



Administrative Council Agenda Packet

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

May 26, 2023

Fig Garden Library

10:00 a.m.

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

**Fig Garden Library
3071 W Bullard Ave
Fresno, CA 93711
10:00 a.m.
May 26, 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, May 25, 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 April 7, 2023 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: Valley Children's Hospital Inpatient Reading Program – Baker
2. ACTION: FY 2023-24 Admin Council Meeting Schedule – Wymer (Attachment 3)
3. ACTION: FY 2023-24 Budget – Hudson (Attachment 4)
4. ACTION: 2023-2026 Technology Plan – Wymer (Attachment 5)
5. ACTION: FY 2023-24 CLSA Plan of Service – Wymer (Attachment 6)
6. ACTION: eBooks for All Blackstone Audio Collection – Wymer (Attachment 7)
7. ACTION: Broadband Grant for Firebaugh Circuit Move Non-Recurring Costs – Wymer (Attachment 8)
8. ACTION: Broadband Grant for Uncovered E-Rate Category 2 Costs – Wymer (Attachment 9)
9. ACTION: Telemessaging Server Replacement – Wymer (Attachment 10)
10. ACTION: Establish Strategic Planning Advisory Committee – Wymer (Attachment 11)
11. ACTION: Admin Council Chair Rotation – Wymer (Attachment 12)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 13)
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, August 4, 2023 at the Visalia Library in Visalia, CA.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

April 7, 2023

DRAFT MINUTES

A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:07 am.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Brian Martin (Kings), Krista Riggs (Madera), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County).
 - ii. Council absent: Matt Johnson (Mariposa), Amy Taylor (Merced), Natalie Rencher (Kings), and Vikki Cervantes (Porterville).
 - iii. Staff present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), and Sally Gomez (SJVLS).
 - iv. Guests: Brian Henderson (Hudson and Henderson) and Josh Chisom (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt amended agenda, item C3 tabled until next meeting Bath (Fresno)
 - ii. Seconded by Lewis (Kern)
5. Public Comment
 - i. None

B. CONSENT AGENDA

1. Motion to approve draft minutes of February 3, 2023, and Financials
 - i. Motion made to approve minutes and financials by Bath (Fresno)
 - ii. Seconded by Lewis (Kern)

C. ITEMS FOR INFORMATION AND ACTION

1. Digital Navigators presentation by Josh Chisom of California State Library. The Connected California Digital Navigators project provides local libraries and California community members with access to a team of navigators who assist the user over the phone, via text, on the web, or by email. The navigators focus on the whole digital equity picture: connectivity, devices, and skills.

The all-remote team of six part-time, bilingual navigators, all former or current library staff, take referrals from library jurisdictions throughout the state, as well as partner agencies including the CA Department of Aging. Navigators offer help in English and Spanish, with 1/3 of the request, in Spanish. Navigators connect the public to Affordable Connectivity programs, Home Connectivity

Kits and other free or low-cost device programs, Career Pathways upskilling resources, California Library Literacy Services, computer classes at local libraries, and more. This is a free to libraries with no application and no reporting! For more info and to get involved, please reach out to DigNavs@library.ca.gov.

2. Wymer discussed eBooks for all grant funding. The grant requires SJVLS to submit a Mid-Year Narrative and financial report to the State Library providing an update on the status of our project no later than April 15th. Nathan is working on it and compiling results. We are reporting that we completed setting up staff access to the Palace Marketplace and gathering data about patron eBook interests. Wymer is seeking approval for three recommendations: Approval of the Budget Resolution increasing FY 2022-23 appropriations and estimated revenues for the grant in the amount of \$50,000; Approval of eBooks for all Mid-Year Narrative and Financial Report; and to authorize the Administrative Librarian to submit the report to the State Library.
 - i. Motion made to approve all three recommended actions by Lewis (Kern)
 - ii. Seconded by Clark (Tulare Public)
3. FY 2023-24 Draft Budget was tabled until the next meeting in June.
4. Wymer is seeking approval for System participation in CENIC Year 9 Broadband initiative in the upcoming fiscal year. Approval includes authorization to collect bids, execute E-rate contract, and other related documents for eligible members. It also authorizes Wymer or his designee to submit appropriate forms, and to authorize Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget.
 - i. Motion made to authorize Fiber Project: CENIC Year 9 by Lewis (Kern)
 - ii. Seconded by Leal (Coalinga/Huron)
5. Wymer is seeking approval to apply for a second Broadband Grant in the amount of \$25,000 to cover the additional costs to reconnect the Porterville Library to the SJVLS network; to authorize and accept funding if awarded; and to submit any activity reports required by grants.
 - i. Motion made to approve additional grant to reconnect Porterville by Clark (Tulare Public)
 - ii. Seconded by Lewis (Kern)
6. FY 2023-24 Strategic Planning discussion. Admin discussed what has been done in the past and how to move forward with planning. Discussion included forming a committee, setting goals, and time frame to start. This will be brought back for more discussion next meeting.
7. FY 2023-24 CLSA Plan of Service was discussed. There will be \$1,000.00 less allocated and increase of \$6,700.00 for Delivery. The State Library will have \$1 million in Zip Books.

D. STAFF REPORTS

1. Chair
 - i. No report.
2. State Library
 - i. Chisom provided a written report.
 - ii. Highlighted opportunities. Building Forward Library Facilities Improvement Program Round 2: There will be 5 categories instead of 3. Deadline is May 18, 2023. There is approximately \$175 million left to award.
 - iii. Broadband: California Library Connect and Collaborative Connectivity Grant, please reach out to Josh.
3. Administrative Librarian
 - i. ECF finally moving forward.
 - ii. Merced hotspots up and running.
 - iii. Worked on CENIC bids and sent back to CENIC.
 - iv. Working with California Connect for Porterville.
 - v. Working on Technology Plan.
 - vi. AT&T billing we have 5 circuits that were disconnected, and they continued to bill us. Once this is resolved we will work with Erate.
 - vii. Wymer has been removed from Listserve. Working on this to get resolved and added back on.
4. SJVLS – System Administrator
 - i. Working with SirsiDynix to get quote to replace hardware on TM3. Still in process of getting it finished. Working on telephone cards for server and they are \$5600.00 each. Checking to see if we can repurpose the ones we have.
 - ii. Working with Palace to finish authentication. There is an issue using webservices, where a necessary query takes too long to complete. SirsiDynix was able to make changes to Horizon, and the queries that used to take 1 minute now take 1 second. If you want Overdrive content, reach out to Palace staff. Every jurisdiction has their own login.
5. Senior Network Systems Engineer
 - i. CENIC moving forward.
 - ii. PC orders open, so place orders. Pricing is going up again.

E. DIRECTOR'S COMMENTS

1. Taylor (Merced) – No Report.
2. Riggs (Madera) – Budget was due end of February; we are offering Bi-lingual pay for first time. Working on a grant project with Glendale and Oceanside. There is a webinar that will showcase the grant activities on May 11th, from 9:00 am to 10:30 am. Krista will share the link. The webinar is free. We have purchased some new furniture at some of our libraries. We received a NIFTY Grant – NASA Inspires Futures for Tomorrow's Youth, from the Space Science Institute and funded by NASA. North Fork is one of 12 libraries to receive the grant, and it will connect 10 students with NASA mentors and STEAM experiences. Planning for summer and lunch in the libraries.

3. Martin (Kings) – Bookmobile opening went well.
4. Lewis (Kern) – Beale Library is open on Saturdays for the first time. We participated in the Touch a Truck program and there were over 3,000 attendees. It was a lot of fun. We had done some carpet cleaning and it ended up a mess. The carpets rolled up, so we had to close to the public until we made it safe. We will be doing Lunch in the library this year at all the branches.
5. Johnson (Mariposa) – No Report.
6. Clark (Tulare Public) – This past Saturday we had Master Gardeners at our Garden Festival. There were between 200-300 people. Public Works came and helped and offered some compost ideas and watering information. We still have one vacancy. Getting ready for summer reading and working with schools on oversight. Kiwanis agreed to help get the movie program license started back up. We will be hosting the first one for National Library Week.
7. Arellano (Porterville) – Thanks to Kings, Tulare Public and Tulare County for helping with interviews and we did select someone. Looking forward to our first summer at our new temporary location.
8. Bath (Fresno) – We finally opened our Fig Garden Regional Library; it has doubled in size. We are hosting a grand opening on April 18th, in the afternoon. Our Clovis and Reedley projects are starting to move forward.
9. Wegener (Tulare County) – We have opened 5 seed libraries. Our Dinuba branch is closed for a remodel. We have received several grants. Our Literacy Center has had trouble with break-ins. The Literacy Coordinator has left, and we have an opening we hope to get filled soon. Springville is moving forward. I am co-chair of the Rural and Tribal Libraries Interest Group. We are meeting on Saturday, June 3, 2023, at 11:30 am at CLA in Sacramento. We are looking for members and those interested in leadership roles for our group. Encourage directors to let their staff know, especially those interested in becoming more involved in CLA and rural and tribal libraries. We hosted The Princess Bride movie inside the Visalia Branch with a blow-up screen. We had a good turnout.
10. Leal (Coalinga) – We purchased Blue Blocks. They are great and everyone loves them. They are around \$3,000. Getting ready for Summer Reading. We had snow in the library, using shredding material and balloons. It was great fun. We are almost back to pre-Covid. We now have an Adult Services Librarian.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. May 26, 2023, at Fig Garden Regional Library at 10:00 am.

G. ADJOURNMENT

1. The meeting was adjourned at 11:40 am.

DATE: May 26, 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 through the month of April 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 April 30, 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: \$3,316,586.
3. System Committed Reserves
 - i. SJVLS Assigned - \$2 million
 - ii. Members Committed Tech Reserves \$1,930,917

B. OUTSTANDING RECEIVABLE TOTAL: \$573.75

1. Member Fees, Postage, Smart Net and other selection: \$573.75
2. E-Rate receivable- \$0 (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) None

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 4/30/2023- \$236,266
3. Funding Collected: \$209,000 (December 16, 2022)

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$179,895 with remaining unspent funds of \$19,464. This includes Additional Online Materials Resources in the amount of \$9,702 that was rolled into this year's budget from CLSA funds, and \$10,000 allocated to Palace eBooks for all. 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: \$5,742
4. PLSEP Funds Collected: \$18,700 (3/8/2023)
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. March 2023 Activity
2. Costs listed above were deducted from the Members' Tech Reserve.

G. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,857,610 (through April 2023)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$1,930,917

H. UNEARNED GRANT REPORT & Broadband Projects

1. Total Balance - \$109,580
 - i. Porterville Phase III - \$49,504
 - ii. CLSA FY23 unused funds - \$14,411
 - iii. PLSEP FY23 unused funds- \$12,958
 - iv. Palace e-Books unused funds- \$32,707
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 - Apr 23
Revenues			
3380 · Interest	\$ 140,000	\$ 140,000	\$ 71,420
3575 · State Grants	300,182	325,682	236,266
4375 · Federal Grants	20,000	70,000	23,035
4841 · Membership Dues	1,915,096	1,915,096	1,951,095
5039 · Tech Reserve Charges	1,065,000	1,065,000	328,826
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	-	-	170,505
Total Revenues	4,638,741	4,714,241	3,316,586
Expenditures			
7005 · Sealer Paper	-	-	6,771
7040 · Telephone Charges	1,300,000	1,300,000	702,314
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	3,010
7205 · Maintenance-Equipment	375,649	375,649	264,174
7250 · Memberships	3,750	3,750	2,161
7265 · Office Expenditures	65,900	65,900	1,739
7268 · Postage	41,000	41,000	19,102
7286 · PeopleSoft Human Resources	2,000	2,000	1,254
7287 · PeopleSoft Financials Chg	10,000	10,000	50
7295 · Professional & Specialized	2,020,307	2,070,307	1,087,109
7296 · Data Processing Services	4,107	4,107	1,081
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	1,117,467	1,142,967	286,886
7406 · Library Materials	200	200	-
7412 · Mileage	1,700	1,700	-
7415 · Trans, Travel & Education	53,500	53,500	8,738
7416 · Trans & Travel County Gara	228,500	228,500	208,719
7430 · Utilities	38,000	38,000	31,667
7565 · County Cost Plan	15,000	15,000	11,416
Total Expenditures	5,301,780	5,377,280	2,641,074
Net Change in Fund Balance	\$ (663,039)	\$ (663,039)	\$ 675,512

SJVLS Budget to Actual
130- Computer Operations

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 • Interest	\$ 139,550	\$ 139,550	\$ 71,420
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	-	-	-
Total 130- Computer Operations Revenues	1,103,405	1,103,405	1,036,825
Expenditures			
7005 • Sealer Paper	-	-	-
7040 • Telephone Charges	-	-	-
7055 • Food	-	-	-
7101 • General Liability Insuranc	-	-	-
7175 • Property Insurance	-	-	-
7205 • Maintenance-Equipment	299,669	299,669	211,060
7250 • Memberships	150	150	150
7265 • Office Expenditures	3,600	3,600	(98)
7268 • Postage	-	-	-
7286 • PeopleSoft Human Resources	1,500	1,500	1,045
7287 • PeopleSoft Financials Chg	-	-	50
7295 • Professional & Specialized	965,000	965,000	477,333
7296 • Data Processing Services	1,400	1,400	1,081
7325 • Publications & Legal Notic	-	-	-
7385 • Small Tools & Instruments	5,000	5,000	10,210
7406 • Library Materials	200	200	-
7412 • Mileage	-	-	-
7415 • Trans, Travel & Education	33,500	33,500	2,996
7416 • Trans & Travel County Gara	20,000	20,000	7,807
7430 • Utilities	38,000	38,000	31,667
7565 • County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,368,019	1,368,019	743,300
Net Change in Fund Balance	\$ (264,614)	\$ (264,614)	\$ 293,524

