



Administrative Council Agenda Packet

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

May 24, 2024

Porterville Library Administration Office

10:00 a.m.

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

Porterville Library Administration Office

15 E Thurman Ave

Porterville, CA 93257

10:00 a.m.

May 24, 2024

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 23, 2024.

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 5, 2024 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Administrative Council Chair and Vice Chair Schedule for FY 2024-25 through FY 2033-34 – Wymer (Attachment 3)
2. ACTION: Approve FY 2024-25 Meeting Schedule – Wymer (Attachment 4)
3. ACTION: Approve FY 2024-25 Budget – Henderson (Attachment 5)
4. ACTION: Approve FY 2024-25 CLSA Plan of Service – Wymer (Attachment 6)
5. ACTION: Original Cataloging RFP Award – Wymer (Attachment 7)
6. ACTION: Governor's May Revised Budget and Cuts to Library Services – Wymer (Attachment 8)
7. DISCUSSION: CENIC Year 10 – Wymer
8. DISCUSSION: Multi-Factor Authentication for Office365 – Nelson (Attachment 9)
9. DISCUSSION: Cataloging Transition – Wymer
10. DISCUSSION: Pre-notification of Borrower Purge – Wymer

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 10)
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 August 2, 2024 online via Microsoft Teams.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting April 5, 2024

DRAFT MINUTES

A. COUNCIL OPENING

1. Sally Gomez (Fresno County), called the meeting to order at 10:19 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Mark Lewis (Kern County), Tanya Russell (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), and Florencia Wright (Tulare County).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Matt Johnson (Mariposa), and Vikki Cervantes (Porterville).
 - iii. Staff Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
 - iv. Guests: Brian Henderson (Henderson CPA).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Taylor (Merced)
 - ii. Seconded: Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of February 2, 2024, with correction and Financials.
 - i. Motion made by Taylor (Merced)
 - ii. Seconded by Clark (Tulare Public)

C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking approval for Mobile Printing subscription. Automation is recommending adding Envisionware's Mobile Print Service as a systemwide offering. Looking for authorization for the Admin Librarian, or their designee, to submit an order form to Envisionware to add the service to SJVLS's account. Envisionware's quote to add the service at 106 locations was \$67,700 is the most we would pay. The mobile print service was quoted at \$575 per location for a total of \$60,950, and 30 hours of professional services consultation to help with setup, configuration, and training for \$6,750. Mobile printing is a beneficial service to all. Tulare and Merced do not have it. The 1st year is covered in Tech Plan. The second year will be added to membership. Motion to move forward to 103 locations 1st year.
 - i. Clark (Tulare Public)

- ii. Lewis (Kern)
2. Wymer seeking approval of CENIC Year 10 Participation. Due to delays in receiving initial bids and questions about the costs on the quote, SJVLS is still working with CENIC to finalize bids and costs. Wymer explained that staff would meet with members to finalize selections and will return updates at next meeting. Motion to approve items 1-4.
 - i. Lewis (Kern)
 - ii. Clark (Tulare Public)
3. Wymer seeking approval for 2024 E-Rate Category 2 Project. SJVLS 2024 E-Rate Category 2 funding focuses on funding for wireless equipment and cabling at the locations that were not included in or were removed from the 2021 Category 2 funding request, along with replacing aging network equipment, such as switches. The equipment and installation will be purchased from SPURR's master contract for network equipment and services. If all funding requests are approved, and all members decide to move forward with all aspects of the project, the undiscounted cost of the total project is \$932,918.19. If our full funding request is approved, USAC will fund \$792,980.48 and the members will be responsible for a combined total of \$139,937.71. Motion to approve items 1-3 to move forward.
 - i. Lewis (Kern)
 - ii. Taylor (Merced)
4. Wymer seeking retroactive approval to allow Technology Plan expenditures in the amount of \$81,000 to upgrade SJVLS's backup solution. After upgrading Horizon to MSSQL, and adding additional DFS servers to the network, SJVLS's backup storage needs increased significantly. The previous storage solution did not have adequate space to backup all SJVLS's files. The upgrade will provide SJVLS with sufficient backup storage space. The \$81,000 funds the backup solution for 3 years, and will not increase membership dues in this or the upcoming fiscal year. Motion to approve items 1-3.
 - i. Clark (Tulare Public)
 - ii. Lewis (Kern)
5. Wymer brought forward the discussion on the State Library and SB321 (Student Success Cards). It is a program that would put a library card in every student's hand through 3rd grade. There will be listening sessions available in May through the State Library. Admin Council discussed concerns and some stated that this basically was already being done. Wymer has some concerns, him and Taylor are going to work on testing one school district. Please keep sending emails if you have any questions to Wymer.
6. Update on the Strategic Plan, Wymer will follow up with Taylor and Cervantes. They need to start getting input from the JSA's and Staff. This will not require community input.

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. No Report.

- ii. Taylor questioned funding and what will still be funded. Riggs reported that the State is waiting on May revision of the budget.
- 3. Administrative Librarian
 - i. Wymer working with Nelson and Ingrid on E-Rate 2023-24.
 - ii. Wymer shared that SJVLS will be using SharePoint to build a new intranet. It has benefits because it works with Office365.
 - iii. Working with AT&T on the March bill for Cal Net service it had discrepancies. The April bill had no discrepancies.
 - iv. No update on E-Rate funding.
 - v. We have two candidates for the Supervising Librarian and possibly 3. Will work on setting up interviews end of April.
- 4. SJVLS – System Administrator
 - i. Wymer reported the COSUGI Conference was good. SirsiDynix staff helped him set up BlueCloud Cataloging.
 - ii. Attended an GIS presentation and it was very interesting.
 - iii. Wymer has a teleconference on catalog, the RFP closes on April 19th.
 - iv. Wymer will start training next week on copy cataloging.
 - v. Wymer will be running for Secretary for the COSUGI Board.
- 5. Senior Network Systems Engineer
 - i. Nelson reported projects moving forward.
 - ii. CENIC bids on version 2 some of the numbers were strange.
 - iii. CENIC Conference was good.
 - iv. Some Geolinks locations in the mountains are having some problems, they need a transmitter. Geolinks was trying to work with Ponderosa to use their network, but were not successful.
 - v. A circuit for Yosemite is still up in the air.
 - vi. At the CENIC conference, Kevin heard about an interesting service called FreedomFi. He's not sure if there's any applications for our network.

E. DIRECTOR'S COMMENTS

- 1. Gomez (Fresno) – No Report.
- 2. Clark (Tulare Public) – Master Gardner tomorrow. Working on programs for Summer Reading. New chairs for computer lab. Working on budget for some new furniture, some of ours is 14 years old.
- 3. Russell (Kings) – Vikki Cervantes is the new Kings County Director. Working on Infrastructure Grant we are about 1 year behind.
- 4. Lewis (Kern) – We have a new Assistant Director We are deeply involved with the grant right now. Working on 17 branches, new flooring, moving shelving and security systems. We have had two break-ins.
- 5. Riggs (Madera) – Working on grant and that is time consuming, we are meeting once a week. We will be doing the Story walk again this year. We are doing a summer story writing service program.
- 6. Taylor (Merced) – Our grant is moving along. Project funded and approved before Covid outdoor learning center at Santa Nella. Very excited for FOL to host the Western Jamboree on April 13th. We now offer Dial a Story in five different languages.

7. Wright – (Tulare) Opening Dinuba in June. Alpaugh we are incorporating an outdoor space. Orosi is being finalized. Springville is out for bid. We presented to our Board on National Library Week. Wegener we be out next week. We received a book locker grant. We will be working on our budget for the next couple of months. We are in recruiting process; we still have vacancies to fill.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. May 24th, 2024, in Porterville. Wymer will check with Arellano.

G. ADJOURNMENT

1. The meeting was adjourned at 12:10 PM.

DATE: May 24, 2024
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 April 2024.

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, 2024.
 - 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: \$3,319,760
3. System Committed Reserves
 - i. SJVLS Assigned - \$1,919,225 (\$80,775 expended for Barracuda Backup Server, retro approved by Admin Council April 5, 2024.
 - ii. Members Committed Tech Reserves \$2,280,041

B. OUTSTANDING RECEIVABLE TOTAL: \$200,209 (as of 5/18/2024))

1. Member Fees, Postage, Smart Net and other selection: \$105,209 (only Kings Co.)
2. E-Rate receivable- \$0 (FY22 & 23- Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: (Kern) \$95,000

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 5/19/2024- \$160,432
3. Funding Collected: \$0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$162,328, with prepaid expenses of \$24,956, leaving unspent funds of \$29,716, which includes the \$25,000 budget amendment for Cloud Library purchases, as approved by Admin Council on February 2, 2024. The plan of service was approved by the Board on May 26, 2023.

E. TRANSFER OF OWNERSHIP

1. Statements have been sent through:
 - i. January 2024 Activity.
2. Costs were deducted from the Members' Tech Reserve.

F. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,913,000 (through April 2024)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$2,280,041

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. Total Balance - \$93,201
 - i. Porterville Phase III - \$34,007
 - ii. Firebaugh CSL Connect Grant - \$33,694
 - iii. Porterville CSL Connect Grant - \$25,500
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 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ 145,000 | \$ 145,000 | \$ 110,828 |
| 3575 · State Grants | 621,132 | 621,132 | 242,587 |
| 4375 · Federal Grants | 20,000 | 20,000 | - |
| 4841 · Membership Dues | 1,953,398 | 1,953,398 | 2,050,591 |
| 5039 · Tech Reserve Charges | 1,032,236 | 1,032,236 | 266,640 |
| 5040 · Other Cty Dpts Services | 44,040 | 44,040 | - |
| 5501 · Projects e-Rate Earned | 1,854,789 | 1,854,789 | - |
| 5504 · Telephone Services | 1,000,000 | 1,000,000 | 534,841 |
| 5831 · Refunds And Abatements | - | - | 114,275 |
| Total Revenues | 6,670,595 | 6,670,595 | 3,319,761 |
| Expenditures | | | |
| 7005 · Sealer Paper | - | - | 9,807 |
| 7040 · Telephone Charges | 1,300,000 | 1,300,000 | 420,074 |
| 7055 · Food | 1,000 | 1,000 | - |
| 7101 · General Liability Insuranc | 5,000 | 5,000 | 3,787 |
| 7175 · Property Insurance | 4,800 | 4,800 | 4,231 |
| 7205 · Maintenance-Equipment | 370,435 | 370,435 | 275,173 |
| 7250 · Memberships | 3,750 | 3,750 | 3,390 |
| 7265 · Office Expenditures | 23,600 | 23,600 | 24,059 |
| 7268 · Postage | 41,000 | 41,000 | 22,418 |
| 7286 · PeopleSoft Human Resources | 2,000 | 2,000 | 1,297 |
| 7287 · PeopleSoft Financials Chg | 2,500 | 2,500 | - |
| 7295 · Professional & Specialized | 2,023,020 | 2,023,020 | 1,159,236 |
| 7296 · Data Processing Services | 4,400 | 4,400 | 9,295 |
| 7325 · Publications & Legal Notic | 15,000 | 15,000 | 300 |
| 7385 · Small Tools & Instruments | 3,161,515 | 3,205,515 | 354,132 |
| 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 | 168,225 |
| 7430 · Utilities | 40,000 | 40,000 | 33,333 |
| 7565 · County Cost Plan | 20,000 | 20,000 | - |
| Total Expenditures | 7,331,827 | 7,375,827 | 2,489,718 |
| Net Change in Fund Balance | \$ (661,232) | \$ (705,232) | \$ 830,043 |

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

| | TOTAL | | |
|--|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ 144,550 | \$ 144,550 | \$ 110,378 |
| 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 · Projects e-Rate Earned | - | - | 46 |
| 5504 · Telephone Services | - | - | - |
| 5831 · Refunds And Abatements | - | - | - |
| Total 130- Computer Operations Revenues | 1,152,185 | 1,152,185 | 1,118,024 |
| Expenditures | | | |
| 7005 · Sealer Paper | - | - | - |
| 7040 · Telephone Charges | - | - | - |
| 7055 · Food | - | - | - |
| 7101 · General Liability Insuranc | - | - | - |
| 7175 · Property Insurance | - | - | - |
| 7205 · Maintenance-Equipment | 300,679 | 300,679 | 208,338 |
| 7250 · Memberships | 150 | 150 | 150 |
| 7265 · Office Expenditures | 3,600 | 3,600 | 122 |
| 7268 · Postage | - | - | - |
| 7286 · PeopleSoft Human Resources | 1,500 | 1,500 | 1,081 |
| 7287 · PeopleSoft Financials Chg | 500 | 500 | - |
| 7295 · Professional & Specialized | 1,010,700 | 985,700 | 498,547 |
| 7296 · Data Processing Services | 1,400 | 1,400 | 9,295 |
| 7325 · Publications & Legal Notic | - | - | - |
| 7385 · Small Tools & Instruments | 10,000 | 10,000 | 55,386 |
| 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 | 7,585 |
| 7430 · Utilities | 40,000 | 40,000 | 33,333 |
| 7565 · County Cost Plan | - | - | - |
| Total 130- Computer Operations Expenditures | 1,422,229 | 1,397,229 | 814,798 |
| Net Change in Fund Balance | \$ (270,044) | \$ (245,044) | \$ 303,226 |

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

| | TOTAL | | |
|---|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ - | \$ - | \$ - |
| 3575 · State Grants | - | - | - |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | 16,135 |
| 5039 · Tech Reserve Charges | 917,236 | 917,236 | 220,134 |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 5831 · Refunds And Abatements | - | - | - |
| Total 1301- TRD ERC & Equip Revenues | 917,236 | 917,236 | 236,269 |
| 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 | - | - | 1,959 |
| 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 | 234,102 |
| 7406 · Library Materials | - | - | - |
| 7412 · Mileage | - | - | - |
| 7415 · Trans, Travel & Education | - | - | - |
| 7416 · Trans & Travel County Gara | - | - | 208 |
| 7430 · Utilities | - | - | - |
| 7565 · County Cost Plan | - | - | - |
| Total 1301- TRD ERC & Equip Expenditures | 917,236 | 917,236 | 236,269 |
| Net Change in Fund Balance | \$ - | \$ - | \$ - |

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

| | TOTAL | | |
|---|------------------------|-----------------------|---------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ - | \$ - | \$ - |
| 3575 · State Grants | - | - | - |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | - |
| 5039 · Tech Reserve Charges | 56,000 | 56,000 | 34,087 |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 5831 · Refunds And Abatements | - | - | - |
| Total 1301.1- Notices & Lib Cards Revenues | 56,000 | 56,000 | 34,087 |
| Expenditures | | | |
| 7005 · Sealer Paper | 15,000 | 15,000 | 9,807 |
| 7040 · Telephone Charges | - | - | - |
| 7055 · Food | - | - | - |
| 7101 · General Liability Insuranc | - | - | - |
| 7175 · Property Insurance | - | - | - |
| 7205 · Maintenance-Equipment | - | - | - |
| 7250 · Memberships | - | - | - |
| 7265 · Office Expenditures | - | - | 1,862 |
| 7268 · Postage | 41,000 | 41,000 | 22,418 |
| 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 | 34,087 |
| Net Change in Fund Balance | \$ - | \$ - | \$ - |

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

| | TOTAL | | |
|--|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ - | \$ - | \$ - |
| 3575 · State Grants | - | - | - |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | - |
| 5039 · Tech Reserve Charges | 44,000 | 44,000 | 8,235 |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 5831 · Refunds And Abatements | - | - | - |
| Total 150- UMS Debt Collection Revenues | 44,000 | 44,000 | 8,235 |
| 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 | 8,235 |
| 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 | 8,235 |
| Net Change in Fund Balance | \$ - | \$ - | \$ - |

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

| | TOTAL | | |
|---|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ 450 | \$ 450 | \$ 450 |
| 3575 · State Grants | 239,407 | 239,407 | 239,407 |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | - |
| 5039 · Tech Reserve Charges | - | - | - |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 5831 · Refunds And Abatements | - | - | - |
| Total 200- CSLA Funded Delivery Revenues | 239,857 | 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 | 160,432 |
| 7430 · Utilities | - | - | - |
| 7565 · County Cost Plan | - | - | - |
| Total 200- CSLA Funded Delivery Expenditures | 239,407 | 239,407 | 160,432 |
| Net Change in Fund Balance | \$ 450 | \$ 450 | \$ 79,425 |

SJVLS Budget to Actual
201- CSLA Other Operations

| | TOTAL | | |
|--|-----------------|--------------------|-----------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ - | \$ - | \$ - |
| 3575 · State Grants | - | - | - |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | - |
| 5039 · Tech Reserve Charges | - | - | - |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 | - | 25,000 | - |
| 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 | - | 25,000 | - |
| Net Change in Fund Balance | \$ - | \$ (25,000) | \$ - |

SJVLS Budget to Actual
300- Communications

| | TOTAL | | |
|---|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 | 1,798 |
| 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 | 58,609 |
| 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 | 60,407 |
| Net Change in Fund Balance | \$ (113,980) | \$ (113,980) | \$ 216,362 |

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

| | TOTAL | | |
|---|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| 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 · Projects e-Rate Earned | 1,854,790 | 1,854,790 | - |
| 5504 · Telephone Services | 1,000,000 | 1,000,000 | 534,795 |
| 5831 · Refunds And Abatements | - | - | 114,275 |
| Total 3301- AR Telco Fiber Proj Revenues | 3,251,515 | 3,251,515 | 649,070 |
| Expenditures | | | |
| 7005 · Sealer Paper | - | - | - |
| 7040 · Telephone Charges | 1,000,000 | 1,000,000 | 417,786 |
| 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 | 64,644 |
| 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 | 482,430 |
| Net Change in Fund Balance | \$ - | \$ (44,000) | \$ 166,640 |

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

| | TOTAL | | |
|---|------------------------|-----------------------|---------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 | 3,787 |
| 7175 · Property Insurance | 4,800 | 4,800 | 4,231 |
| 7205 · Maintenance-Equipment | 480 | 480 | 360 |
| 7250 · Memberships | - | - | - |
| 7265 · Office Expenditures | 5,000 | 5,000 | 20,115 |
| 7268 · Postage | - | - | - |
| 7286 · PeopleSoft Human Resources | 500 | 500 | 216 |
| 7287 · PeopleSoft Financials Chg | 2,000 | 2,000 | - |
| 7295 · Professional & Specialized | 576,420 | 576,420 | 322,734 |
| 7296 · Data Processing Services | - | - | - |
| 7325 · Publications & Legal Notic | 15,000 | 15,000 | 300 |
| 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 | 351,744 |
| Net Change in Fund Balance | \$ (183,914) | \$ (183,914) | \$ 94,837 |

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

| | TOTAL | | |
|--|------------------------|-----------------------|-------------------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 23 - April 24 |
| Revenues | | | |
| 3380 · Interest | \$ - | \$ - | \$ - |
| 3575 · State Grants | - | - | - |
| 4375 · Federal Grants | - | - | - |
| 4841 · Membership Dues | - | - | - |
| 5039 · Tech Reserve Charges | - | - | - |
| 5040 · Other Cty Dpts Services | - | - | - |
| 5501 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 | 106,746 |
| 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 | 106,746 |
| Net Change in Fund Balance | \$ (37,773) | \$ (37,773) | \$ (19,327) |

SJVLs Budget to Actual
800- Online Materials

| | TOTAL | | |
|---|--------------------|--------------------|-----------------------------|
| | Original Budget | Current Budget | Actual Jul 23 - April 24 |
| 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 · Projects e-Rate Earned | - | - | - |
| 5504 · Telephone Services | - | - | - |
| 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 | 159,088 |
| 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 | 162,328 |
| Net Change in Fund Balance | \$ (55,970) | \$ (55,970) | \$ (26,421) |

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

Report Date 5/24/2024

| 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 | 160,432 | - | - | 160,432 | 78,975 | |
| E-Resources Bibliotheca Cloud Library | - | - | - | - | - | - | - | |
| | 239,407 | 239,407 | 160,432 | - | - | 160,432 | 78,975 | |
| FY 22-2023 Rollover | - | - | - | - | - | - | - | |
| Grand Total | 239,407 | 239,407 | 160,432 | - | - | 160,432 | 78,975 | |

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: | \$ | 160,432 | |
| Extra Delivery Stops: | \$ | - | |
| | \$ | 160,432 | 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**

