them better understand the needs of their community, as well as providing tools to assist with the process.

Revised 9.3.2021

Additional Materials

If you have additional materials please attach after this page.
Instruction Activity Report Form Student Final Program Narrative Report - Danielle Resendez Student Final Program Narrative Report - Esther Garcia

Revised 9.3.2021

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

INSTRUCTION ACTIVITY REPORT FORM
(Attach this form to the Final Program Narrative Report after it is completed)

Grant Information	
1. Organization:	San Joaquin Valley Library System
2. Project Title:	Public Library Staff Education Program
3. Award Number:	40-9238
4. Fiscal Year:	2021-2022

Activity Information
1. Activity Title: Student Coursework
2. Brief Activity Abstract: This project supported the professional development of California Public Library staff in their pursuit of a master's degree in Library Science from an institution accredited by the American Library Association. Students were provided reimbursement for courses taken during the grant period. This funding assistance helps library staff develop the knowledge and skills required to continue to deliver high quality library services to California library patrons.
3. Delivery Format: ☐ In-person   ☐ Virtual   ☒ Combined In-Person and Virtual   ☐ Other (describe below)   Other Description:
4. Program: If you chose Program as the instruction activity mode, enter the quantity information below.   Session length – (minutes) N/A   Number of sessions in program 0   Average number in attendance per session 0   Number of times program administered 0

5. Presentation/Performance: If you chose Presentation/Performance as the instruction activity mode, enter the quantity information below.

Presentation/performance length (minutes)   <u>N/A</u>

Number presentations/performances administered   <u>0</u>

Average number in attendance per session   <u>0</u>

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6. Consultation/Drop In/Referral: If you chose Consultation/Drop In/Referral as the instruction activity mode, enter the quantity information below.

Total number of consultation/reference transactions   <u>N/A</u>

Average number of consultation/reference transactions per month   <u>0</u>

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7. Other: If you chose Other as the instruction activity mode please describe the mode.

Staff attendance at in-person or virtual college courses through accredited universities.

Partner Information

1. Please identify the area(s) in which your partner organization(s) operates.

☒	Libraries	☐	Preschools
☐	Historical Societies or Organizations	☐	Schools
☐	Museums	☐	Adult Education
☐	Archives	☐	Human Service organizations
☐	Cultural Heritage Organization Multi-type	☐	Other

2. Please identify the legal type of the partner organization(s) for this project.

☐	Federal Government	☐	Non-Profit
☐	State Government	☐	Private Sector
☒	Local Government (excluding school districts)	☐	Tribe/Native Hawaiian Organization
☐	School District		

Beneficiaries

1. Is the activity directed at the library workforce (includes volunteers and trustees)?

☒ Yes *(If you check this box skip questions #2 - #11 and go to the Locale section)*

☐ No *(If you check this box go to the next question)*

2. Is the activity for a targeted group or for the general population?

☐ Targeted group *(If you check this box answer questions #3 - #11 below)*

☐ General population *(If you check this box answer #3 below, skip questions #4-#11, and go to the Locale section)*

3. Which best describes the geographic community of the targeted group?

☐ Urban   ☐ Suburban   ☐ Rural

4. Select one or more of the following activity target age groups.				
☐ All ages	☐ 6-12 years	☐ 18-25 years	☐ 50-59 years	☐ 70+ years
☐ 0-5 years	☐ 13-17 years	☐ 26-49 years	☐ 60-69 years	

5. If the activity is directed at those in one or more of the following economic situations, select one or more.

☐ People who are living below the poverty line	☐ Unemployed	☒ Not applicable

6. If the activity is directed at ethnic or minority populations, select one or more.

☐ American Indian or Alaska Native	☐ Hispanic or Latino
☐ Asian	☐ Native Hawaiian or other Pacific Islander
☐ Black or African American	☒ Not applicable

7. Is the activity directed at families?
    ☐ Yes   ☒ No

8. Is the activity directed at intergenerational groups (does not include families)?
    ☐ Yes   ☒ No

9. Is the activity directed at immigrants/refugees?
    ☐ Yes   ☒ No

10. Is the activity directed at those with disabilities?
    ☐ Yes   ☒ No

11. Is the activity directed at limited functional literacy or information skills?
    ☐ Yes   ☒ No

12. Is the activity directed at groups that fall into a category not already captured?
    ☐ Yes   ☒ No

Locale

1. Is the activity statewide?

    ☐ Yes *(If you check this box skip question #2 and go to the Institution Types section)*
    ☒ No (if you check this box answer question #2)

2. Can you identify specific institutions?

    ☒ Yes *(If you check this box go to the Institutions section)*
    ☐ No *(If you check this box go skip the Institutions section and go to the Institution Type section)*

Institutions (enter specific institutions)

1.	Name:	Tulare County Library	Address:	200 W. Oak Ave.		
	City:	Visalia	State:	CA	Zip:	93291
2.	Name:	Merced County Library	Address:	2100 O St		
	City:	Merced	State:	CA	Zip:	95340
3.	Name:		Address:			
	City:		State:		Zip:	
4.	Name:		Address:			
	City:		State:		Zip:	

5.	Name:		Address:		
	City:		State:	Zip:	
6.	Name:		Address:		
	City:		State:	Zip:	
7.	Name:		Address:		
	City:		State:	Zip:	
8.	Name:		Address:		
	City:		State:	Zip:	
9.	Name:		Address:		
	City:		State:	Zip:	
10.	Name:		Address:		
	City:		State:	Zip:	

Institution Types

1. For each type of institution enter the number of locations.

2	Public Libraries	0	State Library	0	Special Libraries	0	Other
0	Academic Libraries	0	Consortia	0	School Libraries		

Activity Outcomes #1 (If you chose program as the instruction activity mode and the activity was directed at the library workforce, complete this section)

SD = Number of respondents that reported "Strongly Disagree"
D = Number of respondents that reported "Disagree"
NA/ND = Number of respondents that reported "Neither Agree nor Disagree"
A = Number of respondents that reported "Agree"
SA = Number of respondents that reported "Strongly Agree"
NR = Number of respondents that did not answer the question

1. Total number of survey responses: 0

2. I learned something by participating in this library activity.

SD	D	NA/ND	A	SA	NR
0	0	0	0	2	0

3. I feel more confident about what I just learned.

SD	D	NA/ND	A	SA	NR
0	0	0	0	2	0

4. I intend to apply what I just learned.

SD	D	NA/ND	A	SA	NR
0	0	0	0	2	0

5. Applying what I learned will help improve library services to the public.

SD	D	NA/ND	A	SA	NR
0	0	0	0	2	0

Activity Outcomes #2 (If you chose program as the instruction activity mode and the activity was directed at the general public, complete this section)

SD = Number of respondents that reported "Strongly Disagree"
D = Number of respondents that reported "Disagree"
NA/ND = Number of respondents that reported "Neither Agree nor Disagree"
A = Number of respondents that reported "Agree"
SA = Number of respondents that reported "Strongly Agree"
NR = Number of respondents that did not answer the question

1. Total Number of survey responses: 0

2. I learned something by participating in this library activity.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

3. I feel more confident about what I just learned.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

4. I intend to apply what I just learned.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

5. I am more aware of resources and services provided by the library.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

6. I am more likely to use other library resources and services.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

Financial Report

Report

July - September	☐
October - December	☐
January - March	☐
April - Project End Date	☒
Liquidation	☐

Grant Award #: 40-9238

Fiscal Year: 2021/2022

Organization: San Joaquin Valley Library System

Project Title: Public Library Staff Education Program

Project Coordinator: Christopher Wymer   Title: Administrative Librarian

Telephone: 559-600-6256   E-mail: christopher.wymer@sjvls.org

Completed By: Joel Cadenasso   Title: Interim Accountant

Telephone: 559-600-6240   E-mail: joel.cadenasso@fresnolibrary.org

Authorized Representative: Christopher Wymer   Title: Administrative Librarian

Telephone: 559-600-6256   E-mail: christopher.wymer@sjvls.org

Signature of Authorized Representative: _____   Date: _____

IMPORTANT:
For report completion and submission guidelines, please see Financial Report Instructions document located on the Manage Your Current Grant page on the California State Library website.

Budget Categories	(1) Original Approved Budget	(2) Current Approved Budget	(3) July-September	(4) October-December	(5) January-March	(6) April-Project End	(7) Total Expended	(8) Outstanding Encumbrances at Project End	(9) Liquidation of Outstanding Project End Encumbrances	(10) Unexpended/ Unencumbered Balance
Salaries/Wages/ Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Consultant Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Supplies/Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment ($5,000 or more per unit)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Services	$8,532	$8,532	$0	$0	$8,532	$0	$8,532	$0	$0	$0
Indirect Cost	$853	$853	$213	$213	$213	$214	$853	$0	$0	$0
Grand Total	$9,385	$9,385	$213	$213	$8,745	$214	$9,385	$0	$0	$0

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment (if applicable)   Revised 7.29.21

California State Library - Library Services and Technology Act (LSTA) -
Financial Expenditure Detail Report

This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project.

Work with your assigned Library Programs Consultant or Project Advisor to complete this report. Please see the LSTA Financial Expenditure Detail Report Instructions on the Manage Your Current Grant page of the California State Library website for detailed guidance and instructions for completing and submitting this report.

