



Administrative Council Agenda Packet

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

December 1, 2023

10:00 a.m.

Online via Teams

Enclosed are the agenda and prepared attachments for this meeting.

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The public may participate by using the following URL:

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(559) 785-0133

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The public may also participate at any of these teleconference locations:

Fresno County Public Library: 2420 MARIPOSA ST, FRESNO CA 93721

Kern County Library: 701 TRUXTUN AVE, BAKERSFIELD CA 93301

Madera County Library: 121 NORTH G ST, MADERA CA 93637

Mariposa County Library: 4978 10TH ST, MARIPOSA CA 95338

Merced County Library: 2100 O ST, MERCED CA 95340

Porterville City Library: 15 E. THURMAN AVE. SUITE A, PORTERVILLE, CA 93257

Tulare County Library: 200 WEST OAK AVE, VISALIA CA 93291

Tulare Public Library: 475 NORTH M ST, TULARE CA 93274

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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 October 6, 2023 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: OCLC Presentation – Lucille Windsor
2. ACTION: Admin Council Chair – Wymer (Attachment 3)
3. ACTION: Independent Auditor RFQ Award – Wymer (Attachment 4)
4. ACTION: State Library Broadband Aggregator – Wymer (Attachment 5)
5. DISCUSSION: System Administrator Position – Wymer
6. DISCUSSION: Changes to Office365 in FY 24-25 – Wymer (Attachment 6)
7. DISCUSSION: Draft Collection Development Policy – Riggs (Attachment 7)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 8)
3. Administrative Librarian
4. System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

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

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, February 2, 2024, at the Corcoran Library.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting October 6, 2023

DRAFT MINUTES

A. COUNCIL OPENING

1. Raman Bath (Fresno County), called the meeting to order at 10 am.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Krista Riggs (Madera), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County), Matt Johnson (Mariposa), and Brian Martin (Kings).
 - ii. Council absent: Andie Sullivan (Kern) and Natalie Rencher (Kings).
 - iii. Staff Present: Chris Wymer (SJVLS) and Aaron Lusk (SJVLS).
 - iv. Guests: Brian Henderson (Henderson, CPA) and Barry Kaplan (member of the public).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
5. Public Comment
 - i. Barry Kaplan attended the meeting he is a resident of Visalia. Mr. Kaplan voiced concern over safety of passwords being given and written on a form to obtain a library card. Wymer explained that if you use the online form that this is not a concern, but that Mr. Kaplan has a valid point. Mr. Kaplan stated that this is very outdated, and the process is not safe. Wymer will be discussing this at the Automation Meeting. Update will be given once more information is gathered.

B. CONSENT AGENDA

1. Motion to approve draft minutes with correction on page 2.
 - i. Motion made by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
2. Motion to approve monthly financial update through the month of August 2023.
 - i. Motion made by Clark (Tulare Public)
 - ii. Seconded by Lewis (Kern)

C. ITEMS FOR INFORMATION AND ACTION

1. Seeking retroactive authorization for the Administrative Librarian to submit the eBooks for All Grant report to the State Library, effective September 29, 2023. The final report for the SJVLS Palace Project Expansion Project grant was due to the State Library on September 29, 2023. Wymer provided information of total grant expenditures were about \$60,000. Wymer provided a breakdown in the agenda handout.
 - i. Motion made to retroactively approve to submit eBooks for All Grant Report by Cervantes (Porterville)
 - ii. Seconded by Clark (Tulare Public)
2. Seeking approval to purchase Windows Server 2022 licenses, MSSQL Licenses, and Client Access Licenses, plus Software Assurance from Dell using Tech Plan funding with costs not to exceed \$135,000 over 3 years. Will need to modify budget allocation of \$135,000 from System Committed Projects to the Tech Plan budget for the 3-year cost of licenses, with \$44,000 being expended in FY 23-24. SJVLS must upgrade existing server infrastructure to remain on version of Windows Server supported by Microsoft and to ensure we are in compliance with licensing terms and conditions. We received no responses for RFP. Since the RFP closed SJVLS engaged one of our current vendors, Dell, Inc. who assisted in determining licensing needs and provided a quote, under government pricing, using a pre-negotiated Master Contract through Riverside County. Dell's quote provides SJVLS with Windows Server, MSSQL, and the appropriate number of Client Access Licenses. It is prorated for 3 years, and there is no discount for paying up front.
 - i. Motion made to approve recommended actions 1 and 2 by Cervantes (Porterville)
 - ii. Seconded by Leal (Coalinga/Huron)
3. Seeking to approve the recommendation to award the Library Barcode contract to Data2 Corporation and authorize the Administrative Librarian to finalize and execute the contract with Data 2. Wymer had 3 responses for the RFQ for Library Barcodes. Data2's pricing was the most cost effective.
 - i. Motion to finalize and execute contract with Data2 Wegener (Tulare County)
 - ii. Seconded by Leal (Coalinga/Huron)
4. Seeking approval on eBooks for All, application. Wymer would be preparing the grant and it is due on October 18th, 2023. Wymer will draft and submit application to partner with the State Library on the eBooks for All program, and to return to Administrative Council to accept the award, if granted. Wymer seeking review and approval prior to submission.
 - i. Motion to draft and submit application by Leal (Coalinga/Huron)
 - ii. Seconded by Cervantes (Porterville)