4/30/2024

| Vendor | Budget Amount | Total Expenses | Prepaid Portion Subscription | Unspent | Comments |
|--|------------------|----------------|------------------------------------|---------------|---|
| Funding Source: Membership (cost center 0800) | | | | | |
| Ebooks Bibliotheca (E Resources) | 51,000 | 52,303 | - | (1,303) | |
| Pronunciator | 30,000 | 18,667 | 9,333 | 2,000 | |
| Cengage-Gale Database | 62,500 | 50,308 | 10,062 | 2,130 | Gale General Database Pkg |
| Cengage -Gale | 34,000 | 27,806 | 5,561 | 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 | 162,328 | 24,956 | 4,716 | |
| Funding Source: CLSA Other (cost center 0201) | | | | | |
| Bibliotheca Cloud Library (E Resources) | 25,000 | - | | 25,000 | |
| Additional Online Materials Resources | - | - | | - | |
| | 25,000 | - | - | 25,000 | |
| Grand Total | 217,000 | 162,328 | 24,956 | 29,716 | |

| | Budget Amount | Total Expenses | Prepaid Portion Subscription | Unspent |
|-------------------------------|-------------------|-------------------|------------------------------------|------------------|
| Total Funding Sources: | \$ 217,000 | \$ 162,328 | \$ 24,956 | \$ 29,716 |

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: FY 2024-25 through FY 2034-2035 Administrative Council Chair Rotation

RECOMMENDED ACTION:

1. Approve the proposed Admin Council Chair and Vice Chair rotation schedule.
2. Approve appointing Madera County's County Librarian, currently Krista Riggs, as the SJVLS Administrative Council Chair for FY 2024-25.
3. Approve appointing Kings County's County Librarian, currently Vikki Cervantes, as the SJVLS Administrative Council Vice Chair for FY 2024-25.

Approval of the recommended action will approve the updated Administrative Council Chair and Vice Chair rotation schedule for fiscal years 2024-2025 through 2034-2035, appoint Madera County's County Librarian as Chair and Kings County's County Librarian as Vice Chair in the upcoming fiscal year.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council members can propose a different schedule for Chair and Vice Chair appointments.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

Each fiscal year SJVLS rotates the Administrative Council Chair, according to a schedule previously approved by the Council. Per the previous schedule, the Chair for the upcoming fiscal year was supposed to be the City Librarian from Porterville.

SJVLS is proposing modifying the previous schedule and appointing Madera County's County Librarian as Chair, since Porterville's City Librarian recently accepted a position as Kings County's County Librarian. With the uncertainty about who would become the City Librarian, it did not seem prudent to potentially ask someone brand new to the system to Chair Administrative Council.

With the possible modifications and the previous schedule ending in FY 2025-26, it seemed like an opportune time to adopt a new 10-year Chair and Vice Chair rotation. The proposed Chair and Vice Chair rotation schedule incorporates the changes in order to Madera County, Kings County, and Porterville City, then resumes the same jurisdiction rotation used by the previous schedule.

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
FYs 2024-2025 through 2034-2035

| Fiscal Year | Chair | Vice Chair |
|--------------------|------------------|-------------------|
| 2024-25 | Madera County | Kings County |
| 2025-26 | Kings County | Porterville City |
| 2026-27 | Porterville City | Tulare City |
| 2027-28 | Tulare City | Coalinga-Huron |
| 2028-29 | Coalinga-Huron | Mariposa County |
| 2029-30 | Mariposa County | Kern County |
| 2031-32 | Kern County | Merced County |
| 2032-33 | Merced County | Tulare County |
| 2033-34 | Tulare County | Fresno County |
| 2034-35 | Fresno County | Madera County |

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: FY 2024-25 Administrative Council Meeting Schedule

RECOMMENDED ACTION:

1. Approve the attached list of proposed Administrative Council meeting dates for FY 2024-25.

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.

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 2024-25

| Date | Location |
|------------------|-----------------------|
| August 2, 2024 | Teleconference |
| October 4, 2024 | Madera Main Library |
| December 6, 2024 | Teleconference |
| February 7, 2025 | Teleconference |
| April 4, 2025 | Fig Garden Library |
| June 6, 2025 | Tulare Public Library |

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2024-25
May 24, 2024

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Brian Henderson, Henderson CPAs
 SJVLS Fiscal Agent

SUBJECT: Preliminary Budget

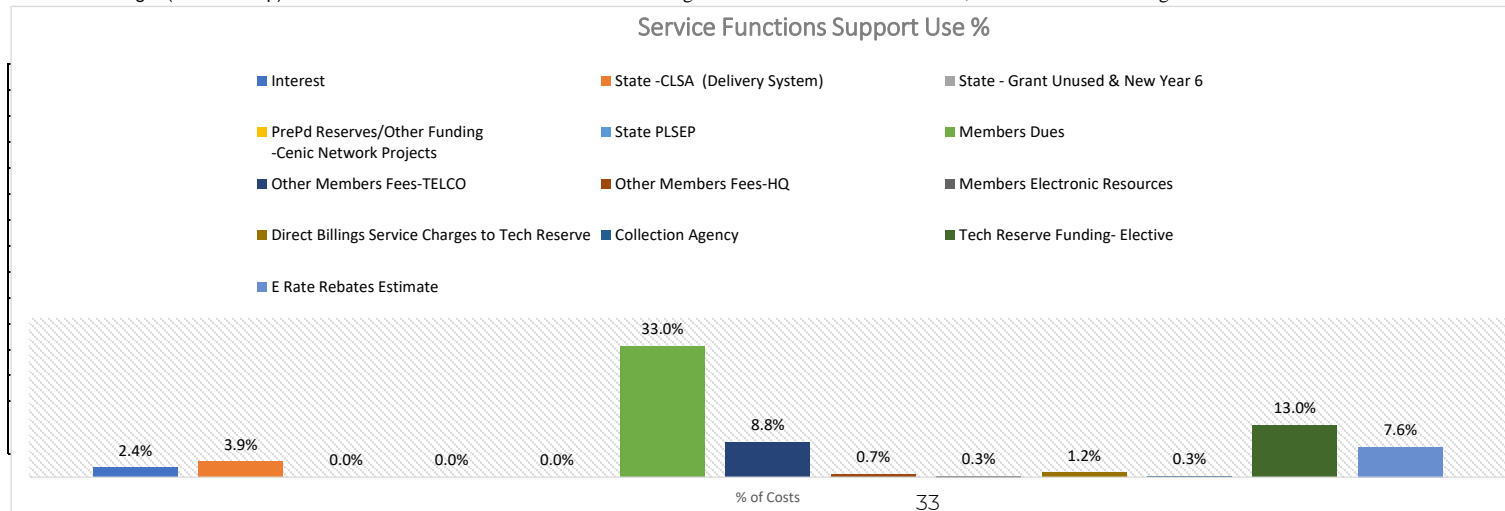
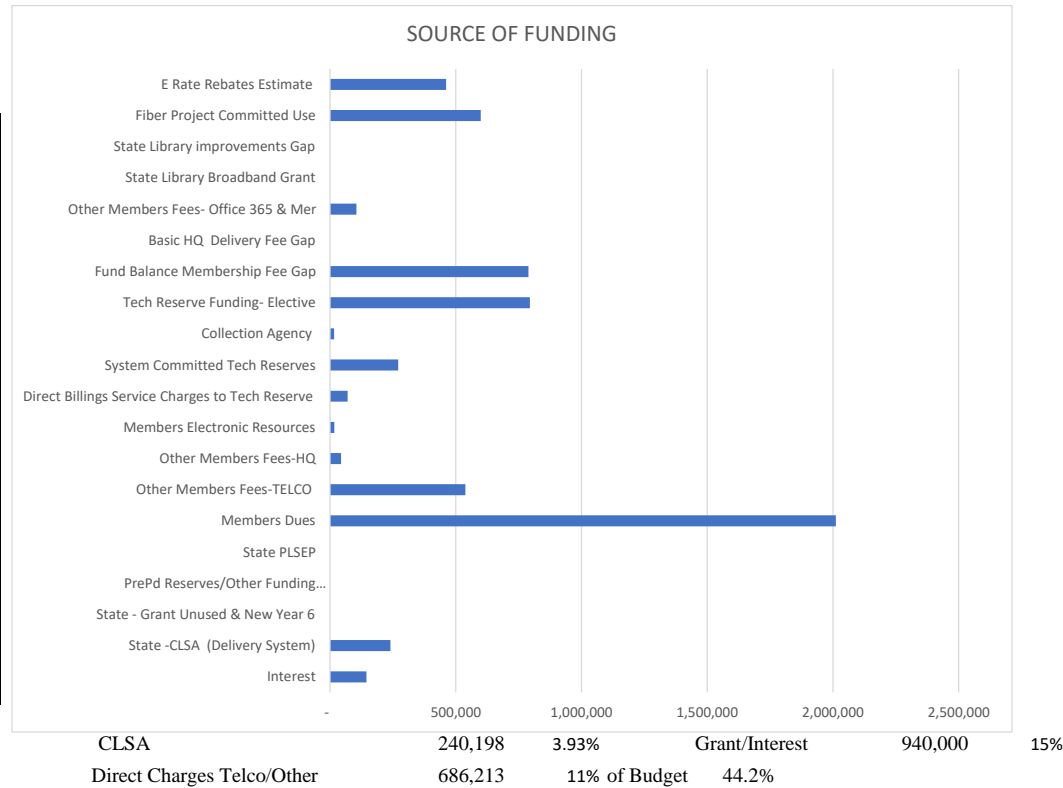
RECOMMENDED ACTION:

- | | |
|---|--------------|
| 1. Approve budget expenditures in the amount of | \$ 6,104,932 |
| 2. Approved estimated revenues in the amount of Approval of Estimated Revenue sources as listed on Funding Sources. | \$ 5,044,557 |
| 3. Membership Rate Total Contribution | \$ 2,012,000 |
| 4. Unassigned Fund Balance - Use | \$ 789,475 |
| 4. Fiber System Projects Funding offset: Committed System Projects - Tech Reserves | \$ 599,731 |
| 5. Tech Plan Projects - System Committed and Other DFS Servers, Mobile Printing, HMC emails, Electronics Funding offset: Committed System Projects - Assigned Fund Balance | \$ 270,900 |

Approval of recommended budget as noted in the budget highlights.