Award #: 40-9238   Fiscal Year: 2021/22   Organization: SAN JOAQUIN VALLEY LIBRARY SYSTEM

Project Title: PUBLIC LIBRARY STAFF EDUCATION PROGRAM   Project Coordinator: Christopher Wymer   Telephone: 559-600-6256

Authorized Representative: Christopher Wymer   Title: Administrative Librarian   Telephone: 559-600-6256

Signature of Authorized Representative:

Expenditures reported are for the full project period. The total for each budget category in the LSTA column on this report shall match the total for each budget category reported in the Total Expended column on the final Financial Report.

EXPENDITURE *Please list budget category expenditures. See instructions for more information.*	FTE	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(a) Salaries/Wages/Benefits					
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Salaries/Wages/Benefits		**$0**	**$0**	**$0**	
EXPENDITURE *Please list budget category expenditures. See instructions for more information.*		LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(b) Consultant Fees					

Revised 5.27.2022

	LSTA	Cash Match	In-Kind	Description
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
Total Consultant Fees	**$0**	**$0**	**$0**	
EXPENDITURE *Please list budget category expenditures. See instructions for more information.*	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(c) Travel				
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
Total Travel	**$0**	**$0**	**$0**	
EXPENDITURE *Please list budget category expenditures. See instructions for more information.*	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(d) Supplies/Materials				
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	

Revised 5.27.2022

	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
Total Supplies/Materials	**$0**	**$0**	**$0**	

EXPENDITURE DETAIL *Please list budget category expenditures.* *See instructions for more information.*	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(e) Equipment				
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
Total Equipment	**$0**	**$0**	**$0**	

EXPENDITURE DETAIL *Please list budget category expenditures.* *See instructions for more information.*	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(f) Services				
Tuition reimbursement	$8,532	$0	$0	Tuition reimbursement toward MLIS degrees for 2 participants
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
	$0	$0	$0	
Total Services	**$8,532**	**$0**	**$0**	

EXPENDITURE DETAIL *Please list budget category expenditures.* *See instructions for more information.*	LSTA	Cash Match	In-Kind	Description *Please provide a brief description of the expenditure, detailing its relevance to the project. See instructions for more information.*
(h) Indirect Costs				
Indirect Costs to administer program	$853	$0	$0	Admin cost includes admin/fiscal staff workspace, utilities, internet, IT support, office supplies, and the use of equipment
Total Indirect	**$853**	**$0**	**$0**	
Grand Total	**$9,385**	**$0**	**$0**	

Revised 5.27.2022

Revised 5.27.2022

Complete this form and submit with your quarterly financial report

Recipient	Award	July-Dec 2021	Jan-Mar 2022	Apr-July 2022	Total Reimbursement	Left to Reimburse
Danielle Resendez	$ 4,266		$4,266		$4,266	$0
Esther Garcia	$ 4,266		$4,266		$4,266	$0
Total awards	$8,532	$0	$8,532	$0	$8,532	$0
Direct staff cost	$0	$0	$0	$0	$0	$0
Total	$8,532	$0	$8,532	$0	$8,532	$0
Indirect	$853	$426	$213	$214	$853	$0
Total request	$9,385	$426	$8,745	$214	$9,385	$0

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Public Library Staff Education Program (PLSEP)
Student Final Program Narrative Report

This report is **due by July 15, 2022**. By completing and submitting this report, you certify that all information provided as part of this application is true and correct to the best of your knowledge. Send this report to the Cooperative Library System contact person for this program.

Student Information
1.   Name: Danielle Resendez
2.   Title: Library Assistant II/Branch Manager
3.   Library Name: Tulare County Library
4.   Library Address: 200 W Oak Ave, Visalia, CA 93291
5.   Phone Number: 559-417-3881
6.   E-mail Address: shutterbug.elle@gmail.com

Degree Information
7.   Did you complete your program and receive a degree during the grant period? Yes or No: Yes
8.   If yes, list degree/certificate: Masters of Science in Information Sciences
9.   If promoted, list new position: N/A

Course Information
10.   List the titles of courses taken during grant period:
       INSC 572: Young Adult Materials
       INSC 577: Picture Books Across the Curriculum
       INSC 573: Programming for Children and Young Adults
       INSC 576: Storytelling as a Communication and Learning Tool in Diverse Settings

INSC 590: Graphic Novels in School, Public, and Academic Libraries

11. Total number of courses completed during the grant year: 5

Outcome Information

Complete the survey below. To respond to the next 4 questions, fill in each of the blank lines with one of the following options:

- SD = Strongly Disagree
- D = Disagree
- NA/ND = Neither Agree nor Disagree
- A = Agree
- SA = Strongly Agree
- NR = No Response

12. I learned something by participating in this library activity: _SA_
13. I am confident about using what I have learned: _SA_
14. I am likely to apply what I have learned: _SA_
15. Applying what I learned will help improve library services to the public: _SA_

16. Did the course(s) change your attitude toward the delivery of library and information services to your community? Yes or No: _Yes_

     a. If yes, how will your new attitude be demonstrated in your work?

        In my picture books class, we discussed how important it is for children to see themselves represented in the materials they find on our shelves. I am very passionate about making this a reality and have already worked with the collection development team to have more diverse titles purchased for our branches and will continue pushing to add these materials in the future.

17. Did the course(s) improve your ability (skills) to deliver library and information services to your community? Yes or No: _Yes_

     a. If yes, how will your new skills be demonstrated in your work?

        In my programming, storytelling, and graphic novels courses I have learned that there are many different ways to reach our patrons. I plan to implement new programs to connect with more people, who are typically left out, in our communities. I have already started a new program called First Chapter Fridays in which I share the first chapter of a middle-grade book to entice young readers to finish the book on their own. Typically, "storytime" is reserved for toddlers, but older children love being read to as well!

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Public Library Staff Education Program (PLSEP)
Student Final Program Narrative Report

This report is **due by July 15, 2022**. By completing and submitting this report, you certify that all information provided as part of this application is true and correct to the best of your knowledge. Send this report to the Cooperative Library System contact person for this program.

Student Information
1.   Name: Esther Garcia
2.   Title: Library Resource Technician II
3.   Library Name: Merced County Public Library
4.   Library Address: 2100 O ST
5.   Phone Number: 209-635-9006
6.   E-mail Address:esther93130@yahoo.com

Degree Information
7.   Did you complete your program and receive a degree during the grant period? Yes or No: No
8.   If yes, list degree/certificate:
9.   If promoted, list new position:

Course Information
10.   List the titles of courses taken during grant period:
        Info 200
        Info 202
        Info 203

Info 204
Info 210
Info 248
Info 232
Info 250
Info 260A
Info 285 (in progress)
Info 275 (in progress)
Info 281 (in progress)

11.   Total number of courses completed during the grant year:
       9

Outcome Information
Complete the survey below. To respond to the next 4 questions, fill in each of the blank lines with one of the following options:

- SD = Strongly Disagree
- D = Disagree
- NA/ND = Neither Agree nor Disagree
- A = Agree
- SA = Strongly Agree
- NR = No Response

12.   I learned something by participating in this library activity: _SA__

13.   I am confident about using what I have learned: __SA_
14.   I am likely to apply what I have learned: __SA_
15.   Applying what I learned will help improve library services to the public: __SA_

16.   Did the course(s) change your attitude toward the delivery of library and information services to your community? Yes or No: SA, Yes

       a. If yes, how will your new attitude be demonstrated in your work?
           My new perspective will enable me to better understand how to discover the needs of the community and prioritizing accessibility to information and services for underserved populations to encourage diversity and inclusion.

17.   Did the course(s) improve your ability (skills) to deliver library and information services to your community? Yes or No: SA, Yes

       a. If yes, how will your new skills be demonstrated in your work?
           The skills I have learned will help me better prepare and plan programs that are

relevant to the community that the library serves. I will also be able to evaluate the needs of the community and form partnerships with local organizations to extend the reach of the library.

DATE: August 5, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: BCAP Audit Findings

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian and Senior Network Systems Engineer to draft Policies and Procedures as required by USAC and return to Admin Council for approval to submit to USAC.
2. Require all members with CIPA policies that are out of compliance or more than 5 years old to update their policies and have them approved by their governing bodies before December 20, 2022.
3. Decide whether to appeal USAC's funding commitment adjustment amount.

Approval of the recommended action will authorize the Administrative Librarian and Senior Network Systems Engineer to draft the e-rate policies and procedures required by USAC. It will also require SJVLS members that are out of CIPA compliance to update their CIPA policies before December 20, 2022. Lastly, the Council's decision on how to proceed with appealing the funding commitment adjustment amount will determine if SJVLS appeals the funding or pays the amount to be recovered.

ALTERNATIVE ACTION(S):

The only viable alternative action would be to stop applying for e-rate discounts and pay our full costs for telecommunications services and equipment.

FISCAL IMPACT:

If Admin Council approves re-paying the funding commitment adjustment amount without appealing the decision, the system will have to re-pay $345,384.20. The funds would be deducted from SJVLS fund balance reserves.