5. Discussion on challenges of materials, and what we have for children. We need to have some type of policy in place and codify it. Wegener spoke on being proactive with this as it is going through libraries everywhere. It was discussed how we do not take the place of parents on what a child can view or check out. Directors shared comments and incidents that they have had to deal with, and how all our communities are very different. There was some discussion how the ILS serves ten jurisdictions, so things need to be the same. We need a good policy in place. Bath reached out for volunteers for a subcommittee to work on the language and to draft a system wide policy. The subcommittee will be Bath, Wegener, Riggs, and Clark.
6. Wymer discussed how at the August meeting cataloging was addressed. As of June 30, 2024, SJVLS will no longer offer cataloging services. The consensus was to move to a model where each SJVLS member library performs copy cataloging for their own materials when records were available through OCLC, and contract with a vendor or consultant to provide original catalog records when records are not available. Wymer presented a timeline and key milestones necessary to implement the new model. Wymer is seeking approval of the recommended action proposed change to cataloging services and authorize the Administrative Librarian to draft and issue an RFP for a vendor to provide original cataloging services for SJVLS member libraries.
 - i. Motion to approve Cervantes (Porterville)
 - ii. Seconded by Clark (Tulare Public)

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Handout provided in agenda packet.
3. Administrative Librarian
 - i. Working on Ebook for All Grant.
 - ii. Working on Erate applications and wrapping them up with Ingrid.
 - iii. Worked on Agenda.
 - iv. Communicated with CENIC on Erate requests.
 - v. Tuesday final commitment on Broadband project.
4. SJVLS – System Administrator
 - i. Moved to a new server this week, there was a little trouble but TM3 made adjustments and now up and working well.
 - ii. The Horizon upgrade will be happening and who will be involved in testing.
 - iii. Will be working on migration planning.
 - iv. Next week upgrading Enterprise, email will be sent out with the timeline. Valley Cat will be down that day.
5. Senior Network Systems Engineer
 - i. Fresno removing Java from desktops.
 - ii. Logic and Aaron physically installed new server in Tulare last week.
 - iii. We have a lot of work to complete by the end of the year.

E. DIRECTOR'S COMMENTS

1. Bath (Fresno) – No Comment.
2. Leal (Coalinga/Huron) – No Comment.
3. Cervantes (Porterville) – They passed their budget last month. Paul Halajian has been hired as architect. Discussed the Hayward Library it is a 21st Century Building.
4. Taylor (Merced) – Living to survive another year.
5. Martin (Kings) – No Comment
6. Wegener (Tulare City) – Wegener is running for At Large member for CLA so please vote. Book Festival November 4th, please come and you are always welcome to have a booth. We will be at PRIDE VISALIA under our Foundation on October 14th. We are replacing some PC's and some of our phones in Visalia. Our Orosi and Alpaugh branches are both under construction. The Orosi building is historical, and we have Paul Halajian, architect overseeing that. Waiting to see if we get grant from State Library before starting Springville. Dinuba is on track, and we should be done and in by next year.
7. Clark – (Tulare Public) We received a \$4300 book grant this year. The Foundation is hosting, The Night in the Library on December 4th, from 5:30 till 8:00 PM. We had a variety of mechanical issues over the summer. Will have our annual Spooktacular next week in the afternoon. Our Rotary provided our movie license this year and we will be showing scary movies this month, starting on 1st Saturday of the month. We will have Trick or Treat at the library. Had a very successful library card sign up month, 500-600.
8. Lewis (Kern) – Measure K passed, and all branches are now open 5 days a week, and we were able to hire staff, supplies, and programming and furniture. This really updated our branches. We received the infrastructure grant and we have hired a contractor to help prioritize. This will be \$12 million all together.
9. Riggs (Madera) – Chris and Rita helped us get items cataloged for our Library of Things, a circulating collection of non-book materials. From patron surveys we broke things down into four categories within the Library of Things: Arts & Crafts, Music, Science & Technology, and Yard Games. We're just waiting to see if we need Board Approval for the policy and liability waiver before we start lending them. Starting building in North Fork and reviewing bids, this will be a tough job. Working with Paul Halajian for our Fairmead project, coming up in 2025. We now have Zip books, and we are very happy about that. Our Solar Eclipse Glasses came, and it will be on October 14th, 2023.
10. Johnson (Mariposa) – A news source did a piece on our Mariposa Branch. We held a meeting last night to discuss outgrowing our space in Mariposa and options. Microscope workshop is going on this week. Trivia night last night had great attendance; 20 people came. We have the film CoCo for October along with Spanish classes to coincide. We have a local storyteller to share spooky stories on our historic courthouse, and free pumpkins. We are really trying to push programming. Johnson shared that he has finished his first semester at San Jose State.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. December 1, 2023, on Teams at 10:00 AM