SJVLS Budget to Actual
300- Communications

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
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	-	-	-
Total 300- Communications Revenues	282,798	282,798	282,797
Expenditures			
7005 • Sealer Paper	-	-	-
7040 • Telephone Charges	300,000	300,000	20,591
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	82,476
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	-	-	-
Total 300- Communications Expenditures	401,381	401,381	113,342
Net Change in Fund Balance	\$ (118,583)	\$ (118,583)	\$ 169,455

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
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	-	-	-
Total 400- Coordination & Eval Revenues	451,579	451,579	451,579
Expenditures			
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	3,010
7205 • Maintenance-Equipment	480	480	240
7250 • Memberships	-	-	-
7265 • Office Expenditures	2,300	2,300	-
7268 • Postage	-	-	-
7286 • PeopleSoft Human Resources	500	500	209
7287 • PeopleSoft Financials Chg	10,000	10,000	-
7295 • Professional & Specialized	586,255	586,255	226,424
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
Total 400- Coordination & Eval Expenditures	640,935	640,935	246,183
Net Change in Fund Balance	\$ (189,356)	\$ (189,356)	\$ 205,396

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
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	-	-	-
Total 600- Cataloging Center Revenues	82,997	82,997	82,997
Expenditures			
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	98,535
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	-	-	-
Total 600- Cataloging Center Expenditures	117,800	117,800	98,535
Net Change in Fund Balance	\$ (34,803)	\$ (34,803)	\$ (15,538)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
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	-	-	-
Total 800- Online Materials Revenues	133,867	133,867	133,867
Expenditures			
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	176,400	141,301
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	-	-	-
Total 800- Online Materials Expenditures	190,000	180,000	144,541
Net Change in Fund Balance	\$ (56,133)	\$ (46,133)	\$ (10,674)

**SJVLS Budget to Actual
200- CSLA Funded Delivery**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 • Interest	\$ 350	\$ 350	\$ -
3575 • State Grants	209,000	209,000	200,912
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	-	-	-
Total 200- CSLA Funded Delivery Revenues	209,350	209,350	200,912
Expenditures			
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	200,912
7430 • Utilities	-	-	-
7565 • County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	209,000	209,000	200,912
Net Change in Fund Balance	\$ 350	\$ 350	\$ -

**SJVLS Budget to Actual
201- CSLA Other Operations**

TOTAL			
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 · Interest	\$ 100	\$ 100	\$ -
3575 · State Grants	41,678	41,678	35,354
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	-	-	-
Total 201- CSLA Other Op Revenues	41,778	41,778	35,354
Expenditures			
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	35,354
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	-	-	-
Total 201- CSLA Other Op Expenditures	41,678	41,678	35,354
Net Change in Fund Balance	\$ 100	\$ 100	\$ -

SJVLS Budget to Actual
401- PLSEP Staff Edu Grant

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	20,000	20,000	5,742
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 401- PLSEP Staff Edu Grant Revenues	20,000	20,000	5,742
Expenditures			
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	5,742
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 401- PLSEP Staff Edu Grant Expenditures	20,000	20,000	5,742
Net Change in Fund Balance	\$ -	\$ -	\$ -

SJVLS Budget to Actual
402 - E-Books For All Grant

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	50,000	17,293
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 402- E-Books For All Grant Revenues	-	50,000	17,293
Expenditures			
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	-	60,000	17,293
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	-	-	-
Total 402- E-Books For All Grant Expenditures	-	60,000	17,293
Net Change in Fund Balance	\$ -	\$ (10,000)	\$ -

SJVLS Budget to Actual
3301- AR Telco NRC Contingency

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	49,504	75,004	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	11,283
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	-	-	170,505
Total 3301- AR Telco NRC Cont Revenues	1,211,967	1,237,467	717,227
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	681,723
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	237,467	11,283
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco NRC Cont Expenditures	1,211,967	1,237,467	693,006
Net Change in Fund Balance	\$ -	\$ -	\$ 24,221

SJVLS Budget to Actual
3301.1- TRD Communication and Fortinet

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
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	-	-	-
Total 3301.1- Comm & Fortinet Revenues	36,000	36,000	36,000
Expenditures			
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	-	-	-
Total 3301.1- Comm & Fortinet Expenditures	36,000	36,000	26,872
Net Change in Fund Balance	\$ -	\$ -	\$ 9,128

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 • Interest	\$ -	\$ -	\$ -
3575 • State Grants	-	-	-
4375 • Federal Grants	-	-	-
4841 • Membership Dues	-	-	-
5039 • Tech Reserve Charges	920,000	920,000	279,891
5040 • Other Cty Dpts Services	-	-	-
5501 • Telephone Services	-	-	-
5504 • Telephone Services-Non County	-	-	-
5831 • Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	920,000	920,000	279,891
Expenditures			
7005 • Sealer Paper	-	-	-
7040 • Telephone Charges	-	-	-
7055 • Food	-	-	-
7101 • General Liability Insuranc	-	-	-
7175 • Property Insurance	-	-	-
7205 • Maintenance-Equipment	20,000	20,000	14,497
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	265,394
7406 • Library Materials	-	-	-
7412 • Mileage	-	-	-
7415 • Trans, Travel & Education	-	-	-
7416 • Trans & Travel County Gara	-	-	-
7430 • Utilities	-	-	-
7565 • County Cost Plan	-	-	-
Total 1301- TRD ERC & Equip Expenditures	920,000	920,000	279,891
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 • Interest	\$ -	\$ -	\$ -
3575 • State Grants	-	-	-
4375 • Federal Grants	-	-	-
4841 • Membership Dues	-	-	-
5039 • Tech Reserve Charges	101,000	101,000	27,710
5040 • Other Cty Dpts Services	-	-	-
5501 • Telephone Services	-	-	-
5504 • Telephone Services-Non County	-	-	-
5831 • Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	101,000	101,000	27,710
Expenditures			
7005 • Sealer Paper	-	-	6,771
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	19,102
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	-	-	-
Total 1301.1- Notices & Lib Cards Expenditures	101,000	101,000	27,710
Net Change in Fund Balance	\$ -	\$ -	\$ -

SJVLS Budget to Actual
150- UMS Debt Collection

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Apr 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	8,392
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 150- UMS Debt Collection Revenues	44,000	44,000	8,392
Expenditures			
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	8,392
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	-	-	-
Total 150- UMS Debt Collection Expenditures	44,000	44,000	8,392
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

Report Date 4/30/2023

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	200,912	-	-	200,912	8,088	
E-Resources Bibliotheca Cloud Library	31,976	31,976	25,652	-	-	25,652	6,324	
	240,976	240,976	226,564	-	-	226,564	14,412	
FY 21-2022 Rollover	9,702	9,702	9,702	-		9,702	-	
Grand Total	250,678	250,678	236,266	-	-	236,266		

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:	\$ 200,912	
Extra Delivery Stops:	\$ -	
	\$ 200,912	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**

4/30/2023

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	41,000	29,378.92	-	11,621	Ebooks for All contribution match to 0401 PLSEP
Pronunciator	32,000	28,000.00	-	4,000	
Cengage-Gale Database	62,000	47,912.70	14,374	(287)	Gale General Database Pkg
Cengage -Gale	32,000	26,481.50	7,945	(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
	180,000	144,541	22,318	13,141	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	31,976	25,652		6,324	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	35,354	-	6,324	
Grand Total	221,678	179,895	22,318	19,464	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	\$ 221,678	\$ 179,895	\$ 22,318	\$ 19,464

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: May 26, 2023
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: FY 2023-24 Administrative Council Meeting Schedule

RECOMMENDED ACTION:

1. Approve the attached list of proposed Administrative Council meeting dates for FY 2023-24.

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

ALTERNATIVE ACTION(S):

If the attached dates have any conflicts with known scheduled events, Admin Council can amend the proposed schedule. Meeting locations can also be modified at the recommendation of Council members.

FISCAL IMPACT:

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

DISCUSSION:

The proposed Administrative Council meeting schedule is being provided to allow Council members to plan around meeting dates. With the end of the COVID-19 State of Emergency, the Council can resume the pre-pandemic meeting schedule, meeting bi-monthly on the first Friday of the month.

PRIOR AGENDA REFERENCE:

No previous reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Proposed Meeting Schedule

Motion:

Second:

_____ PASSED

_____ REJECTED

SJVLS Administrative Council Meeting Schedule FY 2023-24

Date	Location
August 4, 2023	Visalia Library
October 6, 2023	Tulare Public Library
December 1, 2023	Teleconference
February 2, 2024	Hanford Library
April 5, 2024	Fowler Library
May 24, 2024	Porterville Library Admin Offices

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2023-24
May 26, 2023

DATE: May 26, 2023

TO: SJVLS Administrative Council

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

SUBJECT: Recommended Final Budget

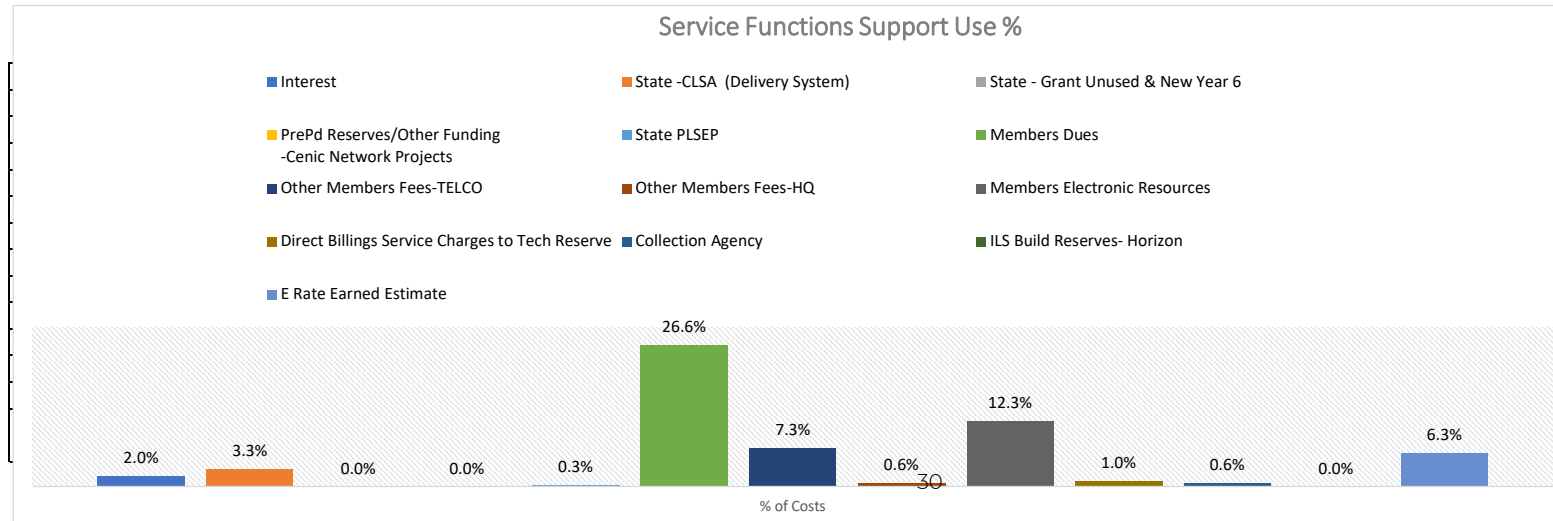
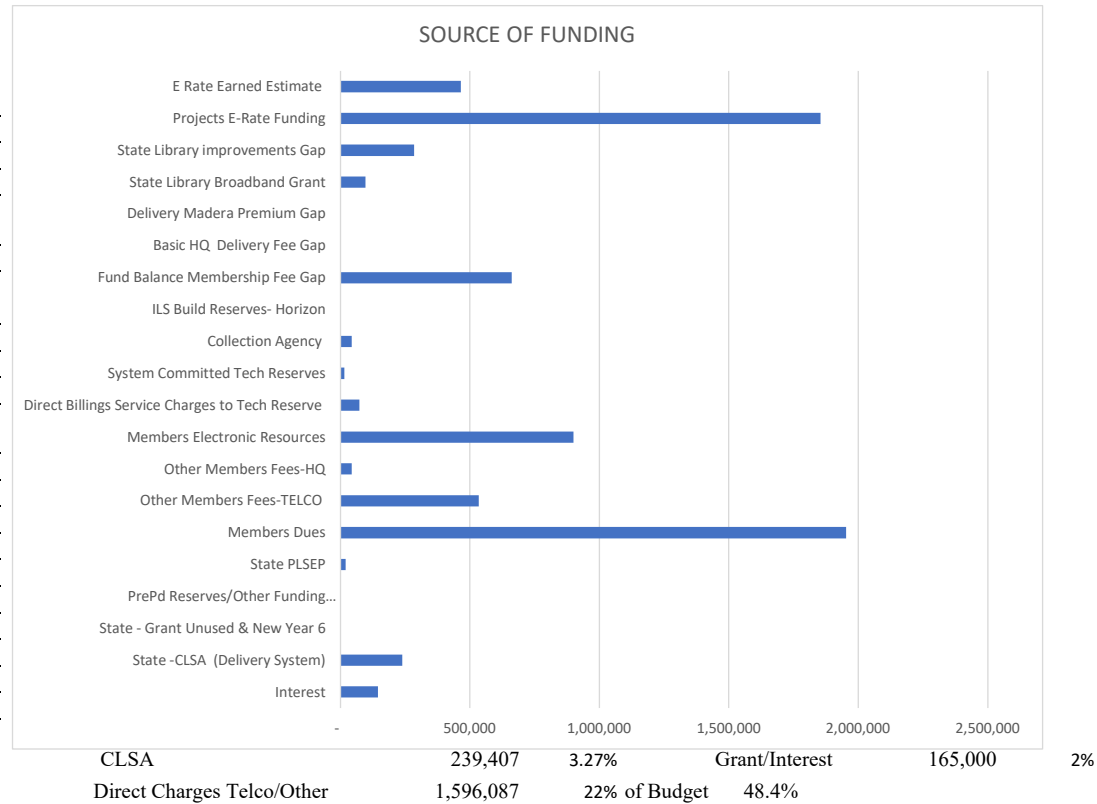
RECOMMENDED ACTION:

- | | |
|---|--------------|
| 1. Approve budget expenditures in the amount of | \$ 7,331,827 |
| 2. Approved estimated revenues in the amount of
Approval of Estimated Revenue sources as listed on Funding Sources. | \$ 7,331,827 |
| 3. Membership Rate Total Contribution | \$ 1,953,398 |
| 4. Assigned Fund Balance -continue | \$ 2,000,000 |
| 5. Member's Contribution
Committed System Projects - Assigned Prepaid Tech Reserves | \$ 800,000 |
| 6. Fiber System Projects
Funding offset:
Committed System Projects - Assigned Prepaid Tech Reserves (\$4,056)
E Rate & Grants (\$2,236,515) | \$ 2,240,571 |
| 7. Tech Plan Projects - System Committed and Other
Server Replacment & SirsiDynix Migration Services/Project Management
Funding offset:
Committed System Projects - Assigned Prepaid Tech Reserves | \$ 15,000 |

Approval of recommended budget as noted in the budget highlights.

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2023-24
May 26, 2023

Source of Funding	Amount
Interest	145,000
State -CLSA (Delivery System)	239,407
State - Grant Unused & New Year 6	-
PrePd Reserves/Other Funding -Cenic Network Projects	-
State PLSEP	20,000
Members Dues	1,953,398
Other Members Fees-TELCO	534,795
Other Members Fees-HQ	44,040
Members Electronic Resources	900,000
Direct Billings Service Charges to Tech Reserve	73,236
System Committed Tech Reserves	15,000
Collection Agency	44,000
ILS Build Reserves- Horizon	-
Fund Balance Membership Fee Gap	661,231
Basic HQ Delivery Fee Gap	-
Delivery Madera Premium Gap	-
State Library Broadband Grant	96,367
State Library improvements Gap	285,359
Projects E-Rate Funding	1,854,789
E Rate Earned Estimate	465,205
Total Funding for Budget	7,331,827
Membership Fees	1,953,398
% of Total Budget (Membership)	26.6%



SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2023-24
May 26, 2023

Total Budget (Membership costs + Telco/other direct projects)	Current Costs FY 22-23	Recommended Upcoming Year Total Costs	\$ Change	% Change
CLSA Service Plan- Delivery & Other	240,976	239,407	(1,569)	
CLSA Service Plan- Rollover Online Materials	9,702	-	(9,702)	
Public Library Education (PLSEP)	20,000	20,000	-	
Membership Operations	2,718,135	2,759,629	41,494	
Additional: Member Selection/Direct Charges	2,101,000	2,057,220	(43,780)	
Fiber Project & Porterville Circuit Grant	211,967	2,240,571	2,028,604	
Telemessaging Replacement	-	15,000	15,000	
System Committed Tech Reserves				
Tech Plan Project - Other		?		
System Committed Tech Reserves				
Total Budget	5,301,780	7,331,827	2,030,047	38%

Budget Highlights

1. Summary of SJVLS Operational Budget - Core

	Current Costs FY 22-23	Upcoming Year Total Costs	\$ Change	% of Total Costs
System Operations	\$1,368,019	\$1,422,229	\$54,210	52%
<i>Note: Network & Librarian staffing wage increase</i>				
Planning & Evaluation	\$640,935	\$630,900	(\$10,035)	23%
<i>Note: Contract Services for two years of audit financials, legal and accounting</i>				
Cataloging Center	\$114,800	\$118,000	\$3,200	4%
<i>Note : added in EzProxy annual fee</i>				
Fresno as Cat Center	\$3,000	\$5,500	\$2,500	0%
Online E Resources Materials	\$190,000	\$192,000	\$2,000	7%
<i>Note : Increase Cengage by \$4,000 for general & Peterson's test package</i>				
Telecommunications core	\$401,381	\$391,000	(\$10,381)	14%
	\$2,718,135	\$2,759,629	\$41,494	
Delivery (excluded, see #7 CLSA)				
Membership Costs	\$2,718,135	\$2,759,629	\$41,494	100%
		Increase by	1.5%	

2. Summary of Offset Funding Sources

				Funding %
Membership Fees	\$1,915,096	\$1,953,398	\$38,302	71%
Fund Balance Withdrawal	\$663,039	\$661,231	(\$1,808)	24%
Interest Earned	\$140,000	\$145,000	\$5,000	5%
CLSA Allocation (beyond delivery)	\$0	\$0	\$0	0%
Total Funding Sources	\$2,718,135	\$2,759,629	\$41,494	

3. ILL System

	Current Costs FY 22-23	Upcoming Year Total Costs	\$ Change
<i>Note:</i>			
SirsiDynix total budget is listed on three separate lines			
SirsiDynix	\$135,000	\$140,000	
Kids Catalog and/or Red Hat Renewal	\$3,000	\$3,000	
Web Services Connector		\$4,200	
Merced Community Engagement	\$7,050	\$7,050	
eRC Connector OverdriveMagazines(year 3)	\$3,400	\$4,260	
eRC Connector Free gal	\$1,400	\$1,766	
eRC ConnectorHoopla digital	\$4,730	\$4,730	
	\$154,580	\$165,006	\$10,426

4. Staff Training and Volunteer

Staff training	\$32,500
Training Other: Central Valley Get Involved Regional Network	\$1,000
Board approved on 1/11/2019 System to donate \$1,000	\$33,500

5. System Info Tech Plan Fiscal Assigned (Pending approval of plan by new Administrator & FY plan)

System Committed Tech Reserves by each Member (done)	\$800,000
withdrawal for Access Point renewal in three years	
withdrawal if participation on Cenic Broadband project, staff will return to board	
System Assigned Fund Balance	\$2,000,000 <i>Board approved 9/25/2020</i>
	\$2,800,000

6. Grants Network Technology/Broadband

Excluded in budget. Staff will return to Board for approval.

³¹
To be adopted upon acceptance and award of any grant

SAN JOAQUIN VALLEY LIBRARY SYSTEM**FY 2023-24****May 26, 2023****Budget Highlights****7. System Basic Delivery Services - Funded by CLSA (Cooperative Service Plan)**

Pending delivery updated estimates for gas prices and other costs
 Other Operations Category - CLSA Rollover Online Materials
 Other Operations Category - CLSA Online Materials (Cloud Library Titles)
Due to State no later than June 3
Allocation Notice - TBD Late April

Upcoming Year Total Costs
\$232,500 <i>(return to Board May 2023)</i>
\$6,907
\$0
\$0
\$239,407

8. Equipment Orders - Fall & Spring
 Fresno member for equipment \$510,000. Other members \$390,000

FY 2023-24 Upcoming Year Total Costs
\$900,000

9. Cataloging Services
Membership

Vendor	FY 2023-24 Upcoming Year Total Costs	FY 2024-25 Proposed Budget
OCLC	100,000	100,000
Exporxy	9,500	9,500
System CAT Center	5,500	5,500
Backstage	6,000	6,000
	Costs 121,000	121,000

10. Online Materials
Membership

Vendor	FY 2023-24 Upcoming Year Total Costs	FY 2024-25 Proposed Budget
Califa Annual Membership	3,600	3,600
Ebooks Bibliotheca	51,000	51,000
Pronunciator	32,000	32,000
Cengage Gale Database	62,500	62,500
Education and Career Module & Info Science	34,000	34,000
Califa- Quipu E Card Registration	13,000	13,000
Additional Online Materials Resources		
Sum	192,500	192,500
ERC Committee - TBD	?	?
	Costs 196,100	196,100

Members to Budget -

FY 2023-24

May 26, 2023

Membership & Telecommunications

Membership Rate Increase \$38,302 for Total \$1,953,398; Approved by Admin Council TBD

Other Charges: Additional Direct Charge to Budget

Summary Report

	Member's Budget Total Amount	
Members		
Coalinga	37,884	
Fresno	933,792	
Kern	597,388	
Kings	139,909	
Madera	158,061	
Mariposa	71,385	
Merced	239,452	
Porterville	26,417	
Tulare Co.	285,411	
Tulare Pub	60,648	
	-	
	2,550,347	

eRC Connector (Chris email 6/23/22)	eRC Connector (Chris email 6/23/22)
Year 1-FY 22-23	Year 1-FY 23-24
Porterville	
4,730	4,160
4,730	4,160

Member elected for AR payment from Tech Reserve

Details of Future Invoices Costs To Budget

	Upcoming Membership Fee Approved TBD	SmartPay Merchant fee & Other Selection (Fresno)	Smartnet HQ	Fortinet HQ	eRC Connector Free gal	eRC Connector Overdrive Magazines (year 3)	eRC Community Engagement Platform	eRC Connector Hoopla digital	Invoice (August 2023)
Members									
Coalinga	25,980		954	3,450					30,384
Fresno	772,364	128	954	3,450	1,766	2,130			780,792
Kern	497,234	750	954	3,450					502,388
Kings	100,805		954	3,450					105,209
Madera	113,357		954	3,450					117,761
Mariposa	32,981		954	3,450					37,385
Merced	155,868		954	3,450		2,130	7,050		169,452
Porterville	17,853		954	3,450				4,160	26,417
Tulare Co.	181,007		954	3,450					185,411
Tulare Pub	55,949		954	3,450					60,353
SJVLS user									
Total Members	1,953,398	878	9,540	34,500	1,766	4,260	7,050	4,160	2,015,552

AR Billing-Timeline	Invoice #1- August 10	Invoice #1- August 10	Invoice #2 August 11	Invoice #2 August 11	Invoice #2 August 11	Invoice #1- August 10	Invoice #1- August 10	Total August Invoice #1 & 2
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SmartNet increase: Increase due to 6% inflation estimate

	Prior Year FY 2020-21	Teleco Current Year (FY 21- 22&22-23)	FY 23-24 Estimate TELCO	Change	Teleco (Feb 2024)
Members					
Coalinga	16,488	7,500	7,500	-	7,500
Fresno	197,294	153,000	153,000	-	153,000
Kern	162,436	95,000	95,000	-	95,000
Kings	43,552	34,700	34,700	-	34,700
Madera	49,674	40,300	40,300	-	40,300
Mariposa	43,374	34,000	34,000	-	34,000
Merced	76,920	70,000	70,000	-	70,000
Porterville	0	0	0		-
Tulare Co.	119,936	100,000	100,000	-	100,000
Tulare Pub	265	255	295	40	295
				-	
Total Members	709,939	534,755	534,795	40	534,795

February

**Members to Budget -
FY 2023-24**

**AR Billing-
Timeline** **Invoice Date:
Sept 10th**

Pre Paid Direct Charges Optional Selection

If interested, please email with your selection.

