



## Administrative Council Agenda Packet

SAN JOAQUIN VALLEY  
LIBRARY SYSTEM  
2420 Mariposa Street  
Fresno, CA 93721  
559-600-6256

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April 7, 2023

Porterville Library Administrative Offices

10:00 a.m.

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**The next meeting of the SJVLS Administrative Council will be held:**

**Porterville Library Administrative Offices**

**15 E Thurman Ave Suite D**

**Porterville, CA 93257**

**10:00 a.m.**

**April 7, 2023**

Enclosed are the agenda and prepared attachments for this meeting.

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

**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, April 6, 2023.

**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 February 3, 2023 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

### **C. ITEMS FOR DISCUSSION AND ACTION**

1. DISCUSSION: Digital Navigators Presentation – Robbins
2. ACTION: Approve eBooks for All Mid-Year Narrative and Financial Report – Wymer (Attachment 3)
3. ACTION: FY 2023-24 Draft Budget – Hudson (Attachment 4)
4. ACTION: Approve CENIC Year 9 Participation – Wymer (Attachment 5)
5. ACTION: Approve Additional Grant for Porterville Reconnection – Wymer (Attachment 6)
6. DISCUSSION: FY 2023-24 Strategic Planning – Wymer
7. DISCUSSION: FY 2023-24 CLSA Plan of Service – Wymer

### **D. STAFF REPORTS**

1. Chair
2. State Library – Written Report Attached (Attachment 7)
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, June 2, 2023 at the Fig Garden Library in Fresno, CA.

### **G. ADJOURNMENT**



## SAN JOAQUIN VALLEY LIBRARY SYSTEM

### Administrative Council Meeting February 3, 2023

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#### DRAFT MINUTES

##### A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:12 am.
2. Roll Call
  - i. Council present: Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County)
  - ii. Council absent: Raman Bath (Fresno), Mary Leal (Coalinga/Huron) and Amy Taylor (Merced)
  - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), and Sally Gomez (SJVLS).
  - iv. Guests: Kip Hudson (Hudson and Henderson) and Josh Chisom (California State Library).
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Public Comment
  - i. None

##### B. CONSENT AGENDA

1. Motion to approve the Consent Agenda with the corrections noted to the Draft minutes of January 6<sup>th</sup>, and Financial Updates were reviewed.
  - i. Motion made to approve with corrections and Financials Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)

##### C. ITEMS FOR INFORMATION AND ACTION

1. Wymer discussed location of the next two Council meetings. April will be in Porterville and June will be in Fresno.
  - i. Motion made to accept schedule Lewis (Kern)
  - ii. Seconded by Johnson (Mariposa)

2. Hudson provided handouts for upcoming Budget Year Membership Fee Rates and proposed a 2% increase. The additional increase in rate will continue to support up to 70.8% of operational costs which includes inflation estimates. Total operation budget costs will be funded with revenue from three sources: membership fee, fund balance, and interest earned. Cervantes expressed a need to work on a new Strategic Plan as last one was in 2017. Fiscal agent will return to the board with timelines for recommended adoption of budget no later than June.
  - i. Motion made to approve Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)
3. Hudson presented the preliminary budget for year 23-24. Approval for the Budget expenditures, in the amount of \$5,079,381. The membership rate total contribution is \$1,953,398. Assigned Fund Balance is \$2,000,000 and members contribution committed to System Projects assigned to prepaid Tech Reserves is \$836,000. Hudson is looking for approval of the recommended budget as noted in the budget highlights. Staff will return to board in March through May to present draft budget with additional costs for Delivery Services, CLSA allocation and fiber related projects, if any.
  - i. Motion to approve Preliminary Budget Lewis (Kern)
  - ii. Seconded by Rencher (Kings)
4. Nelson seeking approval to authorize, sign and return the quote to renew the warranty on the tele-messaging server to Dell at the cost of \$600.18 for 1 year.
  - i. Motion to approve warranty extension for tele-message server Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Wymer discussed Library cards and FY 23-24 Library Card Order with order planned at the end of March. If you are changing design, get them ready. The order is based on total quantity not on design. The durability has been great.
6. Wymer has signed and returned the grant for the Palace Project. Wymer and Boyer are working on where to allocate the funds. August 31 is the deadline to spend all the funds. Wymer would like to survey patrons for input to what different communities would need. The Web service is up and working, the patron can log in and see what the State Library has in their collection.

#### **D. STAFF REPORTS**

1. Chair
  - i. No Report.
2. State Library
  - i. Provided Report.
3. Administrative Librarian
  - i. Wymer finished up B-Cap Audit.
  - ii. Would like to have the staff that were accepted to the PLSEP Grant Program attend an Admin Council Meeting.
  - iii. CENIC bill arrived and had some discrepancies, Wymer is following up. It will not be paid until issues are resolved.
  - iv. Califa E Rate done and reimbursed for next week.

4. SJVLS – System Administrator
  - i. Wymer working on how to document lost items in Horizon and will share with systems JSA'S.
5. Senior Network Systems Engineer
  - i. Nelson reported PC order opening, just ordering small PC's.
  - ii. CENIC outage last week barely noticed due to backup taking over.
  - iii. Nelson does not have a quote yet for CENIC year 9.

#### **E. DIRECTOR'S COMMENTS**

1. Taylor (Merced) – No Report.
2. Riggs (Madera) – Madera received two inspiration grants. One was for the Robotics Team at the Madera Main Library. The grant amount is \$1,300 to cover registration and materials. The second grant provides funding for more equitable summer experiences at all Madera branches.
3. Rencher (Kings) – We had our Ribbon Cutting for our Mobile Van. We received the Big Read grant and have applied for the 2<sup>nd</sup> year for Lunch at the Library. Thank you to Darla and Vikki for helping on interviews.
4. Lewis (Kern) – We received \$50,000 in grant money for our Outreach Van and \$40,000 for inside. We are going to follow up with Madera for some ideas. Trying to get all branches open on Saturdays. Working on hiring staff to help with that.
5. Johnson (Mariposa) – Library Card design contest will have different designs for all 5 branches and for Child's 1<sup>st</sup> Library Card. Will have Open House at the end of March to get people back in and see the improvements and changes. Would like to restore the use of our 3D printer and robot. Investigating on a Tool Library, Admin Council gave some information to research on them.
6. Clark (Tulare Public) – No Report.
7. Cervantes (Porterville) – 1000 Books Report resurrected. Promotion on Self-Check. Great Stakeholders promotion. Looking at stats, after being open for 6 mos.
8. Gomez (Fresno) – Principal Librarian has been hired. Thank you to Darla and Amy for helping on interview process. We are looking to start on a new Strategic Plan. We have a new HR Analyst. In the process of hiring 4 librarian trainees. Fig Garden to open soon.
9. Wegener (Tulare County) – Winter Reading Challenge is going on during January. Promoting and hiring new staff. Busy with Grants.

#### **F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. April 7, 2023, at the Porterville Library.

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:30 AM.

**DATE:** April 7, 2023

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Brian Henderson, Hudson Henderson & Company Inc.  
Fresno County Fiscal Agent

**SUBJECT:** Financial Update Report

**Recommended Action:**

Approve acceptance of monthly financial update for the month of February 2023.

**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. Financial reported expenses through February 28, 2023
  - i. Item 2 - Costs by class/cost center report included.
  - ii. Item 3 - CLSA Status update report
  - iii. Item 4 - Online Materials Status update report
2. Revenue Billed: \$3,089,905.
3. System Committed Reserves
  - i. SJVLS Assigned - \$2 million
  - ii. Members Committed Tech Reserves \$1,389,833

### **B. OUTSTANDING RECEIVABLE TOTAL: \$330,044**

1. Member Fees, Postage, Smart Net and other selection: \$146,077
2. E-Rate receivable in the amount of \$183,966 (FY21- \$456,011 received 2/10/23)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telco Communication Invoices: Billed 1/25/23 (\$534,795)

### **C. CLSA ALLOCATION UPDATE**

1. Board approved CLSA service plan on June 2022 in the amount of \$240,976 and FY 2020-21 rollover for e-resources in the amount of \$9,702 for combined funds \$250,678.
2. Expenses and Estimates:
  - i. Delivery Services budgeted - \$209,000;
  - ii. Other Operations for e-resources - Budgeted \$41,678.
  - iii. Actual Expenses through 2/28/2023- \$165,732
3. Funding Collected: \$209,000 (December 16, 2022)

### **D. ONLINE MATERIALS STATUS UPDATE**

1. Online Materials expenses total \$154,821 with remaining unspent funds of \$39,660. This includes Additional Online Materials Resources in the amount of \$9,702 that was rolled into this year's budget from CLSA funds. The amended plan of service was approved by the Board on February 11, 2022, and approved by CLSB on May 17, 2022.

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

1. PLSEP Approval to participate in program and remit application: January 24, 2023.
  - i. Grant Awarded for FY23.
2. Award Amount and Award terms: \$18,700 - July 1, 2022 through July 31, 2023.
3. Expenditures YTD: \$1,422 (March 2023 exp.)
4. PLSEP Funds Collected: \$0
5. PLSEP Mid Project Financial Report Update: Due April 15, 2023: Financial report prepped and will be submitted timely.

**F. TRANSFER OF OWNERSHIP**

1. Statements have been sent to the following members:
  - i. November 2022 Activity
2. Costs listed above were deducted from the Members' Tech Reserve.

**G. PRE-PAID TECH RESERVE**

1. Total balance - \$ 3,893,335 (through February 2023)
  - Emailed to Admin Council
2. Under committed System projects
  - Total Reserves \$1,898,851

**H. UNEARNED GRANT REPORT & Broadband Projects**

1. Total Balance - \$134,450
  - i. Porterville Phase III - \$49,504
  - ii. CLSA FY 21-22 unused funds - \$84,946
2. Fiber Project Year 7. In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 7. Staff will return to the Board in the fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating members' tech reserves. Members elected to use a portion of recent E-Rate disbursement as Committed towards Year 7. Please refer to Tech Reserve if a participating member.