G. ADJOURNMENT

1. The meeting was adjourned at 12:20 PM.
 - i. Motion made by Cervantes (Porterville)
 - ii. Seconded by Leal (Coalinga/Huron)

DATE: December 1, 2023
TO: SJVLS Administrative Council
SUBMITTED BY: Brian Henderson, Henderson CPAs.
Fresno County Fiscal Agent
SUBJECT: Financial Update Report

Recommended Action:

Approve acceptance of monthly financial update through the month of October 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 October 31, 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: \$2,113,828
3. System Committed Reserves
 - i. SJVLS Assigned - \$2 million
 - ii. Members Committed Tech Reserves \$1,974,884

B. OUTSTANDING RECEIVABLE TOTAL: \$135,593 (as of 11/18/2023)

1. Member Fees, Postage, Smart Net and other selection: \$135,593
2. E-Rate receivable- \$0 (FY23- Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: (Will be billed January 2024) \$0

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2023 in the amount of \$239,407
2. Expenses and Estimates:
 - i. Delivery Services budgeted - \$239,407.
 - ii. Oher Operations for e-resources - Budgeted \$0.
 - iii. Total Expenses through 10/31/2023- \$64,110
3. Funding Collected: \$0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$56,153, with prepaid expenses of \$83,491, leaving unspent funds of \$52,356. The plan of service was approved by the Board on May 26, 2023.

E. TRANSFER OF OWNERSHIP

1. Statements have been sent through:
 - i. October 2023 Activity
2. Costs were deducted from the Members' Tech Reserve.

F. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,641,939 (through October 2023)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$1,974,884

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. Total Balance - \$34,007
 - i. Porterville Phase III - \$34,007
 - ii. CLSA FY23 unused funds - \$0
 - iii. PLSEP FY23 unused funds- \$0
 - iv. Palace e-Books unused funds- \$0
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 - Oct 23
Revenues			
3380 · Interest	\$ 145,000	\$ 145,000	\$ -
3575 · State Grants	621,132	621,132	-
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,953,398	1,953,398	2,016,056
5039 · Tech Reserve Charges	1,032,236	1,032,236	28,835
5040 · Other Cty Dpts Services	44,040	44,040	-
5501 · Telephone Services	1,854,789	1,854,789	46
5504 · Telephone Services-Non County	1,000,000	1,000,000	-
5831 · Refunds And Abatements	-	-	68,892
Total Revenues	6,670,595	6,670,595	2,113,828
Expenditures			
7005 · Sealer Paper	-	-	5,280
7040 · Telephone Charges	1,300,000	1,300,000	226,422
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	947
7175 · Property Insurance	4,800	4,800	1,693
7205 · Maintenance-Equipment	370,435	370,435	212,915
7250 · Memberships	3,750	3,750	3,390
7265 · Office Expenditures	23,600	23,600	72
7268 · Postage	41,000	41,000	8,493
7286 · PeopleSoft Human Resources	2,000	2,000	-
7287 · PeopleSoft Financials Chg	2,500	2,500	-
7295 · Professional & Specialized	2,023,020	2,023,020	475,084
7296 · Data Processing Services	4,400	4,400	5,223
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	3,161,515	3,205,515	36,661
7406 · Library Materials	200	200	-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education	53,500	53,500	961
7416 · Trans & Travel County Gara	259,407	259,407	64,110
7430 · Utilities	40,000	40,000	13,333
7565 · County Cost Plan	20,000	20,000	-
Total Expenditures	7,331,827	7,375,827	1,054,583
Net Change in Fund Balance	\$ (661,232)	\$ (705,232)	\$ 1,059,244