If Admin Council approves appealing the funding commitment adjustment amount,

DISCUSSION:

USAC Audited SJVLS's FY 18-19 E-rate Category 1 funding application for FRN 1899026084 and determined SJVLS did not properly enter into an agreement with AT&T for services prior to services starting and requesting e-rate discounts. The auditors also found that SJVLS member libraries were not in compliance with CIPA.

FRN 1899026084 was the application to migrate the locations on the MPLS network to the new CalNET3 agreement. For reasons unknown, SJVLS and AT&T never fully executed an Agreement to Order to migrate the circuits to the new agreement. Because the agreement was never executed, the locations remained on the MPLS network for the funding year being audited. SJVLS filed e-rate paperwork requesting reimbursement for services at an amount that corresponded to the CalNET3 pricing, but actual services received were billed at a different price. The full audit report is included with this agenda item.

An additional finding in the auditor's report was that SJVLS libraries were not in compliance

with CIPA. Two member's internet safety policies did not include policies related to safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications, or related to unauthorized disclosure, use, and dissemination of personal information regarding minors. Additionally, one member's internet safety policies did not include a reference to unauthorized access, or "hacking" and other unlawful activities by minors online. As a result, SJVLS is requiring all members whose policies are not complete or are older than 5 years to re-do their internet safety policies in accordance with E-rate program rules.

In addition to re-paying E-rate funding, SJVLS has 6 months to correct CIPA compliance, and has 60 days to implement policies and procedures to ensure compliance with USAC competitive bidding rules.

In their initial audit report, the auditors recommended that USAC recover the difference between the amount of funding originally approved and the amount that would have been funded if we applied for funding on the correct agreement. This would have been in the amount of $122,490. Unfortunately, USAC did not follow the auditor's recommendations and is demanding that SJVLS return the full funding received, in the amount of $345,384.20. SJVLS staff are seeking Admin Council's direction on whether to appeal USAC's commitment adjustment amount.

PRIOR AGENDA REFERENCE:

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – USAC Commitment Adjustment Letter
Attachment #2 – Auditor's Final Report

Motion: Second:

_____ PASSED   ____ REJECTED

Commitment Adjustment Letter

Kevin Nelson   07/29/2022
SAN JOAQUIN VALLEY LIBRARY
SYS
2420 MARIPOSA ST
FRESNO, CA 93721

Our review of your Schools and Libraries Universal Service Support Program (or E-rate) funding request has determined funds were committed in violation of Federal Communications Commission (FCC) rules. You have 60 days from the date of this letter to appeal the following decision(s). For more detailed information see below.

Total commitment adjustment:$510,658.13

Total amount to be recovered:$345,384.20

FCC Form 471	FRN	Commitment adjustment	Total amount to be recovered	Explanation(s)	Party to recover from
181015769	1899026084	$510,658.13	$345,384.20	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations	BEN

See Attached Adjustment Report for more information on the specific FRNs and Explanations listed above.

Commitment Adjustment

FCC rules require the Universal Service Administrative Company (USAC) to rescind commitments and recover funding when it is determined that funding was committed and disbursed in violation of the rules. This letter notifies you that USAC will be adjusting your funding commitment(s) and provides information on how to appeal this decision.

This is NOT a bill. If disbursed funds need to be recovered, USAC will issue a Demand Payment Letter. The debt referenced in the Demand Payment Letter will be due within 30 days of that letter's date. Failure to pay the debt may result in interest, late payment fees, and administrative charges and will invoke the FCC's "Red Light Rule."

FCC's Red Light Rule

The FCC Red Light Rule requires USAC to dismiss pending FCC Form 471 applications, appeals, and invoices or to net disbursements offsetting the debt if the entity responsible for paying the outstanding debt owed to the FCC has not paid the debt or made satisfactory arrangements to pay the debt within 30 days of the Demand Payment Letter. For information on the Red Light Rule, see

https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation.

To Appeal This Decision

If you wish to contest any part of this letter, you must first file an appeal with USAC to seek review of the decision. Parties that have filed an appeal with USAC and received an adverse decision may, if they choose, appeal USAC's decision to the FCC. Parties seeking a waiver of a codified FCC rule should file a request for waiver directly with the FCC because

Universal Service Administrative Co.

USAC cannot waive FCC rules. Your appeal to USAC or waiver request to the FCC must be filed within 60 days of the date of this letter.

All appeals filed with USAC must be filed in EPC by selecting "Appeal" from the menu in the top right hand corner of your landing page and providing the requested information.

Your appeal should include the following information. (Because you file the appeal through your EPC account, the system will automatically fill in some of these components for you).

1) Name, address, telephone number, and email address for the contact person for this appeal.

2) Indicate specifically that your letter is an appeal. Include the following to identify the USAC decision letter (e.g., Commitment Adjustment Letter) and the decision you are appealing:

 a. Appellant name;
 b. Applicant name and service provider name, if different from appellant;
 c. Applicant BEN and Service Provider Identification Number (SPIN);
 d. FCC Form 471 Application Number and the Funding Request Number (FRN) or Numbers as assigned by USAC;
 e. "Commitment Adjustment Letter," AND the exact text or the decision that you are appealing.

3) Identify the problem and the reason for the appeal and explain precisely the relief sought. Please keep your appeal to the point, and provide supporting documentation. Be sure to keep a copy of your entire appeal, including any correspondence and documentation. A copy will automatically be saved for you in EPC. USAC will reply to your appeal submission to confirm receipt.

For more information on submitting an appeal to USAC including step by step instructions on how to file the appeal through EPC, please see "Appeals" in the Schools and Libraries section of the USAC website.

As mentioned, parties seeking a waiver of FCC rules or that have filed an appeal with USAC and received a decision may file a request for waiver or appeal USAC's decision to the FCC. Waiver requests or appeals to the FCC must be made within 60 days of the issuance of USAC's decision and include all of the information referenced above for appeals to USAC.

The FCC recommends filing appeals or waiver requests with the Electronic Comment Filing System (ECFS) to ensure timely filing. Electronic waiver requests or appeals will be considered filed on a business day if they are received at any time before 11:59 PM ET. If you have questions or comments about using the ECFS, please contact the FCC directly at (202) 418-0193.

For more information about submitting waiver requests or appeals to the FCC, including options to submit the waiver request or appeal via U.S. mail or hand delivery, visit the FCC's website.

Schools and Libraries Division

Universal Service Administrative Co.

Adjustment Report

FCC Form 471 Application Number:	181015769
Funding Request Number:	1899026084
Commitment Adjustment:	$510,658.13
Total Amount to Be Recovered:	$345,384.20
Explanation(s):	No signed contract at FCC Form 471 submission that meets state procurement laws and regulations
Party to Recover From:	BEN
Funding Year:	2018
Billed Entity Number:	144077
Services Ordered:	Data Transmission and/or Internet Access
Service Provider Name:	AT&T Corp.
SPIN:	143001192
Original Funding Commitment:	$510,658.13
Adjusted Funding Commitment:	$0.00
Funds Disbursed to Date:	$345,384.20

Funding Commitment Adjustment Explanation:

During an Audit Review, the auditors determined that this funding commitment must be rescinded in full. The Applicant did not have a contract and/or legally binding agreement in place at the time of submission of the FCC Form 471 # 181015769. It was determined during the audit review that San Joaquin Valley Library System 144077 failed to execute a signed contract or submit an Authorization to Order with AT&T Corp 143001192 in order to obtain the most cost-effective rate using the Calnet 3 contract pricing. FCC rules require applicants to have a valid contract as defined by the applicants state procurement laws and regulations at the time they submit the FCC Form 471. Since the applicant was unable to demonstrate that they had a contract in place at the time of submission of the FCC Form 471 that meets the state laws definition of a valid contract, the commitment has been rescinded in full and USAC will seek recovery of $345,384.20 in improperly disbursed funds from the applicant.

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY

PERFORMANCE AUDIT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

COMPLIANCE WITH THE FEDERAL UNIVERSAL SERVICE FUND E-RATE SUPPORT MECHANISM RULES

USAC AUDIT NO. SL2020LS007

Cotton & Company Assurance and Advisory, LLC
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CONTENTS

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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
SAN JOAQUIN VALLEY LIBRARY SYSTEM
COMPLIANCE WITH THE FEDERAL UNIVERSAL SERVICE FUND
E-RATE SUPPORT MECHANISM RULES

Executive Summary

June 2, 2022

Ms. Teleshia Delmar, Vice President – Audit and Assurance Division
Universal Service Administrative Company
700 12th Street, N.W., Suite 900
Washington, DC 20005

Dear Ms. Delmar:

Cotton & Company Assurance and Advisory, LLC (referred to as "we") audited the compliance of the San Joaquin Valley Library System (Beneficiary or SJVLS), Billed Entity Number (BEN) 144077, using regulations and orders governing the federal Universal Service E-Rate program, set forth in 47 C.F.R. Part 54, as well as other program requirements (collectively, the Federal Communications Commission (FCC) Rules). Compliance with the FCC Rules is the responsibility of Beneficiary management. Our responsibility is to make a determination regarding the Beneficiary's compliance with the FCC Rules based on our audit.