SJVLS  
Budget to Actual- System Wide

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ 140,000	\$ 140,000	\$ 31,298
3575 · State Grants	300,182	300,182	165,732
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,915,096	1,915,096	1,951,095
5039 · Tech Reserve Charges	1,065,000	1,065,000	293,101
5040 · Other Cty Dpts Services	36,000	36,000	-
5501 · Telephone Services	534,755	534,755	534,795
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	113,240
<b>Total Revenues</b>	<b>4,638,741</b>	<b>4,638,741</b>	<b>3,089,905</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	5,344
7040 · Telephone Charges	1,300,000	1,300,000	479,868
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	2,408
7205 · Maintenance-Equipment	375,649	375,649	241,812
7250 · Memberships	3,750	3,750	2,161
7265 · Office Expenditures	65,900	65,900	1,739
7268 · Postage	41,000	41,000	15,059
7286 · PeopleSoft Human Resources	2,000	2,000	-
7287 · PeopleSoft Financials Chg	10,000	10,000	50
7295 · Professional & Specialized	2,020,307	2,020,307	993,739
7296 · Data Processing Services	4,107	4,107	974
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	1,117,467	1,117,467	257,110
7406 · Library Materials	200	200	-
7412 · Mileage	1,700	1,700	-
7415 · Trans, Travel & Education	53,500	53,500	-
7416 · Trans & Travel County Gara	228,500	228,500	145,251
7430 · Utilities	38,000	38,000	25,333
7565 · County Cost Plan	15,000	15,000	11,416
<b>Total Expenditures</b>	<b>5,301,780</b>	<b>5,301,780</b>	<b>2,187,148</b>
<b>Net Change in Fund Balance</b>	<b>\$ (663,039)</b>	<b>\$ (663,039)</b>	<b>\$ 902,757</b>

SJVLS Budget to Actual  
130- Computer Operations

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ 139,550	\$ 139,550	\$ 31,298
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	963,855	963,855	963,855
5039 · Tech Reserve Charges	-	-	1,550
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 130- Computer Operations Revenues</b>	<b>1,103,405</b>	<b>1,103,405</b>	<b>996,703</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	299,669	299,669	198,465
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	(98)
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	-	-	50
7295 · Professional & Specialized	965,000	965,000	477,333
7296 · Data Processing Services	1,400	1,400	974
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	5,000	5,000	9,421
7406 · Library Materials	200	200	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	33,500	33,500	-
7416 · Trans & Travel County Gara	20,000	20,000	4,678
7430 · Utilities	38,000	38,000	25,333
7565 · County Cost Plan	-	-	-
<b>Total 130- Computer Operations Expenditures</b>	<b>1,368,019</b>	<b>1,368,019</b>	<b>716,307</b>
<b>Net Change in Fund Balance</b>	<b>\$ (264,614)</b>	<b>\$ (264,614)</b>	<b>\$ 280,396</b>

SJVLS Budget to Actual  
300- Communications

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	282,798	282,798	282,797
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 300- Communications Revenues</b>	<b>282,798</b>	<b>282,798</b>	<b>282,797</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	19,986
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	19,500	19,500	11,505
7250 · Memberships	-	-	(1,230)
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	79,174	79,174	66,258
7296 · Data Processing Services	2,707	2,707	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 300- Communications Expenditures</b>	<b>401,381</b>	<b>401,381</b>	<b>96,519</b>
<b>Net Change in Fund Balance</b>	<b>\$ (118,583)</b>	<b>\$ (118,583)</b>	<b>\$ 186,278</b>

SJVLS Budget to Actual  
400- Coordination and Evaluation

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	451,579	451,579	451,579
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 400- Coordination &amp; Eval Revenues</b>	<b>451,579</b>	<b>451,579</b>	<b>451,579</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	2,408
7205 · Maintenance-Equipment	480	480	240
7250 · Memberships	-	-	-
7265 · Office Expenditures	2,300	2,300	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	10,000	10,000	-
7295 · Professional & Specialized	586,255	586,255	194,302
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	1,700	1,700	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	15,000	15,000	11,416
<b>Total 400- Coordination &amp; Eval Expenditures</b>	<b>640,935</b>	<b>640,935</b>	<b>213,251</b>
<b>Net Change in Fund Balance</b>	<b>\$ (189,356)</b>	<b>\$ (189,356)</b>	<b>\$ 238,328</b>

SJVLS Budget to Actual  
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	82,997	82,997	82,997
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 600- Cataloging Center Revenues</b>	<b>82,997</b>	<b>82,997</b>	<b>82,997</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	117,800	117,800	97,281
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 600- Cataloging Center Expenditures</b>	<b>117,800</b>	<b>117,800</b>	<b>97,281</b>
<b>Net Change in Fund Balance</b>	<b>\$ (34,803)</b>	<b>\$ (34,803)</b>	<b>\$ (14,284)</b>

SJVLS Budget to Actual  
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	133,867	133,867	133,867
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 800- Online Materials Revenues</b>	<b>133,867</b>	<b>133,867</b>	<b>133,867</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	3,600	3,600	3,240
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	186,400	186,400	126,422
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 800- Online Materials Expenditures</b>	<b>190,000</b>	<b>190,000</b>	<b>129,662</b>
<b>Net Change in Fund Balance</b>	<b>\$ (56,133)</b>	<b>\$ (56,133)</b>	<b>\$ 4,205</b>

SJVLS Budget to Actual  
200- CSLA Funded Delivery

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ 350	\$ 350	\$ -
3575 · State Grants	209,000	209,000	140,573
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 200- CSLA Funded Delivery Revenues</b>	<b>209,350</b>	<b>209,350</b>	<b>140,573</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	500	500	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	208,500	208,500	140,573
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 200- CSLA Funded Delivery Expenditures</b>	<b>209,000</b>	<b>209,000</b>	<b>140,573</b>
<b>Net Change in Fund Balance</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 0</b>

SJVLS Budget to Actual  
201- CSLA Other Operations

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ 100	\$ 100	\$ -
3575 · State Grants	41,678	41,678	25,159
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 201- CSLA Other Op Revenues</b>	<b>41,778</b>	<b>41,778</b>	<b>25,159</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	41,678	41,678	25,159
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 201- CSLA Other Op Expenditures</b>	<b>41,678</b>	<b>41,678</b>	<b>25,159</b>
<b>Net Change in Fund Balance</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 0</b>



SJVLS Budget to Actual  
401- PLSEP Staff Edu Grant

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 401- PLSEP Staff Edu Grant Revenues</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	20,000	20,000	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 401- PLSEP Staff Edu Grant Expenditures</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

SJVLS Budget to Actual  
3301- AR Telco NRC Contingency

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	49,504	49,504	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	9,437
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	534,755	534,755	534,795
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	113,240
<b>Total 3301- AR Telco NRC Cont Revenues</b>	<b>1,211,967</b>	<b>1,211,967</b>	<b>658,116</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	459,882
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	211,967	211,967	(472)
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 3301- AR Telco NRC Cont Expenditures</b>	<b>1,211,967</b>	<b>1,211,967</b>	<b>459,410</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 198,706</b>

SJVLS Budget to Actual  
3301.1- TRD Communication and Fortinet

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	36,000
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	36,000	36,000	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 3301.1- Comm &amp; Fortinet Revenues</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	36,000	36,000	26,872
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 3301.1- Comm &amp; Fortinet Expenditures</b>	<b>36,000</b>	<b>36,000</b>	<b>26,872</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,128</b>

SJVLS Budget to Actual  
1301- TRD ERC and Equipment Orders

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	920,000	920,000	252,891
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 1301- TRD ERC &amp; Equip Revenues</b>	<b>920,000</b>	<b>920,000</b>	<b>252,891</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	20,000	20,000	4,730
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	900,000	900,000	248,161
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 1301- TRD ERC &amp; Equip Expenditures</b>	<b>920,000</b>	<b>920,000</b>	<b>252,891</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

SJVLS Budget to Actual  
1301.1- TRD Overdue Notices and Library Cards

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	101,000	101,000	22,239
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Revenues</b>	<b>101,000</b>	<b>101,000</b>	<b>22,239</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	5,344
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	60,000	60,000	1,837
7268 · Postage	41,000	41,000	15,059
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Expenditures</b>	<b>101,000</b>	<b>101,000</b>	<b>22,239</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

SJVLS Budget to Actual  
150- UMS Debt Collection

TOTAL			
	Original Budget	Current Budget	Actual Jul - Feb 23
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	6,984
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 150- UMS Debt Collection Revenues</b>	<b>44,000</b>	<b>44,000</b>	<b>6,984</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	44,000	44,000	6,984
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 150- UMS Debt Collection Expenditures</b>	<b>44,000</b>	<b>44,000</b>	<b>6,984</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Admin Council Board Report**  
**CLSA Status Report - FY 22-23**

Report Date 2/28/2023

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (Oct)	Total Projected Expenses	Excess '-' (fund by SJVLS reserves) Unspent '+'	Comments
Delivery - Basic & Sorting	209,000	209,000	140,573	-	-	140,573	68,427	
E-Resources Bibliotheca Cloud Library	31,976	31,976	15,457	-	-	15,457	16,519	
	<b>240,976</b>	<b>240,976</b>	<b>156,030</b>	-	-	<b>156,030</b>	<b>84,946</b>	
FY 21-2022 Rollover	9,702	9,702	9,702	-		9,702	-	
<b>Grand Total</b>	<b>250,678</b>	<b>250,678</b>	<b>165,732</b>	-	-	<b>165,732</b>		

Budget amendment approved:

**Basic CLSA Service Plan Expenditure**

CLSA Allocation \$ (250,678)  
Basic Delivery \$ 209,000  
E-Resources \$ 31,976  
Online Materials rollover \$ 9,702

**Total System Delivery Costs**

Basic Delivery Costs: \$ 140,573  
Extra Delivery Stops: \$ -  
**\$ 140,573** Total System Delivery Expenditure  
Online Materials rollover \$ 9,702