**SJVLS Budget to Actual
130- Computer Operations**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ 144,550	\$ 144,550	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	1,007,635	1,007,635	1,007,600
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 130- Computer Operations Revenues	1,152,185	1,152,185	1,007,600
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	300,679	300,679	146,321
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	72
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	500	500	-
7295 · Professional & Specialized	1,010,700	1,010,700	192,422
7296 · Data Processing Services	1,400	1,400	5,223
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	10,000	10,000	23,978
7406 · Library Materials	200	200	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	33,500	33,500	961
7416 · Trans & Travel County Gara	20,000	20,000	-
7430 · Utilities	40,000	40,000	13,333
7565 · County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,422,229	1,422,229	382,459
Net Change in Fund Balance	\$ (270,044)	\$ (270,044)	\$ 625,141

**SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	17,740
5039 · Tech Reserve Charges	917,236	917,236	12,683
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	917,236	917,236	30,422
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	17,236	17,236	-
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	12,683
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	917,236	917,236	12,683
Net Change in Fund Balance	\$ -	\$ -	\$ 17,739

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	56,000	56,000	12,683
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	56,000	56,000	12,683
Expenditures			
7005 · Sealer Paper	-	-	5,280
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	15,000	15,000	-
7268 · Postage	41,000	41,000	8,493
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	56,000	56,000	13,773
Net Change in Fund Balance	\$ -	\$ -	\$ (1,091)

**SJVLS Budget to Actual
150- UMS Debt Collection**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	3,290
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	3,290
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	3,290
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	3,290
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ 450	\$ 450	\$ -
3575 · State Grants	239,407	239,407	-
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	239,857	239,857	-
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	-	-	-
7416 · Trans & Travel County Gara	239,407	239,407	64,110
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	239,407	239,407	64,110
Net Change in Fund Balance	\$ 450	\$ 450	\$ (64,110)

SJVLS Budget to Actual
201- CSLA Other Operations

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
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	-	-	-
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	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 201- CSLA Other Op Expenditures	-	-	-
Net Change in Fund Balance	\$ -	\$ -	\$ -

**SJVLS Budget to Actual
300- Communications**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	277,020	277,020	276,769
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	277,020	277,020	276,769
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	917
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	8,000	8,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	80,000	80,000	22,274
7296 · Data Processing Services	3,000	3,000	-
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	391,000	391,000	23,191
Net Change in Fund Balance	\$ (113,980)	\$ (113,980)	\$ 253,578

**SJVLS Budget to Actual
3301- AR Telco and Fiber Projects**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	381,725	381,725	-
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	15,000	15,000	-
5040 · Other Cty Dpts Services			-
5501 · Telephone Services	1,854,790	1,854,790	-
5504 · Telephone Services-Non County	1,000,000	1,000,000	-
5831 · Refunds And Abatements	-	-	68,892
Total 3301- AR Telco Fiber Proj Revenues	3,251,515	3,251,515	68,892
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	225,015
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	2,251,515	2,295,515	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco Fiber Proj Expenditures	3,251,515	3,295,515	225,015
Net Change in Fund Balance	\$ -	\$ (44,000)	\$ (156,123)

SJVLS Budget to Actual
3301.1- TRD Communication Access Points and Fortinet

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	44,040	44,040	44,040
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 3301.1- Comm & Fortinet Revenues	44,040	44,040	44,040
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	489
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	44,040	44,040	66,475
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	44,040	44,040	66,964
Net Change in Fund Balance	\$ -	\$ -	\$ (22,924)

**SJVLS Budget to Actual
400- Coordination and Evaluation**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	446,986	446,986	446,581
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	446,986	446,986	446,581
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	947
7175 · Property Insurance	4,800	4,800	1,693
7205 · Maintenance-Equipment	480	480	120
7250 · Memberships	-	-	-
7265 · Office Expenditures	5,000	5,000	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	2,000	2,000	-
7295 · Professional & Specialized	576,420	576,420	94,471
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	20,000	20,000	-
Total 400- Coordination & Eval Expenditures	630,900	630,900	97,231
Net Change in Fund Balance	\$ (183,914)	\$ (183,914)	\$ 349,350

**SJVLS Budget to Actual
401- PLSEP Staff Edu Grant**

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

**SJVLs Budget to Actual
402 - E-Books For All Grant**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
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 402- E-Books For All Grant Revenues	-	-	-
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	-	-	5,278
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	-	-	5,278
Net Change in Fund Balance	\$ -	\$ -	\$ (5,278)

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	85,727	85,727	87,419
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	85,727	85,727	87,419
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	123,500	123,500	104,436
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	123,500	123,500	104,436
Net Change in Fund Balance	\$ (37,773)	\$ (37,773)	\$ (17,017)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Oct 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	136,030	136,030	135,907
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	136,030	136,030	135,907
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	188,400	188,400	52,913
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	192,000	192,000	56,153
Net Change in Fund Balance	\$ (55,970)	\$ (55,970)	\$ 79,754

