Administrative Council
Agenda Packet

August 9, 2024	Online via Teams	10:00 a.m.

Enclosed are the agenda and prepared attachments for this meeting.

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

The public may participate by using the following URL:

https://go.sjvls.org/admin240809

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 312 610 132#

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

Coalinga-Huron District Library: 305 NORTH 4TH ST, COALINGA CA 93210

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

Kern County Library: 701 TRUXTUN AVE, BAKERSFIELD CA 93301

Kings County Library: 401 N. DOUTY ST. HANFORD, CA 93230

Madera County Library: 49044 CIVIC CIRCLE, OAKHURST, CA 93644

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

Merced County Library: 2100 O ST, MERCED CA 95340

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

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

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

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, August 8, 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 May 24, 2024 (Attachment 1)
2. APPROVAL: Draft minutes of July 10, 2024 (Attachment 2)
3. APPROVAL: Financial Updates (Attachment 3)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Continuing E-Resources Discontinued by the State Library – Wymer (Attachment 4)
2. ACTION: Approve CLSA FY 2023-24 Annual Report – Wymer (Attachment 5)
3. ACTION: Approve Public Records Request Policy – Wymer (Attachment 6)
4. ACTION: Approve ICOE (CENIC) Year 2 Participation – Wymer (Attachment 7)
5. DISCUSSION: Single Branch Firewalls for Temporary Relocations – Wymer

D. STAFF REPORTS

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

E. DIRECTOR COMMENTS

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

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, October 4, 2024 at the Madera Main Library.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
May 24, 2024

DRAFT MINUTES

A. COUNCIL OPENING
1. Sally Gomez (Fresno County), called the meeting to order at 10:05 am.
2. Roll Call
    i. Council present: Sally Gomez (Fresno County), Mary Leal (Coalinga/Huron), Mark Lewis (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa), Amy Boese (Merced County), Tony Arellano (Porterville), and Florencia Wright (Tulare County).
    ii. Council absent: Heidi Clark (Tulare Public).
    iii. Staff Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
    iv. Guests: Brian Henderson (Henderson CPA), and Josh Chislom (California State Library).
3. Introductions
    i. Staff introductions were conducted round table.
4. Agenda Adoption
    i. Motion to Adopt Agenda – Cervantes (Kings)
    ii. Seconded: Leal (Coalinga/Huron)
5. Public Comment
    i. None.

B. CONSENT AGENDA
1. Motion to approve draft minutes of April 5th, 2024, with correction.
    i. Motion to approve Cervantes (Kings))
    ii. Seconded by Lewis (Kern)
2. Motion to approve actual balance and pending balance on financials.
    i. Motion to approve Lewis (Kern)
    ii. Seconded by Cervantes (Kings)

C. ITEMS FOR INFORMATION AND ACTION
1. Wymer seeking approval for the 2024-25-year Administrative Council Chair Rotation. Will seek approval for Chair and Vice Chair. Riggs from Madera County will be Chair and Cervantes from Kings will be Vice Chair. Motion to approve 1-3.
    i. Motion to approve Cervantes (Kings)
    ii. Seconded by Lewis (Kern)
2. Wymer seeking approval for 24-25 Administrative Council Meeting Schedule. Motion to approve schedule.
    i. Motion to approve Cervantes (Kings)

      ii.   Seconded by Leal (Coalinga/Huron)

3. Henderson seeking approval for the final budget. There is no impact on revenue. The biggest change was under Tech reserves. Cervantes spoke on starting a subcommittee to have a plan in place, as nobody sees this changing in the next year or so. Motion to approve 1-5.
   i. Motion to approve Cervantes (Kings)
   ii. Seconded by Lewis (Kern)

4. Wymer seeking authorization for the Administrative Librarian to draft the FY2024-25 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. Wymer also needs to have the Administrative Council Chair to review and approve the Plan of Service prior to submission to the State Library. Motion made to approve 1-2.
   i. Motion to approve Cervantes (Kings)
   ii. Seconded by Lewis (Kern)

5. Wymer seeking approval to award the Original Cataloging Services RFP to Backstage Library Works. SJVLS received two responses, to the RFP, one from OCLC and one from Backstage Library Works. Cervantes would like to see the paper form of the RFP. The pricing is included in your membership, per Henderson. Motion made to approve 1-2.
   i. Motion to approve Leal (Coalinga/Huron)
   ii. Seconded by Cervantes (Kings)

6. Wymer seeking approval to write a letter to key legislators requesting that they restore funding for State Library programs that were cut in the May revised budget; to direct the Electronic Resources Committee (ERC) to review subscriptions provided by the State Library that were not funded beyond September 2024; and to direct ERC to make recommendations about subscriptions that should be continued as a systemwide online resource. Return the recommendations for consideration at the next meeting, scheduled for August 2, 2023. Council discussed the budget revisions on funding of Infrastructure Grants, reverting $4.4 million in grant funds total. State Library staff have indicated that some libraries failed to file the required paperwork. The other revision was for the Dolly Parton Imagination Library, which we did not participate in. There also is no more funding for Career Pathways and Parks Pass Program. Motion to Approve 1-3.
   i. Motion to approve Cervantes (Kings)
   ii. Seconded by Lewis (Kern)

7. Wymer reported he is still working with CENIC for quotes. We have more than enough in our Tech Reserves. Yosemite needs a new circuit from GeoLinks. Kevin is working on this. There are restrictions due to it being in a National Park. Matt and Kevin will discuss and reach out this afternoon to CENIC.