**Total fundings Sources Delivery System**

CLSA Funds \$ 209,000 Basic  
Local Fund Reserve \$ - Basic  
Madera \$ - Premium  
**\$ 209,000** Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

Online Materials  
Financial Update - FY 22-23  
Report Date

2/28/2023

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
<b>Funding Source: Membership (cost center 0800)</b>					
Ebooks Bibliotheca (E Resources)	51,000	29,378.92	-	21,621	
Pronunciator	32,000	28,000.00	-	4,000	
Cengage-Gale Database	62,000	38,330.16	23,956	(287)	Gale General Database Pkg
Cengage -Gale	32,000	21,185.20	13,241	(2,426)	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	13,000	12,768.00	-	232	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	see note 2
	190,000	129,662	37,197	23,141	
<b>Funding Source: CLSA Other (cost center 0201)</b>					
Bibliotheca Cloud Library (E Resources)	31,976	15,457		16,519	CLSA FY 22-23 approved plan June 3, 2022
Additional Online Materials Resources	9,702	9,702		-	see note 1 CLSA Amended Service Plan
	41,678	25,159	-	16,519	
<b>Grand Total</b>	<b>231,678</b>	<b>154,821</b>	<b>37,197</b>	<b>39,660</b>	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
<b>Total Funding Sources:</b>	<b>\$ 231,678</b>	<b>\$ 154,821</b>	<b>\$ 37,197</b>	<b>\$ 39,660</b>

CLSA Amended Service Plan :

*Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for Online Materials services (\$9,702) and two years of the three-year term for Wi-Fi Access renewal (\$31,548)*

*On May 17th, the California Library Services Board approved the amended Plan of Service.*

*Online Materials allocation (\$9,702) will be rolled into FY 22-23 budget*

Note: Committed Funds for CENGAGE - GALE Database of \$57,495.22 and CENGAGE - GALE \$31,777.81.

ERC Committee Note 2:

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



**DATE:** April 7, 2023

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Chris Wymer – Administrative Librarian

**SUBJECT:** Approve eBooks for All Mid-Year Narrative and Financial Report Submission

**RECOMMENDED ACTION:**

1. Approve the Budget Resolution increasing FY 2022-23 appropriations and estimated revenues for the grant in the amount of \$50,000.
2. Approve the eBooks for All Mid-Year Narrative and Financial Report.
3. Authorize the Administrative Librarian to submit the report to the State Library.

Approval of the recommended action will approve the eBooks for All Mid-Year reporting documents and authorize the Administrative Librarian to submit them to the State.

**ALTERNATIVE ACTION(S):**

There are no alternative actions. This report is a requirement of receiving the funding.

**FISCAL IMPACT:**

There is no increase in Membership Dues. Approval of the recommended action will increase System grant revenues for FY 2022-23, in the amount of \$50,000. Approval will also transfer \$10,000 from the Online Materials adopted expenditures to the grant expenditures to comply with the matching funds component of the grant.

**DISCUSSION:**

The eBooks for All grant funding requires SJVLS to submit a Mid-Year Narrative and Financial Report to the State Library, providing them an update on the status of our grant funded collection development project no later than April 15, 2023. The enclosed narrative and financial report details which activities SJVLS has completed, and which are currently in process, along with an update on how much grant funding has been spent.

We are reporting that we completed: setting up staff access to the Palace Marketplace and gathering data about patron's eBook interests. At this time, we do not have purchases to report. The report also describes the challenges SJVLS is encountering setting up patron authentication, but notes that we still believe we're on pace to use all the funding and meet our anticipated outputs of purchasing at least 1,500 titles and getting at least 4,500 check outs.

**PRIOR AGENDA REFERENCE:**

Administrative Council Meeting, November 4, 2022. Attachment 3.  
Administrative Council Meeting, December 16, 2022. Attachment 2.

**ATTACHMENTS INCLUDED AND/OR ON FILE:**

Attachment – Mid-Year Narrative Report and Financial Report

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED

**CALIFORNIA STATE LIBRARY  
AMERICAN RESCUE PLAN ACT (ARPA)**

**Mid-Year Program Narrative Report**

This report is designed as a method for you to update us on the progress of your project midway through the project. Your responses to the questions in the report should be simple and concise. We want to know how your project is progressing and what you are learning.

This report is due on the date listed in the ARPA Award Agreement and Certification of Compliance provided with the award packet for this project. Reports will be reviewed and approved following the report submission deadline.

Email this report to your grant monitor. The grant monitor will review the report. 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:	Palace Content Expansion Project
Award Number:	40-9408
Fiscal Year:	2022-2023
Amount of Award:	\$50,000
Amount of Award Expended:	\$0

**Project Coordinator**

Project Coordinator Name:	Christopher Wymer
Title:	Administrative Librarian
Phone Number:	
E-mail Address:	

**Authorized Representative Information**

Authorized Representative Name:	Christopher Wymer		
Title:	Administrative Librarian		
Address:			
Phone Number:			
E-mail Address:			
Authorized Representative: (Please sign in blue ink)		Date:	

**Budget**

Are your encumbrances/expenditures on schedule to be expended by the project end date?

☒ Yes *(If you check this box, go to the Project Abstract section)*

☐ No *(If you check this box, answer a below)*

a. Please explain why your budget expenditures or encumbrances are not on schedule to be fully expended by the project end date.? What are you doing to address this issue?

**Project Abstract**

Enter a brief narrative description of the project. This is similar to the Project Purpose statement in your grant application. (What are you doing, for whom, and for what benefit?) **Please avoid numerical lists and bulleted information.** Ideal length is 90-160 words.

SJVLS participated in the selection of titles for the Palace Project with the goal of curating a collection that reflects the diversity within our communities. To assist with the selection of titles, SJVLS surveyed our patrons about their eBook and eAudiobook interests. Patrons were asked what types of material they prefer, what age material they want to read, and the subjects they like to read about. The survey results were used to determine how much grant funding would be allocated to juvenile, young adult, and adult audiences, as well as allocating funding to eBook and eAudiobook licenses.

**Project Activities and Methods**

What have you accomplished so far in the project? What steps have been completed? What steps are currently in process? Are you on schedule according to your application timeline? If not, please explain.

At this time, SJVLS has completed the following activities: setting up access to the Palace Marketplace to purchase titles, training staff in the usage of the Marketplace, and surveying our patrons for their eBook interests. SJVLS is currently in the process of allocating funding to different content types and areas, and setting up patron authentication so our patrons can use the collection.

We are currently a little bit behind schedule based on our application timeline, due to delays in receiving grant funds, and setting up patron authentication. Once those issues are resolved SJVLS will be able to get back on schedule and be on pace to complete the project before the project end date.

**Project Outputs**

Have you started measuring outputs for this project? *(Check yes or no in the boxes below and answer the corresponding questions)*

☐ Yes

What project outputs have been generated by the project to date? Do they align with anticipated outputs in your grant application? If not, why not? Have you had any unanticipated outputs? If yes, what are they and why do you think they have occurred?

☒ No

When do plan on starting to measure outputs for this project? SJVLS will start measuring outputs for the project once we have made initial title purchases, and after our patrons are able to begin using the collection.

**Optional: Success stories**

Are there any stories that we should share with stakeholders?

**Project Outcomes**

What outcome tools have been developed or will be developed for this project?

- ☒ Survey
- ☐ Review of Administrative Data
- ☐ Interview/Focus Groups
- ☐ Participant Observation
- ☐ Tests
- ☐ Other - Explain:

Have you started measuring the outcomes for this project?

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

What outcomes have been noted? Do they align with anticipated outcomes in your grant application? If not, why not? Have you had any unanticipated outcomes? If yes, what are they and why do you think they have occurred?

☒ No *(If you check this box, answer b below)*

When do plan on starting to measure outcomes for this project? SJVLS will start measuring outcomes after our patrons are able to begin using the collection.

Please briefly describe the importance of any outcomes and findings for future program planning.

The outcomes and findings obtained from patron surveys and usage statistics will be important in assessing future funding decisions for the collection.

Optional: Describe one or two significant lessons learned.

### Problems/Concerns

State any problems or concerns that you have encountered so far. What are you doing to address these problems or concerns?

Setting up secure patron authentication has been a problem so far. At this time patrons still cannot access the collection, which prevents SJVLS from gathering data about patron's initial impressions of the collection and interface. SJVLS staff are working with Lyris and SirsiDynix staff to resolve the authentication issues.

Complete this form and submit with your quarterly financial report

<b>E-Books for All Grant Expenses</b>	<b>Original Approved Budget</b>	<b>Current Approved Budget</b>	<b>Expenses Jan Mar 2023</b>	<b>Expenses Apr-Jun 2023</b>	<b>Total Expenses</b>	<b>Remaining balance</b>
Salaries/Wages/Benefits			\$0		\$0	\$0
Consultant Fees			\$0		\$0	\$0
Travel			\$0		\$0	\$0
Supplies/Materials			\$0		\$0	\$0
Equipment			\$0		\$0	\$0
Services	60,000	60,000	\$0		\$0	\$60,000
Total expenses	\$60,000	\$60,000	\$0	\$0	\$0	\$60,000
Direct staff cost	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$60,000	\$60,000	\$0	\$0	\$0	\$60,000
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

**DATE:** April 7, 2023  
**TO:** SJVLS Administrative Council  
**SUBMITTED BY:** Chris Wymer – Administrative Librarian  
**SUBJECT:** Fiber Project: CENIC Year 9

**RECOMMENDED ACTION:**

1. Approve System participation in CENIC Year 9 Broadband Initiative in upcoming fiscal year.
2. Authorize to collect bids, execute contract for E-rate and other related documents for eligible members.
3. Authorize the Administrative Librarian, or designee, to submit appropriate forms.
4. Authorize Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget.

Approval of the recommended action will allow SJVLS to work with Ed Technology, CENIC and California Library Connect to collect bids, review with Members, and process paperwork to participate in Year 9. The last recommended action allows staff to work with Fiscal Agent to provide discounted costs to prepare to return to board with budget resolution to increase appropriations and estimated revenues collection from Tech Reserves will be included in the recommended Budget FY 2023-24.