**Admin Council Board Report
CLSA Status Report - FY 23-24**

Report Date 10/31/2023

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	239,407	239,407	64,110	21,430	-	85,540	153,867	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	239,407	239,407	64,110	21,430	-	85,540	153,867	
FY 22-2023 Rollover	-	-	-	-	-	-	-	
Grand Total	239,407	239,407	64,110	21,430	-	85,540	153,867	

Budget amendment approved:

Basic CLSA Service Plan Expenditure

CLSA Allocation	\$	-
Basic Delivery	\$	239,407
E-Resources	\$	-
Online Materials rollover	\$	-

Total System Delivery Costs

Basic Delivery Costs:	\$	85,540	
Extra Delivery Stops:	\$	-	
	\$	85,540	Total System Delivery Expenditure
Online Materials rollover	\$	-	

Total fundings Sources Delivery System

CLSA Funds	\$	239,407	Basic
Local Fund Reserve	\$	-	Basic
Madera	\$	-	Premium
	\$	239,407	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

**Online Materials
Financial Update - FY 23-24
Report Date**

10/31/2023

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	51,000	4,663	-	46,337	
Pronunciator	30,000	7,000	21,000	2,000	
Cengage-Gale Database	62,500	20,123	40,247	2,130	Gale General Database Pkg
Cengage -Gale	34,000	11,122	22,244	633	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	14,500	13,244	-	1,256	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	
	192,000	56,153	83,491	52,356	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	-	-	-	-	
Additional Online Materials Resources	-	-	-	-	
	-	-	-	-	
Grand Total	192,000	56,153	83,491	52,356	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	\$ 192,000	\$ 56,153	\$ 83,491	\$ 52,356

DATE: December 1, 2023
TO: Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: Admin Council Chair

RECOMMENDED ACTION:

1. Allow the new Fresno County Librarian, Sally Gomez, to assume the role of Administrative Council Chair in place of Raman Bath.

Approval of the recommended action will authorize Sally Gomez to assume the role of Administrative Council Chair for the remainder of the current fiscal year, or until an official replacement is hired.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect a new Chair and Vice-Chair for the remainder of the fiscal year.

FISCAL IMPACT:

There is no fiscal impact associated with either the recommended or alternative actions.

DISCUSSION:

On October 30, Raman Bath stepped down as the County Librarian for Fresno County Public Library, and Sally Gomez assumed the duties of County Librarian on an interim basis until a replacement can be found. Raman was also serving as the Administrative Council Chair for this fiscal year because it was Fresno County's turn in the Council-adopted Chair rotation schedule. His change in position leaves a question about who becomes the Chair now that he is no longer on Administrative Council.

SJVLS's Bylaws state that each year we will appoint a Chair and a Vice Chair, and the Vice Chair is responsible for performing the duties of the Chair in their absence. When Fresno County assumed Chair responsibilities, based on the Council-adopted Chair Rotation Schedule, Raman Bath became Chair. We did not vote to appoint a Vice Chair, so the Vice Chair position is effectively vacant at this time.

The Administrative Librarian consulted with John Shupe on how to legally move forward. After reviewing our current Bylaws, Mr. Shupe's opinion was that we can allow Sally Gomez to assume Raman's role as Chair without needing to take any formal action. The rationale is that given that our Chair Rotation Schedule names member jurisdictions, not individuals, and each member jurisdiction is entitled to pick their representative, then Fresno has appointed Sally as their interim representation on the Council by virtue of her assuming the role of County Librarian.

PRIOR AGENDA REFERENCE:

No prior reference.

Motion:

Second:

_____ PASSED

_____ REJECTED

**San Joaquin Valley Library System
 Proposal to RFQ SJVLS #24-003 Independent Auditor Services
 & Financial Statements**

Cost Proposal

Our fees for the services outlined in this proposal are based on our estimates of the time needed to complete the project at our standard hourly rates. The fees are based on the assumption that unexpected circumstances will not be encountered during the audit, along with the following:

1. System staff are available to answer questions within the agreed timeframe.
2. No instances of fraud that will require additional procedures.
3. All information requested is provided within the agreed timeframe.
4. No (0) major programs are subject to the Single Audit Act.
5. The information provided is complete and correct for the year under audit.
6. Other unforeseen events such as:
 - a. Accounting problems.
 - b. Fraud.
 - c. Changes in your business or business environment.
 - d. Contractual difficulties with suppliers, third-party service providers, or clients.

The cost proposal contains all pricing information relative to performing the audit engagement, as described in this Request for Proposal. The total all-inclusive maximum price includes all direct and indirect costs, including out-of-pocket expenses for the annual financial statements and audits for the fiscal years ended June 30, 2021, through June 30, 2025, with the option for two additional years through June 30, 2027.