We conducted this performance audit in accordance with our contract with the Universal Service Administrative Company (USAC) and Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States (2018 Revision). Those standards require that we plan and perform the audit to obtain sufficient appropriate evidence to provide a reasonable basis for our findings and conclusions based on the audit objectives. The audit included examining, on a test basis: 1) evidence supporting the competitive bidding process undertaken to select service providers, and 2) data used to calculate the discount percentage and the type and amount of services received. It also included performing other procedures we considered necessary to make a determination regarding the Beneficiary's compliance with FCC Rules. The evidence obtained provides a reasonable basis for our findings and conclusions based on the audit objectives.

Our examination disclosed three detailed audit findings, discussed in the Audit Results and Recovery Action section below. For the purpose of this report, a "finding" is a condition that shows evidence of non-compliance with FCC Rules that were in effect during the audit period.

Certain information may have been omitted from this report concerning communications with USAC management or other officials and/or details about internal operating processes or

investigations. This report is intended solely for the use of USAC, the Beneficiary, and the FCC and should not be used by those who have not agreed to the procedures and accepted responsibility for ensuring that those procedures are sufficient for their purposes. This report is not confidential and may be released to a third party upon request.

Audit Results and Recovery Action

Based on the test work performed, our examination disclosed that the Beneficiary did not comply with the FCC Rules, as set forth in the three detailed audit findings discussed below.

Audit Results	Monetary Effect	Overlapping Recovery	Recommended Recovery
Finding No. 1, 47 C.F.R. § 54.504(a) (2017) – Failure to Execute a Contract Prior to Submission of FCC Form 471. The Beneficiary did not provide documentation to demonstrate that it executed a binding contract prior to the submission of the Form 471 and therefore did not obtain the lowest rates offered to it during the bidding process.	$122,490	$0	$122,490
Finding No. 2, FCC Form 473, Service Provider Annual Certification (SPAC) Form at Block 2 - Service Provider Over-Invoiced E-Rate for Services Not Provided. The service provider did not net a credit amount, provided in its bills to the Beneficiary, from the amounts invoiced to USAC.	$0	$0	$0
Finding No. 3, 47 C.F.R. § 54.520(c)(2),(h) (2017) - Failure to Comply with the Children's Internet Protection Act (CIPA) Requirements. The Beneficiary members' Internet Safety Policies (ISP) did not contain all of the elements required by CIPA and one member did not provide evidence it held a public meeting to discuss the ISP.	$0	$0	$0

Audit Results	Monetary Effect	Overlapping Recovery	Recommended Recovery
Total Net Monetary Effect	**$122,490**	**$0**	**$122,490**

USAC Management Response

USAC management concurs with the Audit Results stated above. See the chart below for the recovery and commitment adjustment amounts. USAC will review the FCC Form 470 *Description of Services Requested and Certification Form* relating to the competitive bidding issue and if there are other Funding Request Numbers (FRNs) not in the scope of this audit that cite that FCC Form 470, there may be additional recoveries and/or commitment adjustments. USAC will also review other invoices filed by the Service Provider during the audited Funding Year that were not in the scope of this audit and there may be additional recoveries and/or commitment adjustments.

USAC will request the Beneficiary and Service Provider provide copies of policies and procedures implemented to address the issues identified. USAC also refers the Beneficiary and Service Provider to our website for additional resources. Various links are listed below:

- https://www.usac.org/e-rate/applicant-process/competitive-bidding/
- https://www.usac.org/video/sl/competitive-bidding-process/story.html
- https://www.usac.org/e-rate/learn/webinars/ ("FCC Form 470 and Competitive Bidding Office Hour")
- https://www.usac.org/e-rate/resources/document-retention/
- https://www.usac.org/e-rate/service-providers/step-5-invoicing/
- https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/
- https://www.usac.org/e-rate/applicant-process/starting-services/cipa/

USAC records show the Beneficiary and Service Provider are currently subscribed to Schools and Libraries weekly News Brief. USAC encourages the Beneficiary and Service Provider to review the News Brief as it contains valuable information about the E-Rate program.

FRN	Recovery Amount	Commitment Adjustment Amount
1899026084	$122,490	$122,490

Purpose, Background, Scope, and Procedures

The purpose of the audit was to determine whether the Beneficiary complied with the FCC Rules for Funding Year (FY) 2018. The Beneficiary is a library system with a main administrative office located in Fresno, California with ten member libraries that serve across multiple counties within the state of California.

46

We conducted our audit from September 2020 to July 2021. The following chart summarizes the E-Rate program support amounts committed and disbursed to the Beneficiary for FY 2018 as of September 3, 2020, the date that our audit commenced.

Service Type	Amount Committed	Amount Disbursed
Data Transmission and/or Internet Access	$510,658	$347,927
Voice	$1,533	$1,495
Total	**$512,191**	**$349,422**

The "amount committed" total represents one FCC Form 471 *Description of Services Ordered and Certification* application submitted by the Beneficiary for FY 2018 that resulted in six Funding Request Numbers (FRNs). We selected a sample of two of the FRNs, which represent $511,587 of the funds committed and $348,854 of the funds disbursed during the audit period. Using this sample, we performed the audit procedures enumerated below.

A. Application Process

We obtained an understanding of the Beneficiary's processes relating to the E-Rate program. Specifically, to determine if the Beneficiary used the funding in accordance with FCC Rules, we examined documentation to verify whether the Beneficiary used the funding effectively and whether it had adequate controls in place. We performed inquiries and inspection of documentation to determine whether the Beneficiary was eligible to receive funds and had the necessary resources to support the services for which it requested funding. We also conducted inquiries to obtain an understanding of the process the Beneficiary used to calculate its discount percentage and validated the accuracy of the discount percentage.

We obtained and examined documentation to determine whether the Beneficiary and its members complied with the requirements of the CIPA. Specifically, we obtained and evaluated the Beneficiary and its members' ISP and obtained an understanding of the process by which the Beneficiary and its members communicated and administered the policy.

B. Competitive Bid Process

We obtained and examined documentation to determine whether the Beneficiary: 1) properly selected a service provider that provided eligible services, and 2) primarily considered the price of the eligible services in selecting the service provider. We also obtained and examined evidence that the Beneficiary waited the required 28 days from the date the FCC Form 470, was posted on USAC's website before signing contracts or executing month-to-month agreements with the selected service providers. We examined the service provider contracts to determine whether they were properly executed. In addition, we evaluated the cost-effectiveness of the services requested and purchased.

C. Invoicing Process

We obtained and examined invoices for which USAC disbursed payment to determine whether the services identified on the FCC Form 474, *Service Provider Invoices (SPIs)*, and corresponding service provider bills were consistent with the terms and specifications of the service provider agreements. We also examined documentation to determine whether the Beneficiary paid its non-discounted share in a timely manner.

D. Beneficiary Location

We conducted inquiries to determine whether the services were located in eligible facilities and used in accordance with FCC Rules. We evaluated whether the Beneficiary had the necessary resources to support the services for which it requested funding and evaluated the cost-effectiveness of the services purchased to determine whether the Beneficiary used the funding in an effective manner.

E. Reimbursement Process

We obtained and examined invoices that the service providers submitted to USAC for reimbursement and performed procedures to determine whether the service provider(s) had properly invoiced USAC. Specifically, we reviewed invoices associated with the SPI forms for services provided to the Beneficiary. We verified that the services identified on the SPI forms and corresponding service provider bills were consistent with the terms and specifications of the service provider agreements, if applicable, and were eligible in accordance with the E-Rate Program Eligible Services List.

Detailed Audit Findings

<u>Finding No. 1, 47 C.F.R. § 54.504(a) (2017) – Failure to Execute a Contract Prior to Submission of FCC Form 471[1]</u>

Condition
The Beneficiary did not provide evidence that it performed the steps necessary to obtain the most cost-effective rates in procuring Multiprotocol Label Switching (MPLS) Virtual Private Network (VPN) services obtained under FRN 1899026084. Specifically, in 2016, the Beneficiary submitted a FCC Form 470 and a Request for Proposal (RFP) to obtain MPLS VPN services. The Beneficiary received one bid in response to the RFP, submitted by its incumbent Service Provider. The Service Provider (AT&T) had been billing for MPLS VPN services, under a prior contract. The Service Provider's bid, submitted in March 2016, proposed the Service Provider's lower Calnet 3 prices.

The Beneficiary elected to continue with its incumbent Service Provider and awarded the services. However, the Beneficiary did not have a signed contract or legally binding agreement for internet access service prior to the submission of FCC Form 471 number 181015769. We noted that the FCC Form 471 number 181015769 was certified on March 12, 2018, and there was no signed contract or legally binding agreement among all parties.

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[1] *See also*, 47 C.F.R. § 54.516(a)(1) (2017).

The Service Provider's Calnet 3 ordering instructions state that the Authorization To Order (ATO) "…*shall become effective upon execution by Non-State Entity, Contractor, and California Department of Technology, Statewide Telecommunications and Network Division (CDT/STND). No Service(s) shall be ordered by Non-State Entity or provided by Contractor until this ATO has been executed by both parties and approved by CDT/STND.*" The Beneficiary's copy of the ATO was not signed by the Service Provider and was not approved by CDT/STND. The Beneficiary could not demonstrate that it followed the ordering instructions and that it had an executed ATO.