8. Wymer discussed the Multi-factor Authentication for Office365. On June 18th, 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 user's login to Office 365 on June 18th, they will be prompted to setup the Microsoft Authenticator app on their smart phones. The alternatives include providing a phone number for an automated call or a text message. There are also hardware tokens that 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. Discussion on using personal phones and how staff will not like this. Aaron and Logic are still working through this, and we will keep staff updated. There is no option to turn it off at this point.

9. Wymer discussed catalog transition. Wymer did Copycat Cataloging training on Tuesday and Wednesday, everyone has what they need. Wymer needs to provide training on how to scan items when requesting original cataloging records. We will need to update our policy. Wymer will discuss with Automation on ground rules to follow policy. Cervantes spoke on jurisdictions cleaning up records. Discussion on 1 person designated for each jurisdiction. There is 4 hours of training on the shared drive.

10. Wymer discussed Pre-notification of Borrower Purge. Wymer will do query for 3 years for accounts that have been in active for certain amount due. Wymer will send email out for notification. It will be about 18,000 and will take about 24hrs.

D. STAFF REPORTS

1. Chair – Gomez - No Report
2. State Library
    i. Chisom provided a handout updated as of May 23, 2024.
    ii. Chisom highlighted LDS Newsletter, no more match for Career Online High School, Community Centered libraries recording instructions.
3. Administrative Librarian
    i. Wymer is working with Lusk and Nelson along with State Library on Plan of Service.
    ii. Update on the interviews, two applicants both declined.
    iii. Mike Drake is leaving SJVLS for Fresno County and this will leave another opening in SJVLS.
    iv. Cervantes discussed the flyer and how it reads possibly working on wording for the System Administrator. Discussion with HR before sending it back out.
4. SJVLS – System Administrator
    i. Wymer reported staff did great on Copy Catalog training. It was for 2 days and 4 hours.
    ii. Wymer was appointed the secretary for Cosugi.
    iii. There is a pilot group, for SirsiDynix Blue Cloud. Blue Cloud mobile 2.0 getting closer to release.
    iv. Horizon 761 can upgrade. Automation upgrade in August, due to Summer Reading.
5. Senior Network Systems Engineer
    i. Nelson reported PC order completed and they are arriving today.

    ii.   Barcode scanners, we have two types, we ordered 200.

    iii.   Firewalls 600 end of life, September 30th, 2024. We will have to look at new ones.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – We are working with Public Works on RFQ for Clovis and Reedley. We hired 20 new Library Assistants. Summer At Your Library starting on June 10th.

2. Arrellano (Porterville) – Update on new library, in design process, price of building has increased from $30 million to $40 million.

3. Cervantes (Kings) – Vikki was appointed Kings County Librarian, on April 15th. Natalie left a great staff, and it is a good fit. Working on two renovation projects, Lemoore is a total make over, and Hanford is a renovation. FOL hosted a Lunch for Natalie.

4. Leal (Coalinga/Huron) – In Union negotiations. Busy with Summer reading. Our construction project on hold right now.

5. Boese (Merced) – Working on Summer Reading. County wide emergency planning in process. Took a tour of Central Valley Communication Foundation.

6. Lewis (Kern) – Summer Reading and Summer Lunch program happening. Added Kanopy and Overdrive magazines. Lamont Branch had new flooring installed. We had to shut down our N/W Branch due to moisture in the carpet. Busy with Infrastructure Grant.

7. Johnson (Mariposa) – Summer Reading kickoff June 12th. The theme is Around the World in 60 Days. Wrapping up a LSTA Grant for Tech for Seniors. Applying for a Zip Book Grant. We got approval for summer hours at Wawona.

8. Riggs (Madera) – Kudos to Kevin and Aaron for helping Rancheria on call about Broadband. Working on Infrastructure Grant and it is coming together, we are in final design and have a meeting today on the Fairmead Library. Summer Reading starts June 11th.

9. Wright (Tulare County) – Darla is still in Canada. Dinuba is getting close; books will be unpacked next week. No updates on Alpaugh and Springville. We are having two book lockers installed by end of June. We will be having Summer Reading and meals.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
    i.   August 2, 2024, online Via Microsoft Teams.