	FY2021	FY2022	FY2023	FY2024	FY2025	OPTION YEARS	
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Annual Financial Report	\$ 22,100	\$ 22,700	\$ 23,300	\$23,900	\$ 24,600	\$ 25,300	\$26,000

FY2021			
	Hours	Hourly Rates	Total
Partners	14	\$ 325	\$ 4,550
Manager	50	200	10,000
Senior Staff	16	150	2,400
Staff	90	120	10,800
Other (specify): Discount	-		(5,650)
Total price per fiscal year	170		\$ 22,100

FY2022			
	Hours	Hourly Rates	Total
Partners	16	\$ 335	\$ 5,360
Manager	49	206	10,094
Senior Staff	15	155	2,325
Staff	100	124	12,400
Other (specify): Discount	-		(7,479)
Total price per fiscal year	180		\$22,700

San Joaquin Valley Library System
Proposal to RFQ SJVLS #24-003 Independent Auditor Services
& Financial Statements

FY2023			
	Hours	Hourly Rates	Total
Partners	16	\$ 345	\$ 5,520
Manager	49	212	10,388
Senior Staff	15	160	2,400
Staff	100	128	12,800
Other (specify): Discount	-		(7,808)
Total price per fiscal year	180		\$23,300

FY2024			
	Hours	Hourly Rates	Total
Partners	16	\$ 355	\$ 5,680
Manager	49	218	10,682
Senior Staff	15	165	2,475
Staff	100	132	13,200
Other (specify): Discount	-		(8,137)
Total price per fiscal year	180		\$23,900

FY2025			
	Hours	Hourly Rates	Total
Partners	16	\$ 366	\$ 5,856
Manager	49	225	11,025
Senior Staff	15	170	2,550
Staff	100	136	13,600
Other (specify): Discount	-		(8,431)
Total price per fiscal year	180		\$24,600

FY2026			
	Hours	Hourly Rates	Total
Partners	16	\$ 377	\$ 6,032
Manager	49	232	11,368
Senior Staff	15	175	2,625
Staff	100	140	14,000
Other (specify): Discount	-		(8,725)
Total price per fiscal year	180		\$25,300

DATE: December 1, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: State Library Broadband Aggregator

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian, or their designee, to execute any required agreements and contracts with the California State Library’s new Broadband Aggregator, once announced.

Approval of the recommended action will authorize the Administrative Librarian, or their designee, to enter into any necessary agreements to continue receiving services through the CENIC network.

ALTERNATIVE ACTION(S):

There are no alternative options.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

On October 31, 2023, SJVLS was notified that CTC Energy and Technology would be ending their role as the California State Library’s Broadband Aggregator. As a result, SJVLS will have to enter into new agreements with the organization that is awarded the new aggregator contract, which at the time of this meeting, has not been awarded.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Agreement between SJVLS and CTC Energy and Technology

Motion: _____ Second: _____

_____ PASSED _____ REJECTED

October 31, 2023

Dear **Chris Wymer**,

This letter serves as notice that CTC is exercising its right to terminate the *Agreement between CTC and San Joaquin Valley Library System for the provision, installation and maintenance of advanced network (data) services* executed **May 11, 2022**, termination to become effective December 31, 2023. CTC's contract to serve as the Statewide Broadband Access Administrator for the California State Broadband Services Project, and its duties and obligations thereunder, will expire on December 31, 2023. For that reason, CTC is also terminating the Agreement between CTC and **SJVLS** on that date. CTC will continue to fulfill its duties with respect to the Agreement thru December 31, 2023. Beginning January 1, 2024, the services will be provided by the California State Library or their designee. With this notification, we comply with the minimum notice period required by our agreement.

Please confirm receipt of this notice. Let me know if you have any questions.

Best,



Sandi Yatvin, General Counsel and CFO

DATE: December 1, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Changes to Office365 in FY 24-25

DISCUSSION:

On August 1, 2023, Microsoft announced they are making substantial changes to their Office 365 for Education offerings by retiring the “Office A1 Plus” program. Office A1 Plus is the Microsoft program that provides SJVLS and our member libraries with unlimited shared storage, and the ability to install the suite of Office applications on up to 5 PCs or laptops per staff member, at no cost.

According to Microsoft’s announcement, beginning August 1, 2024, when a customer’s Microsoft contract is up for renewal, they will be limited to 100TB of free pooled storage across OneDrive, SharePoint, and Exchange. At that time the customer can upgrade their Office365 subscription, or transition to only using web-based Office applications. Additionally, beginning February 1, 2024, individual users are going to be limited to a maximum of 100GB of storage per user. Currently, SJVLS and our member libraries, are well under the new storage limits set by Microsoft. For reference, our annual renewal date is April 8, so this change will affect SJVLS beginning April 8, 2025.