Members	Pre Paid Patron Notice	Electronic Resources	Other Selections	Total
Coalinga				-
Fresno		500,000		500,000
Kern				-
Kings				-
Madera				-
Mariposa				-
Merced				-
Porterville				-
Tulare Co.				-
Tulare Pub				-
Total AR Billing	-	500,000	-	500,000

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2023-24
May 26, 2023

Operations Summary Multiple Years

Budget Plan for Expenses

	Prior Year FY 20-21	Prior Year FY 21-22	Current Year FY 22-23	Year 1 Upcoming Year Total Costs FY 23-24	Year 2 Upcoming Year Total Costs FY 24-25	\$ Change
Budget Total	6,066,145	4,353,297	5,301,780	5,082,545	5,387,498	(219,235)
Total Budget (Membership costs + Telco/other direct projects.					assume 6% CPI	

1. Summary of SJVLS Operational Budget - Core

	Prior Year FY 20-21	FY 21-22	Current Year FY 22-23	Upcoming Year Total Costs FY 23-24	Upcoming Year Total Costs FY 24-25	\$ Change	Contribution Method
System Operations	\$1,222,434	\$1,207,544	\$1,368,019	\$1,422,229	\$1,386,169	54,210	Tripartite
Planning & Evaluation	\$442,876	\$431,709	\$640,935	\$630,900	\$646,790	(10,035)	Population ratio
Cataloging Services	\$95,600	\$102,300	\$114,800	\$118,000	\$118,000	3,200	Population ratio
Note 1: added in EzProxy annual fee						0	Population ratio
Fresno as Cat Center	\$3,000	\$3,000	\$3,000	\$5,500	\$5,500	2,500	Population ratio
Online E Resources Materials	\$185,970	\$185,970	\$190,000	\$192,000	\$192,000	2,000	Population ratio
Note 2: Board voted for no committee allocation this year to manage increases to Online Materials						0	
Telecommunications core	\$392,700	\$410,807	\$401,381	\$391,000	\$424,207	(10,381)	Population ratio
Membership Costs	\$2,342,580	\$2,341,330	\$2,718,135	\$2,759,629	\$2,772,666	\$41,494	
Other Expense - Bill and Collect other So	3,723,565	2,011,967	2,583,645	2,322,916	2,614,832		

2. Summary of Offset Funding Sources

Membership Fees	\$1,789,809	\$1,789,809	\$1,915,096	\$1,953,398	pending	38,302
Fund Balance Withdrawal	\$482,771	\$481,521	\$663,039	\$661,231	pending	(1,808)
Interest Earned	\$70,000	\$70,000	\$140,000	\$145,000	\$145,000	5,000
						\$0
Total Funding Sources	\$2,342,580	\$2,341,330	\$2,718,135	\$2,759,629		\$41,494
Membership Operations						

ESTIMATED TELCO PROJECT COSTS

Project	Estimated Total Cost	Estimated E-Rate Funding	Estimated Grant Funding	Estimated Member Cost	Notes
Porterville Reconnection (ongoing)	\$75,003.85	\$0.00	\$75,003.85	\$0.00	Costs covered under two State Library Broadband Grants in the amounts of \$49,503.82 & \$25,500. Both grants have been funded.
Firebaugh Circuit Move	\$21,363.00	\$0.00	\$21,363.00	\$0.00	Costs to re-locate Firebaugh e-rated circuit to new location. Costs are eligible under the State Library's Broadband Grant program. We have not applied, yet.
Router Licenses for 3 Year 9 locations	\$2,200.00	\$1,870.00	\$0.00	\$330.00	Three locations are: Northeast (Kern), Livingston (Merced), Santa Nella (Merced). Not sure if e-rate will cover the licenses. We currently have an appeal with the FCC on denials to fund boost licenses for a larger set of locations. Not sure if we already filed e-rate paperwork to request funding for these licenses.
Wifi Improvements (cabling improvements, adding equipment, labor/install)	\$2,142,004.00	\$1,852,919.00	\$285,359.00	\$3,726.00	Member cost at this point are costs for ineligible items, as identified by USAC during the application review. Only 2 of 4 e-rate applications have been approved at this time. The State Library has funding to pay for the 15% of the project not funded by e-rate, however, we still have to apply and be approved.
Totals	\$2,240,570.85	\$1,854,789.00	\$381,725.85	\$4,056.00	

DATE: May 26, 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

**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

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

BRANCH NAME	CITY	CURRENT BANDWIDTH	CARRIER	SJVLS Wi-Fi
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
System				
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	
Public Computers				
Print Management: Envisionware	7	\$ 15,000	Membership	\$0
Time Management: PC Reservation	7	\$ 15,000	Membership	\$0
Network Infrastructure				
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
Server Network Redundancy				
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		

DATE: May 26, 2023
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer, Administrative Librarian
SUBJECT: Approve FY 2023-2024 CLSA Plan of Service

RECOMMENDED ACTION:

1. Approve the submission of our FY 2023-2024 CLSA Plan of Service to the State Library.

Approval of the recommended action will authorize the FY 2023-2024 Administrative Council Chair (Raman Bath) to sign the FY 2023-2024 Plan of Service and authorize the Administrative Librarian to submit the Plan of Service to the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions, the Plan of Service is due to the State Library on June 5, 2023.

FISCAL IMPACT:

Approval of the recommended action will increase System revenues in the amount of \$239,407, with all the funding being allocated to Delivery Services.

DISCUSSION:

SJVLS's California Library Services Act (CLSA) allocation for fiscal year 2023-2024 is \$239,407. There is no roll over funds this year. SJVLS is required to file a Plan of Service with the State Library describing how we intend to utilize the funding to support our member libraries and their communities. This year's allocation is approximately \$1,500 less than last year. At the same time, projected costs for delivery services increased from the previous year.

As a result of the lowered CLSA funding and increased cost estimates for delivery services, SJVLS drafted the Plan of Service allocating all our funding to the operation of delivery services. Using CLSA funding in this manner directly supports resource sharing and benefits our members equally.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – February 3, 2023
Administrative Council Agenda – April 7, 2023

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 - FY 2023-2024 CLSA Plan of Service Narrative
Attachment #2 – C&D Service Program Budget Request, Proposed CLSA Budget Summary

Motion: _____ Second: _____

_____ PASSED

_____ REJECTED



CALIFORNIA LIBRARY SERVICES ACT PLAN OF SERVICE AND BUDGET

For use with 2023/2024 Communication & Delivery Program

California State Library
Sacramento
April 2023

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2023/2024 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

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

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

Dates for physical delivery counts – FY 2023/2024:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2023/2024, due at the State Library on September 1, 2024. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 07- August 20, 2023

October 09 – October 22, 2023

January 15 –January 28, 2024

April 22 - May 05, 2024

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information

FY 2023/2024

System Name: San Joaquin Valley Library System			
Director: Christopher Wymer, Administrative Librarian		Email: Christopher.wymer@sjvls.org	
Address: 2420 Mariposa St		City: Fresno	State: Zip: CA 93720
Phone: (559) 600-6256		Fax:	

System Chair for FY 2023/2024 (if known): Raman Bath, Fresno County Librarian	Fiscal Agent: Fresno County
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Date approved by Administrative Council:
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X	
Signature of System Administrative Chair for FY 2023/2024	Date
Print Name:	

Conditions of Award

1. Accounting
Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.
2. Budget adjustments within approved programs
Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

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

3. Earning interest
Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2023).
4. Personal memberships and travel
Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.
5. Credit line
Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

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

As appropriate, this disclaimer should be added:

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

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

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

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Monday, June 05, 2023

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

Section Definitions

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

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.
- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

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

System Detailed Budget – Due at the State Library by Friday, September 8, 2023

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

Column Definitions

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

- a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.
- d. **Interest** - enter all interest earned on System funds.
- e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.
- f. **Total budgeted** - is the sum of Columns a through e.

Program Definition

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

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

Other Definitions

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

Grand Total System Budget

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

E-Resources

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

Resource Sharing

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

Demographics of System Service Area

System Population Profile, FY 2023/24

Total Population of System Service Area ^a: 2,984,159

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

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged ^b (Below poverty level)	562,060	18.835%
Institutionalized ^c	78,857	2.643%
Aged (65+) ^d	345,673	11.584%
Children & Youth: ^d	222,523	7.457%
• Under 5		
• 5 to 9	238,702	7.999%
• 10 to 14	254,252	8.52%
• 15 to 19	228,072	7.643%
Persons with disabilities ^e	355,288	11.906%
Speakers of limited English or English as a Second Language ^f	600,660	20.128%
Non-English Speaking ^g	Not available per U.S. Census Bureau	Not available per U.S. Census Bureau
Ethnicity ^d	127,380	4.269%
• Black		
• Hispanic	1,679,611	56.284%
• Asian	189,411	6.649%
• Native American	34,583	1.159%
• Other (specify) - Native Hawaiian or other Pacific Islander	4,970	0.167%
Geographically Isolated (RURAL) * see note	Not reported in FY 23-24	Not reported in FY 23-24
Functionally Illiterate ^h	485,618	16.273%
Shut-In ⁱ	129,981	4.356%

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

a California Department of Finance, Demographic Research Unit, City/County Population Estimates, with Annual Percentage Change, January 1, 2022 and 2023.

b U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Poverty Status in the past 12 months (S1701)

- c U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Group Quarters Population (B26001)
- d U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
- e U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)
- f U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Language Spoken at Home (S1601)
- g Not available per communication with US Census Bureau
- h U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Educational Attainment (S1501)
- i United States Census Bureau, American Fact Finder/ 2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

The San Joaquin Valley Library System has traditionally used these figures to plan allocations of CLSA funds to the underserved. The limited level of State funds makes that impractical. At present, these funds are being applied to System Delivery to provide the largest possible benefit to the SJVLS service population.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

"Rural" is essentially "that which is not named as urban." "Urban areas represent densely developed territory, and encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census."

Funding for Communications and Delivery – FY 2023/2024

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

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	700,000		
b. Non-public libraries in System area			
TOTAL			
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			4
d. Frequency/schedule of physical delivery service			3 days/week
e. Percentage of items to be physically delivered by:			
U.S. Mail	UPS	System Van	Contracted Van
%	%	%	100 %
			Other %

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

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

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

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

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

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

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

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

SJVLS’s goals for the Communication and Delivery funding in our 2023-2024 CLSA allocation are to continue to support physical resource sharing amongst the members of our cooperative system. This will be accomplished by using CLSA funding to fully fund Delivery Services. In previous years, SJVLS allocated CLSA funding to the purchase of titles for our shared CloudLibrary account. While we have seen increased CloudLibrary usage, the small decrease in our CLSA allocation from the previous year, combined with increased costs to operate delivery, leaves SJVLS only able to fund the delivery of physical materials in 2023-2024. Utilizing our CLSA funding in this manner ensures all SJVLS patrons will continue to be able to request the

materials they need, regardless of their location within the system, and provides equal benefits to all members.

2. Please specify how the Library System **will spend its 2023-2024 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.

SJVLS will utilize all our 2023-2024 CLSA funding on the operation of Delivery Services. Delivery services supports resource sharing amongst all member libraries and provides the most equitable use of CLSA funds.

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

Funding system delivery is the main priority for our C&D Service Program Budget Request, because it is the backbone of our cooperative system. To determine the funding amount to allocate, SJVLS's Business Manager estimated the costs of operating system delivery in the upcoming fiscal year, including projected increases in vehicle and staff costs.

4. If it will take you longer than 1 year to spend 2023-2024 funding specify why?

SJVLS does not anticipate taking longer than one year to spend our 2023-2024 funding.

5. If you plan on using roll-over funds from a previous year to supplement 2023-2024 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?

SJVLS will not have roll-over funds from a previous year to supplement 2023-2024 CLSA funds.

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

SJVLS's communication and delivery funds will be disbursed system wide to fund the costs of operating delivery services. All SJVLS member libraries participate in sharing physical materials between other member libraries. We do not allocate funds to specific libraries.

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

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

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

In 2023-2024, SJVLS will not supplement programs funded by CLSA with local funds. Our 2023-2024 CLSA allocation is enough to operate delivery services but does not fund any other program areas. As a result, SJVLS members are fully funding the system's budget for E-Resources, Telecommunications, and Resource Sharing through membership contributions or other sources of funding such as: E-Rate reimbursements or State and Federal grant programs.

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

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

- eBooks and eAudiobooks through CloudLibrary
- Gale General Database Package (provides access to 30 different databases)
- Peterson's Test and Career Prep through Gale
- Pronunciator
- ProCitizen from Pronunciator

Because our CLSA allocation only funds the costs of delivery services all e-resources listed are funded through membership contributions.

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

SJVLS's system delivery supports the sorting and basic delivery of materials to member headquarters locations three times per week and is contracted through Fresno County Public Library staff. FCPL staff providing delivery services consists of four drivers, four vans, and

sorting services. Our member libraries are responsible for the delivery of items to branches within their system, after the items are delivered to their headquarters. There are no changes to our delivery model in the upcoming year.

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

The current estimated average cost to move one item in the region is \$0.34 per item. Because SJVLS runs a shared ILS, branch library staff time to process items for delivery is minimal, so administrative funding is not applied. The primary cost of delivery is the central sorting of items from bins to the appropriate jurisdiction and the actual delivery time.

Through the end of April 2023, SJVLS transited 586,757 items between member library jurisdictions at a cost of \$200,912.

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

SJVLS will not use communications funding to address broadband connectivity issues, given that we do not have any funding remaining after funding delivery services. Instead, we will aim to utilize E-Rate category two funding and the current Broadband Grant opportunity to fund broadband connectivity and improvement projects.

Future Plans for Cooperative System

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

SJVLS is preparing for the future in multiple ways. Our priorities for the coming year are continuing our long-term goal of improving broadband connectivity and wireless internet access at our member libraries, implementing the priorities identified by our members in the 2023-2026 Technology Plan, and creating a new 3-year Strategic Plan for SJVLS. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment has been purchased through a combination of grant funds and individual member's budgets and Tech Reserve accounts. SJVLS takes advantage of e-rate discounts and category 2 funding to purchase

and install the infrastructure necessary to facilitate the CENIC migration, and members continue to budget for future costs.

SJVLS's service priorities continue to be focused on expanding our network with sustainable, robust infrastructure, the operation of the system's shared integrated library system (ILS), and providing a shared E-Resources platform for all system members. SJVLS's wide-area network (WAN) and shared ILS are the backbone of our cooperative system, providing the infrastructure necessary to facilitate resource sharing and access to materials for all patrons of our member library systems. The shared E-Resources platform provides all patrons with access to E-Books and E-Audiobooks through CloudLibrary, and a set of general purpose and specialized databases.