**ALTERNATIVE ACTION(S):**

If the recommended actions are not approved, eligible members are unable to upgrade or renew broadband connectivity at select locations.

**FISCAL IMPACT:**

There is no increase in membership fee. The project expenses will be funded by E-Rate and Member's Tech Reserves. Eligible Member have sufficient Tech Reserve balance due to deposits of prior year E-Rate disbursements to fund these opportunities. The approval will allow staff to collect bids and return to board with costs to include in Budget FY 2023-24.

**DISCUSSION:**

Staff will return to the board with updates.

**PRIOR AGENDA REFERENCE:**

None

**ATTACHMENTS INCLUDED AND/OR ON FILE:**

Attachment – Fiber Project CENIC Year 9

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

FY 2023-2024

## FIBER PROJECT CENIC YEAR 9

Year 9 RFP Action	Jurisdiction	Branch	Desired Speed	Current Speed	NRC*	MRC*
Renew	Fresno	Politi	100 Mbps	100 Mbps	\$ 0	\$ 650.00
Renew	Fresno	Gillis	100 Mbps	100 Mbps	\$ 0	\$ 276.35
Renew	Fresno	Reedley	1 Gbps	1 Gbps	\$ 0	\$ 511.92
Renew	Fresno	San Joaquin	1 Gbps	1 Gbps	\$ 0	\$ 511.92
Move site	Fresno	Firebaugh	1 Gbps	1 Gbps	\$ 21,363.00	\$ 620.00
Upgrade	Kern	Northeast	1 Gbps	10 Mbps	\$ 0	\$ 276.35
Renew	Kern	Mojave	1 Gbps	1 Gbps	\$ 0	\$ 450.00
Renew	Kern	Rosamond	100 Mbps	100 Mbps	\$ 0	\$ 276.35
Renew	Kern	Southwest	100 Mbps	100 Mbps	\$ 0	\$ 276.35
Renew	Kings	Corcoran	100 Mbps	100 Mbps	\$ 0	\$ 650.00
Renew	Madera	North Fork	50 Mbps	50 Mbps	\$ 0	\$ 1,400.00
Renew	Madera	Oakhurst	100 Mbps	100 Mbps	\$ 0	\$ 1,400.00
Upgrade	Merced	Livingston	100 Mbps	10 Mbps	\$ 0	\$ 592.70
Upgrade	Merced	Santa Nella	100 Mbps	10 Mbps	\$ 0	\$ 592.70
Renew	Tulare County	Dinuba	100 Mbps	100 Mbps	\$ 0	\$ 276.35
Renew	Tulare County	Farmersville	100 Mbps	100 Mbps	\$ 0	\$ 650.00
Renew	Tulare County	London	100 Mbps	100 Mbps	\$ 0	\$ 296.35
Renew	Tulare County	Backup to TPL	100 Mbps	100 Mbps	\$ 0	\$ 296.35

\* - Non-Recurring Costs and Monthly Recurring Costs are listed at their undiscounted rate

**DATE:** April 7, 2023

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Chris Wymer – Administrative Librarian

**SUBJECT:** Approve Additional Grant to Reconnect Porterville

**RECOMMENDED ACTION:**

1. Retroactively authorize the Administrative Librarian to submit a Broadband Grant application to the California State Library for additional funding to complete the Porterville Reconnection Project.
2. Approve budget resolution increasing FY 2022-23 appropriations and estimated revenues for the communication phase of the project in the amount of \$25,500.
3. Authorize the Administrative Librarian, or their designee, to accept funding upon award, and sign expenditure forms and activity reports for this agreement.

Approval of the recommended retroactive action will authorize the Administrative Librarian to apply for a second Broadband Grant in the amount of \$25,500 to cover the additional costs to reconnect the Porterville Library to the SJVLS wide area network. It also authorizes the Administrative Librarian to accept funding, if awarded, and to submit any activity reports as required by the grant.

**ALTERNATIVE ACTION(S):**

There are no other viable alternative options.

**FISCAL IMPACT:**

There is no increase in Membership Dues associated with recommended action. Approval will increase System grant revenues for FY 2022-23, in the amount of \$25,500, and increase the budgeted project expense line for the Porterville Reconnection Project in the same amount. The current budget includes \$62,000 for re-connection grant award funding \$49,503.85 for expenditures and contingency funds from Porterville \$12,496. The total Porterville project cost \$87,500.

**DISCUSSION:**

In May 2022, SJVLS applied for a Broadband Grant from the California State Library to pay for the construction and equipment costs to reconnect the Porterville City Library to SJVLS's wide area network and the broader CENIC network.

In June 2022 the grant award was approved in the amount of \$49,503.85. The grant awarded covers costs associated with Phase III construction costs in the amount of \$28,000 and technology and hardware to cover the costs of installing a new circuit and associated equipment in the amount of \$21,503.85. The reconnection plan involved CENIC utilizing a portion of the City of Porterville's conduit to lessen the amount of construction required to establish a fiber connection at Porterville's new, temporary location.

In February 2023, CENIC and the City of Porterville were not able to agree on terms for a Conduit Use Agreement. As a result, the reconnection plan was modified so that CENIC would not use the City of Porterville's existing conduit, and CENIC would install their own conduit to support the fiber connection. The change necessitated additional constructions costs for

CENIC and increased the total construction costs for the project.

SJVLS is requesting retroactive approval to submit a second grant application to apply for funding to cover the difference between the original construction costs and the updated construction costs. The total grant request is for \$25,500.

**PRIOR AGENDA REFERENCE:**

Administrative Council Meeting, April 8, 2022. Attachment 6 – Porterville Re-Opening Project  
Administrative Council Meeting, June 24, 2022. Attachment 2 – Accept Porterville Grant Funding

**ATTACHMENTS INCLUDED AND/OR ON FILE:**

Attachment – Budget Resolution

On File – Original Porterville Reconnection Grant Application

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED

## Items to Consider While Reviewing Quotes

- Pricing does **NOT** include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's *actual cost*.
- If an Out of Band line is required, Associate must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.
- Annual Recurring Costs (ARC) items are invoiced annually.
- Non-Recurring Costs (NRC) items are one-time costs billed upon execution of contract.
- Monthly Recurring Costs (MRC) items are billed quarterly, first billing will occur after handoff.
  - oE-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated.
  - oActual discount percentage will be identified by USAC at a later point. E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Broadband Access Administrator cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change. E-rate % noted is based on current FY estimate and CTF is a 50% discount of the remaining cost after E-rate has been applied.
  - oDue to the consortial nature of CENIC's E-rate application, the E-rate discount level may not be finalized until next Spring of the following year (late March or early April).
- E-rate Costs may take up to 18 months to activate due to USAC processing time. Please budget for the full undiscounted costs for the initial period.



Associate: SJVLS - Porterville Temporary Library Relocation  
 Budget Summary Description: 1 G Porterville HQ to FRES1  
 Quote Date: 3/24/2023  
 Quote Expiration: June 22, 2023  
 Contract Number:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost	Term Length
[1] 1 Equipment				
2 Equipment Maintenance				
3 Facilities				
[2] 4 Circuit deployment Fee	\$6,333.33			
5 Circuit	\$53,500.00			
Total	\$59,833.33	\$0.00	\$0.00	
Annual Cost	\$0.00			
Discounted Annual Cost	\$0.00			
Total for Year 1	\$59,833.33			
Discounted Annual Cost Year 1	\$53,500.00			

[1] CENIC pays for equipment, maintenance and installation of initial CalREN connection.

[2] The California State Library requested, and received funding through the Budget Act of 2021, AB 128, Chapter 21, 2021 Statute, to pay for Circuit Deployment Fees (CDF) on behalf of public libraries connecting to CalREN. The full text can be found here: [https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220AB128](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB128)

<b>CENIC</b>					*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.				E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point					
LOC A	LOC Z	Carrier Info							CENIC - Cross Connect		E-rate Discount		Total Discounted MRC (CTF & E-rate)*	Total Discounted NRC*
Site Name	Site Name	Service Provider	Service Type	Requested Bandwidth	Est Contract End Date	Non Recurring Cost*	MRC for 5 year term*	Add'l MRC (e.g. Collector Circuit)	NRC	MRC	Discounted NRC*	Discounted MRC*	\$0.00	\$53,500.00
Porterville Library	CalREN	Vast Networks (CVIN)	Lit Circuit	1 Gbps	7/1/2027	\$53,500.00	\$0.00				\$53,500.00	\$0.00	Vast Networks has revised their NRC from \$28,000.00 to \$53,500.00	

**DATE:** April 7, 2023

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Chris Wymer – Administrative Librarian

**SUBJECT:** Approve FY 2023-26 Draft Technology Plan

**RECOMMENDED ACTION:**

1. Approve the FY 2023-26 Technology Plan.
2. Authorize the Administrative Librarian and Senior Network Engineer to return to the board with a proposed list of projects for the upcoming fiscal year.

Approval of the recommended action will approve the FY 2023-26 Draft Technology Plan and authorize the Administrative Librarian and Senior Network Engineer to begin planning first year projects to meet the strategic technology goals in the approved plan.

**ALTERNATIVE ACTION(S):**

Alternatively, Administrative Council could suggest revisions to the strategic technology goals, objectives, and projects.

**FISCAL IMPACT:**

Approval of the draft Technology Plan will not have an impact on Membership Dues. Funding to support the strategic technology goals was previously approved by Administrative Council under System Committed Reserves. SJVLS staff will return to the Council with proposed projects and estimated costs at the next meeting.

**DISCUSSION:**

SJVLS has not had an approved Technology Plan for approximately 10 years, as they were no longer a requirement to file for E-Rate discounts. While it is no longer a requirement to receive E-Rate discounts, strategic planning is beneficial to the System and should be done regularly.

The draft 2023-2026 Technology Plan outlines 5 strategic technology goals that were identified at the November 15, 2022, Planning Summit.