G. ADJOURNMENT

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

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
July 10, 2024, Via Teams

DRAFT MINUTES

A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 2:03 pm.
2. Roll Call
   i. Council present: Krista Riggs (Madera), Andie Sullivan (Kern County), Mary Leal (Coalinga/Huron), Sally Gomez (Fresno), Anthony Arellano (Porterville), Darla Wegener (Tulare County), and Heidi Clark (Tulare Public).
   ii. Council absent: Amy Taylor (Merced), Matt Johnson (Mariposa)
   iii. Guests: Mark Lewis (Kern), Shalyn Pineda (Kern), Vikki Cervantes (Kings), and Pete Thompson.
3. Introductions
   i. Staff introductions were conducted.
4. Agenda Adoption
   i. Motion to Adopt Agenda – Clark (Tulare Public)
   ii. Seconded: Gomez (Fresno)
5. Public Comment
   i. NOTES ON PUBLIC COMMENT – None

B. ITEMS FOR INFORMATION AND ACTION

1. Wymer brought forward the need for approval to replace end-of-life firewalls and extended service on current equipment. Wymer discussed the recommendation with council: 1) amend the list of Technology Plan Projects to include replacing Firewalls as year two project; 2) approve the purchase of 7 firewalls with 3 years of FortiCare and FortiGuard Unified Threat Protection at a cost of #187,763.63 with expenditures being paid from the Tech Plan Budget; 3) approve purchasing 3 years of FortiCare and FortiGuard on Fresno, Kern, and the monitoring equipment in the data center so all firewalls are on the subscription term at a cost of $52,336.48, with expenditures being paid from the Tech Plan Budget; and 4) approve extending service on Mariposa's existing firewall through the End of Service date, 7/15/26, at a cost of $13,407.63, with expenditures being paid from the Tech Plan Budget. Wymer also offered an alternative that Council could elect to replace the firewalls and only pay for a single year. After discussion on budgets and how the state is running, Admin decided to go with 3 years of service plan and extending service on the existing for the following branches, Coalinga/Huron, Kings, Madera, Merced, Porterville, Tulare County and Tulare Public. The monies will be pulled from the Tech Plan. Motion made to move for 3 years of service and extending service on existing year.

       i.   Motion made by Wegener (Tulare County)

      ii.   Seconded by Clark (Tulare Public)

C. CALENDAR ITEMS

    1.   Set the Date and agenda building for the next meeting.

       i.   August 2, 2024, online via Microsoft Teams.

D. ADJOURNMENT

    1.   The meeting was adjourned at 2:24 pm.

DATE:	August 9, 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 June 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 June 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: $3,845,351
3. System Committed Reserves
    i.   SJVLS Assigned - $1,905,377
    ii. Members Committed Tech Reserves $1,575,494

B. OUTSTANDING RECEIVABLE TOTAL: $1,000 (as of 6/30/2024)

1. Member Fees, Postage, Smart Net and other selection: $,1000 (Madera Tech Reserve Contribution- received July 2024)
2. E-Rate receivable- $562,686.50 (FY22- received 8/5/24) (FY23-Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: $0

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2023 in the amount of $239,407
2. Expenses and Estimates:
    i.   Delivery Services budgeted - $239,407.
    ii. Oher Operations for e-resources - Budgeted $0.
    iii. Total Expenses through 6/30/2024- $239,407
3. Funding Rollover: $2,452

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $204,071, with prepaid expenses of $2,333, leaving unspent funds of $6,012, 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.   June 2024 Activity.
    2.   Costs were deducted from the Members' Tech Reserve.

F. PRE-PAID TECH RESERVE

    1.   Total balance - $ 3,537,741 (through June 2024)
        - Emailed to Admin Council
    2.   Under committed System projects
        - Total Reserves $1,575,494

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

    1.   Total Balance - $71,876
        i.   Porterville Phase III - $34,007
        ii.   Firebaugh CSL Connect Grant - $12,369
        iii.   Porterville CSL Connect Grant - $25,500
    2.   Fiber Project Year 8.   In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 8.

SJVLS
BALANCE SHEET- SYSTEM WIDE
JUNE 30, 2024

	6/30/2024
ASSETS	
Current Assets	
Checking/Savings	
0110 · Cash In Treasury	4,641,402
0111 · Treasury Pool - GASB 31 Adj	266,445
0115 · Chase AP - 3522	59,144
0121 · Chase Merchant - 3506	35,160
0190 · Restricted Cash - Tech Reserve	3,537,741
Total Checking/Savings	8,539,892
Accounts Receivable	
0350 · Accounts Receivable	1,000
Total Accounts Receivable	1,000
Other Current Assets	
0400 · Inventory	1,988
Total Other Current Assets	1,988
Total Current Assets	8,542,880
Other Assets	
0510 · Prepaid Expenses	153,707
Total Other Assets	153,707
TOTAL ASSETS	**8,696,587**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1210 · Accounts Payable	336,552
Total Accounts Payable	336,552
1435 · Tech Reserve Advances	
1435.01 · Coalinga Tech Reserve	38,270
1435.02 · Fresno Tech Reserve	1,519,671
1435.03 · Kern Tech Reserve	501,559
1435.04 · Kings Tech Reserve	239,632
1435.05 · Madera Tech Reserve	90,154
1435.06 · Mariposa Tech Reserve	74,589
1435.07 · Merced Tech Reserve	283,755
1435.08 · Porterville Tech Reserve	379,499
1435.09 · Tulare County Tech Reserve	401,848
1435.10 · Tulare Public Tech Reserve	8,763
Total 1435 · Tech Reserve Advances	3,537,741
1437 · Due To Other Funds-Agencies	35,145
1710 · Unearned Revenue	71,876
Total Current Liabilities	3,981,314
Total Liabilities	**3,981,314**
Equity	
2230 · Fund Balance - Unassigned	2,809,895
2231 · Fund Balance - Assigned	1,905,377
Total Equity	4,715,273
TOTAL LIABILITIES & EQUITY	**8,696,587**