This failure to execute a contract resulted in the Service Provider continuing to bill prices at the prior contract rates, which were higher than the monthly rates for the MPLS VPN services that would have been billed under Calnet 3, as follows:

Mbps	Billed Rates	Calnet 3 Rates	Difference
1.544	$441	$378	$63
3.088	$736	$605	$131
6.176	$1,220	$931	$289
10.8086	$1,714	$829	$885
250	$13,604	$4,337	$9,267

We reviewed the FY 2018 monthly costs billed by the Service Provider and determined that the total increased pre-discount costs resulting from this issue were $136,100, as follows:

Service Date	Monthly Cost Billed	Monthly Cost Based on Calnet 3 Bid Rates	Eligible Monthly Cost Difference
Jul-18	$35,985	$22,592	$13,393
Aug-18	$35,757	$22,592	$13,165
Sep-18	$33,759	$22,214	$11,545
Oct-18	$33,816	$21,609	$12,207
Nov-18	$31,455	$20,625	$10,830
Dec-18	$30,025	$18,661	$11,364
Jan-19	$28,851	$18,283	$10,568
Feb-19	$28,832	$17,526	$11,306
Mar-19	$28,832	$17,526	$11,306
Apr-19	$28,443	$17,526	$10,917
May-19	$27,544	$16,921	$10,623
Jun-19	$25,191	$16,315	$8,876
Total	**$368,490**	**$232,390**	**$136,100**

Cause

The Beneficiary and the Service Provider both failed to effectively communicate the requirements and expectations needed to move forward with the bid selection and award. The Beneficiary believed that its selection of the Service Provider and issuance of the ATO was sufficient to proceed under the new pricing, while the Service Provider did not believe that the

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Beneficiary had provided sufficient information to support that it had officially selected the Service Provider's bid or placed an order using the Calnet 3 pricing. Further, the Beneficiary did not document its efforts to obtain the Service Provider's lower Calnet 3 rates. As a result of this lack of communication and the lack of an executed contract, neither party met the requirements and expectations needed to proceed with the lower prices.

Effect

The Beneficiary failed to execute a contract with its Service Provider prior to submitting its FCC Form 471, as required to receive discounts for eligible services. Further, as a result of not executing a contract, the Beneficiary did not obtain the most cost-effective rates when selecting MPLS VPN services. The total difference in eligible costs between the amounts invoiced to USAC and the amounts that the Service Provider would have invoiced had it billed the Calnet 3 rates proposed in its March 2016 bid was $136,100. As a result, the monetary effect of this finding is $122,490 ($136,100 multiplied by the Beneficiary's 90 percent discount rate).

FRN/Support Type	Monetary Effect	Recommended Recovery
1899026084 MPLS	$122,490	$122,490

Recommendations

We recommend that:

1. USAC management seek recovery of the amount identified in the Effect section above. We also recommend that USAC management examine additional FRNs associated with other funding years to determine whether similar issues exist.

2. The Beneficiary implement procedures to ensure that it complies with the FCC Rules regarding documentation and competitive bidding procedures.

3. The Service Provider implement procedures to ensure it informs beneficiaries what is required to obtain the services and prices offered in its bids.

Beneficiary Response

SJVLS disagrees with the finding that we did not provide evidence that we had performed the steps necessary to obtain the most cost-effective rates in procuring Multiprotocol Label Switching (MPLS) Virtual Private Network (VPN) services obtained under FRN 1899026084 and that we did not document the bid selection. We responded to all requests and supplied documents related to the application. We provided the Request for Proposal, proof for posting, the bid, bid matrix, and the authorization to order, which was acknowledged by the service provider as received.

Additionally, SJVLS disagrees with the finding and maintains that we properly selected a service provider that provided eligible services and primarily considered the price of the eligible services in selecting the service provider. One proposal was received. We maintain that we properly evaluated the single proposal as cost effective as memorialized by the Bid Matrix and the signed authorization to order, which is confirmed by the service provider's acknowledgement

of receipt. SJVLS management believed that the issuance of the authorization to order was a confirmation of bid award and sufficient to proceed under the new pricing. We contend that AT&T's lack of communication with SJVLS on the full scope of the service order requirements is the issue.

After SJVLS was informed of the full-service order requirements, we worked eagerly with AT&T in transferring the circuits to Calnet 3 to secure the lowest cost. It was known prior to bidding that SJVLS would require an extended amount of time to migrate circuits to Calnet 3 due to multiple reasons, including lack of access to high-speed networks and location limitations. SJVLS does agree with the finding that on the Form 471, the previous consultant erroneously filed the Form 471 using the incumbent pricing, instead of the Calnet 3 pricing.

SJVLS has worked tirelessly, within the rules of the program, to secure the cost-effective services to those difficult to reach locations as evidenced with the work done with AT&T and CENIC. We strongly feel that the data entry and communication errors should not result in a remand of funding.

Auditor Response

Neither our position regarding this finding nor our recommendations have changed. Specifically, although the Beneficiary did provide evidence to support the evaluation and selection of the Service Provider's Calnet 3 bid, the Beneficiary did not provide evidence that it performed the steps necessary to execute an order under the Calnet 3 contract and obtain the more cost-effective bid rates.

Service Provider Response

On 3/26/21 AT&T advised Cotton & Company of the following:

Two things; could you please:
1. Provide the Calnet 2 contract and price schedule? The link provided doesn't appear to be for this contract (which is understandable as calnet 2 is currently no longer applicable)

Response: Thanks for your inquiry. The Calnet 2 contract was not active during the FY under review, thus the pricing for the Calnet 2 contract and price schedule is not relevant for this the FRN in scope.

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RE USAC Performance Audit of San Joaquin Valley Library System ATT Invoice QuestionsRequests.msg

Thus, the Beneficiary was never on CalNet 2 contract/rates, nor did they complete the requirements to obtain CalNet 3 products/rates. In all cases, CalNet 3 products, speeds, and product names may not be like for like when comparing against <u>non-</u> CalNet pricing. Therefore, AT&T requires a detailed request from the Beneficiary to provide the specific CalNet 3 products that will be replacing their existing products that are billing non- CalNet 3 rates.

The billed rates for the beneficiary existing services for the funding year 2018 continued from their previous contract, although the term had expired. Therefore, since the calculations below are comparing rates from CalNet 2 to CalNet 3, the difference is not accurate.

USAC Audit No. SL2020LS007   Page **8** of **14**

Mbps	Calnet 2 Rates	Calnet 3 Rates	Difference
1.544	$441	$378	$63
3.088	$736	$605	$131
6.176	$1,220	$931	$289
10.8086	$1,714	$829	$885
250	$13,604	$4,337	$9,267

The customer continued to bill at the rates based on products and services ordered under the contracts and not Calnet 2.

Auditor Response

We removed the previous references we had to the Calnet 2 rates from our report. However, the rates billed for the FY 2018 services still exceeded the bid Calnet 3 rates. Although the Service Provider stated that it requires a detailed request from the Beneficiary to provide Calnet 3 products and rates, we have not seen evidence to support that was communicated to the Beneficiary. Therefore, we made no change to the finding or to the recommendations.

Finding No. 2, FCC Form 473, Service Provider Annual Certification (SPAC) Form at Block 2 - Service Provider Over-Invoiced E-Rate for Services Not Provided

Condition

The Service Provider (AT&T), invoiced USAC for amounts in excess of the total eligible charges. Specifically, we reconciled the pre-discounted amount invoiced on the Service Provider Invoice (SPI) Form for the MPLS VPN services to the Service Provider's billings and noted that the Service Provider applied a $2,825 credit on a bill to the Beneficiary that it did not apply on its invoice to USAC.

Cause

The Service Provider overlooked the billed credit in preparing its SPI Form.

Effect

The Service Provider over-invoiced the E-Rate program $2,543 ($2,825 multiplied by the Beneficiary's 90 percent discount rate). The Service Provider agreed that the credit should have been applied to its SPI Form and has refunded this amount to USAC. Therefore, there is no monetary effect or recommended recovery.

Recommendation

We recommend that the Service Provider implement controls and procedures to ensure that its SPI Forms are accurate and include all credits applied to Beneficiary bills.

Service Provider Response

The Service Provider did not provide a response to this finding.

Finding No. 3, 47 C.F.R. § 54.520(c)(2),(h) (2017) - Failure to Comply with the Children's Internet Protection Act (CIPA) Requirements[2]

Condition

The Beneficiary did not comply with all of the requirements of CIPA. The Beneficiary is a library system comprised of ten member county-wide libraries, each of which must comply with CIPA. Under 47 C.F.R. § 54.520(c)(2)(ii), the Beneficiary's ISP must address five specific criteria. However, two members did not have all five of the required criteria in their ISPs. Specifically:

- Two members' ISPs did not include policies related to:

    o The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

    o Unauthorized disclosure, use, and dissemination of personal information regarding minors.

  - One member's ISP did not include policies related to unauthorized access, including so–called "hacking," and other unlawful activities by minors online.

Further, before issuing its ISP, each member library must give public notice and hold a public hearing or meeting regarding the ISP. However, one member library did not provide evidence supporting that it held a public hearing.