In the coming year, SJVLS will work to modernize our technology infrastructure, begin work to streamline our E-Resource offerings for members, and draft an updated Strategic Plan.

Modernizing our technology infrastructure will include updating servers, and telecommunications equipment used by our members to provide library services to their patrons. To streamline E-Resource offerings, SJVLS's Electronic Resource Committee will conduct a needs assessment to establish a baseline of the different types of resources to meet patron's informational needs. They will also review the various E-Resources offered to patrons, either through SJVLS or individual member libraries, to determine if the resources we offer align with the resources patrons needs. Once this assessment is completed, the committee will make recommendations on future priorities. The drafting of an updated Strategic Plan will provide SJVLS staff with a roadmap and priorities to drive the future growth of our cooperative system. A main priority of the Strategic Plan will be the long-delayed updating of SJVLS's governance documents.

**FY 2023-24 Proposed CLSA Budget
BUDGET SUMMARY**

Expense Category	Communication and Delivery Program
System Administration (PC&E)	
Salaries and Benefits	\$ -
PC&E	\$ -
Indirect	\$ -
SUBTOTAL	\$ -
Baseline	
Operations	\$ 239,407.00
Equipment	
SUBTOTAL	\$ 239,407.00
TOTAL	\$ 239,407.00

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

C&D Service Program Budget Request FY 2023/2024 (Section 18745)**Baseline Budget****D) Operations**

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

2. Training (C&D program related)

	AMOUNT BUDGETED	
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3. E-Resources:

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

4. Contracted Services for Delivery

UPS		
US Postal Service		
Contracted Van/ Courier	Fresno County Contracted- Basic & Sorting	\$ 239,407
Software that supports Remote Reference		
Software that supports Curbside Pickup		
Other		
Total of 4	AMOUNT BUDGETED	\$ 239,407

5. System Van/Vehicle

Fuel		
Insurance		
Maintenance		
Other (specify)		
Total of 5	AMOUNT BUDGETED	\$ -

C&D Service Program Budget Request FY 2023/2024 (Section 18745)

6. Telecommunications		
Conferencing Services		
Support		
ZOOM		
Internet		
Website updates/hosting		
Phone/Fax		
Telecommunications equipment		
Other (specify)		
Total of 6	AMOUNT BUDGETED	\$ -
7. Broadband		
Service Provider Fees (CENIC or other)		
Connection Fees		
Disconnection Fees		
Hardware Cost (Specify)		
Warranty Cost For Data Centers/Firewalls/Routers/Switches		
Total of 7	AMOUNT BUDGETED	\$ -
8. Resource Sharing		
Link+		
Document Depository		
Knowledge Sharing Database		
Other (Specify)		
Other (Specify)		
Total of 8	AMOUNT BUDGETED	\$ -
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration		
Audit		
Other (Specify)		
Total of 9	AMOUNT BUDGETED	\$ -
Total of Items 1-9 Section D		\$ 239,407
Total from A-C from SysAdmin		\$0.00
TOTAL OF A-D		\$ 239,407

DATE: May 26, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: eBooks for All Blackstone Audio Collection

DISCUSSION:

This agenda item is a Request for Direction from Administrative Council. SJVLS staff will pursue the direction decided on by Council.

The State Library has approached SJVLS about partnering on an eBooks for All grant opportunity in the upcoming fiscal year to provide all California residents with unlimited, simultaneous use to the full Blackstone Audio Collection for a period of 12 months. The proposed grant for the subscription would provide access to 4,458 titles, at a cost of \$367,785. The pricing per title is \$82.50 when an entire collection is purchased. The price per title increases to \$110.00 if we choose to only purchase a subset of titles in a collection. SJVLS has the flexibility to remove titles and/or entire collections from the subscription prior to applying for funding if we desire. The deadline to apply for the grant is June 20, 2023.

SJVLS would be responsible for providing matching funds for the grant. The initial match is 25% of the funding request, however, SJVLS can propose a lower match requirement when applying for funding. The table below provides a breakdown of the collections included, and the number of titles in each.

Collection	# of Titles
Art & Performing Arts	171
Biography/Autobiography	291
Business, Political Science, Science, etc.	404
Classics	202
Fantasy & Sci Fi	340
General Fiction	799
General Nonfiction	374
History	214
Lifestyle	312
Mystery & Thriller	469
Religion (Nonfiction & Fiction)	307
Romance & Erotica	401
Urban	174
Total	4458

The subscription will be accessible by all California residents, whether they have a library card or not, and can be accessed either through the Palace App, or through Biblioboard's geolocated eBook platform, Enki. Chris Durr from the State Library negotiated the subscription with Blackstone Audio, and now needs to find a partner library jurisdiction to apply for a grant to provide the resource.

SJVLS is requesting direction from Administrative Council on the potential utility of the

collection for your patrons, as well as whether we should pursue this opportunity. If Admin Council decides to move forward with the grant application, we would also request direction on what match percentage to request when applying, whether we should remove any titles or collections, and how to fund the match requirement.

FINANCIAL IMPLICATIONS:

If Administrative Council decides to pursue the funding opportunity, there will be financial implications. The current 25% matching funds requirement would require SJVLs to provide \$91,946.25 for the project, 15% matching funds would require \$55,167.75, and 10% would require \$36,778.5. Because our CLSA allocation is budgeted to be expended on the operation of Delivery Services, we cannot use CLSA funds to meet the match requirement.

The 25% and 15% match amounts exceed the total Online Materials budget in the upcoming year. If we were to use the Online Materials budget to fund the match requirement, we would not be able to purchase titles for CloudLibrary in FY 2023-24, which does not seem advisable.

SJVLs staff see two possibilities for funding this opportunity. The first possibility is to authorize a one-time withdrawal from Fund Balance to meet the match requirement. The second possibility would be to divide the match requirement across the members, either equally, or using the either population ratios or the tripartite formula.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: May 26, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Broadband Grant for Firebaugh Circuit Move Non-Recurring Costs

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian, or their designee, to submit a Broadband Grant application to the California State Library for funding to pay the non-recurring costs related to the Firebaugh Branch circuit move.
2. Approve budget resolution increasing FY 23-24 appropriations and estimated revenues for the for the project in the amount of \$21,500.
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 action will authorize the Administrative Librarian to apply for a Broadband Grant from the State Library to pay the non-recurring costs associated with moving the Firebaugh circuit to the new location in the amount of \$21,363.

ALTERNATIVE ACTION(S):

There are no other viable alternative options.

FISCAL IMPACT:

There is no increase in Membership Dues associated with the recommended action. Approving the recommended action will increase system revenues and expenditures in the amount of \$21,500.

DISCUSSION:

Fresno County recently re-located their Firebaugh branch to a new location located in the West Hills Community College Campus, which required SJVLS to request to move the e-rated circuit from the previous branch to the new location. Firebaugh's circuit is a CENIC circuit, under contract with Comcast through 2026. Comcast quoted non-recurring costs (NRC) of \$21,363 to move the circuit to the new location. CENIC attempted to make the NRC eligible for E-Rate funding by listing the location on our most recent E-Rate RFP. This would allow SJVLS and Comcast to enter a new 5-year contract for the new location. Unfortunately, another service provider bid lower costs than Comcast. When the Early Termination Fees associated with the Comcast circuit were factored into the circuit costs, the service was not cheaper than our current service, and we must move forward with the quoted costs to move the circuit.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Fresno Year 9 Quote from CENIC

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: Fresno County Public Library
 Budget Summary Description: Renewals Only, No Upgrades
 Quote Date: 2/6/2023
 Quote Expiration: 5/7/2023
 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				
5 Circuit	\$21,363.00	\$20,336.10		
Total	\$21,363.00	\$20,336.10	\$0.00	
Annual Cost	\$244,033.20			
Discounted Annual Cost	\$12,201.66			
Total for Year 1	\$265,396.20			
Discounted Annual Cost Year 1	\$33,564.66			

[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

<div>CENIC</div>					*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	90.00%	Total Discounted MRC (CTF & E-rate)*	Total Discounted NRC*
Site Name	Site Name	Service Provider	Service Type	Requested Bandwidth [1]	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*	\$1,016.81	\$21,363.00
Fresno County Public Library - Gillis Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	7/1/2028	\$0.00	\$276.35				\$0.00	\$13.82	Renewal	
Fresno County Public Library - Politi Branch	Fresno County Public Library - Fresno HQ	Vast Networks (CVIN)		100 Mbps	7/1/2028	\$0.00	\$650.00				\$0.00	\$32.50	Renewal	
Fresno County Public Library - Reedley Branch	Fresno County Public Library - Fresno HQ	Comcast		1 Gbps	7/1/2028	\$0.00	\$511.92				\$0.00	\$25.60	Renewal	
Fresno County Public Library - San Joaquin Branch	Fresno County Public Library - Fresno HQ	Comcast		1 Gbps	7/1/2028	\$0.00	\$511.92				\$0.00	\$25.60	Renewal	
Fresno County Public Library - Firebaugh Branch	Fresno County Public Library - Fresno HQ	Comcast		1 Gbps	7/1/2026	\$21,363.00	\$620.00				\$21,363.00	\$31.00	Move, Erate does not apply on NRC. Comcast quoted a NRC to move the circuit from the original location to the new location.	
Fresno County Public Library - Auberry Branch	Fresno County Public Library - Fresno HQ	Geolinks		100 Mbps	N/A	\$0.00	\$210.00				\$0.00	\$10.50	In Progress	
Fresno County Public Library - Big Creek Branch	Fresno County Public Library - Fresno HQ	Geolinks		100 Mbps	N/A	\$0.00	\$210.00				\$0.00	\$10.50	In Progress	
Fresno County Public Library - Shaver Lake Branch	Fresno County Public Library - Fresno HQ	Geolinks		100 Mbps	N/A	\$0.00	\$395.00				\$0.00	\$19.75	In Progress	
Fresno County Public Library - Tranquility Branch	Fresno County Public Library - Fresno HQ	Comcast		100 Mbps	7/1/2027	\$0.00	\$415.00				\$0.00	\$20.75	Existing	
Fresno County Public Library - Bear Mountain Branch	Fresno County Public Library - Fresno HQ	Geolinks		100 Mbps	7/1/2027	\$0.00	\$210.00				\$0.00	\$10.50	Existing	
Fresno County Public Library - Piedra Branch	Fresno County Public Library - Fresno HQ	Geolinks		100 Mbps	7/1/2027	\$0.00	\$210.00				\$0.00	\$10.50	Existing	
Fresno County Public Library - Fresno HQ	Fresno County Public Library - Fresno HQ	AT&T		10 Gbps	7/1/2026	\$0.00	\$838.41				\$0.00	\$41.92	Existing, Collector Circuit	
Fresno County Public Library - Fresno HQ	CalREN	AT&T		100 Mbps	7/1/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Talking Book Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	11/9/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Betty Rodriguez	Fresno County Public Library - Fresno HQ	AT&T		1 Gbps	3/24/2026	\$0.00	\$400.95				\$0.00	\$20.05	Existing	
Fresno County Public Library - Caruthers Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	7/23/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Clovis Branch	Fresno County Public Library - Fresno HQ	AT&T		1 Gbps	3/26/2026	\$0.00	\$400.95				\$0.00	\$20.05	Existing	
Fresno County Public Library - Easton Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/4/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Fig Garden Branch	Fresno County Public Library - Fresno HQ	AT&T		1 Gbps	4/5/2026	\$0.00	\$400.95				\$0.00	\$20.05	Existing	
Fresno County Public Library - Fresno HQ	CalREN	AT&T		10 Gbps	12/10/2025	\$0.00	\$1,890.00				\$0.00	\$94.50	Existing	
Fresno County Public Library - Kerman Branch	Fresno County Public Library - Fresno HQ	Comcast		1 Gbps	12/20/2026	\$0.00	\$599.00				\$0.00	\$29.95	Existing	
Fresno County Public Library - Kingsburg Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/11/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Laton Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	7/23/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Mendota Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/5/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Mosqueda Center Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/5/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Orange Cove Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/9/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Parlier Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	9/20/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Pinedale Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	9/22/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Riverdale	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	10/19/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Sanger Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/31/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Selma Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/26/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Sunnyside Branch	Fresno County Public Library - Fresno HQ	AT&T		1 Gbps	3/25/2026	\$0.00	\$400.95				\$0.00	\$20.05	Existing	
Fresno County Public Library - Teague Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	9/3/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - West Fresno Branch	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	8/25/2026	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Woodward Park Branch	Fresno County Public Library - Fresno HQ	AT&T		1 Gbps	3/26/2026	\$0.00	\$1,108.80				\$0.00	\$55.44	Existing	
Fresno County Public Library - Fowler	Fresno County Public Library - Fresno HQ	AT&T		100 Mbps	9/15/2025	\$0.00	\$592.70				\$0.00	\$29.64	Existing	
Fresno County Public Library - Fresno HQ	CalREN	Vast Networks (CVIN)		1 Gbps	12/29/2014	\$0.00	\$0.00				\$0.00	\$0.00	Existing	

[1] 100Mbps, 250Mbps, 500Mbps, 1Gbps, 10Gbps, 100Gbps,

DATE: May 26, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Broadband Grant for Uncovered E-rate Category 2 Costs

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to draft and submit a Broadband Grant Application to the State Library in an amount not to exceed \$350,000.