SJVLS
Budget to Actual- System Wide

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - June 24**
Revenues			
3380 · Interest	$ 145,000	$ 145,000	$ 110,828
3575 · State Grants	621,132	621,132	260,732
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,953,398	1,953,398	2,023,056
5039 · Tech Reserve Charges	1,032,236	1,032,236	673,613
5040 · Other Cty Dpts Services	44,040	44,040	-
5501 · Projects e-Rate Earned	1,854,789	1,854,789	46
5504 · Telephone Services	1,000,000	1,000,000	534,795
5831 · Refunds And Abatements	-	-	242,281
Total Revenues	6,670,595	6,670,595	3,845,351
Expenditures			
7005 · Sealer Paper	-	-	11,469
7040 · Telephone Charges	1,300,000	1,300,000	794,278
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,734
7175 · Property Insurance	4,800	4,800	5,078
7205 · Maintenance-Equipment	370,435	370,435	310,898
7250 · Memberships	3,750	3,750	3,390
7265 · Office Expenditures	23,600	23,600	44,633
7268 · Postage	41,000	41,000	24,943
7286 · PeopleSoft Human Resources	2,000	2,000	1,297
7287 · PeopleSoft Financials Chg	2,500	2,500	918
7295 · Professional & Specialized	2,023,020	2,023,020	1,744,482
7296 · Data Processing Services	4,400	4,400	17,142
7325 · Publications & Legal Notic	15,000	15,000	300
7385 · Small Tools & Instruments	3,161,515	3,205,515	779,560
7406 · Library Materials	200	200	-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education	53,500	53,500	14,332
7416 · Trans & Travel County Gara	259,407	259,407	248,616
7430 · Utilities	40,000	40,000	40,000
7565 · County Cost Plan	20,000	20,000	-
Total Expenditures	7,331,827	7,375,827	4,046,070
Net Change in Fund Balance	$ (661,232)	$ (705,232)	$ (200,720)

SJVLS Budget to Actual
130- Computer Operations

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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	243,943
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	782
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	785,572
7296 · Data Processing Services	1,400	1,400	17,142
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	10,000	10,000	70,420
7406 · Library Materials	200	200	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	33,500	33,500	-
7416 · Trans & Travel County Gara	20,000	20,000	14,332
7430 · Utilities	40,000	40,000	11,454
7565 · County Cost Plan	-	-	40,000
Total 130- Computer Operations Expenditures	1,422,229	1,397,229	1,184,877
Net Change in Fund Balance	$ (270,044)	$ (245,044)	$ (66,853)

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - June 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	24,740
5039 · Tech Reserve Charges	917,236	917,236	447,865
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	472,605
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	465,128
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	467,295
Net Change in Fund Balance	$ -	$ -	$ 5,310

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

	Original Budget	Current Budget	Actual Jul 23 - June 24
		TOTAL	
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	56,000	56,000	57,741
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	57,741
Expenditures			
7005 · Sealer Paper	15,000	15,000	11,469
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	21,777
7268 · Postage	41,000	41,000	24,942
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	58,188
Net Change in Fund Balance	$ -	$ -	$ (447)

SJVLS Budget to Actual
150- UMS Debt Collection

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	9,840
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	9,840
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	9,840
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	9,840
Net Change in Fund Balance	$ -	$ -	$ -

SJVLS Budget to Actual
200- CSLA Funded Delivery

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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	236,955
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	239,407	239,407	236,955
Net Change in Fund Balance	**$ 450**	**$ 450**	**$ 2,902**

SJVLS Budget to Actual
201- CSLA Other Operations

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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 - June 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	277,020	277,020	276,769
5039 · Tech Reserve Charges	-	-	125
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	276,894
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	4,582
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	70,721
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	75,303
Net Change in Fund Balance	$ (113,980)	$ (113,980)	$ 201,591

SJVLS Budget to Actual
3301- AR Telco and Fiber Projects

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - June 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	381,725	381,725	21,325
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	15,000	15,000	158,043
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	-	-	242,281
Total 3301- AR Telco Fiber Proj Revenues	3,251,515	3,251,515	956,444
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	789,207
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	244,011
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	1,033,218
Net Change in Fund Balance	$ -	$ (44,000)	$ (76,774)

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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 - June 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	4,734
7175 · Property Insurance	4,800	4,800	5,078
7205 · Maintenance-Equipment	480	480	480
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	918
7295 · Professional & Specialized	576,420	576,420	550,747
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	582,588
Net Change in Fund Balance	$ (183,914)	$ (183,914)	$ (136,007)

SJVLS Budget to Actual
401- PLSEP Staff Edu Grant

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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 - June 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 - June 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	121,493
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	121,493
Net Change in Fund Balance	$ (37,773)	$ (37,773)	$ (34,074)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - June 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	200,831
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	204,071
Net Change in Fund Balance	$ (55,970)	$ (55,970)	$ (68,164)