Those goals identified are:

1. Modernize SJVLS Server and Network Infrastructure
2. Streamline eContent Offerings
3. Improve Patron-facing Network Infrastructure
4. Establish More Working Groups
5. Continue to Pursue Funding Opportunities for Network Infrastructure

At the September 2020 Administrative Council meeting, the Council authorized designating \$2 million of unrestricted fund balance to support the implementation of the Technology Plan. The attached draft outlines projects and objectives to meet those goals utilizing the designated funding.

**PRIOR AGENDA REFERENCE:**

Administrative Council Agenda Packet – Attachment 7 – September 25, 2020  
Technology Planning Summit – November 15, 2022

**ATTACHMENTS INCLUDED AND/OR ON FILE:**

Draft 2023-2026 Technology Plan

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED





# SAN JOAQUIN VALLEY LIBRARY SYSTEM

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**Technology Plan 2023-2026  
DRAFT**

## Background

The San Joaquin Valley Library System (SJVLS) supports the technology needs of its members through the operation of a shared network and automation services such as: email, internet access and filtering, a shared eContent platform, and the Integrated Library System (ILS).

The SJVLS system office works in partnership with staff of member libraries to promote the effective use of technology in libraries. SJVLS staff are divided into two functional groups: network staff and ILS staff. System office staff provide guidance on and coordination of:

- Technology-related purchases
- Hardware and Software setup
- Troubleshooting assistance
- Education and Training of local staff

These are the members of SJVLS:

- Coalinga-Huron Library District
- Fresno County Library
- Kern County Library
- Kings County Library
- Madera County Library
- Mariposa County Library
- Merced County Library
- Porterville City Library
- Tulare County Library
- Tulare Public Library

It has been several years since SJVLS conducted a planning process and updated our Technology Plan. Previously, SJVLS would review and update its Technology Plan every three years, as a requirement to continue receiving E-Rate discounts on telecommunication services and equipment. As of Funding Year 2015, the Universal Service Administration Company (USAC) no longer requires applicants to submit an approved Technology Plan to apply for discounts. While an approved Technology Plan is no longer a requirement of USAC, the planning process and resulting plan are beneficial to SJVLS and act as a roadmap to guide staff work.

## Technology Planning Process

The planning process for the current Technology plan included a review of the previous Technology Plan, surveys of member library staff, and a planning summit where member library and System Office staff were able to discuss priorities and goals for the new plan to address anticipated needs over the next three years. The plan will be reviewed by the SJVLS Automation Committee and approved by the SJVLS Administrative Council. The Technology Plan serves as the basis for development of the technology and automation portions of the annual System budget.

## I. MISSION STATEMENT AND GOALS

Mission Statement: "Transforming communities through shared resources and member connections." (Adopted in 2018-2021 Strategic Plan)

Goals:

- Share resources, promote networking, and nurture professional relationships.
- Encourage and support innovation and technology.
- Promote SJVLS and improve collective strength.
- Improve Governance.

## II. CURRENT TECHNOLOGY OVERVIEW

SJVLS provides technology-based services to all its members. However, the level of participation among the members varies, and support for technology is shared between member libraries and the System. SJVLS currently offers members the following network services: internet content filtering for CIPA compliance, antivirus protection, distributed file servers, backup services, exchange email, spam blocking, managed Wi-Fi service, PC auditing and inventory management.

### System Office Staffing/Support

The System Office includes the following positions who support technology programs:

1.0 FTE	SJVLS Administrative Librarian who guides and coordinates the efforts of the System Office staff to implement direction from the Administrative Council.
1.0 FTE	A Supervising Librarian who is System Administrator for the shared ILS system, and its associated support services. This position is currently vacant.
1.0 FTE	Librarian III assists with ILS management. This position also provides oversight for PC auditing and inventory management.
1.0 FTE	Librarian III manages SJVLS website development, intranet support, oversees shared electronic resources, manages electronic resource authentication through EZProxy, and oversees the shared digital collections and digitized resources.
1.0 FTE	Senior Network Engineer who plans and coordinates network development, implementation and expansion.
2.0 FTE	Network Support Engineers who assist with configuration and support of network equipment, servers, and related hardware. This position also provides PC support and troubleshooting for member libraries, including imaging of PCs, configuration of software such as PC reservation and print management.

Member libraries also have their own support on site. On-site support varies from full tech support departments to a single support technician, or to other staff with a portion of their time assigned as tech support. System Office staff serve in both a teacher role as well as a support role, especially with the smaller jurisdictions.

### Telecommunications Network

SJVLS operates a wide area network (WAN), connecting our member library branches to their headquarters, the headquarters back to the data center in Fresno, and to other member library headquarters to provide backup connections in the event of a local fiber outage. As of March 2023, 105 of 106-member library locations are connected to SJVLS's WAN. At this time, only Porterville lacks a direct connection, and is in the process of being reconnected.

Over the last 10 years, SJVLS has been working to migrate our member libraries from the previous AT&T network to CENIC's state-wide educational network. Presently, 96 locations have been migrated to CENIC, and 9 locations remain on the legacy network. We are currently working with CENIC to connect Porterville's new location. SJVLS has signed agreements with CENIC and service providers to migrate 8 of the 9 locations on the legacy network to CENIC's network. At this time the only location that is not scheduled to migrate to CENIC is Mariposa's branch in Yosemite National Park.

Fresno and Kern County headquarters are our first 10 Gbps locations, and all other headquarters are connected at 1 Gbps except for Mariposa, who is limited to 100 Mbps. Each headquarters has a Fortinet firewall, and has a connection to the internet, except for Mariposa, who has to traverse through Madera or Merced County first. System Office staff monitor and oversee the firewall configuration. Nearly all CENIC locations have 100 Mbps connections, with a few as fast as 1 Gbps. While some locations are still connected at 10 Mbps, SJVLS has signed agreements to increase those locations to at least 100 Mbps as a part of our Year 8 and Year 9 amendments. See Appendix A for bandwidth by location.

Internet content filtering is provided through a Fortinet firewall at each member's headquarters. These appliances are managed by System staff based on the requirements of each jurisdiction and the requirements outlined in the Children's Internet Protection Act (CIPA), as required to receive e-rate discounts.

Installation of building data cabling is coordinated through the System Office but is the responsibility of the member library. At the member's request, SJVLS will apply for e-rate Category 2 funding for cabling upgrades. The current system standard is Cat5, but Cat6 is encouraged for all new construction, remodel, or renovation projects.

Installation of wireless service for public access has accelerated with the migration of locations to the CENIC network. Currently, 72 locations offer Wi-Fi access to patrons, and System staff are working to secure grant funding to install Wi-Fi services at the remaining 22 CENIC branches. As the locations still on the legacy network migrate to CENIC, SJVLS will also work to install Wi-Fi as a part of the migration.

### **Computer Network**

The System runs a Windows Server 2012 Active Directory network; all computers are joined to the domain; and all staff members have user accounts. The System manages the no-cost Office365 subscription, which provides member library staff with Office productivity software. DFS based file servers support users for system-wide file sharing and sharing within the library jurisdiction. Some members have local DFS servers that replicate with servers located in the Data Center. Some members utilize SharePoint to provide an intranet for library staff.

### **Applications Support**

Web Site Hosting: SJVLS operates its own web server, which hosts the System website. The System also hosts the web server for the Historic Photographs collection. Previously, SJVLS also hosted the Heartland Regional Library Network web site, and web sites for eight of our ten member libraries, but was discontinued. A web design librarian continues to manage the design, maintenance, and compliance with accessibility standards. In 2019 the web site was migrated to a new server and version of Drupal. SJVLS is currently in the process of updating the Omeka server used to digitize historic images and documents.

Email: A Microsoft Exchange server provides Internet e-mail services to all member libraries. The current configuration supports mail groups for committees, functional groups within SJVLS and/or member library staff, email notices for patrons about library material, and email checkout receipts. Our Office365 subscription provides email spam filters to block spam and malicious email messages.

Library Automation: A shared ILS, SirsiDynix Horizon, supports library functions such as cataloging, circulation, acquisitions, and serials at all locations. The public interface is a web-

based catalog with enhanced content such as book cover images and reviews. Through the shared Horizon system, library users are able to easily request materials from any public library in the seven-county area. Notifications are provided through the following means: mail, email, phone calls, or SMS text messages. A staff member is designated as primary support for Horizon in each member jurisdiction, and this jurisdictional system administrator is trained by SJVLS staff to provide first level support.

Shared Electronic Resources: The System coordinates shared electronic resource purchases – such as the Gale General Database Package and CloudLibrary eBook platform – and provides support for access by home users through EZProxy. Purchasing for CloudLibrary is shared by members of the Electronic Resources Committee. Electronic resource vendors provide training on the use of their products through the electronic resources committee so that staff are better able to assist the public with database use.

PC Support – Hardware: Most members purchase PCs and peripherals through the System in order to take advantage of volume discounts and ensure equipment meets System standards. The System places bulk orders twice a year, once in the Fall and again in the Spring. Purchasing PCs and peripherals through the System office ensures System staff will be able to assist with troubleshooting any issues that arise with hardware. Peripherals are purchased on an as-needed basis.

PC Support – Software: The System Office facilitates the purchase of selected computer software used by all members. This includes Symantec Antivirus Enterprise Edition. Antivirus protection for all PCs is purchased and coordinated centrally to ensure that PCs on the network are protected. The System Office also oversees the free Office365 subscription, which allows the suite of Microsoft Office products to be installed for free on all staff PCs. Member libraries are encouraged to use TechSoup to acquire Microsoft licenses for use on PCs used by the public.

Network Management: Trackit! software is in use throughout the system to provide real-time PC software and hardware auditing for software license compliance, network planning, technology inventory and replacement planning information. The help desk features of Trackit! provide efficiencies in reporting and tracking trouble tickets.