The ending of the free Office A1 Plus program means SJVLS and our member libraries will need to plan and prepare for the costs associated with providing Microsoft Office applications to staff. In order to continue providing staff with access to Desktop versions of Office Applications the way we currently do, SJVLS must upgrade our subscription to Microsoft’s Office365 A3 product. A3’s subscription costs are \$3.25 per user, per month, with an annual commitment required, resulting in a total annual cost of \$39 per staff account. This change only impacts staff workstations, it does not apply to Public PCs. SJVLS member libraries will still need to purchase Office licenses for Public PCs through TechSoup, as they have in the past.

At this time, SJVLS is planning to include the new A3 subscriptions costs in the draft budget for FY 24-25, with costs being divided between members based on their number of staff accounts, unless Administrative Council provides different guidance.

DATE: 12/01/2023
TO: Administrative Council
SUBMITTED BY: Collection Development Policy Subgroup
SUBJECT: Collection Development Policy

DISCUSSION:

SJVLS uses membership dues in part to purchase shared digital resources such as databases and eBooks. The draft Collection Development Policy provides guidance for selecting and de-selecting shared materials and a process to handle reconsideration requests of consortium-shared items. The draft Policy also outlines a process for patrons expressing reconsideration requests to SJVLS of individual jurisdiction-owned materials.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – October 6, 2023.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – SJVLS Collection Development Policy

San Joaquin Valley Library System Collection Development Policy

Purpose

The Collection Development Policy supports the shared content and cooperation among the ten public library jurisdictions in seven counties that comprise membership in the Joint Powers Authority of the San Joaquin Valley Library System (SJVLS). The consortium supports a vast networking infrastructure that links these jurisdictions in order to provide access to a shared library automation system, public Internet access, electronic resources, a digital public memory project, and Interlibrary Loan and delivery services for physical resources. As set forth in the Joint Powers Agreement, SJVLS is governed by an Administrative Council made up of the directors from each of the member libraries. Meetings of SJVLS Council and committees are subject to the Brown Act. Funding for SJVLS comes from member library contributions and the State of California through CLSA.

Selection Criteria for Shared Resources

The consortium uses membership dues in part to purchase shared digital resources such as databases and eBooks. The SJVLS Electronic Resources Committee (ERC) selects and manages these collections. Selection criteria provide a framework for the evaluation of materials in order to guide decisions when adding items to the shared collection. The criteria are guidelines as opposed to a strict set of requirements, as all items selected for the collection may not necessarily meet all criteria. Criteria for adding materials to the collection include:

- Current or anticipated demand, interest, or need across all member jurisdictions
- Relevancy to and reflection of communities across all member jurisdictions
- Timeliness and accuracy of content
- Critical reviews in reputable sources, literary/merit awards, professional judgment
- Qualifications of the author, artist, and/or publisher or provider
- Contribution to a balanced collection representing multiple viewpoints
- Format, cost, and quality of production
- Accessibility and sustainability
- Ability to catalog materials in the San Joaquin Valley Library System's Integrated Library System (Horizon), when applicable
- Guidelines of a formal Request for Proposal process or public bidding process for vendors, when applicable

Selection and acquisition of items for the collection does not necessarily constitute or imply agreement with or endorsement of the content, viewpoints, implications, or presentation of materials.

Deselection Criteria

The ERC routinely evaluates consortium-purchased databases and ebooks using the selection criteria above when considering deselection. The committee may also gather data from surveys to member library staff and patrons to help evaluate resources. The ERC makes recommendations to the SJVLS Administrative Council to approve the deselection of items and discontinuing subscriptions to electronic databases and ebooks based on the selection criteria outlined above. SJVLS supports the individual's right to access ideas and information representing a variety of points of view and recognizes that certain materials may seem

controversial to some patrons. Selection, deselection, or retention of materials will be made in accordance with the criteria outlined, rather than on the basis of approval or disapproval of any one group or library patron.

Reconsideration of Shared Materials

The selection, evaluation, and de-selection of electronic shared resources is an ongoing process, which involves staff from all member libraries. Patrons concerned about a specific item in the collection are encouraged to write a letter to the Administrative Librarian and/or Administrative Council of SJVLS. The ERC committee reviews the consideration for evaluation of databases and forwards their recommendation to the Administrative Council for decision. The Administrative Council considers reconsideration requests of eBooks directly. Upon review of a reconsideration request a written response will be sent to the patron. An ad hoc committee of patrons, community members, and library professionals may be formed by the Administration Counsel when deemed necessary.