Admin Council Board Report
CLSA Status Report - FY 23-24
Report Date 8/9/2024

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	236,955	-	-	236,955	2,452	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	239,407	**239,407**	**236,955**	**-**	**-**	**236,955**	**2,452**	
FY 22-2023 Rollover	-	-	-	-		-	-	
Grand Total	**239,407**	**239,407**	**236,955**	**-**	**-**	**236,955**	**2,452**	

Budget amendment approved:

Basic CLSA Service Plan Expenditure   **Total System Delivery Costs**

CLSA Allocation $ -   Basic Delivery Costs: $ 236,955
Basic Delivery $ 239,407   Extra Delivery Stops: $ -
E-Resources $ -   **$ 236,955** Total System Delivery Expenditure
Online Materials rollover $ -   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   6/30/2024

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	51,000	71,007	-	(20,007)	
Pronunciator	30,000	25,667	2,333	2,000	
Cengage-Gale Database	62,500	60,370	-	2,130	Gale General Database Pkg
Cengage -Gale	34,000	33,367	-	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	203,654	2,333	(13,988)	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	25,000	417	4,583	20,000	
Additional Online Materials Resources	-	-		-	
	25,000	417	-	20,000	
Grand Total	**217,000**	**204,071**	**2,333**	**6,012**	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	$ 217,000	$ 204,071	$ 2,333	$ 6,012

DATE: August 9, 2024

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Continuing E-Resources Discontinued by the State Library

RECOMMENDED ACTION:

1. Approve a resource or a set of resources to begin offering as systemwide subscriptions.
2. Approve an exception to SJVLS's purchasing requirement to solicit sealed bids for resources that exceed $75,000, if the selected resource exceeds that limit.

Approval of the recommended action will authorize SJVLS to start subscriptions to the resource(s) selected by Admin Council for all SJVLS members and authorize an exception to the purchasing requirement to solicit seal bids if a resource cost exceeds $75,000.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect not to start subscriptions to any of these discontinued resources. If this action is taken, patrons will lose access once the State Library's subscription ends in September 2024.

FISCAL IMPACT:

Approval of the recommended action will not impact membership dues this fiscal year. Subscriptions costs will be paid from SJVLS's Fund Balance.

DISCUSSION:

California's budget for fiscal year 2024-25 included substantial cuts to e-resources funded by the State Library or did not renew funding for e-resources that were scheduled to end in fiscal year 2024-25. In response to the unplanned loss of resources, SJVLS's Administrative Council asked the Electronic Resources Committee to review the cut resources and make recommendations about whether SJVLS should offer any of them as systemwide resources.

After meeting and discussing the cut e-resources, the Electronic Resources Committee recommends potentially continuing these resources as systemwide subscriptions:

- Brainfuse Online Tutoring
- LinkedIn Learning
- LearningExpress

The Electronic Resources Committee recognizes continuing all the resources is cost prohibitive. Rather than committing to a specific set of resources and expenditures, these three resources were identified as having the highest potential use and impact throughout SJVLS's members, and the Committee wanted to allow Administrative Council to make the final decision about what to select. It's worth noting that a subscription to LearningExpress would be potentially a duplicate subscription, since the same type of resource is already provided through SJVLS's subscription to Peterson's Test and Career Prep through GALE.

The current quotes to offer these resources systemwide are provided below:

BRAINFUSE – SINGLE PRODUCT SUBSCRIPTIONS

Products labeled in bold font are products currently offered by the State Library.

Product	1 Year Contract	2 Year Contract	3 Year Contract
HelpNow	**$139,950/year**	**$134,000/year**	**$132,500/year**
VetNow	**$35,500/year**	**$35,000/year**	**$34,000/year**
JobNow	$69,270/year	$68,500/year	$67,500/year
CollegeNow	$35,500/year	$35,000/year	$34,000/year

BRAINFUSE – BUNDLED SUBSCRIPTIONS

Bundled subscriptions previously offered by the State Library are listed in bold font.

Products	1 Year Contract	2 Year Contract	3 Year Contract
HelpNow/VetNow	**$153,700/year**	**$150,626/year**	**$147,613/year**
HelpNow/JobNow	$170,585/year	$167,175/year	$164,300/year
HelpNow/CollegeNow	$153,700/year	$150,650/year	$147,650/year
HelpNow/VetNow/JobNow	$188,385/year	$184,600/year	$180,900/year
HelpNow/JobNow/CollegeNow	$188,385/year	$184,600/year	$180,900/year
HelpNow/VetNow/JobNow/CollegeNow	$205,000/year	$200,900/year	$197,000/year

EBSCO – LEARNING EXPRESS, LIBRARY COMPLETE WITH JOB & CAREER ACCELERATOR

We were only able to get a single year quote for Learning Express. A systemwide subscription would be about 30% less than it would be for each library to purchase individually. EBSCO's quoted price is at the same rate the State Library paid for the statewide subscriptions.