For the reasons above, the Beneficiary was not in technical compliance with all of the CIPA requirements. However, because the Beneficiary had an ISP and a filter to monitor internet content, the Beneficiary was in substantial compliance with the spirit of the CIPA requirements.[3]

Cause

Although the Beneficiary certified on the FCC Form 486 *Receipt of Service Confirmation and Children's Internet Protection Act Form* that it complied with the requirements of CIPA for its applicable FY 2018 FRN, as required by the USAC application process, the Beneficiary informed us that it did not believe that CIPA compliance was a requirement for the specific FRN tested as part of the audit. In addition, the Beneficiary relies on each member library to ensure its own CIPA compliance. As such, the Beneficiary did not confirm that each member library was in compliance with CIPA before it submitted its FCC Form 486 certifying that the library system was in compliance with CIPA.

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[2] *See also*, 47 C.F.R. § 54.516(a)(1)(2017).

[3] *See* Letter from Dana R. Shaffer, Chief, Wireline Competition Bureau, to Scott Barash, Acting Chief Executive Officer, USAC, WC Docket No. 02-6, 24 FCC Rcd. 417 (Jan. 16, 2009).

Effect
There is no monetary effect for this finding. While the Beneficiary may not have been in technical compliance with all of the CIPA requirements for FRN 1899026084, the Beneficiary substantially complied with the spirit of the CIPA requirements.

Recommendation
We recommend that the Beneficiary implement policies and procedures to ensure that its members comply with CIPA. In addition, we recommend that the Beneficiary's member libraries revise their current ISPs to ensure that all five ISP requirements are addressed. Further, the Beneficiary's member library that failed to hold a public meeting must cure its CIPA violation within six months following receipt of the audit report by providing reasonable public notice and holding a public meeting or hearing to address its ISP as required by FCC Rules and CIPA requirements.

Beneficiary Response
Specific to Finding 3, we were missing documents as related to CIPA and we agree with the finding in this incidence. Further, SJVLS has reviewed the audit finding and understands what the auditors have found. We are in the process of making adjustments that would prevent similar audit findings in the future. We would like to note that the services audited are for telecommunications and point to point services, neither of which require CIPA compliance. This was discussed with the auditors. Lastly, SJVLS conducted a Public Notice (hearing or meeting). The library's procedure in 2002 was to post the Board Meeting Agenda on a public bulletin board and to leave printed copies out for patrons to take. A Public Board Meeting to review the Internet Safety Policy for the library was conducted on October 15, 2002. On Tuesday, February 18, 2020, a fire consumed the library beyond repair and the library has been closed since. The Board Meeting Agenda was lost in the fire. The library is not expected to re-open within the 6-month window recommended to resolve the deficiency. SJVLS will work with the library to ensure CIPA compliance when the new location opens.

Criteria

Finding	Criteria	Description
1	47 C.F.R. § 54.504(a) (2017).	*An eligible school, library, or consortium that includes an eligible school or library seeking to receive discounts for eligible services under this subpart shall, upon entering into a signed contract or other legally binding agreement for eligible services, submit a completed FCC Form 471 to the Administrator.*
1, 3	47 C.F.R. § 54.516(a)(1) (2017).	*Recordkeeping requirements—(1) Schools, libraries, and consortia. Schools, libraries, and any consortium that includes schools or libraries shall retain all documents related to the application for, receipt, and delivery of supported services for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries*

Finding	Criteria	Description
		mechanism shall be retained as well. Schools, libraries, and consortia shall maintain asset and inventory records of equipment purchased as components of supported category two services sufficient to verify the actual location of such equipment for a period of 10 years after purchase.
2	FCC Form 473, Service Provider Annual Certification (SPAC) Form at Block 2. FCC Form 474 Service Provider Invoice (SPI) Form at Block 3	*I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by the Service Provider contain requests for universal service support for service which have been billed to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities, as deemed eligible for universal service support by the fund administrator.* *I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by the Service Provider are based on bills or invoices issued by the Service Provider to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities as deemed eligible for universal service support by the fund administrator, and exclude any charges previously invoiced to the fund administrator for which the fund administrator has not issued a reimbursement decision.* *I certify that the invoices submitted by the Service Provider to the Billed Entity are for equipment and services eligible for universal service support by the Administrator and exclude any charges previously invoiced to the Administrator by the Service Provider.* *I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Service Provider Invoice Form (FCC Form 474) and acknowledge to the best of my knowledge, information and belief, as follows:* *I certify that this Service Provider is in compliance with the rules and orders governing the schools and libraries universal service support program and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitment.*
3	47 C.F.R. § 54.520(c)(2) (2017).	*Libraries. The billed entity for a library that receives discounts for Internet access and internal connections must certify, on FCC Form 486, that an Internet safety policy is being enforced. If the library is an eligible member of a*

Finding	Criteria	Description
		consortium but is not the billed entity for the consortium, the library must instead certify on FCC Form 479 ("Certification to Consortium Leader of Compliance with the Children's Internet Protection Act") that an Internet safety policy is being enforced. *(i) The Internet safety policy adopted and enforced pursuant to 47 U.S.C. 254(h) must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The library must enforce the operation of the technology protection measure during use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the certifying authority under paragraph (a)(2) of this section may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose.* *(ii) The Internet safety policy adopted and enforced pursuant to 47 U.S.C. 254(l) must address all of the following issues:* *(A) Access by minors to inappropriate matter on the Internet and World Wide Web;* *(B) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;* *(C) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;* *(D) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and* *(E) Measures designed to restrict minors' access to materials harmful to minors.* *(iii) A library must satisfy its obligations to make certifications by making one of the following certifications required by paragraph (c)(2) of this section on FCC Form 486:* *(A) The recipient(s) of service represented in the Funding Request Number(s) on this Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. 254(h) and (l).* *(B) Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. 254(h) and (l), the recipient(s) of*

Finding	Criteria	Description
		service represented in the Funding Request Number(s) on this Form 486, for whom this is the first funding year in the federal universal service support mechanism for schools and libraries, is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
		(C) The Children's Internet Protection Act, as codified at 47 U.S.C. 254(h) and (l), does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this Form 486 is (are) receiving discount services only for telecommunications services.
3	47 C.F.R. § 54.520(h) (2017).	*Public notice; hearing or meeting. A school or library shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy.*

COTTON & COMPANY ASSURANCE AND ADVISORY LLC

M.P. Mesko

Megan Mesko, CPA, CFE
Partner
Alexandria, VA

DATE: August 5, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Procedures for Items Damaged in Another Jurisdiction

RECOMMENDED ACTION:

1. Approve the recommended procedures for items damaged in another jurisdiction.

Approval of the recommended action will establish a consistent policy and procedure for handling damaged items that belong to another jurisdiction.

ALTERNATIVE ACTION(S):

Do not approve the policy and procedure and allow jurisdictions to handle damaged charges in the manner they see fit.

FISCAL IMPACT:

Approval of the recommended action has no impact on SJVLS's budget, nor will it change membership dues. It's unknown what impact this might have on fee collection for member libraries.

DISCUSSION:

Recently a situation arose where an item was damaged while it was filling a request to another jurisdiction. The checkout library correctly documented the damage and sent the item back to the owning library to decide whether to charge for damages. When the owning library charged the patron, they checked the item back out to the borrower and marked the item as lost. This created a poor user experience for the patron, and confusion for staff. The values associated with the item made it look like the patron traveled a great distance from their home library, checked out an item, and never returned it, which was not the case.

The proposed procedures were developed to ensure owning libraries have the ability to charge for damages to their materials when loaned to patrons in another jurisdiction, while at the same time making sure the values recorded in Horizon allow staff to accurately track the reason for the charges.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – Proposed Damaged Item Procedures

Motion: Second:

_____ PASSED   ____ REJECTED

Damaged Items from Another Jurisdiction

BACKGROUND

Resource sharing is one of the prominent services SJVLS provides its members, allowing them to expand the number of resources available to their patrons by sharing items between member libraries. Occasionally, items belonging to one jurisdiction are damaged by patrons borrowing them in a different jurisdiction. When it happens, the decision about damage charges is made by the owning jurisdiction. This procedure provides specific instructions for handling these items so that the owning jurisdiction can charge the patron for damages without creating confusion about the source of the charges.

PROCEDURES

This section will outline the steps to follow when an item is returned damaged, and it belongs to another jurisdiction.

CHECK IN LOCATION

Please follow these procedures for checking in damaged items.

1. Switch to Damaged Mode Check in
    a. Under CKI menu select "Damage Mode", you will see RED Text appear next to barcode input.