SJVLS and its member libraries do not act *in loco parentis*, or in place of parents/guardians, regarding access to consortium-shared databases, ebooks, and other electronic resources. The responsibility for what materials a minor borrows, views, or otherwise accesses from the consortium's shared resources rests solely with that child's parent or legal guardian. As stated in *Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights*, "Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources." (<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes>)

Reconsideration of Jurisdiction-Owned Materials

SJVLS membership expands access by providing availability of materials across the Central Valley through a consortium-wide request and delivery system that allows for additional resource sharing of physical items among member libraries. Each jurisdiction is responsible for developing and maintaining its own collection policies, procedures, budgets, and selection of materials outside of the consortium's shared electronic resources, with authority and accountability maintained through each of the member's local governing bodies such as Boards of Supervisors, City Councils, Library Boards, etc. As such:

- Patron access to materials can only be determined by the policies and procedures of the specific jurisdiction in which the patron is a cardholder.
- Concerns about an item in a library jurisdiction's individual collection must be addressed directly with the specific library following that jurisdiction's policies and procedures.
- Materials under review in one library jurisdiction will not be removed or suppressed from the shared online public catalog while under review. At no time can an individual jurisdiction infringe on another's choice to access available materials or information among jurisdictions.
- Any restrictions on access to materials is determined by the individual library jurisdiction. Restrictions such as age limit or parental permission for borrowing materials from one jurisdiction will not affect access to the materials for patrons from another jurisdiction.

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated November 27, 2023

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State Library News

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

Open Opportunities

[Partner Opportunity: State Broadband Grants Manager for Libraries](#)

The State of California has provided \$35 million in one-time funding for public libraries to partner with other community anchor institutions in underserved areas to pursue the construction of fiber broadband connections to their facilities, thereby bringing affordable Internet access to their communities. The California State Library seeks a Grants Manager who will enter into an agreement with the State Library to act from January 1, 2024 to June 30, 2027, as its administrative and fiscal partner for these funds.

Applications due 12/13/2023.

[Apply to be the State Broadband Grants Manager.](#)

[Download the State Broadband Grants Manager application documents, including necessary attachments.](#)

[LSTA Inspiration Grants](#)

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

[Lunch at the Library](#)

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year's applications to receive funding for *Lunch at your Library* **opened September 13th and will close November 29th, 2023.**

Funding for Summer 2024 will begin in February 2024, and end January 2025.

To view the most current information on this and other grant opportunities, please visit the

[Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

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.

Career Online High School

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

California Library Literacy Services - Ongoing

The Writer to Writer Challenge for adult learners will be held on a statewide basis for the 40th anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. More information is available in the [October CLLS networking call](#) and additional webinars. We have also added networking calls for small/rural CLLS libraries and anticipate additional communities of practice to be announced later this year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#).

The Year 4/5 application for currently participating ESL libraries is open and is **due December 15, 2024**. Please note that no new libraries will be added to the ESL funding cohort. LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Based on the strong interest in Catalyst, the new statewide library leadership program, staff may subscribe to the [Leadership for All monthly mailings](#). CALL has its

own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

[Connected California Digital Navigators – Quick Survey for California Libraries](#)

Do you use the [Connected California Digital Navigator](#) service? We'd love to hear from you! Don't use the service? We'd love to hear from you too! Please take this short, anonymous survey: https://bit.ly/ConnectedCA_Survey

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. No application or reporting.

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

[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.

[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

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback.

Current Parks Pass Program priorities include:

- The SCLC Backpack Project is accepting applications **through November 30, 2023**.
 - Application Link: <https://www.surveymonkey.com/r/C6LYKRH>
 - Overview Presentation can be [found here](#).

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

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

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year. Thank you to those who applied, and applicants will be notified of selection status in December 2023. LSTA funded.

Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. State of CA funded.

Recordings can be viewed at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org

Networking and Training

Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, [Community-Centered Libraries](#) offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in the CALL blogpost [Choose Your Own Data Adventure!](#)

This initiative includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#)

CAreer Pathways Workforce & Upskilling Resources

The 2023 CAreer Pathways webinar series is now complete. Learn more about the online resources on the [CAreer Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Your staff can also [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 2024

HelpNow New Year Reminders for Your Students

Tuesday, January 9, 2024, 3:30–4:30 pm

As students head back to the classroom after the holidays, now is the perfect time to share the many ways HelpNow can help students achieve their academic goals. Learn what's new with HelpNow and discover strategies for sharing this statewide service with your community.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

[Register in advance for the New Year Reminders webinar](#)

Next Directors Networking Call

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. The next Public Library Directors Networking Call is scheduled for **Wednesday January 17, 2024, from 3:30 to 4:30 p.m.** Registration information will be available soon.

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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