Product	1 Year Contract
LearningExpress Library Complete with Job & Career Accelerator	$97,915/year

LINKEDIN LEARNING

LinkedIn Learning has partnered with Califa to offer their product at the same discounted rate (20%) the State Library received. The max discount is dependent on the participation of at least 20 libraries across California. Califa has indicated that at least 40 libraries currently intend to continue offering LinkedIn Learning. The discount percentage and total annual costs could change if library participation declines. Califa could sign up each SJVLS library individually and submit invoices to SJVLS for payment. SJVLS member libraries would then count as 10 participating libraries toward the requirement of 20 libraries needed to receive the maximum discount.

At the time the agenda was published, neither Califa nor LinkedIn Learning had provided quotes for a systemwide subscription.

PRIOR AGENDA REFERENCE:

Administrative Council Meeting – May 24, 2024. Item 6.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Quote for Brainfuse Online Tutoring
On File – Quote for LearningExpress

Motion: Second:

_____ PASSED   ____ REJECTED

DATE: August 9, 2024

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve CLSA FY 2023-24 Annual Report

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian and Fiscal Agent to submit the CLSA Annual Program and Expenditure Report to the State Library.

Approval of the recommended action will authorize the Administrative Librarian and SJVLS Fiscal Agent to sign and return the CLSA Annual Program and Expenditure Report, as required by the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

Approval of the recommended action has no fiscal impact and does not adjust membership dues.

DISCUSSION:

As a condition of receiving CLSA funding from the State Library, SJVLS is required to submit an annual report detailing how CLSA funds were used and demonstrating that they were expended on services authorized in our Plan of Service.

In FY 2023-24, SJVLS allocated our full CLSA award of $239,407 to operating intra-system delivery services. During the fiscal year, SJVLS members transited more than 700,000 items from one jurisdiction to another, either to fill a hold or return material to its owning jurisdiction. The table below shows the number of items sent to each jurisdiction from a branch outside their jurisdiction.

To Jurisdiction	Number of Items
Coalinga-Huron	19,615
Fresno County	217,204
Kern County	138,416
Kings County	51,859
Madera County	57,972
Merced County	68,237
Mariposa County	29,552
Porterville City	21,899
Tulare County	70,932
Tulare City	31,333

The total cost of operating intra-system delivery was $236,954.55, leaving SJVLS with an unspent balance of $2,452.45 in rollover funds that will be used to fund delivery services in the current fiscal year.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, May 26, 2023 – Attachment 6
Admin Council Agenda, August 4, 2023 – Attachment 13

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – SJVLS FY 2023-24 Plan of Service and System Detail Budget
Attachment – FY 2023-24 System Annual Report.
Attachment – FY 2023-24 System Expenditure Report

Motion: _____   Second: _____

_____ PASSED   _____ REJECTED

CALIFORNIA LIBRARY SERVICES ACT

2023/24 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

_San Joaquin Valley Library System_____
System Name

_County of Fresno - Library_____
System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: __Chris Wymer_____ Phone: _ (559) 600-6256_____

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

_____   _____

Signature of agent of fiscal authority responsible   Date
for accuracy of fiscal accounting and reporting

Introduction

This packet contains the reporting documents to file the FY 2023/24 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to monica.rivas@library.ca.gov .

All annual report documents are due by September 09, 2024.

Please contact Monica.Rivas@library.ca.gov with any questions.

CALIFORNIA LIBRARY SERVICES ACT
SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

Expenditure Source Definitions

a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.

b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).

c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.

d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

e. "Interest" means expenditure against interest earned on System funds from whatever source.

f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.

g. "Expended" funds already used or payed out. (b through f).

h. "Encumbered" funds are placed aside for a specific future expense (b through f).

i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

Encumbered Funds from Prior Year and Rollover
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

Program Definition

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

Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

1) This is an expenditure document, not a budgeting document.

2) This is an accounting document and should be as accurate as possible.

3) Legal encumbrances should be considered the same as expenditures.

4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A *NOTE* section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

CLSA Funding for Communications and Delivery

<u>**Section 1**</u>
Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	107,341 calls made Telephone cost - $8,663.24
b. Internet (including electronic mail)	220,263 email notices sent. Cost Unknown.
c. Other (specify) (Postage & SMS)	72,638 notices mailed. Postage cost - $35,054.79 153,615 SMS sent SMS cost - $2,000
Total	$45,718.03

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
	Items delivered to member public libraries in the two-week sample period:				
Items sent by:	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries	27,475	28,980	25,918	27,468	713,967
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					6
d. Number of miles traveled by all System vehicles					73,924
e. Percentage of items delivered by: U.S. Mail _____% UPS _____% System Van _____% Contracted Van __100__% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					0

Section 2
Plan of Service Objective Evaluation

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why? Please, provide the number of libraries that benefited from the services you provided from CLSA funds.

    SJVLS's goal for the Communication and Delivery Program funding in fiscal year 2023-2024 was to support the exchange of physical resource sharing amongst our member libraries by fully funding the costs of operating intra-system delivery. That goal was met through the ongoing CLSA funding. SJVLS completed all the funding objectives identified in our Plan of Service, and have $2,452 remaining that will be rolled over into fiscal year 2024-2025.