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2024-25
May 24, 2024

| Source of Funding | Amount |
|--|------------------|
| Interest | 145,000 |
| State -CLSA (Delivery System) | 240,198 |
| State - Grant Unused & New Year 6 | - |
| PrePd Reserves/Other Funding -Cenic Network Projects | - |
| State PLSEP | - |
| Members Dues | 2,012,000 |
| Other Members Fees-TELCO | 538,395 |
| Other Members Fees-HQ | 44,040 |
| Members Electronic Resources | 17,394 |
| Direct Billings Service Charges to Tech Reserve | 70,368 |
| System Committed Tech Reserves | 270,900 |
| Collection Agency | 16,000 |
| Tech Reserve Funding- Elective | 795,000 |
| Fund Balance Membership Fee Gap | 789,475 |
| Basic HQ Delivery Fee Gap | - |
| Other Members Fees- Office 365 & Mer | 104,826 |
| State Library Broadband Grant | - |
| State Library improvements Gap | - |
| Fiber Project Committed Use | 599,731 |
| E Rate Rebates Estimate | 461,605 |
| Total Funding for Budget | 6,104,932 |
| Membership Fees | 2,012,000 |
| % of Total Budget (Membership) | 33.0% |



SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2024-25
May 24, 2024

| Total Budget (Membership costs + Telco/other direct projects) | Current Costs FY 23-24 | Recommended Upcoming Year Total Costs | \$ Change | % Change |
|---|---------------------------|---|----------------|-------------|
| CLSA Service Plan- Delivery & Other | 239,407 | 240,500 | 1,093 | |
| CLSA Service Plan- Rollover Online Materials | - | - | - | |
| Public Library Education (PLSEP) | - | - | - | |
| Membership operations | 2,773,610 | 2,946,475 | 172,865 | |
| Additional: Member Selection/Direct Charges | 2,101,000 | 2,047,326 | (53,674) | |
| Fiber Project & Porterville Circuit Grant | 211,967 | 599,731 | 387,764 | |
| Telemessaging Replacement | - | - | - | |
| System Committed Tech Reserves | | 270,900 | | |
| Tech Plan Project - Other | | | | |
| System Committed Tech Reserves | | 270,900 | | |
| Total Budget | 5,325,984 | 6,104,932 | 508,048 | 10% |

Budget Highlights

1. Summary of SJVLS Operational Budget - Core

| | Current Costs FY 23-24 | Upcoming Year Total Costs | \$ Change | % of Total Costs |
|---|---------------------------|------------------------------|------------------|---------------------|
| System Operations | \$1,422,229 | \$1,487,650 | \$65,421 | 50% |
| <i>Note: Network & Librarian staffing wage increase</i> | | | | |
| Planning & Evaluation | \$630,900 | \$649,085 | \$18,185 | 22% |
| <i>Note:</i> | | | | |
| Cataloging Center | \$123,500 | \$123,000 | (\$500) | 4% |
| <i>Note : added in EzProxy annual fee</i> | | | | |
| Fresno as Cat Center | \$3,600 | \$5,500 | \$1,900 | 0% |
| Online E Resources Materials | \$192,000 | \$270,240 | \$78,240 | 9% |
| <i>Note : Increase Cengage by \$4,000 for general & Peterson's test package</i> | | | | |
| Telecommunications core | \$401,381 | \$411,000 | \$9,619 | 14% |
| | \$2,773,610 | \$2,946,475 | \$172,865 | |
| Delivery (excluded, see #7 CLSA) | | | | |
| Membership Costs | \$2,773,610 | \$2,946,475 | \$172,865 | 100% |
| | | Increase by | 6.2% | |

2. Summary of Offset Funding Sources

| | | | | Funding % |
|-----------------------------------|--------------------|--------------------|------------------|--------------|
| Membership Fees | \$1,953,398 | \$2,012,000 | \$58,602 | 68% |
| Fund Balance Withdrawal | \$661,231 | \$789,475 | \$128,244 | 27% |
| Interest Earned | \$145,000 | \$145,000 | \$0 | 5% |
| CLSA Allocation (beyond delivery) | \$0 | \$0 | \$0 | 0% |
| Total Funding Sources | \$2,759,629 | \$2,946,475 | \$186,846 | |

3. ILL System

| | Current Costs FY 23-24 | Upcoming Year Total Costs | \$ Change |
|---|---------------------------|------------------------------|----------------|
| <i>Note:</i> | | | |
| SirsiDynix total budget is listed on three separate lines | | | |
| SirsiDynix | \$140,000 | \$148,671 | |
| Kids Catalog and/or Red Hat Renewal | \$3,000 | \$1,200 | |
| Web Services Connector | \$4,200 | \$1,700 | |
| Merced Community Engagement | \$7,050 | \$7,395 | |
| eRC Connector OverdriveMagazines(year 3) | \$4,060 | \$3,816 | |
| eRC Connector Free gal | \$1,766 | \$1,900 | |
| eRC ConnectorHoopla digital | \$4,730 | \$4,318 | |
| | \$164,806 | \$169,000 | \$4,194 |

4. Staff Training and Volunteer

| | |
|----------------|-----------------|
| Staff training | \$25,000 |
| | \$25,000 |

4. System Info Tech Plan Fiscal Assigned (Pending approval of 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 <small>Board approved 9/25/2020</small> |
| | \$2,800,000 |

6. Grants Network Technology/Broadband

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

To be adopted upon acceptance and award of any grant

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2024-25
May 24, 2024

Budget Highlights

7. System Basic Delivery Services - Funded by CLSA (Cooperative Service Plan)

| | Upcoming Year Total Costs | |
|--|------------------------------|---|
| | \$240,500 | <i>Lower than anticipated increase per prelim b</i> |
| Pending delivery updated estimates for gas prices and other costs | \$0 | |
| Other Operations Category - CLSA Rollover Online Materials | \$0 | |
| Other Operations Category - CLSA Online Materials (Cloud Library Titles) | \$0 | |
| <i>Due to State no later than June 3</i> | | |
| <i>Allocation Notice - TBD Late April</i> | <u>\$240,500</u> | |

8. Equipment Orders - Fall & Spring
 Pending member elective elections

| FY 2024-25 Upcoming Year Total Costs |
|--|
| <u>\$817,500</u> |

9. Cataloging Services
 Membership

| Vendor | FY 2024-25 Upcoming Year Total Costs | FY 2025-26 Proposed Budget |
|--|--|-------------------------------|
| OCLC | 102,000 | 102,000 |
| Exporxy | 10,000 | 10,000 |
| System CAT Center | - | - |
| Backstage- Fresno- Backlog Invoice | 5,500 | - |
| Backstage- Transition of Original Cataloging | 5,000 | 5,000 |
| Backstage- Authority Control | 6,000 | 6,000 |
| Costs | <u>128,500</u> | <u>123,000</u> |

10. Online Materials
 Membership

| Vendor | FY 2024-25 Upcoming Year Total Costs | FY 2025-26 Proposed Budget |
|--|--|-------------------------------|
| Califa Annual Membership | 3,240 | 3,400 |
| CloudLibrary Platform Fee | 5,000 | 5,000 |
| CloudLibrary Titles (eBooks & Audiobooks) | 125,400 | 125,400 |
| Pronunciator | 30,000 | 32,000 |
| Cengage Gale Database | 62,500 | 62,500 |
| Education and Career Module & Info Science | 33,500 | 34,000 |
| Califa- Quipu E Card Registration | 10,600 | 13,000 |
| Additional Online Materials Resources | | |
| Sum | <u>267,000</u> | <u>271,900</u> |
| ERC Committee - TBD | | |
| Costs | <u>270,240</u> | <u>275,300</u> |

Members to Budget -

FY 2024-25

May 24, 2024

Membership & Telecommunications

Membership Rate Increase \$58,602 for Total \$2,012,000; Approved by Admin Council TBD

Other Charges: Additional Direct Charge to Budget

Summary Report

| Members | Member's Budget Total Amount |
|----------------------|------------------------------|
| Coalinga | 39,965 |
| Fresno | 988,190 |
| Kern | 636,078 |
| Kings | 149,136 |
| Madera | 167,313 |
| Mariposa | 77,242 |
| Merced | 255,206 |
| Porterville | 29,984 |
| Tulare Co. | 304,720 |
| Tulare Pub | 66,100 |
| | - |
| Total Members | 2,713,933 |

Details of Future Invoices Costs To Budget

| Members | Upcoming Membership Fee Approved TBD | SmartPay Merchant fee & Other Selection (Fresno) | Smartnet HQ | Fortinet HQ | Office 365 | Meraki License | eRC Connector Free gal | eRC Connector Overdrive Magazines (year 3) | eRC Community Engagement Platform | eRC Connector Hoopla digital | Invoice (August 2024) |
|----------------------|--------------------------------------|--|--------------|---------------|---------------|----------------|------------------------|--|-----------------------------------|------------------------------|-----------------------|
| Coalinga | 26,318 | | 954 | 3,450 | 1,063 | 680 | | | | | 32,465 |
| Fresno | 791,889 | 128 | 954 | 3,450 | 20,721 | 14,275 | 1,865 | 1,908 | | | 835,190 |
| Kern | 514,636 | 750 | 954 | 3,450 | 13,131 | 8,157 | | | | | 541,078 |
| Kings | 103,771 | | 954 | 3,450 | 2,353 | 3,908 | | | | | 114,436 |
| Madera | 116,463 | | 954 | 3,450 | 1,898 | 4,248 | | | | | 127,013 |
| Mariposa | 33,314 | | 954 | 3,450 | 2,125 | 3,399 | | | | | 43,242 |
| Merced | 161,471 | | 954 | 3,450 | 4,250 | 5,778 | | 1,908 | 7,395 | | 185,206 |
| Porterville | 19,082 | | 954 | 3,450 | 1,670 | 510 | | | | 4,318 | 29,984 |
| Tulare Co. | 187,739 | | 954 | 3,450 | 4,250 | 8,327 | | | | | 204,720 |
| Tulare Pub | 57,317 | | 954 | 3,450 | 1,366 | 2,718 | | | | | 65,805 |
| SJVLS user | | | | | | | | | | | |
| Total Members | 2,012,000 | 878 | 9,540 | 34,500 | 52,826 | 52,000 | 1,865 | 3,816 | 7,395 | 4,318 | 2,179,138 |