Management of public use computers is supported through recommended configurations, imaging of new PCs, consultation with local technical support personnel, and directly provided technical support. System members work with SJVLS staff to create a locked-down public PC profile. The purpose is to ensure the security of computer hardware and the network. When special configurations are required, System staff work with local staff to implement the customization. Recently, System staff implemented a new service for public PCs that allows patrons to save files locally during their PC session. A special script purges the local files when the user logs off and prepares the PC for the next session.

Print management services are provided through a system-wide purchase of Envisionware's LPT:One software, which is in use at most locations. SJVLS also purchases Envisionware's PC reservation software for use by the members, with support by the System Office. Currently, there is a need for a mobile printing solution to allow patrons to print items from their mobile devices on library printers.

Training: SJVLS is working to improve system-wide training. System office staff need to survey members to gain an understanding of the training topics are of interest to staff. Specialized

training is being sought for system staff, which can then share new skills with member libraries. Areas of interest include software, hardware and network support.

### III. TECHNOLOGY-BASED GOALS AND OBJECTIVES

The goals and objectives listed here are specific to the technology needs of SJVLS. SJVLS's full goals and objectives are set forth in our Strategic Plan, which is currently undergoing revision. The 2018-2021 plan can be found at: [https://www.sjvls.org/sites/default/files/2019-09/goals\\_objectives\\_18-20.pdf](https://www.sjvls.org/sites/default/files/2019-09/goals_objectives_18-20.pdf)

#### Strategic Technology Goal #1: Modernize SJVLS Server and Network Infrastructure

With the vast majority of library services dependent on network connectivity to shared servers and the internet, a robust network is essential to internal library operations and the provision of modern library services. SJVLS's efforts to establish a WAN by migrating library branches to the CENIC network has alleviated the strain on the demand for bandwidth at most of our member libraries. Now that bandwidth needs are mostly satisfied, System staff have identified the need to focus on connecting the remaining locations to CENIC and upgrading internal server and network infrastructure before current systems reach end-of-life.

- Objective #1: Provide current network equipment capable of supporting local and system needs.
  - Project 1.1.1. Implement and sustain a replacement cycle for routers and switches utilizing the end-of-life or end-of-maintenance dates from the vendors.
  - Project 1.1.2. Upgrade all servers to Windows Server 2022 or 2019. Purchase an appropriate amount of Client Access Licenses (CALs) and software assurance to allow for future upgrades.
  - Project 1.1.3. Replace DFS servers that are currently deployed at member HQs and investigate options for deploying a DFS server to all HQs.
  - Project 1.1.4. Maintain currently supported versions on systems. Example: Fortinet, VMWare, Windows & Linux.
- Objective #2: Develop a disaster recovery plan to ensure continuity in case of a local or regional disaster. This plan should include backup, network, and application redundancy and should be robust enough to allow the network to survive unforeseen issues as well.
  - Project 1.2.1. Identify potential points of failure that could impact the data center and/ or library branch operations in the event of a disaster.
  - Project 1.2.2. Work with member libraries to develop procedures to respond to ensure continuity of service in the event of disasters.
  - Project 1.2.3. Provide training and resources for local staff about how to enact the procedures.
- Objective #3: Migrate Horizon ILS to MSSQL database and server.
  - Project 1.3.1. Engage SirsiDynix staff to begin the migration process and have a project manager assigned.
  - Project 1.3.2. Determine server OS requirements including OS version, and minimum CPU, storage, and RAM, and purchase any necessary licenses.
  - Project 1.3.3. Document and update custom Horizon processes so they'll continue to function after the migration.

- Project 1.3.4. Provide training and documentation to JSAs and local tech contacts regarding the migration and changes to their normal workflows in Horizon.
- Project 1.3.5. Set up the new Horizon database and perform testing.
- Project 1.3.6. Put the new database and server into production.

### **Strategic Technology Goal #2: Streamline eContent Offerings**

The proliferation of freely available information online and efficient means for searching and retrieving information through search engines like Google has changed patron's approaches to locating information online. These changes have resulted in less usage of general-purpose databases to locate information. At the same time, online streaming media has grown in popularity and libraries are seeing an increased demand for access to streaming resources. At this time, it would be beneficial for the System to analyze our current eContent offerings and make sure they align with our patron's interests and needs.

- Objective #1: Offer a variety of resources in different eContent formats.
  - Project 2.1.1. Survey patrons to determine the most popular eContent formats among users and prioritize offering those formats.
  - Project 2.1.2. Survey member libraries to determine resources that are currently offered by some member libraries that could be beneficial to offer as a consortium subscription.
  - Project 2.1.3. Monitor trends in eContent formats and adjust offerings as needed.
- Objective #2: Work with vendors to provide access to new eContent offerings and negotiate favorable pricing and licensing terms.
  - Project 2.2.1. Communicate with vendors to stay aware of new resources and eContent formats.
  - Project 2.2.2. Secure favorable pricing and/or licensing terms through consortium purchasing.
- Objective #3: Assess and update eContent offerings to determine if they meet patron needs and interests.
  - Project 2.3.1. Request input from patrons through surveys or other methods and use this feedback to make updates and changes to offerings as needed.
  - Project 2.3.2. Review usage data and analytics to identify popular and unpopular eContent offerings and adjust offerings as needed.

### **Strategic Technology Goal #3: Improve Patron-facing Network Infrastructure**

Many modern library services are dependent on the ability to connect to shared resources and the internet, therefore robust access methods are essential to engage with our patrons. The proliferation of digital services has changed patron expectations, and it is important that patron-facing infrastructure meets those expectations. Print capability is a typical service at public libraries, but for mobile users it comes with associated problems such as support of patrons while printing, maintenance of printers, paper waste by patrons who print and never pick up their documents, and the time staff spend collecting money from patrons who are paying for prints.

- Objective #1: Add or improve Wi-Fi at member library branches.
  - Project 3.1.1. Work to leverage state grants and E-rate category-2 to upgrade our wireless network to include all branches as well as add external Wi-Fi coverage.

- Project 3.1.2. Engage SPURR and AMS to build a project to include equipment and installation of new network wiring to upgrade unserved or underserved locations.
- Objective #2: Investigate options to implement mobile printing at library branches.
  - Project 3.2.1. Investigate patron mobile printing solutions that leverage cloud services as well as on premises software server solutions while keeping costs under control.
  - Project 3.2.2. Proposed solutions therefore must be robust, scalable, simple to use, non-intrusive, and secure for the end user.
- Objective #3: Investigate options for sending modern emails for library notices and marketing materials to promote services and programs.
  - Project 3.3.1. Explore options for sending modern emails to patrons, locate vendors that offer the service and make sure it integrates with Horizon.
  - Project 3.3.2. Provide training and resources for member library staff to manage and configure their emails and email templates to maximize the value from the service.

#### **Strategic Technology Goal #4: Establish More Working Groups**

SJVLS used to support a larger number of functional groups dedicated to different aspects of library service, however, those groups were disbanded or discontinued as a result of declining budgets and lack of staff time to participate. As a result, SJVLS committees currently are limited to the Automation Committee that oversees the ILS, the Electronic Resources Committee that oversees the procurement and management of systemwide electronic resources, and the Administrative Council that is the governing body of the System. Effective library service goes beyond those groups, and System staff should play a larger role in building and encouraging cooperation among member library staff to share knowledge, experiences, and best practices.

- Objective #1: Work with Admin Council to identify potential working groups within the system.
  - Project 4.1.1. Identify areas of shared interest among the members.
  - Project 4.1.2. Establish shared online spaces for member library staff to collaborate, ask questions, and share useful resources.
  - Project 4.1.3. Explore the possibility of coordinating and hosting trainings and meetings for member library staff with outside vendors and each other to share knowledge and best practices.

#### **Strategic Technology Goal #5: Continue to Pursue Funding Opportunities for Network Infrastructure**

Library jurisdictions need support to meet California's broadband standards and provide modern services to our patrons. Many of SJVLS's member libraries are in rural, underserved communities with limited access to broadband. In those locations, the library plays an important role in providing connectivity to the community. Recently, Federal and State agencies acknowledged the need to make funding available to improve connectivity in historically rural and underserved regions and created funding opportunities to improve access to broadband in these areas. The System recognizes the importance and utility of leveraging these funding opportunities to improve access to broadband within our service area and will work to pursue funding where practical.



- Objective #1: Seek out grant opportunities for connectivity and equipment support in addition to E-Rate funding.
  - Project 5.1.1. Work with the state library to leverage grants to support and expand connectivity through network equipment, circuit connection costs, and related programs.
  - Project 5.1.2. Work with member libraries to identify potential community partners, non-Governmental Organizations, and anchor institutions to collaborate on opportunities to fund broadband and other network services in underserved and hard to reach communities.
  - Project 5.1.3. Investigate state and federally funded grants and statewide initiatives with partners offering further resources for broadband installation and upgrades.
- Objective #2: Engage a contract grant writer to research and apply for funding opportunities for libraries and consortia.
  - Project 5.2.1. Work with a grant writer to identify goals and funding necessary to carry them out and focus on grants to succeed.
  - Project 5.2.2. Manage the grant timetables and requirements to ensure compliance with expectations.

#### IV. REVIEW AND EVALUATION

The Technology Plan and Strategic Plan are informally reviewed annually as a part of the budget development and CLSA Plan of Service processes. Based on available funding, anticipated staffing levels, and emerging priorities, specific projects identified in both plans are implemented, deferred, or set aside as no longer needed or not feasible in the foreseeable future.

Effectiveness of each project is assessed as appropriate through staff or public feedback, either directly to System staff or through member library customer feedback channels. Special projects and grant-funded initiatives have their own separate evaluation channels.

#### V. BUDGET

Annually, the System develops its budget for the following fiscal year. In practice, the full costs of anticipated services and purchases are budgeted, including the un-discounted cost of all telecommunications services. However, in some years, the full amount for telecommunications has been reduced to help keep the budget in balance. Savings in telecommunications costs from the e-rate program and California Teleconnect Fund contribute to a fund balance which is used to fund replacement of equipment, telecommunications services, and other services the following year. Allocation of the fund balance to various programs depends on the health of local library budgets and the priorities developed during the funding process. Each member library also maintains a Tech Reserve Fund to support the cost of replacement of system-owned servers and network equipment, local PCs and peripherals, software upgrades, and annual license and software maintenance costs.