    During the fiscal year, SJVLS delivery services transited more than 700,000 items between our member headquarter locations. Exchanging materials between our member libraries benefits our communities by enabling local branches to significantly expand the number of items available to their patrons, without requiring the patrons to be able to travel to obtain materials. Furthermore, SJVLS's shared ILS facilitates placing and resolving requests without requiring the use of a separate app or service, such as OCLC ILL or Link+. The table below shows the number of items sent to one of our member's branches from another location outside their jurisdiction.

To Jurisdiction	Number of Items
Coalinga-Huron	19,615
Fresno County	217,204
Kern County	138,416
Kings County	51,859
Madera County	57,972
Merced County	68,237
Mariposa County	29,552
Porterville City	21,899
Tulare County	70,932
Tulare City	31,333

All 103 of SJVLS's member library branches benefited from the intra system delivery service funded by CLSA funds.

2. How much has been spent of the System's funding for the FY 2023/24? If not all the funds have been spent, are you on track to expend funds by June 2026; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

    SJVLS has spent $236,954.55 of our total CLSA allocation of $239,857. The funds were expended operating intra system delivery services. SJVLS is on track to expend all our funds by June 2026, as

the $2,452.45 in rollover funds will be used to fund a portion of delivery services costs in July 2024.

3. If you are using CLSA funding from previous fiscal years (rollover) please list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

   SJVLS did not have rollover funding from previous fiscal years in 2023-2024.

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

   The only rollover CLSA rollover funds for SJVLS are $2,452 from the current fiscal year, 2023-2024.

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

   SJVLS is planning to roll over $2,452 in funding from FY 2023-2024. The funds will be rolled over because the total cost of operating delivery services was slightly less than our initial estimate.

6. What related non-CLSA activities were provided for C&D?

   While CLSA funds are used to fund the cost of intra-system delivery of materials between all member libraries, other portions of our Communications and Delivery budget are funded through local funding. Those funding sources are membership dues paid by our member jurisdictions and e-rate reimbursements. The additional activities provided through local funding include: a CloudLibrary E-Book and E-Audiobook collection shared by all members, research database subscriptions from Gale, collections services through Unique Management, cataloging of materials – both copy and original, network telecommunications costs, wireless internet improvements, OCLC Cataloging and ILL subscriptions, and a shared integrated library system (ILS).

   In addition to the activities usually funded by membership contributions, in fiscal year 2023-2024, SJVLS utilized previous years e-rate reimbursements to replace distributed file system servers at our member's headquarters, and to initiate a systemwide mobile printing subscription to Envisionware's Princh solution at all but three library branches. The three branches omitted from the subscription did not have the bandwidth needed to support remote submission of documents.

   These services provide all SJVLS library branches with equal access to the consortia's shared collections and materials. Telecommunications costs are a core service that provides network connectivity from each library branch back to our data center and facilitates resource sharing and internet connectivity for our members.

California Library Services Act
System Expenditure Report – FY 2023/24

System Name: San Joaquin Valley Library System

Programs	Source of Funds for Expenditure								Total		
		State			Federal	Local					
	a.	b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.	g.	h.	i.
		CLSA Program							Expended (B-F)	Encumbered (B-F)	Unexpended Balance
	Total Funds Budgeted	(funds from FY 2023-2024)	2022/2023	2021/2022	LSTA	Local funds/fees	Interest	Other			
Program 1: C&D System Administration											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
PC& E	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											
Program 2: System C&D (baseline)											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$239,407	$236,955	$0	$0	$0	$0	$0	$0	$236,955	$0	$2,452
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$239,407	$236,955	$0	$0	$0	$0	$0	$0	$236,955	$0	$2,452
Notes:											

Programs	Source of Funds for Expenditure								Total		
		State			Federal	Local					
	a.	b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.	g.	h.	i.
		CLSA Program							Expended (B-F)	Encumbered (B-F)	Unexpended Balance
	Total Funds Budgeted	(funds from FY 2023-2024)	2022/2023	2021/2022	LSTA	Local funds/fees	Interest	Other			
Program 3:											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											

Program 4:											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

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Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:										

Programs	a. Total Funds Budgeted	State b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	Federal c. LSTA	Local d. Local funds/fees	e. Interest	f. Other	Total g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 5:											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											
Grand Total System Expenditures	$239,407	$236,955	$0	$0	$0	$0	$0	$0	$236,955	$0	$2,452

Programs	a. Total Funds Budgeted	State b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	Federal c. LSTA	Local d. Local funds/fees	e. Interest	f. Other	Total g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Service A (as described in Plans of Service):											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Notes:										
Service B (as described in Plans of Service):										
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:										

Programs	Source of Funds for Expenditure								Total		
		State			Federal	Local					
	a. Total Funds Budgeted	b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Service C (as described in Plans of Service):											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											
Service D (as described in Plans of Service):											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
		State			Federal	Local					
	a. Total Funds Budgeted	b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Service E (as described in Plans of Service):											
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											

Service G (as described in Plans of Service):

Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
PC& E	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Notes:											