Approval of the recommended action will authorize the Administrative Librarian to apply for Broadband Grant funding from the State Library in an amount not to exceed \$350,000 to cover the unfunded portions of the E-Rate Category 2 Broadband Project.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could decide to forgo applying for Broadband Grant funding and cover the unfunded portions of the projects from their own budgets. SJVLS does not recommend this action.

FISCAL IMPACT:

Approval of the recommended action will not increase Membership Dues or have an immediate impact on SJVLS's budget. Staff will return to the board for acceptance of funding and budget resolutions.

DISCUSSION:

SJVLS's funding year 2021 Category 2 E-Rate applications are finally being reviewed and funded after the resolution of our USAC audits. Category 2 funding covers 85% of eligible costs associated with Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections. SJVLS has four Category 2 funding requests to expand Wi-Fi service and improve cabling and network equipment at nearly all our member libraries. Two of the four funding requests have already been approved, and the other two are in the final stages of review with USAC.

The State Library's High Speed Broadband Grant program has funding available to cover the unfunded portion of E-Rate Category 2 projects. SJVLS applied and was awarded funding for this project under an earlier version of the grant program. Unfortunately, USAC audits delayed the review and approval of our Category 2 applications, and SJVLS was forced to return the funding in May 2022. Now that our Category 2 applications are being funded, we can re-apply for funding and being to move forward with the projects.

Staff will return to Administrative Council for approval of the final award agreement.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – November 6, 2020 – Attachment 8.
Administrative Council Agenda – May 6, 2022 – Attachment 5.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Funding amounts by location and e-rate application
On File – E-Rate Category 2 Applications
On File – Previous Broadband Grant Application

Motion:

Second:

_____ PASSED

_____ REJECTED

Row Labels	Quoted Project Cost	USAC Funding Request	Grant Funding Request
Coalinga	\$64,230	\$54,594	\$9,636
Coalinga District HQ	\$29,324	\$24,925	\$4,399
Coalinga - Wireless_52472	\$9,880	\$8,398	\$1,482
Coalinga District HQ - Cabling_47966	\$9,564	\$8,129	\$1,435
Coalinga District HQ_Switch_47903	\$9,880	\$8,398	\$1,482
Huron	\$34,906	\$29,669	\$5,237
Huron - Cabling 47967	\$15,116	\$12,849	\$2,267
Huron Branch - Wireless_	\$9,895	\$8,410	\$1,485
Huron Branch_Switches_47905	\$9,895	\$8,410	\$1,485
Fresno	\$929,656	\$787,674	\$141,982
Auberry	\$4,287	\$3,645	\$642
Auberry - Cabling - 47970	\$2,651	\$2,254	\$397
Auberry_Switch_47906	\$1,636	\$1,391	\$245
Bear Mountain	\$4,422	\$3,759	\$663
Bear Mountain Branch - CABLING	\$2,786	\$2,368	\$418
Bear Mountain_Switch_47907	\$1,636	\$1,391	\$245
Betty Rodriguez	\$43,935	\$37,344	\$6,591
Betty Rodriguez - CABLING	\$12,380	\$10,523	\$1,857
Betty Rodriguez - Wireless_52480	\$7,779	\$6,612	\$1,167
Betty Rodriguez_Switch_47917	\$23,776	\$20,209	\$3,567
Big Creek	\$6,107	\$5,192	\$915
Big Creek Branch - CABLING - 47974	\$2,835	\$2,410	\$425
Big Creek_Switch_47908	\$3,272	\$2,782	\$490
Caruthers	\$4,662	\$3,963	\$699
Caruthers Branch - CABLING - 47976	\$3,026	\$2,572	\$454
Caruthers_Switch_47909	\$1,636	\$1,391	\$245
Clovis	\$31,368	\$26,662	\$4,706
Clovis Branch - CABLING - 47977	\$13,560	\$11,526	\$2,034
Clovis Branch - Wireless_52474	\$7,913	\$6,726	\$1,187
Clovis_Switch_47910	\$9,895	\$8,410	\$1,485
Easton	\$14,321	\$12,172	\$2,149
Easton Branch - CABLING - 47978	\$2,790	\$2,371	\$419
Easton Branch - Wireless_52475	\$1,636	\$1,391	\$245
Easton_Switch_47911	\$9,895	\$8,410	\$1,485
Fig Garden	\$66,666	\$56,666	\$10,000
Fig Garden Branch - CABLING	\$59,021	\$50,168	\$8,853
Fig Garden Branch- Wireless	\$7,645	\$6,498	\$1,147
Firebaugh	\$25,866	\$21,986	\$3,880
Firebaugh Branch - CABLING - 47980	\$11,915	\$10,128	\$1,787
Firebaugh Branch - Wireless_52477	\$1,636	\$1,391	\$245
Firebaugh_Switch_47913	\$12,315	\$10,467	\$1,848
Fowler	\$25,285	\$21,493	\$3,792
Fowler Branch - CABLING_	\$8,757	\$7,444	\$1,313
Fowler Branch - Wireless_52478	\$4,640	\$3,944	\$696
Fowler Branch_Switch_47914	\$11,888	\$10,105	\$1,783
Fresno	\$23,454	\$19,936	\$3,518
Fresno - Cabling - 47968	\$13,637	\$11,591	\$2,046
Fresno - Wireless_52479	\$9,817	\$8,345	\$1,472
Fresno HQ	\$102,476	\$87,104	\$15,372
Fresno HQ_Switch_47916	\$102,476	\$87,104	\$15,372
Gillis	\$14,428	\$12,264	\$2,164
Gillis Branch - CABLING - 47984	\$2,897	\$2,463	\$434
Gillis Branch - Wireless-52481	\$1,636	\$1,391	\$245
Gillis_Switch_47918	\$9,895	\$8,410	\$1,485
Kerman	\$33,895	\$28,810	\$5,085
Kerman Branch - CABLING - 47985	\$20,728	\$17,618	\$3,110

Kerman Branch - Wireless-52482	\$3,272	\$2,782	\$490
Kerman_Switch	\$9,895	\$8,410	\$1,485
Kingsburg	\$35,659	\$30,309	\$5,350
Kingsburg Branch - CABLING - 47988	\$18,862	\$16,032	\$2,830
Kingsburg Branch - Wireless-52483	\$4,909	\$4,172	\$737
Kingsburg_Switch	\$11,888	\$10,105	\$1,783
Laton	\$28,682	\$24,380	\$4,302
Laton Branch - CABLING - 47991	\$13,588	\$11,550	\$2,038
Laton Branch - Wireless - 52484	\$3,272	\$2,782	\$490
Laton_Switch_47921	\$11,822	\$10,048	\$1,774
Mendota	\$19,870	\$16,888	\$2,982
Mendota Branch - CABLING - 47993	\$5,200	\$4,420	\$780
Mendota Branch - Wireless -52485	\$4,775	\$4,058	\$717
Mendota_Switch_47922	\$9,895	\$8,410	\$1,485
Mosqueda	\$4,661	\$3,962	\$699
Mosqueda Center	\$1,636	\$1,391	\$245
Mosqueda Center Branch - CABLING - 47994	\$3,025	\$2,571	\$454
Orange Cove	\$14,534	\$12,354	\$2,180
Orange Cove	\$9,895	\$8,410	\$1,485
Orange Cove Branch - CABLING - 47998	\$3,003	\$2,553	\$450
Orange Cove Branch - Wirelesss - 52486	\$1,636	\$1,391	\$245
Parlier	\$31,442	\$26,726	\$4,716
Parlier Branch - CABLING - 47996	\$17,918	\$15,230	\$2,688
Parlier Branch - Wireless - 52487	\$1,636	\$1,391	\$245
Parlier_Switch_47925	\$11,888	\$10,105	\$1,783
Piedra	\$4,618	\$3,925	\$693
Piedra Branch - CABLING - 47995	\$2,982	\$2,534	\$448
Piedra_Switch_47926	\$1,636	\$1,391	\$245
Pindale	\$2,982	\$2,534	\$448
Pindale Branch - CABLING 52763	\$2,982	\$2,534	\$448
Pinedale	\$4,618	\$1,391	\$3,227
Pinedale Branch - CABLING - 47999	\$2,982	\$0	\$2,982
Pinedale_Switch_47927	\$1,636	\$1,391	\$245
Pixley	\$3,138	\$2,668	\$470
52523 Pixley Branch - Wireless_V	\$3,138	\$2,668	\$470
Politi	\$28,016	\$23,815	\$4,201
Politi Branch - CABLING - 48000	\$4,955	\$4,212	\$743
Politi Branch - Wireless_52488	\$3,272	\$2,782	\$490
Politi_Switch_47928	\$19,789	\$16,821	\$2,968
Reedley	\$50,698	\$43,094	\$7,604
Reedley Branch - CABLING - 48002	\$28,522	\$24,244	\$4,278
Reedley Branch - Wireless	\$2,387	\$2,029	\$358
Reedley_Switch	\$19,789	\$16,821	\$2,968
Riverdale	\$30,158	\$25,635	\$4,523
Riverdale Branch - CABLING - 48003	\$28,522	\$24,244	\$4,278
Riverdale Branch - Wireless 47930	\$1,636	\$1,391	\$245
San Joaquin	\$30,250	\$25,711	\$4,539
47931 - San Joaquin Branch - Switching_V	\$11,822	\$10,048	\$1,774
San Joaquin Branch - CABLING 48004	\$16,041	\$13,634	\$2,407
San Joaquin Branch - Wireless - 552490	\$2,387	\$2,029	\$358
Sanger	\$8,227	\$6,994	\$1,233
Sanger Branch - CABLING	\$4,955	\$4,212	\$743
Sanger Branch - Wireless 47932	\$3,272	\$2,782	\$490
Selma	\$22,058	\$18,750	\$3,308
48007 Selma Branch - CABLING_V	\$18,786	\$15,968	\$2,818
Selma Branch - Wireless 47933	\$3,272	\$2,782	\$490
Senior Resource Center	\$16,748	\$14,235	\$2,513
47934 - Senior Resource Center - Switching_V	\$9,895	\$8,410	\$1,485

Senior Resource Center - CABLING -48009	\$4,466	\$3,796	\$670
Senior Resource Center - Wireless - 52491	\$2,387	\$2,029	\$358
Shaver Lake	\$22,364	\$19,009	\$3,355
Shaver Lake - CABLING 48012	\$20,728	\$17,618	\$3,110
Shaver Lake - Wireless	\$1,636	\$1,391	\$245
Sunnyside	\$21,563	\$18,330	\$3,233
Sunnyside Branch - CABLING	\$10,646	\$9,050	\$1,596
Sunnyside Branch - Wireless	\$10,917	\$9,280	\$1,637
Talking Book	\$11,608	\$9,866	\$1,742
Talking Book Branch - CABLING 48015	\$6,833	\$5,808	\$1,025
Talking Book Branch - Wireless 47937	\$4,775	\$4,058	\$717
Teague	\$4,442	\$3,776	\$666
Teague Branch - CABLING - 48018	\$2,806	\$2,385	\$421
Teague Branch - Wireless 47938	\$1,636	\$1,391	\$245
Tranquillity	\$13,524	\$11,496	\$2,028
47939 Tranquillity Branch - Switching_V	\$11,888	\$10,105	\$1,783
Tranquillity Branch - Wireless - 52492	\$1,636	\$1,391	\$245
Tranquillity Branch	\$2,791	\$2,372	\$419
Tranquillity Branch - CABLING - 48017	\$2,791	\$2,372	\$419
West Fresno	\$29,449	\$25,031	\$4,418
47940 West Fresno Branch - Switching_V	\$23,776	\$20,209	\$3,567
West Fresno Branch - CABLING - 48019	\$5,673	\$4,822	\$851
Woodward	\$12,531	\$10,652	\$1,879
Woodward Branch - CABLING - 48020	\$12,531	\$10,652	\$1,879
Woodward Park	\$73,853	\$62,775	\$11,078
47941 Woodward Park Branch - Switching_V	\$73,853	\$62,775	\$11,078
Kern	\$648,801	\$551,476	\$97,325
Arvin	\$26,038	\$22,132	\$3,906
47943 - Arvin Branch - Switching_V	\$11,888	\$10,105	\$1,783
48024 Arvin Branch - CABLING_V	\$9,375	\$7,969	\$1,406
Arvin Branch - Wireless - 52496	\$4,775	\$4,058	\$717
Baker Street	\$26,038	\$22,132	\$3,906
47944 Baker Street Branch - Switching_V	\$11,888	\$10,105	\$1,783
48028 - Baker Street - Cabling_V	\$9,375	\$7,969	\$1,406
Baker Street Branch -Wireless	\$4,775	\$4,058	\$717
Beale Memorial HQ	\$112,266	\$95,425	\$16,841
47942 Beale Memorial HQ -Switching_V	\$59,251	\$50,363	\$8,888
48021 Beale Memorial HQ Branch - CABLING_V	\$24,120	\$20,502	\$3,618
48021 Item 21 Beale Memorial HQ Branch - CABLING_V	\$24,120	\$20,502	\$3,618
Beale Memorial HQ - Wireless	\$4,775	\$4,058	\$717
California City	\$26,038	\$22,132	\$3,906
47945 California City Branch - Switching_V	\$11,888	\$10,105	\$1,783
48029 California City - Cabling_V	\$9,375	\$7,969	\$1,406
California City Branch - Wireless - 552498	\$4,775	\$4,058	\$717
Delano	\$26,023	\$22,119	\$3,904
47946 Delano Branch - Switching_V	\$11,888	\$10,105	\$1,783
48030 Delano - Cabling_V	\$9,360	\$7,956	\$1,404
Delano Branch - Wireless - 52499	\$4,775	\$4,058	\$717
Frazier Park	\$25,984	\$22,086	\$3,898
47947 - Frazier Park Branch - Switching_V	\$11,888	\$10,105	\$1,783
48031 Frazier Park - Cabling_V	\$9,321	\$7,923	\$1,398
Frazier Park Branch - Wireless 52500	\$4,775	\$4,058	\$717
Holloway-Gonzales	\$26,199	\$22,269	\$3,930
47948 Holloway-Gonzales Branch - Switching_V	\$11,888	\$10,105	\$1,783
48032 Holloway-Gonzales - Cabling_V	\$9,536	\$8,106	\$1,430
Holloway-Gonzales Branch - Wireless 52501	\$4,775	\$4,058	\$717
Kern River Valley	\$25,988	\$22,089	\$3,899
47949 - Kern River Valley Branch - Switching_V	\$11,888	\$10,105	\$1,783