At the September 25, 2020, Administrative Council meeting, SJVLS's Administrative Council approved the establishment of an Assigned Fund Balance with the specific purpose of supporting System Contingency Reserves for this Technology Plan. This action assigned \$2 million of SJVLS's unrestricted Fund Balance of \$4,682,176 and assigned \$800,000 from Member's Committed Tech Reserves for a total funding amount of \$2,800,000. **Appendix B –**

**Assessment and Replacement Plan Cycle** provides detailed descriptions of the estimated expenses and funding sources to support the technology goals outlined in this plan.

**APPENDIX A – BANDWIDTH BY LOCATION**

<b>BRANCH NAME</b>	<b>CITY</b>	<b>CURRENT BANDWIDTH</b>	<b>CARRIER</b>	<b>SJVLS Wi-Fi</b>
Coalinga District HQ	Coalinga	1 Gbps	AT&T	
Huron Branch	Huron	100 Mbps	AT&T	X
Fresno HQ	Fresno	10 Gbps	AT&T	X
Auberry Branch	Auberry	1.5 Mbps	AT&T Calnet 3	X
Bear Mountain Branch	Squaw Valley	100 Mbps	GeoLinks	X
Betty Rodriguez Branch	Fresno	1 Gbps	AT&T	
Big Creek Branch	Big Creek	1.5 Mbps	AT&T Calnet 3	X
Caruthers Branch	Caruthers	100 Mbps	AT&T	X
Clovis Branch	Clovis	1 Gbps	AT&T	
Easton Branch	Easton	100 Mbps	AT&T	X
Fig Garden Branch	Fresno	1 Gbps	AT&T	
Firebaugh Branch	Firebaugh	1 Gbps	Comcast	X
Fowler Branch	Fowler	100 Mbps	AT&T	X
Gillis Branch	Fresno	100 Mbps	AT&T	X
Kerman Branch	Kerman	1 Gbps	AT&T	
Kingsburg Branch	Kingsburg	100 Mbps	AT&T	
Laton Branch	Laton	100 Mbps	AT&T	X
Mendota Branch	Mendota	100 Mbps	AT&T	X
Mosqueda Center Branch	Fresno	100 Mbps	AT&T	
Orange Cove Branch	Orange Cove	100 Mbps	AT&T	X
Parlier Branch	Parlier	100 Mbps	AT&T	X
Piedra Branch	Sanger	100 Mbps	GeoLinks	X
Pinedale Branch	Pinedale	100 Mbps	AT&T	
Politi Branch	Fresno	100 Mbps	Vast	X
Reedley Branch	Reedley	1 Gbps	Comcast	X
Riverdale Branch	Riverdale	100 Mbps	AT&T	
San Joaquin Branch	San Joaquin	1 Gbps	Comcast	
Sanger Branch	Sanger	100 Mbps	AT&T	
Selma Branch	Selma	100 Mbps	AT&T	
Shaver Lake Branch	Shaver Lake	1.5 Mbps	AT&T Calnet 3	X
Sunnyside Branch	Fresno	1 Gbps	AT&T	
Talking Book Branch	Fresno	100 Mbps	AT&T	
Teague Branch	Fresno	100 Mbps	AT&T	X
Tranquillity Branch	Tranquillity	100 Mbps	Comcast	X
West Fresno Branch	Fresno	100 Mbps	AT&T	X
Woodward Park Branch	Fresno	1 Gbps	AT&T	
Beale Memorial HQ	Bakersfield	10 Gbps	AT&T	X
Arvin Branch	Arvin	100 Mbps	AT&T	
Baker Street Branch	Bakersfield	100 Mbps	AT&T	

Boron Branch	Boron	1.5 Mbps	AT&T Calnet 3	X
Buttonwillow Branch	Buttonwillow	1.5 Mbps	AT&T Calnet 3	X
California City Branch	California City	1 Gbps	Frontier	X
Delano Branch	Delano	100 Mbps	AT&T	
Frazier Park Branch	Frazier Park	100 Mbps	AT&T	X
Holloway-Gonzales Branch	Bakersfield	100 Mbps	AT&T	X
Kern River Valley Branch	Lake Isabella	100 Mbps	GeoLinks	X
Lamont Branch	Lamont	100 Mbps	AT&T	
McFarland Branch	McFarland	100 Mbps	AT&T	
Mojave Branch	Mojave	1 Gbps	AT&T	X
Northeast Branch	Bakersfield	10 Mbps	AT&T	
Rathbun Branch	Bakersfield	100 Mbps	AT&T	
Ridgecrest Branch	Ridgecrest	1 Gbps	Frontier	X
Southwest Branch	Bakersfield	100 Mbps	AT&T	
Taft Branch	Taft	1 Gbps	Spectrum	X
Tehachapi Branch	Tehachapi	100 Mbps	AT&T	X
Wanda Kirk Branch	Rosamond	100 Mbps	AT&T	
Wasco Branch	Wasco	100 Mbps	AT&T	
Wilson Branch	Bakersfield	100 Mbps	AT&T	
Hanford HQ	Hanford	1 Gbps	CVIN	X
Armona Branch	Armona	100 Mbps	GeoLinks	X
Avenal Branch	Avenal	100 Mbps	AT&T	X
Corcoran Branch	Corcoran	100 Mbps	CVIN	X
Kettleman City Branch	Kettleman City	1 Gbps	AT&T	X
Lemoore Branch	Lemoore	1 Gbps	AT&T	X
Stratford Branch	Stratford	100 Mbps	AT&T	X
Madera HQ	Madera	1 Gbps	CVIN	X
Chowchilla Branch	Chowchilla	100 Mbps	AT&T	X
Madera Ranchos Branch	Madera	100 Mbps	AT&T	X
North Fork Branch	North Fork	50 Mbps	Vast	X
Oakhurst Branch	Oakhurst	100 Mbps	Vast	X
Mariposa HQ	Mariposa	100 Mbps	Vast	X
El Portal Branch	El Portal	100 Mbps	GeoLinks	X
Red Cloud Branch	Coulterville	100 Mbps	GeoLinks	X
Wawona Branch	Wawona	1.5 Mbps	AT&T Calnet 3	X
Yosemite Branch	Yosemite	1.5 Mbps	AT&T Calnet 3	X
Merced County HQ	Merced	1 Gbps	CVIN	X
Atwater Branch	Atwater	100 Mbps	AT&T	X
Delhi Branch	Delhi	1.5 Mb	AT&T Calnet 3	X
Dos Palos Branch	Dos Palos	100 Mbps	Comcast	X
Gustine Branch	Gustine	100 Mbps	AT&T	X

Hilmar Branch	Hilmar	100 Mbps	AT&T	X
Le Grand Branch	Le Grand	100 Mbps	Comcast	X
Livingston Branch	Livingston	10 Mbps	Frontier	X
Los Banos Branch	Los Banos	1 Gbps	Comcast	X
Santa Nella Branch	Santa Nella	10 Mbps	AT&T	X
Snelling Branch	Snelling	1.5 Mbps	AT&T Calnet 3	X
Winton Branch	Winton	1 Gbps	Comcast	X
Porterville Public HQ	Porterville	1 Gbps /30 Mbps	Spectrum (Temp)	X
Visalia Branch HQ	Visalia	1 Gbps	CVIN	X
Alpaugh Branch	Alpaugh	100 Mbps	Vast	X
Dinuba Branch	Dinuba	100 Mbps	AT&T	X
Earlimart Branch	Earlimart	100 Mbps	AT&T	X
Exeter Branch	Exeter	100 Mbps	Vast	X
Farmersville Branch	Farmersville	100 Mbps	Vast	X
Ivanhoe Branch	Ivanhoe	100 Mbps	AT&T	X
Lindsay Branch	Lindsay	100 Mbps	Vast	X
London Branch	London	100 Mbps	AT&T	X
Orosi/Cutler Branch	Orosi	100 Mbps	AT&T	X
Pixley Branch	Pixley	10 Mbps	AT&T	X
Springville Branch	Springville	100 Mbps	AT&T	X
Strathmore Branch	Strathmore	100 Mbps	Vast	X
Terra Bella Branch	Terra Bella	1 Gbps	AT&T	X
Three Rivers Branch	Three Rivers	100 Mbps	AT&T	X
Tipton Branch	Tipton	100 Mbps	AT&T	X
Woodlake Branch	Woodlake	100 Mbps	AT&T	X
Tulare Public HQ	Tulare	1 Gbps	CVIN	X

**APPENDIX B – ASSESSMENT AND REPLACEMENT PLAN CYCLE**

Phase of Plan	Year Cycle	Cost Estimate	Funding Source	Reserves Held
<b>System</b>				
ILS	10	\$800,000	Tech Reserve	\$600,000
Horizon Server Upgrade	5	\$100,000	Tech Reserve	\$0
Web Cloud Hosting	3	\$ 200	Membership	
VMWare	3	\$ 10,000	Membership	
Entrust Security Certificates	3	\$ 16,000	Membership	
Antivirus System Symantec	3	\$ 13,000	Membership	
Bookeye Large Scanner	7	\$ 10,000	CLSA-Membership	
Pressure Sealer Equipment	7	\$ 7,000	Fee Rate	
<b>Public Computers</b>				
Print Management: Envisionware	7	\$ 15,000	Membership	\$0
Time Management: PC Reservation	7	\$ 15,000	Membership	\$0
<b>Network Infrastructure</b>				
Nimble	7	\$100,000	Committed	\$42,308
Switches (24/48)HQ	7	\$ 8,000	Assign Fund	\$0
Switches (24/48) Year 2	7	\$ 30,000	Assign Fund	\$0
Switches (24/48) Year 3	7	\$ 20,000	Assign Fund	\$0
Switches (24/48) Other	7	\$149,000	Assign Fund	\$0
Routers HQ	7	\$ 35,000	Assign Fund	\$0
Routers Branches	7	\$ 30,000	Assign Fund	\$0
Routers Branches Year 3	7	\$ 20,000	Assign Fund	\$0
Cisco Performance License - 100 Mb	7	\$ 5,900	Assign Fund	\$0
Cisco IOS Booster License - 1G	7	\$ 7,000	Grant/Assign Fund	\$0
Meraki Access Points	7	\$162,000	Grant/Assign Fund	\$0
Power Supply UPS	7	\$20,000	Assign Fund	\$0
<b>Server Network Redundancy</b>				
Fiber Optic Cable	10	\$ 5,000	Assign Fund	\$0
Copper	10	\$10,000	Assign Fund	\$0
Circuits to Juris-HQ	10	\$500,000	Grant Year 6	\$500,000
Total		\$2,088,000		