2. Check-in the item

3. Open "Edit Item" and take a screenshot of the Prior Circ Info for the owning jurisdiction
    a. To take a screenshot
        i.   Press the "Print Screen" button the keyboard.
        ii. Open Word
        iii. Paste the screenshot into the word document
        iv. Print the screenshot

Title	ArtMARC sourcebook : cataloging art, architecture, and
Call No. 025.34 Ar789	**Copy No.** **Item No.** 1600901 *** Status** dmg *Damaged* **Codes**
Status Updated 06/07/2022	
Checkin Note Damaged	
* Barcode 1048594822	**Collection** sjvismf *Sjvis Reference Military & Firearms*
Internal Note	

Location sjvls   *SJVLS Headquarters*

Prior Circ Info — New — Delete — SLICK, TOM MC adult: 06/07/22 ▼ — 1 of 1

Borrower SLICK, TOM MC adult
Barcode 0028740983   **2nd ID** 0028740983
CKI Date 06/07/2022   **Time** 11:28AM   **Location** mer
CKO Date 06/07/2022   **Time** 11:13AM   **Location** mer
Renewals 0   **by Phone** 0   **by OPAC** 0   **Auto Renewals** 0   **No. of Pieces** 0

Used In-house   **No. In-house Uses** 0
IType sjvibk   *Sjvis Book*
Price 75.00

Statistics — New — Delete — ▼ — 1 of 1

Created 10/03/2002   **Updated** 06/07/2022   **Status Changed** 06/07/2022
Inhouse Use 0   **Last Inhouse Date**
CKOs 21   **Last CKO Date** 06/07/2022   **CKO Loc**
Renewals 0   **Phone Ren** 0   **OPAC Ren** 0   **Auto Renewals** 0

Bib No. 1418376

Close   Save   Page Up   Page Down   Page 1 of 1

4. Fold the printout of the "Prior Circ Info" in half so the borrower information is hidden and place it in the item.

5. Open the borrower's record and add a "Message to Borrower" block noting the following:
    a. "{TITLE} {BARCODE} was returned damaged and is being returned to {OWNING JURISDICTION} to assess fees" and provide a brief description of the damages.
        i. If you need to provide more detail about the damages, enter it as a comment on the message to borrower block. The comment will not be visible to the patron, but staff will be able to read it for more details about the damage.
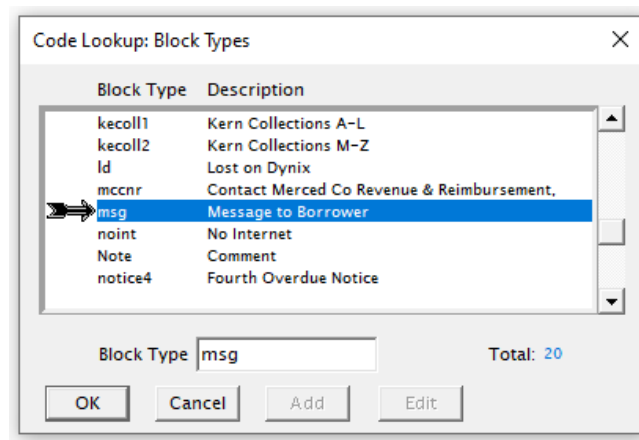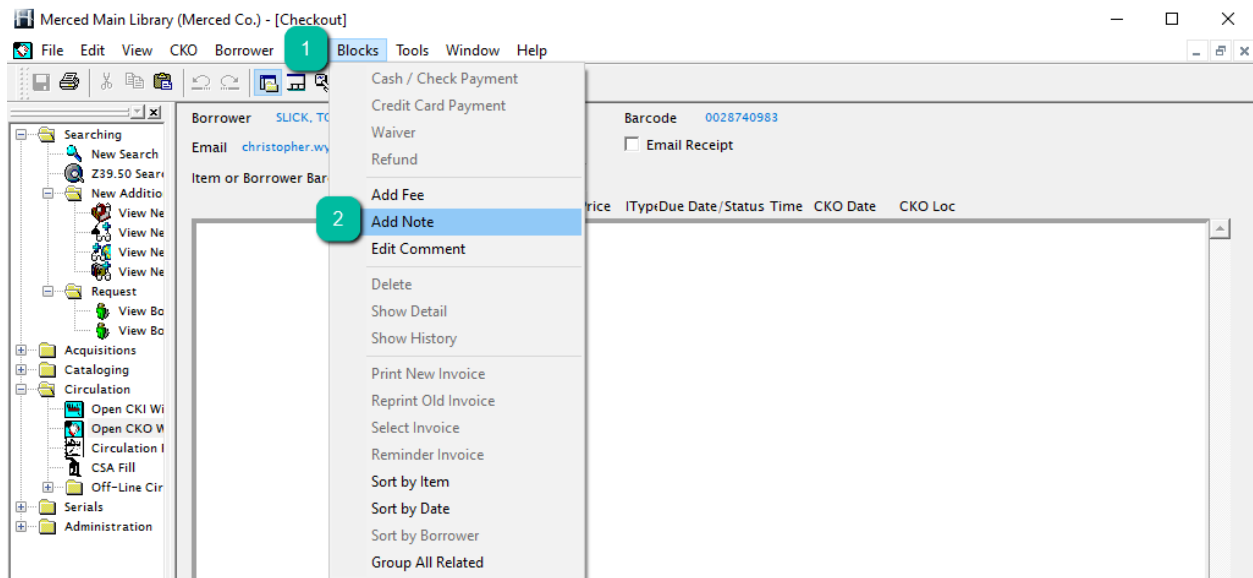
Borrower No.	1387477
Date	06/07/2022
Time	11:50AM
Block Type	msg *Message to Borrower*
Comment	ArtMARC 1048594822 was returned damaged and is being returned to SJVLS Headquarters to assess fees

Action   ⦿ None   ○ Print   ○ Review

        b.   This is what the borrower will see in Enterprise:

👤 Personal Information	✅ Checkouts	📒 Holds	ⓘ Fines	📝 Additional Information

▾ Miscellaneous Patron Alerts

Miscellaneous Patron Alerts

Reason	Title or Message	Date
Message to Borrower	ArtMARC 1048594822 was returned damaged and is being returned to SJVLS Headquarters to assess fees.	7/21/22

        c.   NOTE: BC Mobile does not currently display message to borrower blocks to patrons.

6.   Fill out a damaged item slip and put in shipment back to owning library.
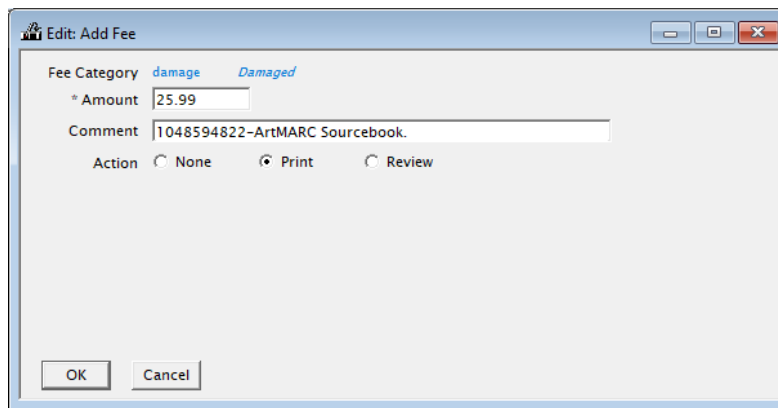
7. If the damaged item poses health risks, for example the book is returned waterlogged, moldy, or with bed bugs, DO NOT PUT THE ITEM IN SHIPMENT. Call the owning jurisdiction and ask how they want to handle the damage.
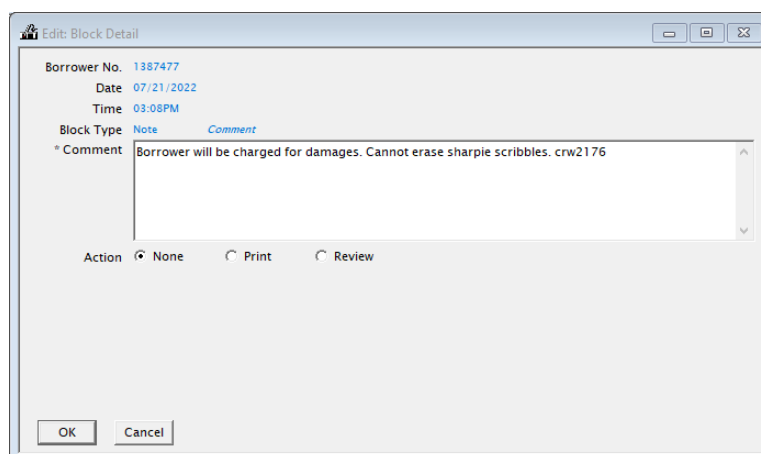
OWNING LOCATION

When the item arrives at the owning library, please follow these instructions for adding charges to a borrower's account.

1. Receive the material and assess the damage.
2. If the borrower will be charged, add a "Damaged" block to the borrower's account, noting the following information:
   a. In "Amount" enter the fee for the item, including any processing fees.
   b. In "Comment" enter the barcode followed by the title of the item
      i. NOTE: Only the first 35 characters of the comment print on the notice. The borrower can view the full block note by viewing their account in Enterprise or BC Mobile.

   c. After adding the charge, update the "Message to Borrower" block with a comment that fees were assessed.

      i. NOTE: the borrower will not see the comment, but staff will be able to view it in Horizon and this creates a record of what has happened.

d. Add a second Message to Borrower block noting that they will be charged for the damages to the item. The borrower will be able to view this message in the "Additional Information" section of My Account in Enterprise.

a. Do not delete the Message to Borrower blocks until the patron has paid the damage fees.