48033Item 21 Kern River Valley Branch - CABLING_V	\$9,325	\$7,926	\$1,399
Kern River Valley Branch - Wireless 52502	\$4,775	\$4,058	\$717
Lamont	\$29,755	\$25,291	\$4,464
47950 Lamont Branch - Switching_V	\$11,888	\$10,105	\$1,783
48034 Item 21 Lamont Branch - CABLING-V	\$11,456	\$9,737	\$1,719
Lamont Branch - Wireless 525031	\$6,411	\$5,449	\$962
McFarland	\$29,755	\$25,291	\$4,464
47951 McFarland Branch - Switching_V	\$11,888	\$10,105	\$1,783
48035 Item 21- McFarland Branch - CABLING-V	\$11,456	\$9,737	\$1,719
McFarland Branch - Wireless 52504	\$6,411	\$5,449	\$962
Mojave	\$33,786	\$28,719	\$5,067
47952 - Mojave Branch - Switching_V	\$11,888	\$10,105	\$1,783
48036 -Item 21 Mojave Branch - CABLING	\$13,851	\$11,774	\$2,077
Mojave Branch - Wireless 52505	\$8,047	\$6,840	\$1,207
Northeast	\$22,080	\$18,769	\$3,311
47953 Northeast Branch - Switching_V	\$11,729	\$9,970	\$1,759
48037 Northeast Branch - CABLING_V	\$7,135	\$6,065	\$1,070
Northeast Branch - Wireless 52506	\$3,216	\$2,734	\$482
Rathbun	\$28,572	\$24,287	\$4,285
48038 Rathbun Branch - CABLING_V	\$7,135	\$6,065	\$1,070
Rathbun Branch - Switching	\$11,888	\$10,105	\$1,783
Rathbun Branch - Wireless 52507	\$9,549	\$8,117	\$1,432
Ridgecrest	\$32,664	\$27,764	\$4,900
Ridgecrest Branch - CABLING - 48039	\$11,978	\$10,181	\$1,797
Ridgecrest Branch - Wireless 52508	\$8,798	\$7,478	\$1,320
Ridgecrest_Switch_47955	\$11,888	\$10,105	\$1,783
Southwest	\$32,584	\$27,696	\$4,888
52509 Southwest Branch - Wireless_V	\$7,779	\$6,612	\$1,167
Southwest Branch - CABLING - 48040	\$12,917	\$10,979	\$1,938
Southwest_Switch_47956	\$11,888	\$10,105	\$1,783
Taft	\$15,746	\$13,383	\$2,363
52510 Taft Branch - Wireless_V	\$4,775	\$4,058	\$717
Taft Branch - CABLING - 48041	\$10,971	\$9,325	\$1,646
Tehachapi	\$29,183	\$24,805	\$4,378
52511 Tehachapi Branch - Wireless_V	\$6,277	\$5,335	\$942
Tehachapi Branch - CABLING - 48042	\$11,018	\$9,365	\$1,653
Tehachapi_Switch_47958	\$11,888	\$10,105	\$1,783
Wanda Kirk	\$38,356	\$32,604	\$5,752
52512 Wanda Kirk Branch - Wireless_V	\$11,051	\$9,394	\$1,657
Wanda Kirk Branch - CABLING - 48043	\$15,417	\$13,105	\$2,312
Wanda Kirk_Switch_47959	\$11,888	\$10,105	\$1,783
Wasco	\$34,770	\$29,554	\$5,216
52513 Wasco Branch - Wireless_V	\$6,411	\$5,449	\$962
Wasco Branch - CABLING	\$16,471	\$14,000	\$2,471
Wasco_Switch	\$11,888	\$10,105	\$1,783
Wilson	\$26,976	\$22,929	\$4,047
52514 Wilson Branch - Wireless_V	\$4,775	\$4,058	\$717
Wilson Branch - CABLING	\$10,313	\$8,766	\$1,547
Wilson_Switch_47961	\$11,888	\$10,105	\$1,783
Kings	\$35,594	\$30,256	\$5,338
Armona	\$3,081	\$2,619	\$462
Armona Branch - CABLING	\$3,081	\$2,619	\$462
Avenal	\$3,321	\$2,823	\$498
Avenal Branch - CABLING - 48077	\$3,321	\$2,823	\$498
Corcoran	\$3,321	\$2,823	\$498
48084 - 92931 Corcoran Branch - CABLING_V	\$3,321	\$2,823	\$498
Hanford HQ	\$15,908	\$13,522	\$2,386
Hanford HQ Branch - CABLING - 48051	\$15,908	\$13,522	\$2,386

Kettleman City	\$3,321	\$2,823	\$498
48087 - 92931 Kettleman City Branch - CABLING_V	\$3,321	\$2,823	\$498
Lemoore	\$3,321	\$2,823	\$498
Lemoore Branch - CABLING	\$3,321	\$2,823	\$498
Stratford	\$3,321	\$2,823	\$498
48088 - 92931 Stratford Branch - CABLING_V	\$3,321	\$2,823	\$498
Madera	\$87,060	\$74,003	\$13,057
Chowchilla	\$10,549	\$8,967	\$1,582
48090 - 92931 Chowchilla - CABLING_V	\$6,660	\$5,661	\$999
Chowchilla Branch - Wireless_ 48046	\$3,889	\$3,306	\$583
Madera HQ	\$20,144	\$17,123	\$3,021
48089 - 92931 Madera HQ Branch - CABLING	\$16,872	\$14,341	\$2,531
Madera HQ - Wireless 48045	\$3,272	\$2,782	\$490
Madera Ranchos	\$9,529	\$8,100	\$1,429
48091 - Madera Ranchos - CABLING_V	\$5,640	\$4,794	\$846
Madera Ranchos Branch_Wireless 48048	\$3,889	\$3,306	\$583
Merced County HQ	\$13,246	\$11,259	\$1,987
48098 - Merced County HQ Branch - CABLING_V	\$13,246	\$11,259	\$1,987
North Fork	\$11,881	\$10,099	\$1,782
48092 North Fork Branch - CABLING_V	\$11,881	\$10,099	\$1,782
Oakhurst	\$21,711	\$18,455	\$3,256
48049 Oakhurst Branch - Switching_V	\$9,895	\$8,410	\$1,485
48093 Oakhurst Branch - CABLING_V	\$8,678	\$7,377	\$1,301
52515 Oakhurst Branch - Wireless_V	\$3,138	\$2,668	\$470
Mariposa	\$25,440	\$21,624	\$3,816
El Portal	\$4,640	\$3,944	\$696
48095 El Portal Branch - CABLING_V	\$3,004	\$2,553	\$451
El Portal Branch - Wireless	\$1,636	\$1,391	\$245
Mariposa HQ	\$14,524	\$12,345	\$2,179
48094 Mariposa HQ Branch - CABLING_V	\$9,615	\$8,173	\$1,442
Mariposa HQ - Wireless 48050	\$4,909	\$4,172	\$737
Red Cloud	\$4,640	\$3,944	\$696
48096 Red Cloud Branch - CABLING_V	\$3,004	\$2,553	\$451
Red Cloud Branch - Wireless 48053	\$1,636	\$1,391	\$245
Wawona	\$1,636	\$1,391	\$245
Wawona - Wireless	\$1,636	\$1,391	\$245
Merced	\$72,407	\$61,549	\$10,858
Atwater	\$4,855	\$4,127	\$728
48099 Atwater Branch - CABLING_V	\$3,219	\$2,736	\$483
Atwater Branch - Wireless 58056	\$1,636	\$1,391	\$245
Delhi	\$4,421	\$3,758	\$663
48100 - Delhi Branch - CABLING_V	\$2,785	\$2,367	\$418
Delhi Branch - Wireless 48057	\$1,636	\$1,391	\$245
Dos Palos	\$4,743	\$4,032	\$711
48101 Dos Palos Branch - CABLING_V	\$3,107	\$2,641	\$466
Dos Palos Branch - Wireless 48058	\$1,636	\$1,391	\$245
Gustine	\$4,743	\$4,032	\$711
48102 Gustine Branch - CABLING_V	\$3,107	\$2,641	\$466
Gustine Branch - Wireless 48059	\$1,636	\$1,391	\$245
Hilmar	\$10,962	\$9,318	\$1,644
Hilmar Branch - CABLING	\$9,326	\$7,927	\$1,399
Hilmar Branch - Wireless 48060	\$1,636	\$1,391	\$245
Le Grand	\$4,743	\$4,032	\$711
Le Grand Branch - CABLING_48104	\$3,107	\$2,641	\$466
Le Grand Branch -Wireless 48062	\$1,636	\$1,391	\$245
Livingston	\$13,582	\$11,545	\$2,037
Livingston Branch - CABLING_48105	\$13,582	\$11,545	\$2,037
Los Banos	\$4,743	\$4,032	\$711

Los Banos Branch - CABLING_48106	\$3,107	\$2,641	\$466
Los Banos Branch - Wireless 48063	\$1,636	\$1,391	\$245
Merced County HQ	\$8,538	\$7,257	\$1,281
Merced County HQ - Wireless 48055	\$8,538	\$7,257	\$1,281
Santa Nella	\$3,147	\$2,675	\$472
Santa Nella Branch - CABLING_48110	\$3,147	\$2,675	\$472
Snelling	\$4,783	\$4,066	\$717
Snelling Branch - CABLING_48108	\$3,147	\$2,675	\$472
Snelling Branch - Wireless 48064	\$1,636	\$1,391	\$245
Winton	\$3,147	\$2,675	\$472
Winton Branch - CABLING_48109	\$3,147	\$2,675	\$472
Porterville	\$37,911	\$32,225	\$5,686
Porterville	\$37,911	\$32,225	\$5,686
Porterville	\$37,911	\$32,225	\$5,686
TPL	\$14,592	\$12,403	\$2,189
Tulare Public HQ	\$14,592	\$12,403	\$2,189
48133 Tulare - Cabling_v	\$14,592	\$12,403	\$2,189
Tulare	\$267,188	\$227,115	\$40,073
Alpaugh	\$4,971	\$4,226	\$745
Alpaugh Branch - CABLING_48112	\$3,335	\$2,835	\$500
Alpaugh Branch - Wireless 48068	\$1,636	\$1,391	\$245
Dinuba	\$4,863	\$4,134	\$729
Dinuba Branch - CABLING_48113	\$3,227	\$2,743	\$484
Dinuba Branch - Wireless 48069	\$1,636	\$1,391	\$245
Earlimart	\$23,704	\$20,149	\$3,555
Earlimart - Wireless 48070	\$15,026	\$12,772	\$2,254
Earlimart Branch - CABLING 48116	\$8,678	\$7,377	\$1,301
Exeter	\$5,295	\$4,501	\$794
Exeter Branch - CABLING_48114	\$3,659	\$3,110	\$549
Exeter Branch - Wireless 48071	\$1,636	\$1,391	\$245
Farmersville	\$5,303	\$4,508	\$795
Farmersville Branch - Wireless 48072	\$1,636	\$1,391	\$245
Farmsville Branch - CABLING_48115	\$3,667	\$3,117	\$550
Ivanhoe	\$18,693	\$15,890	\$2,803
48073 Ivanhoe - Switching_V	\$11,888	\$10,105	\$1,783
Ivanhoe - Wireless 52516	\$3,138	\$2,668	\$470
Ivanhoe Branch - CABLING_48117	\$3,667	\$3,117	\$550
Lindsay	\$5,303	\$4,508	\$795
Lindsay Branch - CABLING 48118	\$3,667	\$3,117	\$550
Lindsay Branch - Wireless 48074	\$1,636	\$1,391	\$245
London	\$5,303	\$4,508	\$795
48119 London Branch - CABLING_V	\$3,667	\$3,117	\$550
London Branch - Wireless 48075	\$1,636	\$1,391	\$245
Orosi-Cutler	\$21,711	\$18,455	\$3,256
48076 Orosi Culter Branch - Switching_V	\$9,895	\$8,410	\$1,485
Orosi-Culter Branch - Wireless 52517	\$3,138	\$2,668	\$470
Orosi-Cutler Branch - CABLING	\$8,678	\$7,377	\$1,301
Pixley	\$18,313	\$15,565	\$2,748
48123 Pixley Branch - Switching_V	\$9,895	\$8,410	\$1,485
Pixley Branch - CABLING - 48121	\$8,418	\$7,155	\$1,263
Springville	\$23,444	\$19,928	\$3,516
48078 Springville Branch - Switching_V	\$11,888	\$10,105	\$1,783
Springville Branch - CABLING_V	\$8,418	\$7,155	\$1,263
Springville Branch - Wireless 52518	\$3,138	\$2,668	\$470
Strathmore	\$4,905	\$4,170	\$735
48079 Strathmore Branch - Switching_V	\$1,636	\$1,391	\$245
Strathmore Branch - CABLING 48132	\$3,269	\$2,779	\$490
Terra Bella	\$22,974	\$19,528	\$3,446