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

| Members | Prior Year FY 2022-23 | Teleco Current Year FY 2023-24 | FY 24-25 Estimate TELCO | Change | Teleco (Feb 2025) |
|----------------------|-----------------------|--------------------------------|-------------------------|--------------|-------------------|
| Coalinga | 7,500 | 7,500 | 7,500 | - | 7,500 |
| Fresno | 153,000 | 153,000 | 153,000 | - | 153,000 |
| Kern | 95,000 | 95,000 | 95,000 | - | 95,000 |
| Kings | 34,700 | 34,700 | 34,700 | - | 34,700 |
| Madera | 40,300 | 40,300 | 40,300 | - | 40,300 |
| Mariposa | 34,000 | 34,000 | 37,600 | 3,600 | 34,000 |
| Merced | 70,000 | 70,000 | 70,000 | - | 70,000 |
| Porterville | 0 | 0 | 0 | | - |
| Tulare Co. | 100,000 | 100,000 | 100,000 | - | 100,000 |
| Tulare Pub | 295 | 295 | 295 | - | 295 |
| | | | | - | |
| Total Members | 534,795 | 534,795 | 538,395 | 3,600 | 534,795 |

-Cenic Charges

February

**Members to Budget -
FY 2024-25**

**AR Billing- Invoice Date:
Timeline 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 | | 600,000 | | 600,000 |
| Kern | | | | - |
| Kings | | | | - |
| Madera | | | | - |
| Mariposa | | | | - |
| Merced | | | | - |
| Porterville | | | | - |
| Tulare Co. | | | | - |
| Tulare Pub | 15,000 | | | 15,000 |
| Estimated Budget | | | 180,000 | 180,000 |
| Total AR Billing | 15,000 | 600,000 | 180,000 | 795,000 |

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2024-25
May 24, 2024

Operations Summary Multiple Years

Budget Plan for Expenses

| | Prior Year FY 20-21 | Prior Year FY 21-22 | Prior Year FY 22-23 | Current Year FY 23-24 | Year 1 Upcoming Year Total Costs FY 24-25 | Year 2 Upcoming Year Total Costs FY 25-26 | \$ Change |
|---|------------------------|------------------------|------------------------|--------------------------|--|--|-----------|
| Budget Total | 6,066,145 | 4,353,297 | 5,301,780 | 5,082,545 | 6,104,932 | 6,471,228 | 1,022,387 |
| Total Budget (Membership costs + Telco/other direct projects. | | | | | | <i>assume 6% CPI</i> | |

1. Summary of SJVLS Operational Budget - Core

| | Prior Year FY 20-21 | Prior Year FY 21-22 | Prior Year FY 22-23 | Upcoming Year Total Costs FY 23-24 | Upcoming Year Total Costs FY 24-25 | Upcoming Year Total Costs FY 24-25 | \$ Change | Contribution Method |
|---|------------------------|------------------------|------------------------|--|--|--|------------------|---------------------|
| System Operations | \$1,222,434 | \$1,207,544 | \$1,368,019 | \$1,422,229 | \$1,487,650 | \$1,500,000 | 65,421 | Tripartite |
| Planning & Evaluation | \$442,876 | \$431,709 | \$640,935 | \$630,900 | \$649,085 | \$650,000 | 18,185 | Population ratio |
| Cataloging Services | \$95,600 | \$102,300 | \$114,800 | \$118,000 | \$123,000 | \$128,000 | 5,000 | Population ratio |
| Fresno as Cat Center | \$3,000 | \$3,000 | \$3,000 | \$5,500 | \$5,500 | \$0 | 0 | Population ratio |
| Online E Resources Materials | \$185,970 | \$185,970 | \$190,000 | \$192,000 | \$270,240 | \$192,000 | 78,240 | Population ratio |
| Telecommunications core | \$392,700 | \$410,807 | \$401,381 | \$391,000 | \$411,000 | \$424,207 | 20,000 | Population ratio |
| Membership Costs | \$2,342,580 | \$2,341,330 | \$2,718,135 | \$2,759,629 | \$2,946,475 | \$2,894,207 | \$186,846 | |
| Other Expense - Bill and Collect other Sources | 3,723,565 | 2,011,967 | 2,583,645 | 2,322,916 | 3,158,457 | 3,577,021 | | |

2. Summary of Offset Funding Sources

| | | | | | | | |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------|-----------------|
| Membership Fees | \$1,789,809 | \$1,789,809 | \$1,915,096 | \$1,953,398 | \$2,012,000 | pending | 38,302 |
| Fund Balance Withdrawal | \$482,771 | \$481,521 | \$663,039 | \$661,231 | \$789,475 | pending | (1,808) |
| Interest Earned | \$70,000 | \$70,000 | \$140,000 | \$145,000 | \$145,000 | \$145,000 | 5,000 |
| | | | | | | | \$0 |
| Total Funding Sources | \$2,342,580 | \$2,341,330 | \$2,718,135 | \$2,759,629 | \$2,946,475 | | \$41,494 |
| Membership Operations | | | | | | | |

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve FY 2024-2025 CLSA Plan of Service

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to draft the FY 2024-25 Plan of Service, with the CLSA allocation being used to fund a portion of intra-system delivery, with the difference being funded from Unassigned Fund Balance.
2. Authorize the Administrative Council Chair to review and approve the Plan of Service prior to submission to the State Library.

Approval of the recommended action will allow the Administrative Librarian to draft the CLSA Plan of Service, based on the final funding decisions made by the State Legislature, and authorize the Administrative Council Chair to approve the Plan of Service prior to its submission deadline of August 1, 2024.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could provide direction on using CLSA funds for a different activity than Intra-System Deliver and authorize the Administrative Librarian to draft the Plan of Service aligned with the new activity.

FISCAL IMPACT:

Approval of the recommended action will increase System revenues. The current amount is unknown, due to the uncertainty regarding whether CLSA allocations will be reduced by 50%.

DISCUSSION:

This year the State Library changed the Plan of Service forms submitted by cooperative systems to report how they intend to use their CLSA allocation in the upcoming fiscal year. The changes are intended to allow the Plan of Service reporting to align with the reporting requirements for the rest of the State Library's grant funded programs. As a result, the Plan of Service looks different this year, with additional questions focused on how the activities funded through CLSA align with stated community needs, aspirations, and assets, as well as how the activities will engage underserved community members in our service area. SJVLS will also need to provide anticipated outputs and develop evaluation plans to demonstrate whether the activities funded through CLSA delivered positive outcomes.

SJVLS's preliminary CLSA allocation for FY 2024-25 was \$240,198. Unfortunately, the Governor's May Revised Budget proposed reducing CLSA funding by approximately 50%, reducing it from \$3,630,000 to \$1,880,000. If this cut is approved by the legislature, the State Library will have to re-run the CLSA allocation formula using the updated allocation to calculate each system's share of the funding. SJVLS's updated allocation amount is not known at this time.

Traditionally, SJVLS utilizes CLSA funding first to fund Intra System Lending (Delivery) to move materials between system member headquarters locations. Any additional funds not needed to operate delivery were allocated to either: network equipment, like access point licenses, or to purchase additional titles for the systemwide, shared CloudLibrary collection. The proposed

CLSA funding reduction is a challenge for SJVLS and means our allocation will no longer provide sufficient funding for the operation of Intra System Lending.

At this time, SJVLS is recommending no changes to the activities funded with our CLSA allocation. In the event funding is not restored, SJVLS recommends using Unassigned Fund Balance to fund the difference between our CLSA allocation and the actual costs of operating Delivery Services.

In regard to tracking anticipated outputs and evaluation plans, Wymer is proposing creating a new overnight process to quantify the number of times a patron in a jurisdiction had a request filled where their jurisdiction did not own the title, as well as reporting the number of additional titles members gain access to through SJVLS membership. The transit table in Horizon records when an item goes in transit to fill a hold. It also records the date and time the item was put in transit, what location it was sent from, what location its going to, and whether it's a return or a hold. Each night, a DayEnd task would count the number of holds per location where the receiving jurisdiction does not own a copy. At the end of the year a report could be generated that reports how many times a patron gained access to a title they wouldn't have been able to access without Intra System Delivery. For the counts of additional titles, on July 1, SJVLS would run reports that count the number of bibs where at least one of the items is a requestable item with an available status, and the jurisdiction does not have an item linked to the bib. In theory, this would give us a count of additional titles patrons can access as a result their membership in SJVLS.

The FY 2024-25 Plan of Service is not due to the State Library until August 1, 2024, which is the day before the next scheduled Administrative Council meeting. Once allocations are finalized, and the Plan of Service is drafted, Wymer will have the Admin Council Chair review the Plan of Service and authorize its submission.

PRIOR AGENDA REFERENCE:

No previous reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

- Attachment – FY 2024-25 Updated Plan of Service Form (blank)
- Attachment – FY 2024-25 CLSA Budget Form (blank)

Motion:

Second:

_____ PASSED

_____ REJECTED



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature 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." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

| INFORMATION REQUESTED | GUIDE TO PROVIDING THE REQUESTED INFORMATION |
|---|---|
| Applicant Organization Name | The name of the system applying for the funds. |
| Response: | |
| Organization Name | (If different from above) The name of the system whose activities the funds will benefit. |
| Response: | |
| Application Title | <p>The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year</p> <p>For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025</p> |
| Response: | |
| <p>Authorized Representative Information</p> <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i> | <p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p> |
| Response: | |

| | |
|---|---|
| <p>Alternate Contact Information</p> <ul style="list-style-type: none"> • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number <i>(Please use the format 123-456-7890)</i> | <p>The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.</p> <p>This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.</p> |
|---|---|

Response:

| | |
|--|--|
| <p>Administrative Council Chair Information</p> <ul style="list-style-type: none"> • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number <i>(Please use the format 123-456-7890)</i> | |
|--|--|

Response:

| | |
|--|---|
| <p>Goal (California State Library Five Year Plan for Grantmaking)</p> | <p>Response Pre-populated by the State Library.</p> |
|--|---|

Response:
 Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

| | |
|---|---|
| <p>Primary Audience(s) for Project</p> | <p>Response pre-populated by the State Library.</p> |
|---|---|

Response:
 General Population

| | |
|---|---|
| Employer Identification Number (EIN) | Enter your organization's Federal Employer Identification Number. |
| EIN: | |

PROJECT INFORMATION

| INFORMATION REQUESTED | GUIDE TO PROVIDING THE REQUESTED INFORMATION |
|--|--|
| <p>Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)</p> | <p>Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.</p> |
| <p>Response:</p> | |
| <p>Description Describe</p> <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. <p>(Word limit: 300)</p> | <p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p> |
| <p>Response:</p> | |
| <p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p> | <p>The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.</p> |

| | |
|---|--|
| Response: | |
| <p>Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)</p> | <p>Ensure that the impact, lessons learned, or successes are evident and well-supported.</p> |
| Response: | |
| <p>Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)</p> | <p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p> |
| Response: | |
| <p>Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)</p> | <p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p> |

Response:

Intent

Response pre-populated by the State Library

Response:

Information Access: Improve access to information

Anticipated Outputs

List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.

Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.

Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.

Examples:

One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.

[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.

One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.

[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.

Response:

| | |
|---|---|
| <p>Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)</p> | <p>Describe the metrics you will use and how your system defines positive outcomes.</p> |
| <p>Response:</p> | |
| <p>Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)</p> | <p>Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.</p> |
| <p>Response:</p> | |
| <p>Summary of library participation in resources, services, and programs</p> | <p>List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.</p> |
| <p>Response (add sections as needed):</p> <p>Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:</p> <p>Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:</p> <p>Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:</p> | |
| <p>Any other comments?</p> | |
| <p>Response:</p> | |

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in [Appendix B](#).

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

| | |
|---|---|
| <p>Activity 1: Electronic Materials (Resource Sharing) Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p> | <p>Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.</p> |
| <p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"> ○ General Population ○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none"> • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused • If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White • If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. | |

Categories:
 Activity: Content
 Mode: Acquisition
 Format: Digital

Activity 2: Learning Platforms (Resource sharing)

Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.

Please note: systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- o General Population
- o Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content
 Mode: Acquisition
 Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- o General Population

o Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- o General Population
- o Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:
 Physical items delivered to system member public libraries:
 Physical items delivered to non-public libraries in system area:
 Total:

Physical items sent by non-public libraries in system area:
 Physical items delivered to system member public libraries:
 Physical items delivered to non-public libraries in system area:
 Total:

Number of system-owned delivery vehicles that physically move items:
 Frequency/schedule of physical delivery service:
 Number of contracted vendor delivery vehicles that physically move items:
 Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:
 US Mail:
 UPS:
 System Van:
 Contracted Van:
 Other:

Other: please describe

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- o General Population
- o Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery)

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- o General Population
- o Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery)

Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:

Response:

Title:

Description (90-160 words):

Beneficiaries:

Categories:

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

| Activity | Month Started | Month Ended |
|----------|---------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

| | | |
|---------------------|------------------------|-------------|
| System Name: | | |
| Director: | Director Email: | |
| Address: | City: | Zip: |
| Phone: | | |

| | |
|---------------------------------------|----------------------|
| System Chair for FY 2024-2025: | Fiscal Agent: |
|---------------------------------------|----------------------|

| |
|---|
| Date approved by Administrative Council: |
|---|

| | |
|--|--------------|
| Signature of FY 2024-25 Administrative Chair: | |
| Print Name: | Date: |

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer/>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. (Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

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 resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

| ACTIVITY | MODE | DEFINITION | FORMAT |
|--------------------|---------------|--|---|
| Instruction | Program* | Formal interaction and active user engagement (i.e. a computer class) | <p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p> |
| | Presentation | Formal interaction and passive user engagement (i.e. an author talk) | <p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p> |
| | Consultation | Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations. | <p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p> |
| Content | Acquisition** | Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain | Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. |

| | | | |
|--|--------------------|---|--|
| | | <p>resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.</p> | <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])</p> <p>Combined digital and physical.</p> |
| | <p>Creation **</p> | <p>Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.</p> | <p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])</p> <p>Combined digital and physical</p> |
| | <p>Description</p> | <p>Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.</p> | <p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])</p> |

| | | | |
|----------------------------------|--------------------|---|---|
| | | | Combined digital and physical |
| | Lending | Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request. | <p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p> |
| | Preservation | Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration. | In-house Third party |
| Planning & Evaluation | Retrospective ** | Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group | In-house Third party |
| | Prospective ** | Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group. | In-house Third party |
| Procurement | No mode applicable | Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. | N/A |

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

APPENDIX D: OUTCOME SURVEY INFORMATION

Activity Outcomes

When To Survey Participants in a Grants to States Project

| | | Beneficiary | |
|----------|-----------------------|--|------------------------|
| | | Library Workforce | General Public |
| Activity | Instruction | Yes if mode is Program | Yes if mode is Program |
| | Content | Yes if mode is Acquisition or Creation | No |
| | Planning & Evaluation | Yes | No |
| | Procurement | No | No |

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

| | | |
|----------------------------|-------------------|---------|
| 5 days per week | 40 hours per week | 1 FTE |
| 4 days per week | 32 hours per week | .8 FTE |
| 3 days per week | 24 hours per week | .6 FTE |
| 2.5 days per week | 20 hours per week | .5 FTE |
| 1 day per week | 8 hours per week | .2 FTE |
| .5 (one half) day per week | 4 hours per week | .1 FTE |
| .25 day per week | 2 hours per week | .05 FTE |

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

| | | |
|--|----------------------|---------|
| 40 hours per week x 52 weeks | 2080 hours per year | 1 FTE |
| 20 hours per week x 52 weeks | 1040 hours per year | .5 FTE |
| 10 hours per week x 12 weeks (summer) | 120 hours per year | .06 FTE |
| 40 hours per week x 32 weeks | 1,200 hours per year | .62 FTE |
| 40 hours per week x 1 week (one-week project) | 40 hours per year | .02 FTE |

System Name:

| | |
|--|-----------|
| Fiscal Year 2024-2025 | Response: |
| If it will take you longer than one year to spend your 2024-2025 funds, specify why. | |

Fiscal year 2024-2025: System Administration

Salaries/Wages/Benefits: System Administration

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

| Position Title and FTE (Activities contributing to activities described in the Plan of Service only.) | CLSA Funds | Local Match | | | |
|---|------------|-------------|--|--|--|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Salaries/Wages/Benefits | \$0 | \$0 | | | |

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

| Supplies/Materials | CLSA Funds | Local Match | | | |
|---------------------------------|------------|-------------|--|--|--|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| Total Supplies/Materials | \$0 | \$0 | | | |

Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

| Equipment | CLSA Funds | Local Match | | | |
|------------------------|------------|-------------|--|--|--|
| | | | | | |
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| | | | | | |
| | | | | | |
| Total Equipment | \$0 | \$0 | | | |

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

| Services | CLSA Funds | Local Match | | | |
|-----------------------|------------|-------------|--|--|--|
| | | | | | |
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| | | | | | |
| | | | | | |
| Total Services | \$0 | \$0 | | | |

| | | | | | |
|--|-----|-----|--|--|--|
| Total expenses: system administration | \$0 | \$0 | | | |
|--|-----|-----|--|--|--|

| | | | | | |
|--|--|--|--|--|--|
| Total income: fiscal year 2024-2025 | | | | | |
|--|--|--|--|--|--|

| | | | | | |
|---|-----|--|--|--|--|
| Total remaining: fiscal year 2024-2025 | \$0 | | | | |
|---|-----|--|--|--|--|

Fiscal year 2024-2025: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

| Name(s) of consultant(s) or consulting firm(s) and expertise. | CLSA Funds | Local Match | Activity(ies) these funds are supporting | Previous Budget Categories | Description |
|---|------------|-------------|--|----------------------------|-------------|
| | | | | | |
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|-------------------|-----|-----|--|--|--|
| | | | | | |
| | | | | | |
| Total Consultants | \$0 | \$0 | | | |

Supplies/Materials
 Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

| Supplies/Materials | CLSA Funds | Local Match | Activity(ies) these funds are supporting | Previous Budget Categories | Description |
|--------------------------|------------|-------------|--|----------------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Supplies/Materials | \$0 | \$0 | | | |

Equipment
 This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

| Equipment | CLSA Funds | Local Match | Activity(ies) these funds are supporting | Previous Budget Categories | Description |
|-----------------|------------|-------------|--|----------------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Equipment | \$0 | \$0 | | | |

Services
 Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

| Services | CLSA Funds | Local Match | Activity(ies) these funds are supporting | Previous Budget Categories | Description |
|----------------|------------|-------------|--|----------------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Services | \$0 | \$0 | | | |

| | | | | | |
|--------------------------|-----|-----|--|--|--|
| Total expenses: baseline | \$0 | \$0 | | | |
|--------------------------|-----|-----|--|--|--|

| | | | | | |
|-------------------------------------|--|--|--|--|--|
| Total income: fiscal year 2024-2025 | | | | | |
|-------------------------------------|--|--|--|--|--|

| | | | | | |
|--|-----|--|--|--|--|
| Total remaining: fiscal year 2024-2025 | \$0 | | | | |
|--|-----|--|--|--|--|

| | | | | | |
|--|-----|-----|--|--|--|
| Total expenses administration and baseline | \$0 | \$0 | | | |
|--|-----|-----|--|--|--|

| | | | | | |
|-------------------------------------|--|--|--|--|--|
| Total income: fiscal year 2024-2025 | | | | | |
|-------------------------------------|--|--|--|--|--|

| | | | | | |
|--|-----|--|--|--|--|
| Total remaining: fiscal year 2024-2025 | \$0 | | | | |
|--|-----|--|--|--|--|

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Original Cataloging RFP Award

RECOMMENDED ACTION:

1. Approve the recommendation to award the Original Cataloging Services RFP to Backstage Library Works.
2. Authorize the Administrative Librarian to finalize and execute a contract with Backstage Library Works to provide Original Cataloging Services beginning July 1, 2024 through June 30, 2027 with two, optional, one-year extensions.

Approval of the recommended action will award the original cataloging services contract to Backstage Library Works and authorize the Administrative Librarian to enter into a contract for services for fiscal years 2024-25 through 2026-27, with two, optional, one-year extensions.

ALTERNATIVE ACTION(S):

There are no viable alternative actions.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership dues. Expenses under this agreement will be direct billed to member's tech reserves based on actual charges.

DISCUSSION:

SJVLS received two responses to the Original Catalog Services RFP, one from OCLC and another from Backstage Library Works. After reviewing both proposals, the Cataloging Committee recommends awarding the contract to Backstage Library Works, as their response best aligned with SJVLS's needs.

Backstage Library Works is able to provide original catalog records in all the languages identified by SJVLS members and is willing to cataloging solely from Digital Surrogates. Backstage estimated that the turnaround time for completed records would be 4 weeks, but there are no minimum record requirements. They require a single point of contact for the project, which means all records requests must be routed through SJVLS. While it adds an extra person to the communication chain for records requests, it will also allow SJVLS to track requests as they're sent and received.