Phase of Plan	Year Cycle	Cost Estimate	Funding Source	Reserves Held
<i>Data Center</i>				
Barracuda Data Storage & Back Up	5	\$ 9,900	Assign Fund	\$0
Power Disruption-Portable Generator	5	\$ 50,000	Assign Fund	\$0
Environmental Catastrophes (Rental of equipment/AC chiller unit) - 5-ton unit	5	\$ 20,000	Assign Fund	\$0
<i>New Data Center</i>				
Development of Off site or new location - Data Center	5	\$400,000 <i>Estimate</i>	Assign Fund	\$0
SJVLS Office to new building-Other	1	\$711,800	Assign Fund	
<i>Other</i>				
Insurance-Data Breach - Cyber attacks	1	\$3,000	Membership	\$0
Remote Records Retention - E Rate files	1	\$600	Assign Fund	
Total		\$711,900		

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## State Library News

LSTA News: This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov).

## Open Opportunities

### Building Forward Library Facilities Improvement Program Round 2

Round Two of the Building Forward Library Facilities Improvement Program is now open. This opportunity will close May 18, 2023. With new funding provided by the legislature, the State Library has approximately \$175 million dollars left to award.

Please visit the website at <https://www.library.ca.gov/grants/infrastructure/>.

For Building Forward questions, please email [buildingforward@library.ca.gov](mailto:buildingforward@library.ca.gov).

### Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates

The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also 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. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at [admin@californialibraryconnect.com](mailto:admin@californialibraryconnect.com), the California Library Connect Grants Coordinator email [grants@californialibraryconnect.com](mailto:grants@californialibraryconnect.com) or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

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.

## Upcoming Opportunities

### Sustainable California Libraries 23/24 Opens April 12, 2023

The Sustainable California Libraries 23/24 program application period will open April 12, 2023. Projects receiving funding through the Sustainable California Libraries grant program focus on climate education, environment-focused civic engagement, water conservation, air quality, energy efficiency, reducing waste, and supporting local climate action and resilience plans. These grants support activities such as environmental education programs, teaching gardens, lending libraries including tools, seeds and other items tailored to community needs, climate-focused service groups, sustainability conversations, and more.

For questions, please email [sustainability@library.ca.gov](mailto:sustainability@library.ca.gov)

### Zip Books

The Zip Books 23/24 program application period will open in April 2023.

For Zip Books questions, please email [zipbooks@library.ca.gov](mailto:zipbooks@library.ca.gov).

## Current Projects and Services

### California Library Literacy Services Training - Ongoing

CLLS networking calls and trainings through the Literacy Initiatives grant continue on a regular basis. Upcoming training sessions will help libraries prepare for AmeriCorps, family literacy, new ESL services and more. Please visit the new CLLS training and meeting [calendar](#)! LSTA funded.

### California Libraries Learn (CALL) - Ongoing

CALL presents on-the-ground training across California in April on Managing Patron Challenges. Registration is now open for half-day regional trainings in [Davis](#), [San Leandro](#), [Long Beach](#), and [Riverside](#). Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#)! Plan your team's professional development by visiting [www.callacademy.org](http://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](#). LSTA funded.

### CopyCat Grants

For 2022/23 [CopyCat Grants](#) the 2nd Quarter Financial Report (for grant expenditures from Jan-Mar 2023) and Mid Project Program Narrative Report (for activities conducted beginning of the grant period to 3/31/2023) are due to the State Library **by April 15, 2023**. For Grant Guide

information and to submit reports, please visit [Manage Your Current Grant - California State Library](#). For CopyCat questions, email [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov) LSTA funded.

#### [Get Connected! California/Affordable Connectivity Program - Ongoing](#)

All California Libraries are invited to participate in the Get Connected! Initiative. Get Connected! promotes the Affordable Connectivity Program (ACP) which provides a monthly discount of up to \$30 off home internet to qualifying families. Libraries are encouraged to host enrollment events, with the support of CETF and Get Connected! These enrollment events will support eligible families interested in applying for ACP, answer questions about the ACP benefit, and provide hands-on assistance with the application. Patrons will be encouraged to bring the required documents to apply. To participate in an enrollment event and learn how you can help your patrons Get Connected! please visit <https://forms.gle/k6YiHeH8Suwhvxy97>. For more information on ACP please visit: [www.internetforallnow.org/applytoday](http://www.internetforallnow.org/applytoday). State of CA funded.

#### [Networking California Library Resources](#)

We are delighted to share news about [CalMatters for Learning](#), a free nonpartisan resource platform, brought to you by the California State Library and CalMatters. At the beginning of each month through June 2023, you will find a new package of resources to help library staff develop programs, guide conversations and build other activities at your branch. Resources will be available in English and Spanish. The resource center includes interactive tools, videos, audio features and explanations. All libraries are encouraged to integrate the resource into their programs and events. For questions or to provide feedback on the resource, contact [anaclara@calmatters.org](mailto:anaclara@calmatters.org) LSTA-funded.

#### [Tutoring Project – Ongoing](#)

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov).

#### [Parks Pass Program – ongoing](#)

Your PLS submitter should have received the login for your quarterly parks pass circ stats on April, and your parks pass contact should have received instructions too. If you did not, please email [lisa.nowlain@library.ca.gov](mailto:lisa.nowlain@library.ca.gov). You can always add yourself to the parks pass [listserv](#) for

news. Circ stats are due by April 20. We really appreciate your work in inputting those stats – it improves the program, helps us target support, and report to the legislature.

A reminder that the [toolkit](#) exists for support on marketing, circulation, programming, and more.

Are any of you doing anything creative to promote your parks passes for spring break, or the upcoming superbloom? Or maybe you're preparing for [Parks Week](#), which is June 14-18 – there are amazing events happening all over the state. Graphics to promote Parks Week are coming soon.

Some ideas:

- Displays about local parks/outdoors themed books and the parks passes
- Design contest for library cards/bookmarks
- [Marine Protected Area coloring book pages](#) (free)
- Anything from the activity guide for [Junior Rangers](#)
- Promote the [Adventure Pass too, for Fourth Graders](#)
- Create a [tree where people submit leaves](#) about their favorite thing to do outside, like Rancho Cucamonga
- Help people access the [Digital Parks Pass passport](#)
- Lots more [sample programs](#) - I just updated this with some great grantee work

For any questions, email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov). State of CA funded.

### Zip Books

Zip Books allows users to have library items purchased and directly shipped to their home address. Program information can be found at [Zip Books Program - California State Library](#). The Mid-Project Narrative and Financial Reports are due by **4/30/2023**. Report forms need to be submitted via the online portal and the link can be found under the Zip Books section at [Manage Your Current Grant - California State Library](#). State of CA funded. For Zip Books questions, please contact us at [ZipBooks@library.ca.gov](mailto:ZipBooks@library.ca.gov).

### Networking and Training

#### Career Pathways Webinars for 2023

Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways and Digital Literacy: Getting Started with Northstar](#)  
Wednesday, May 10, 2023, 11:00 am – 12:00 pm

- [CAreer Pathways Resource: Using Coursera](#)  
Wednesday, July 12, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using Skillshare](#)  
Wednesday, August 16, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)  
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)  
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)  
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#).

CAreer Pathways is State of CA funded. Questions? [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov)

#### [Directors Networking Conversations 2023](#)

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next Directors Call will be held on May 17, 2023. Registration information will be provided closer to the meeting date. LSTA funded.

#### [Online Tutoring Training 2023](#)

The statewide online tutoring project has trainings available for you or your staff. Please take a look at the full training calendar on [our tutoring page](#) for more information. Upcoming trainings include:

- [HelpNow: Summer Services Pitch](#) May 3<sup>rd</sup>, 10:30 AM

#### [Recording of Feb 1 eBooks for All Summit](#)

The statewide eBooks for All Summit was on February 1<sup>st</sup>. A video of the summit is available for library workers to view as their schedule allows. The timestamps below may be helpful for particular segments (times are hour.minute.second):

#### [Full Video](#)

- Panel on eBooks for All in other states, moderated by State Librarian Greg Lucas: start – 0.2.42; end – 0.55:06
- Lyrasis on using the data tools from Lyrasis for collection development: start – 1.03.43; end – 2.18.26
- Collection Development grant session: start – 4.32.33; end 5.02.10

- Keynote with Professor Rebecca Giblin introduced by John Bracken: start – 5.13.26; end 5.57.02

### Get Connected California Events April 22: Host Sites Needed

Get Connected! California mobilization is underway to expand broadband access for Californians. On Saturday, April 22, organizations across the state are hosting enrollment assistance events to be sure that every eligible student and family is aware of and enrolled in the Affordable Connectivity Program (ACP). More than 4 million California households are eligible for discount broadband services but are not yet enrolled.

If you can help by hosting an enrollment event on April 22 or by promoting ACP enrollment in your community, [please sign up here](#).

Please help spread the word about ACP and the benefits for households in your area. A Digital Inclusion flier in English and Spanish to help households enroll is available at this [link](#).

Please share this information with your colleagues and local partners. For more information on ACP enrollment, visit the [Internet For All Now](#) website.

Let's get California connected!

*Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.*

*Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.*