48081 - 92931 -Terra Bella Branch - Switching_V	\$11,418	\$9,705	\$1,713
Terra Bella Branch - CABLING 48125	\$8,418	\$7,155	\$1,263
Terra Bella Branch - Wireless 52519	\$3,138	\$2,668	\$470
Three Rivers	\$22,974	\$19,528	\$3,446
48082 - 92931 - Three Rivers Branch - Switching	\$11,418	\$9,705	\$1,713
Three Rivers Branch - CABLING 48127	\$8,418	\$7,155	\$1,263
Three Rivers Branch - Wireless 52520	\$3,138	\$2,668	\$470
Tipton	\$19,281	\$16,388	\$2,893
48083 - 92931 - Tipton Branch - Switching_V	\$10,863	\$9,233	\$1,630
Tipton Branch - CABLING 48128	\$8,418	\$7,155	\$1,263
Visalia HQ	\$37,177	\$31,601	\$5,576
Visalia Branch HQ - Wireless 48067	\$12,821	\$10,898	\$1,923
Visalia HQ Branch - CABLING_48111	\$24,356	\$20,703	\$3,653
Woodlake	\$22,974	\$19,528	\$3,446
48085 - 92931 - Woodlake Branch - Switching_V	\$11,418	\$9,705	\$1,713
52522 Woodlake Branch - Wireless_V	\$3,138	\$2,668	\$470
Woodlake Branch - CABLING 48130	\$8,418	\$7,155	\$1,263
Grand Total	\$2,182,879	\$1,852,919	\$329,960

DATE: May 26, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Telemessaging Server Replacement

RECOMMENDED ACTION:

1. Approve the purchase of a replacement for the Telemessaging Server and SirsiDynix migration services to migrate the Telemessaging software to the new server with total project costs not to exceed \$15,000.

Approval of the recommended action will approve the purchase of a new server for the Telemessaging service and migration services from SirsiDynix with total costs not to exceed \$15,000.

ALTERNATIVE ACTION(S):

There are no viable alternative actions.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues or modify SJVLS's budget. It will allow SJVLS staff to sign and return quotes to purchase a new Telemessaging server and for migration of the current Telemessaging software by SirsiDynix staff to the new server. The expenditures for the recommended action were included in the FY 23-24 budget.

DISCUSSION:

Telemessaging is an important service for SJVLS patrons, allowing them to receive notifications about holds, and overdue items, as well as providing information about current checkouts, holds, and allowing patrons to renew their items. Automation Committee approved a recommendation to replace the current Telemessaging server.

The current Telemessaging server was installed in May 2018, and the initial 5-year maintenance term has expired. In March 2020, Admin Council approved purchasing a one-year maintenance extension to ensure support for the server, extending support through March 2024. While the server is still under maintenance, the current operating system will no longer be supported after October 2023, and needs to be upgraded.

SJVLS has collected quotes for a Dell R7515 server and for migrating the Telemessaging software from the old server to the new one. The Dell server quote is \$4,742.41, and the migration services quote is \$3,800. We are planning to re-use the telephony cards from the older server, which will provide a savings of approximately \$3,600 on the project cost.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda, February 3, 2023 – Attachment 6

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Dell R7515 Quote

On File – SirsiDynix Migration Services Quote

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: May 26, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Establish Strategic Planning Advisory Committee

RECOMMENDED ACTION:

1. Establish a Strategic Plan Advisory Committee comprised of no more than 4 members of the Administrative Council to recommend strategic goals and priorities for the 2024-2027 SJVLS Strategic Plan.
2. Direct the Strategic Planning Advisory Committee to return to the Board and present their recommendations no later than the April 5, 2024, Administrative Council Meeting.

Approval of the recommended action will establish an advisory committee with a directive to advise on strategic goals and priorities for the 2024-2027 SJVLS Strategic Plan.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could direct the Administrative Librarian to lead the work of drafting a new 3-Year Strategic Plan without an Advisory Committee.

FISCAL IMPACT:

Approval of the recommended or alternative actions will not have an impact on SJVLS's budget.

DISCUSSION:

SJVLS's previous Strategic Plan covered the period of FY 2018-2019 through FY 2020-2021 and is due for an update. At the previous meeting, Administrative Council recommended creating a working group with the directive to develop a new strategic plan for SJVLS. While many of the goals of the previous plan are still pertinent and need to be accomplished, the end of the COVID-19 pandemic presents an opportunity to begin planning from a fresh slate to allow SJVLS to address changing patron and library needs.

The Administrative Librarian recommends appointing an advisory committee composed of no more than 4 Administrative Council members with a specific task of making recommendations on strategic goals and priorities for the new SJVLS Strategic Plan. This recommendation is made to ensure Brown Act Compliance. California Government Code section 54952(b) discusses meetings of legislative bodies and defines advisory committees in the following manner:

“A commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.”

By appointing an advisory committee with membership that is less than the Administrative Council quorum and charging them to complete a specific task in a short period time, this body would not be subject to Brown Act meeting requirements. The advisory committee would return to Administrative Council to present their recommendations on strategic goals and priorities, and at that time Administrative Council can discuss their warrants as a part of an open, public meeting, and provide direction to the Administrative Librarian to draft a new Strategic Plan.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda Packet – April 7, 2023

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – SJVLS 2018-2021 Strategic Plan.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: May 26, 2023
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer, Administrative Librarian
SUBJECT: FY 2023-24 Administrative Council Chair Rotation

RECOMMENDED ACTION:

1. Rotate Administrative Council Chair position to Raman Bath from Fresno County, in accordance with the previously approved SJVLS Administrative Council Chair rotation schedule.

Approval of the recommended action will instill Raman Bath as the chair of SJVLS for FY 2023-24.

ALTERNATIVE ACTION(S):

There are no alternatives to this action.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

Each fiscal year SJVLS rotates the chair of the Administrative Council, according to a schedule previously approved by the Council. Per the schedule, Fresno County's County Librarian is the chair for fiscal year 2023-24.

PRIOR AGENDA REFERENCE:

The current Chair/Vice Chair schedule was discussed at the July 8, 2016, Administrative Council meeting.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Administrative Council Chair Rotation Schedule
On File – Minutes of July 8, 2016, Administrative Council Meeting.

Motion:

Second:

_____ PASSED

_____ REJECTED

SJVLS Administrative Council Chair Rotation Schedule

2016-17	Kings County
2017-18	Tulare City
2018-19	Coalinga-Huron
2019-20	Mariposa County
2020-21	Kern County
2021-22	Merced County
2022-23	Tulare County
2023-24	Fresno County
2024-25	Porterville City
2025-26	Madera County

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 18, 2023

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State Library News

The Library Development Services team is pleased to welcome a new Library Programs Consultant, whose first day was Monday April 17, 2023. Her name is Kaela Villalobos, and she will primarily work on the Lunch at the Library program and the Building Equity-Based Summers program.

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.

The California Public Libraries Survey dataset is now available. To access data, please [log in to your LibPAS account](#) and click the "Ready Reports" button. The usual trend and comparison reports are available, and a new COVID trend report allows you to view the significant variations in library visits, circulation, and programming. The landing page includes [Short videos](#) that demonstrate how to create and pull reports from LibPAS.

Currently, only directors have accounts that enable users to create reports from LibPAS. Would you like to have a generic account created to enable staff so they can access and analyze data? If so, you can let us know by completing this form: [PLS Feedback](#). There are just a few questions for you about how you use the data, and at the bottom, you can tell us where to send the account login information.

Contact LibraryStatistics@library.ca.gov for help with logging in or accessing your data.

Do you have a shape file of your library district? The State Library has created a [library jurisdiction map](#), and most library service areas were drawn using city or county boundaries. If you have an official shape file of your district, or if you have an informal agreement that extends or contracts your service areas from municipal or county boundaries, please contact LibraryStatistics@library.ca.gov so we can accurately portray your service area.

Open Opportunities

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, the California Library Connect Grants Coordinator email 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.

[eBooks for All California Collection Development Grants 23/24 – Closes June 20th, 2023](#)

The eBooks for All California is excited to announce the next round of funding. For full details and grant applications and deadlines, please refer to the [opportunity page](#) for more details.

[Sustainable California Libraries 23/24 Open – Closes June 15, 2023](#)

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

These projects meet Goal 4 of the California Library Services and Technology Act Investment Plan 2023–2027: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

In late April and May, we are hosting one information session and two drop-in office hours. You can also hear many of the promising practices from the current #SustainableCALibraries projects at the CLA Conference in early June.

Applications for 2023-2024 are due **June 15, 2023**. Learn about the [Sustainable California Libraries grant](#) and join us for an upcoming drop in office hour: [Office Hour 2: May 24, 2023, 11:00 am – 12:00 pm](#).

For questions, please email sustainability@library.ca.gov

Current Projects and Services

[California Library Literacy Services Training - Ongoing](#)

Look for a full “literacy track” with more than ten workshops and three supersessions at the CLA conference in Sacramento, June 1-3. 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 CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Have a good idea? Check out CALL's offerings at the CLA conference June 1-3. CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#)! Plan professional development by visiting www.callacademy.org and the [calendar](#) to explore the options. 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.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

Digital Navigators / Connected California – Info Session July 18!

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

Join us for a Connected California Digital Navigators Information Session for California Library Staff, Tuesday, 7/18/2023 from 10 AM – 11 AM

This information session is for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

You will learn:

- What the Digital Navigators service does, including connecting your patrons to the internet, getting them devices, and helping them learn to navigate the digital world

- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

Please join the Southern California Library Cooperative and the California State Library to learn more. [Registration is required](#). The session will be recorded and added to [CALL Academy](#).

For more information, email: DigNavs@library.ca.gov

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 LSTA-funded.

Upcoming Webinars:

Wage Theft in California: Impacts of Stolen Wages in California Communities

May 23, 2023 11:00am — 11:40am

California has a wage theft problem, experts say — particularly among its immigrant, minority and least educated workers. CalMatters' California Divide team found that the state is violating its own deadlines, failing to act on wage-theft cases. Join this conversation to learn about the impact of wage theft in California communities and how to file a claim. Register to attend this webinar at [Wage Theft in California: Impacts of Stolen Wages in California Communities \(calmatters.org\)](#)

Race to Zero: California's Bumpy Road to Electrify Cars and Trucks

June 15, 2023 11:00am — 11:40am

California is leading a movement to electrify vehicles and clean the air. In less than four years, more than a third of all new cars purchased in California must be zero-emissions. Beginning with 2035 models, no new gasoline-powered cars may be sold in the nation's most populous state. But are we ready? Can the electric grid handle it? Can EVs be made affordable? Join this conversation with our news team to learn more about this historic journey to electrify transportation. Register to attend this webinar at [Race to Zero: California's Bumpy Road to Electrify Cars and Trucks \(calmatters.org\)](#)

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.

[Parks Pass Program – Ongoing](#)

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 the superbloom? Or maybe you're preparing for [Parks Week](#), which is June 14-18 – there are amazing events happening all over the state.

For more ideas, please come to the May 25th presentations by grantees of the first round of the Parks Pass grant, which ran from 2022-2023. Grant programs include story walks, parks-based programming, and circulating outdoor gear. Live presentations from Cerritos Public Library, Santa Maria Public Library, Murrieta Public Library, Orland Free Library, San Jose Public Library, Woodland Public Library, and Yorba Linda Public Library, as well as prerecorded presentations from other grantees, will showcase their projects and results and provide time for Q&A. Please join if you're looking to improve your own parks-based and outdoor programming, are curious about how to promote and complement your California State Library Parks Passes, and want to learn from libraries that have been doing this work over the last year.

Parks Pass Grantees' Presentations

When: Thursday, May 25 from 1-2:30

Where: Zoom

How: [Registration required](#)

It will be recorded.

For any questions, email parkspass@library.ca.gov. State of CA funded.

Networking and Training

[CAreer Pathways Public Survey Roundtable & Training Webinars for 2023](#)

CAreer Pathways Public Survey Roundtable | Wednesday, May 24, 12:00 Noon (45 minutes)

The California State Library and the Pacific Library Partnership invite all California library staff, especially those engaged with the [CAreer Pathways](#) platforms, to join us for a 45-minute roundtable. We'll outline plans for a public survey and get input and feedback from you! Meeting will not be recorded. Register:

https://us06web.zoom.us/meeting/register/tZMsdeqtrDlvGdeku_Cn7xjlxs63sX0ejJHe#/registration

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 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](#). State of CA funded. Questions? CAPathways@library.ca.gov

Online Tutoring Training 2023

The statewide online tutoring project has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

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.

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