Backstage's pricing is included on the following pages.

PRIOR AGENDA REFERENCE:

Administrative Council Meeting – August 4, 2023. Item #6.
Administrative Council Meeting – October 6, 2023. Item #7.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Backstage Library Works Price Quote.
On File – RFP 24-004: Original Cataloging Services
On File – Backstage Library Works RFP Response.
On File – OCLC RFP Response.

Motion:

Second:

_____ PASSED

_____ REJECTED

COST PROPOSAL



QUOTE FOR CATALOGING SERVICES

April 19, 2024

San Joaquin Valley Library System

2420 Mariposa Street
Fresno, California 93721

Chris Wymer

559-600-6256

christopher.wymer@sjvls.org

Original Cataloging

Full-level cataloging of monographs, serials, and audiovisual items via Client-provided digital surrogate files.

10.24.009.PB.a

| OFF-SITE PROJECT | UNIT PRICE | UNITS | EXTENDED PRICE |
|------------------|------------|-------|----------------|
|------------------|------------|-------|----------------|

Full-level original cataloging for monographs, serials, and audiovisual items with specific instructions as indicated in the San Joaquin Valley Library System RFP, dated March 18, 2024. Tiered cataloging pricing is provided by language group with surcharge fees applicable to non-monographic formats (e.g., serials and audiovisual).

For multi-volume works with more than five (5) volumes to be processed within that work's record, a **Surplus Volume Processing** fee will be charged per additional volume beyond five (5).

Language groups include:

Language Group A: English.

Language Group B: Basque, French, German, Portuguese, and Spanish.

Language Group C: Arabic, Chinese, Japanese, Korean, Russian, Tagalog, & Vietnamese.

Language Group D: Gujarati, Hindi, and Punjabi.

Language Group A (English)

| | | | | |
|---|----|-------|-----|--------|
| Original Cataloging, price per record | \$ | 26.60 | TBD | Actual |
| Surplus Volume Processing, price per volume | \$ | 1.00 | TBD | Actual |
| Serials Format Processing Surcharge, price per record | \$ | 3.00 | TBD | Actual |
| Audiovisual Format Processing Surcharge, price per record | \$ | 6.00 | TBD | Actual |

Language Group B

| | | | | |
|---|----|-------|-----|--------|
| Original Cataloging, price per record | \$ | 39.50 | TBD | Actual |
| Surplus Volume Processing, price per volume | \$ | 1.50 | TBD | Actual |

| | | | | |
|---|----|------|-----|--------|
| Serials Format Processing Surcharge, price per record | \$ | 3.00 | TBD | Actual |
| Audiovisual Format Processing Surcharge, price per record | \$ | 6.00 | TBD | Actual |

Language Group C

| | | | | |
|---|----|-------|-----|--------|
| Original Cataloging, price per record | \$ | 52.00 | TBD | Actual |
| Surplus Volume Processing, price per volume | \$ | 2.00 | TBD | Actual |
| Serials Format Processing Surcharge, price per record | \$ | 3.00 | TBD | Actual |
| Audiovisual Format Processing Surcharge, price per record | \$ | 6.00 | TBD | Actual |

Language Group D

| | | | | |
|---|----|-------|-----|--------|
| Original Cataloging, price per record | \$ | 53.00 | TBD | Actual |
| Surplus Volume Processing, price per volume | \$ | 2.00 | TBD | Actual |
| Serials Format Processing Surcharge, price per record | \$ | 3.00 | TBD | Actual |
| Audiovisual Format Processing Surcharge, price per record | \$ | 6.00 | TBD | Actual |

| | |
|--|----------|
| Verification of Deliverables via Pre-production Sampling | Included |
| Quality Control Testing | Included |
| Delivery of Completed Records | Included |
| Comprehensive Quality Guarantee | Included |

All work performed by Backstage Library Works is delivered with our exclusive lifetime guarantee. We will correct to the client's satisfaction, and at our expense, any problem with our services, no matter when such a problem comes to light.

TOTAL ESTIMATED PROJECT COST **TBD**

TERMS & CONDITIONS:

1. All prices are in US dollars. Pricing is valid for 6 months from the issue date of the quote. Upon signature, pricing is valid for the course of the project up to 12 months from the date of signature. Ongoing projects and services are renewable on an annual basis, at which time pricing will be reviewed.
2. Unit prices are firm. The final invoice will reflect the actual number of items processed. On-site projects are subject to a minimum cost based on units if the completed project results in fewer than 80% of expected units.
3. If, during production, Backstage Library Works determines that the sample or other information given by the Client does not accurately reflect the actual composition of the collection, the pricing may be re-negotiated.
4. Payment terms: 100% invoiced upon batch completion. For projects over \$20,000, 30% down payment, which will be applied to each invoice, reducing each invoice by 30% until the down payment is depleted. Terms are net 30 days. Interest may be charged on past due accounts.
5. All taxes, if any, are the responsibility of the Client.
6. Please send signed pricing agreements, purchase orders, contracts, or payment notices to your Backstage Account Representative.

v.20.04a

The parties agree to the attached proposed pricing.

For San Joaquin Valley Library System:

For Backstage Library Works:

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Governor's May Revised Budget and Cuts to Library Services

RECOMMENDED ACTION:

1. Approve signing and sending a letter to key legislators requesting that they restore funding for State Library programs that were cut in the May revised budget.
2. Direct the Electronic Resources Committee (ERC) to review subscriptions provided by the State Library that were not funded beyond September 2024.
3. Direct ERC to make recommendations about subscriptions that should be continued as a systemwide online resource and return the recommendations for consideration at the next meeting, scheduled for August 2, 2024.

Approval of the recommended action will approve Administrative Council to send a letter to key legislators requesting that funding for State Library programs be restored. Approval will also direct ERC to review the resources no longer provided by the State Library after September 2024, and make recommendations about which resources should be considered for inclusion as a systemwide resource.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to not send an advocacy letter, and/or decide to not have ERC review cut resources for inclusion as systemwide resources.

FISCAL IMPACT:

Approval of the recommended action will not immediately increase membership dues or modify SJVLS's budget.

DISCUSSION:

In the Governor's May revised budget, several library programs administered by the State Library saw significant budget cuts or were scheduled to sunset and funding was not provided to continue those programs. The budget cuts affect CLSA allocations for cooperative systems, reducing funding by \$1.75 million, and leaving \$1.88 million to allocate amongst all the systems. Funding for Lunch at the Library was reduced to \$0, and if not restored, libraries would not be able to provide Lunch at the Library programs beginning next summer. Funding was not provided to continue the free online tutoring for K-12 students through HelpNow. At this time, the HelpNow service is scheduled to end on August 25, 2024.

The May Revise also reverts funding for Infrastructure grants, reverting \$4.4 million in grant funds in total. State Library staff have indicated that the funds reverted related to libraries that had not completed their required paperwork. The other reversion was \$40 million in funding for the Dolly Parton Imagination Library.

Additionally, no funds were allocated to continue to provide the CAreer Pathways resources, or the Parks Pass Program. The list below provides the dates when each of the CAreer Pathways resource subscriptions end:

- Coursera – September 14, 2024
- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Two resource subscriptions have already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for a 12-month membership was September 30, 2023.

At this time, Wymer has two recommendations to Administrative Council regarding how to proceed. He is recommending that SJVLS draft and send a letter to key legislators outlining the importance of the programs impacted by the budget cuts and advocating for legislators to restore the funds cut in the May Revised budgeted. A draft of the letter is included with this agenda item. He is also recommending that Administrative Council task ERC with reviewing the Career Pathways resources that were not funded beyond September 2024, and making recommendations about whether any of those resources should become systemwide online resources.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Draft letter to legislators

Motion:

Second:

_____ PASSED

_____ REJECTED



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

May 24, 2024

{LEGISLATOR NAME & ADDRESS}

RE: GOVERNOR'S MAY REVISIONS – STATE LIBRARY: OPPOSED TO CUTS TO CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001, LUNCH AT THE LIBRARY 6120-140-0001, AND HELPNOW ONLINE TUTORING

Dear {LEGISLATOR NAME},

The San Joaquin Valley Library System (SJVLS), a consortium of 10 individual library systems comprising 106 public library branches located in the Central Valley of California, respectfully requests that your subcommittee reject the Governor's May Revision proposals which would make deep and significant cuts to both the California Library Services Act and the Lunch at the Library program, and a request to continue to fund the HelpNow statewide online homework tutoring program, <https://www.library.ca.gov/services/to-libraries/online-tutoring/>.

CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001

The California Library Services Act is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265, and requires that funds be used for resource sharing among three or more libraries. The FY 2023-24 budget allocation was \$3,630,000, and the Governor's May Revised Budget includes a 50% reduction of \$1.8M for both FY 2024-25 and 2025-26. The \$3.6M amount has not been increased for years, despite inflation, and is shared among the 184 libraries jurisdictions and 1,128 public libraries.

The highest uses of CLSA funds statewide include:

- Support delivery service between libraries to share over 5 million items annually, at 18 cents per item. None of these funds support collection purchases; funding ensures that materials reach rural and isolated populations.
- Purchase shared eCollections (eBooks, eMagazines) which are used nearly 2 million times annually.
- Support a shared collection of physical materials among 70 library jurisdictions statewide of over 2 million items.

Providing funding to support the sharing of physical and electronic materials ensures that people with and without out access to the internet can remain engaged and informed.

SJVLS libraries benefit greatly from the California Library Service Act funds, primarily supporting the delivery service that annually delivers over 750,000 books and library materials among libraries, travelling more than 70,000 miles to reach both densely as well as sparsely populated areas. **{INSERT QUOTE FROM MEMBER DIRECTOR ABOUT THE VALUE/IMPORTANCE OF THE DELIVERY SYSTEM}**.

Coalinga District · Fresno County · Kern County · Kings County · Madera County
Mariposa County · Merced County · Porterville City · Tulare City · Tulare County



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

LUNCH AT THE LIBRARY 6120-140-0001

The Governor's May Revision proposes the "elimination" of \$5.5 million for the "Lunch at the Library" funding - a reduction which will lead to public libraries throughout the state dropping their participation in the critically important food and enrichment program. Lunch at the Library, operated by the State Library and California's public libraries, serves California youth who are in need of a nutritious meal during the summer months. In Summer 2023, "California public libraries worked with community partners to serve over 271,000 meals to children and teens at public library meal sites and community meal sites. This included 183 public library meal sites and library staff bringing pop-up library and enrichment services to 412 community meal sites." (Source: California State Library Report to the Legislature, 2022-23.) The Report notes "typically, over 2 million California children who qualify for free and reduced-price school lunches do not receive free USDA meals during the summer." Public libraries regularly report that for some children who attend our programs, the summer meal may be the only meal that particular child receives all day. And, in some of the rural counties, the Lunch at the Library program may be the only location nearby where families can take their children to have a meal.