3. If the borrower will not be charged for the damage:

e. Delete the "Message to Borrower" block related to the damaged item.

f. Add a new "Message to Borrower" block noting the title and that the borrower will not be charged.

4. After adding the charges, each jurisdiction will withdraw the items according to local policy.

DATE: August 5, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Original Cataloging Services

RECOMMENDED ACTION:

1.   Create a sub-committee to evaluate potential options for changing cataloging services in the consortia.
2.   Direct the committee to explore options to change the current cataloging model, while supporting our existing standards for the formats of bibliographic records.

Approval of the recommended action will create a sub-committee to explore options to overhaul the manner in which cataloging services occur within the system.

ALTERNATIVE ACTION(S):

Continue with the current cataloging system.

FISCAL IMPACT:

There is no fiscal impact related to creating the sub-committee.

DISCUSSION:

Currently, SJVLS delegates authority for the creation and management of bibliographic records to Cataloging Centers. Current Cataloging Centers are Fresno County, Kern County, Merced County. When a member that isn't a cataloging center acquires an item that does not have a bibliographic record in Horizon, they send a request to a cataloging center to locate a record from OCLC and import it into Horizon. We refer to this process as "copy cataloging." When a record cannot be found through OCLC, the member library has the option to wait for a record to appear in OCLC's database, or to have the Cat Center create the original record from scratch. We refer to this as Original Cataloging. Cataloging Centers are reimbursed for their time spent importing records for other members. As of now, only Fresno performs Cataloging Center work.

Recently, Fresno's Cataloging Librarian went on extended leave, and will continue to be on leave through at least the middle of September. As a result, SJVLS is not able to offer Original Cataloging Services to its members, and it may be in the system's best interest to consider alternative models for cataloging that are not dependent on one staff member's availability.

PRIOR AGENDA REFERENCE:

No previous agenda

Motion: Second:

_____ PASSED   _____ REJECTED

California State Library, Library Development Services
Cooperative Library System Liaison Report
July 29, 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 and statewide resources available.

California Library Literacy Services
CLLS is launching an AmeriCorps Initiative, placing up to 70 AmeriCorps members in library literacy programs across the state. A full information session will be held in August, but programs wanting to participate can fill out the interest survey at https://www.surveymonkey.com/r/AmeriCorpsCLLS . Programs will recruit and enroll members through September with a projected start date of October 3, 2022. 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. Please visit the new CLLS training and meeting calendar! The CLLS annual final report is projected to open in early September and be due in October, 2022.

CopyCat Grants
The California State Library invites California libraries to apply for funding to "copy" an effective, replicable project that can be accomplished in a nine-month period (October 2022 – June 2023). CopyCat grants help libraries easily implement tried-and-tested programming.

California libraries may apply to copy up to 2 of 17 innovative projects that have been successful in other California libraries or replicate a different project that fits within the guidelines. For each of the identified projects, a toolkit has been developed to help libraries apply for and implement a CopyCat grant. New CopyCat toolkits added this year are Book to Action, Día de los Niños, Seed Library, and Workforce Partnership Initiative! We encourage libraries to tailor the CopyCat projects to fit the aspirations and needs of their local communities.

Program information and application information can be found at 2022/23 Application - California State Library and CopyCat Grant - California Grants Portal. To apply, go to Application - California State Library.

The 2022/23 CopyCat grant application deadline to apply is extended to August 4, 2022 12 p.m. (noon). For CopyCat questions, please contact the LSTA team at LSTAGrants@library.ca.gov

For 2021/22 CopyCat report forms, please visit [Manage Your Current Grant - California State Library](#). The 2021/22 CopyCat grant period ends 8/31/2022 and final reports are due by 9/30/2022.

NEW Sustainable California Libraries LSTA Grant Opportunity and General Update

The LSTA-funded Sustainable California Libraries themed grant opportunity provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members.

California libraries may apply for funding.
- Project minimum request: $10,000
- Project maximum request: $30,000
- Library jurisdictions with up to 14 outlets may apply for one grant
- Library jurisdictions with 15–30 outlets may apply for two grants
- Library jurisdictions with 31 or more outlets may apply for three grants

We invite you to check out this **[13-minute video of the Sustainable California Libraries Info Session material](#)** today. Our hope is that this video provides a flexible approach to sharing grant information and a good overview of the program in a digestible and accessible format. Let us know what you think. Video URL: https://youtu.be/aZS3lwZKCJo

On the grant page, you'll find more than a **dozen program ideas of various levels**, including creation of a Library of Things, Fix-It Clinics / Repair Café series, Earth week programming, climate resilience hub creation, and more! Other program ideas and innovations are welcome.

Timeline:
- **[Register for Information Session 2](#)**: August 17, 2022, 9:00 am – 10:00 am. Before the session, please also review the following:
  - Main page: https://www.library.ca.gov/services/to-libraries/sustainable/
  - Grant page: https://www.library.ca.gov/grants/sustainability/
- **Application deadline: Wednesday, August 31, 2022 at 12:00 pm (noon)**
- Application review period: September 2022
- Application status and selection notification: October 2022

Learn more at: https://www.library.ca.gov/grants/sustainability/
Email sustainability@library.ca.gov with any questions or comments.

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.

Let's Talk Data!
In stakeholder conversations for the development of the State Library's 2023-2027 LSTA investment plan, public library directors and staff members expressed an interest in state support for strengthening data gathering, analysis, reporting, and storytelling.

Please help us continue this conversation! A state-wide initiative to broaden data-driven planning and decision-making in libraries will be most effective if we design it together. The information you share will help in planning future State Library data projects.

We invite your input about your current collection and use of data; professional development, tools, networking and sharing sessions you have found helpful; and how the State Library can best support public libraries' use of data to leverage community strengths and meet community needs. Please share your thoughts using this feedback form, which will be open until August 12, 2022.

Contact Meg DePriest with questions, suggestions, comments, and to express interest in participating in a working group.

FY21-22 Public Libraries Survey
The portal for data submission will open September 1, 2022. Register now for the annual Info Session, where we'll cover new data elements, tips for avoiding edit checks, reacquaint you with LibPAS, and answer your questions is now open. The info session will occur Tuesday, August 23, 2022 at 10:00 a.m.

On the State Library's statistics page, you will find a Monthly Stats Workbook (Excel) that should be helpful to you in collecting monthly statistics, such as library visits and hours open, and programming statistics broken down by age, format, and location. Please feel free to share this with any and all of your colleagues who track data during the year.

FY20-21 Public Libraries Survey results
A very big thank you to all California public library directors and staff who gathered and submitted data about libraries' finances, services, programs, and

collections; 100% of California public libraries participated! Datasets are now available in the new California Library Statistics database.

California State Library Parks Passes
Thank you for submitting your additional parks pass requests, and circulation data. Additional passes will be distributed in November.

Parks pass users (people who have checked out the parks passes) can fill out the user survey now and get entered into a contest for an Explorer Pass – an annual State Parks pass worth $195. The drawing will take place at the end of July, after which quarterly drawings will happen. We have half-page flyers being printed now and heading to your library. Please place the half page flyers in with the parks passes, or ask your staff to hand them out when people check out or return the parks passes. Since we only want people to fill out the survey if they have used the pass, we are not doing any marketing to the general public, but appreciate your help with getting the word out. People who have checked out the passes in the past, but didn't fill it out, can access the survey online. The pass is also available by scanning the QR code on the back.

Vaccinate All 58 is mailing out some activity sheets and information flyers about covid-19 and vaccines. Since there is some clear overlap in health outcomes between the parks passes and covid-19 safety, and there is a statewide initiative to get people correct health information, Vaccinate All 58 printed some materials that could be put in with the parks passes when you circulate them if you choose. These should have arrived by now.

An updated toolkit for the Parks Pass program is on the CSL website, with links to flyers, circulation guidelines, and more.

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.

Directors Networking Conversations
Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next library directors' call will tentatively be held in August, to be confirmed.

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 soon. 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

eBooks for All CA
An update to previous eBooks for All CA announcements – Overdrive is now fully integrated. Palace can now serve as your patron's one stop-shop for Overdrive, Cloudlibrary and Statewide eBooks. We have also added ~$800,000 worth of audiobooks to the collection.

Integrating Overdrive with Palace should have no effect on your user's experiences inside of Libby or the Overdrive app and will not share your Overdrive collection with any new entities.
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.

CAreer Pathways: Digital Learning Platforms for All California Public Libraries
The California State Library is entering into contract talks with Brainfuse, Coursera, EBSCO, GetSetUp, LinkedIn, Northstar, and Skillshare for an additional two years of access to the platforms. We expect to make further announcements about platform availability, next steps for libraries, trainings, outreach and more at the end of August or beginning of September.

For current implementation, 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 on the Staff Support page at https://www.library.ca.gov/grants/career-pathways/ .

If you or your team have questions about the platforms or CAreer Pathways in general, please email julianna.robbins@library.ca.gov and 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 8/31/2022**. For questions, please contact PLSEP@library.ca.gov.

California Library Connect
The California Library Connect Program grant (formerly the High Speed Broadband in California Public Libraries) is now live and accepting applications: https://californialibraryconnect.org/

This program supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015, California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.