Lunch at the Library programs often have a ripple effect that isn't just about the nutritional benefit. **{INSERT QUOTE FROM MEMBER DIRECTOR ABOUT THE VALUE/IMPORTANCE OF THE DELIVERY SYSTEM – SAMPLE IN FOLLOWING SENTENCE}**. Alameda County Library's Newark Library Manager states "For three years, Newark Library has offered ESL for kids in conjunction with Lunch at the Library. This is for children ages 9-13 who are brand new arrivals in the US and speak no English. The goal is to help them learn to count in English and learn basic phrases to help them navigate school, as well as learn about local geography. We have had children from China, Oaxaca, and Honduras, among other places. Some have never used a computer before, so we also introduce typing and coding. And everyone gets a library card."

HelpNow STATEWIDE ONLINE HOMEWORK TUTORING PROGRAM

Finally, the State Library submitted a request to continue to support for live online homework help, at \$3.3M annually. This has been funded through the state for the last two years, supporting youth with live online tutoring. In 2023, it was accessed 1,772,518 times for practice tests, tutorials, flashcards, and assistance with writing essays. There were over 250,000 live tutoring sessions during the last school year.

Libraries need to be able to support their communities, and providing funding at the state level creates contracts that are more cost effective than each library paying on their own.

The Governor passed SB321 last year, for the Student Success Act, and it is an unfunded mandate where libraries are to work with schools to provide library cards for youth. It is simply not enough to give a child a library card – there needs to be services to attract them to the library and that enrich their education. We are asked to provide more to our students, and yet funding to support initiatives to provide these crucial wrap-around services are being taken away, during this critical time when youth are coming out of the pandemic and continue to need support. CLSA funds support youth eBook collections, Lunch at the Library provides wrap-around services on a daily basis to youth, and HelpNow assists them with their studies.

Coalinga District · Fresno County · Kern County · Kings County · Madera County
Mariposa County · Merced County · Porterville City · Tulare City · Tulare County



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

We understand that the state is facing a very challenging Budget deficit in 2024-25, balancing the Budget on the backs of children in need of a nutritional meal or our small and rural libraries, is unacceptable. **The San Joaquin Valley Library System suggests that some funds could be taken from the Lunch at the Library program to support the HelpNow program, and that all funds for CLSA remain intact.** Alternatively, SJVLS believes the legislature should consider expanding the amount of the draw-down in the State's Reserve account beyond what the Governor is for Budget year 2024-25, to avoid devastating cuts to California's public libraries.

Thank you for your consideration.

Sincerely,

Sally Gomez

San Joaquin Valley Library System Administrative Council Chair, and Fresno County Librarian

DATE: May 24, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Kevin Nelson – Senior Network Systems Engineer

SUBJECT: Multi-Factor Authentication for Office365

DISCUSSION:

On June 18, 2024 Microsoft will enable security defaults for our Office 365 tenant. This change will enable two-factor authentication for all accounts; this cannot be turned off. When users login to Office 365 after this date they will be promoted to setup the Microsoft Authenticator app on their smart phones. Alternatives include providing a phone number for automated calls or a text message; hardware tokens are also supported. Microsoft is doing this to increase security along with decreasing the number of accounts that are being compromised and used to send spam.

We understand that some staff are not going to be happy with using their personal devices to authenticate. It will be up to each member to come up with a solution that works with Microsoft's requirements. As of right now we do not have the ability to whitelist IP addresses to exclude the two-factor authentication requirement when accessing Office365 services from the SJVLS network. Conditional access is something we will be able to provide in the future when we switch to paying for Office365 licenses in the next year.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Microsoft MFA Notification

Lusk, Aaron

From: Microsoft Security <MSSecurity-noreply@microsoft.com>
Sent: Monday, May 20, 2024 9:25 AM
To: Lusk, Aaron
Subject: Important: We'll enable security improvements for your organization by June 18, 2024

You don't often get email from mssecurity-noreply@microsoft.com. [Learn why this is important](#)



The security defaults setting for your *San Joaquin Valley Library system* tenant will be turned on by June 18, 2024

You're receiving this email because you're a global administrator for San Joaquin Valley Library system, which uses legacy authentication protocols.

As part of ongoing efforts to improve security, **we're enabling the security defaults setting in your tenant that includes multifactor authentication**, which can block more than 99.9% of identity attacks.

When you log in to your account between May 21, 2024 and June 18, 2024, you'll see a message prompting you to proactively [enable security defaults](#). If you haven't logged in or enabled this setting when that timeframe ends, we'll enable it for you automatically.

The legacy authentication protocols that you use are less secure than modern protocols and make it easier for attackers to capture credentials. These legacy protocols typically block the enablement of security defaults. However, **we've applied special exemptions to allow you to continue using legacy authentication apps** while using multifactor authentication for all other apps. These exemptions apply to apps you've used one month before May 16, 2024.

Required action

After the security defaults setting has been turned on, everyone in your organization will need to register for multifactor authentication. **To avoid any confusion, please let your users know what to expect:**

- When they log in, they will see a prompt to install the Microsoft Authenticator app and register their account with it. They can do this right away or postpone it for later. However, after 14 days, the option to defer will disappear and they'll be required to register for multifactor authentication before they can sign in.
- They'll need to follow the [How to set up the Microsoft Authenticator app](#) steps to download the app on their mobile device, and then register their account with the app

Learn more about the [security defaults setting](#). If you have questions or need help, [contact support](#).

Account information

Tenant name: San Joaquin Valley Library system

Tenant ID: e22ebe0f-5938-44a8-ae64-cd0d24183d73

Did you find this email helpful? [Yes](#) [No](#)

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated May 20, 2024

State Library News 3

LDS Newsletter 3

LSTA News 3

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State Library News

LDS Newsletter

Please sign up today for our new [newsletter!](#) Please share this with your teams as well.

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](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

2022-2023 California Public Libraries Survey data now available

Data from the 2022-2023 California Public Libraries Survey are now available. The Ready Reports section of LibPAS will be updated in the coming weeks. In the meantime, [download the FY22-23 California Public Libraries Survey dataset \(excel\)](#). Questions? Library.Statistics@library.ca.gov.

Open Opportunities

First Partner–Book to Action

In partnership with the California State Library and the Office of the First Partner of California, the California Library Association invites California public libraries to apply for up to \$5,000 to support Book to Action programming. Book to Action expands book clubs by encouraging participants to take part in community engagement activities related to a shared book. This year, Book to Action is connected to the [First Partner's Summer Book Club](#).

Visit the [opportunity page](#) for additional details and to apply. Applications are due **Friday, May 24, 2024 at 12:00 noon**. Please email BEBS@cla-net.org with any questions.

Groundwork Grants

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is open on a rolling basis until May 31, 2024.

Grant Highlights:

- **Goals:** To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.

- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support.

How to Apply:

Application guidelines are available at <https://www.groundworkgrants.org/>. Applicants are *strongly encouraged* to receive a free [Ready - or Not assessment](#) before applying. For more information about the grant opportunity, check out the [introductory webinar and sample applications](#). For questions, contact Grace Bautista at grace@myriadconsultants.org.

As natural disasters continue to threaten California's cultural heritage, we hope you'll join us in safeguarding your collections and communities through this extraordinary opportunity.

Career Online High School

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **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

Community-Centered Libraries

The [Community-Centered Libraries 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!](#) LSTA funded.

Current Projects and Services

California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024**. All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies **ONLY** for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy services). ESL award letters have already been sent. For more information, contact clls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact clls@library.ca.gov for

more information. Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact cls@library.ca.gov. Please visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/>. The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return on June 12. For more information, contact cls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [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](#). Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Tutoring Project – Ongoing

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

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

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Cindy Zalog, the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback. For grant support after June 11, 2024, please contact Michelle Killian at michelle.killian@library.ca.gov.

The Parks Pass Program will be sunsetting at the end of this year. Parks Passes will be accepted by State Parks through December 31, 2024. Libraries and cooperatives interested in continuing to offer passes for checkout after this date may [purchase passes directly from State Parks](#).

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at [checkoutcastateparks.com](#).

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 all library staff who applied. A pilot mentorship program is being created. For any questions, email wwalker@socallibraries.org LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the [form](#) on the [PebbleGo California site](#) to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

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. 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. State of CA funded.

Networking and Training

Student Success Library Cards for All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – [SB 321 \(Ashby\)](#) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at Pacific Library Partnership at lacroix@plporg.info with one preferred alternate date. Please see the schedule below.

| Day | Date | Time | Cooperative System |
|------------|-------------|-------------|---------------------------|
| Tuesday | 5/14/2024 | 1:00 p.m. | SJVLS |
| Wednesday | 5/15/2024 | 10:00 a.m. | Serra |
| Thursday | 5/16/2024 | 10:00 a.m. | Black Gold |
| Tuesday | 5/21/2024 | 10:00 a.m. | Inland |
| Wednesday | 5/22/2024 | 10:00 a.m. | Santiago |
| Thursday | 5/23/2024 | 10:00 a.m. | SCLC |
| Tuesday | 5/28/2024 | 10:00 a.m. | NorthNet |
| Wednesday | 5/29/2024 | 10:00 a.m. | PLP |
| Thursday | 5/30/2024 | 10:00 a.m. | 49-99 & Unaffiliated |

Building Equity-Based Summers Learning Series

A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to [register for the next Community of Practice](#).

For information on the Building Equity Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email bebs@cla-net.org

CAreer Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources

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

[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](#).

The January budget does not include funds to continue Career Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: CAPathways@library.ca.gov or see the [Career Pathways Staff Resources page](#).

Online Tutoring Training 2024

Summer Service and Keeping Students Going Wednesday, May 15, 2024, 3:30–4:30 pm

The school year is coming to a close, but HelpNow is still available to support student learning. Join us to learn about HelpNow resources that can help students continue learning and beat the summer slide.

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 Summer Service webinar](#)

Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the [Community-Centered Libraries webinar page](#). LSTA funded.

Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, May 15, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email in early May.

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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