CLSA Programs Rollover	Expended Funds	Encumbered Funds		Unexpended Funds	
Program 1: C&D System Administration					
CLSA Rollover Funds from Prior Year FY21/22	$0	$0		$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Prior Year FY21/22	$0	$0		$0	Notes:
Program 1: C&D System Administration					
CLSA Rollover Funds from Prior Year FY22/23	$0	$0		$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Prior Year FY22/23	$0	$0		$0	Notes:
Program 1: C&D System Administration					
CLSA Rollover Funds from Year FY23/24	$0	$0		$0	Notes:
Program 2: C&D (baseline)					
CLSA Rollover Funds from Year FY23/24	$0	$0		$0	Notes:

***Note: If an extension is needed beyond the funding expendidure deadline period, send your request via email to Monica Rivas , at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

DATE:　　　　　　　August 9, 2024

TO:　　　　　　　　SJVLS Administrative Council

SUBMITTED BY:　　Chris Wymer – Administrative Librarian

SUBJECT:　　　　　Approve Draft Public Records Request Policy

RECOMMENDED ACTION:

1. Approve the draft public records request policy.

Approval of the recommended action will establish a formal policy and procedure for member libraries to submit public records requests to SJVLS for processing and outline the responsibilities of SJVLS staff and member library staff.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could recommend updates or changes to the draft policy and have SJVLS staff return at a future meeting to present an updated draft.

FISCAL IMPACT:

There is no direct fiscal impact associated with either action.

DISCUSSION:

In the last few years, the number of Public Records Requests that SJVLS has been involved in has increased. There is a need to have a policy in place to ensure that these requests are being communicated to SJVLS through the proper channels. We also want to ensure that the internal handling of these requests is consistent.

The attached draft procedure outlines member library and SJVLS staff responsibilities when responding to public records requests. Requests must be submitted to SJVLS by the director of the jurisdiction. Unless the request involves all communications to or from specific email addresses, the request must include the key words to use to search for public records. The director also needs to specify the date range for the search in Year, Month, Day format. Lastly, the director needs to provide the participants full address or domain.

SJVLS staff will perform the eDiscovery search, create a PST file, and a report detailing what was exported. It is the member library's responsible to remove confidential or sensitive information that should be excluded from public disclosure.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment. Draft Public Records Request Policy.
Motion:　　　　　　　　　　　　　　　　Second:

_____ PASSED　　　　　　　____ REJECTED

San Joaquin Valley Library System
Administrative Headquarters
2420 Mariposa St. Fresno, CA 93721

Public Records Request Policy	**Policy No.**	
	Effective Date	8/9/2024
Admin Librarian Approval:	**Next Review**	8/9/2027

Need for a policy

In the last few years, the number of Public Records Requests that SJVLS has been involved in has increased. There is a need to have a policy in place to ensure that these requests are being communicated to SJVLS through the proper channels. We also want to ensure that the internal handling of these requests is consistent.

Background

SJVLS manages e-mail communications for its 10 member libraries staff and system office staff. This is independent of other central IT departments systems our members may also have access to. Often public records requests are sent to a members' central IT department and/or CAO's office then forwarded to SJVLS when the scope of the request extends to the library. Due to the nature of running a network with multiple jurisdictions and the need to keep the members from being able to access each other's data only the SJVLS network engineers have the necessary access to perform eDiscovery searches and exports.

SJVLS uses Exchange Online that is part of Microsoft's Office365 platform for e-mail communications. These communications are stored on Microsoft's servers and using eDiscovery messages can be exported base of off search criteria. Due to the invasive nature of these searches staff should be reminded that e-mail communications can be made public through these requests at any time.

Scope

Most Public Records Request focus around e-mail communications so this policy will mostly talk about that system. In the cases where files/documents are requested SJVLS will work with the members to help locate files but organizing files/documents for the request will be the responsibility of the members. SJVLS will export and deliver e-mail communications in a PST file that can be mounted in Outlook for review; it will be up to the members to filter out any messages with confidential information.

Making a request

All public records requests should come from a member's director; SJVLS will not accept requests from general staff. SJVLS will also accept requests from a member's authoritative body or department such as a CAOs office, board of supervisors, city council/manager or similar. Most of the time these requests should still be communicated through a member's director to SJVLS. All requests should be sent to the SJVLS Administrative Librarian who will delegate the request to one of the network engineers. Please do not connect one of the network engineers directly with your request as the SJVLS Administrative Librarian should be aware of the request first.

Confidential information

While the data being exported will eventually be made public, the request and exported data will be kept confidential while it is being processed by SJVLS. The export may contain confidential information that will be removed by the member before being made public. During the eDiscovery process the network team will be automatically notified that a data export is taking place but only the network engineer handling the request will have access to the data. In some cases, more than one network engineer will be required to work on a request, this is at the discretion of the SJVLS Administrative Librarian.

Search Criteria

All requests will be limited to a single members' users. If we get requests for the same information from multiple members around the same time, we will still perform a separate export for each member. Please specify if you want SharePoint or public folders included in the search otherwise, we will only include data from Exchange Mailboxes.

We will need the following conditions to perform an eDiscovery search:

- Keywords in quotes
  (not required if the search is looking for all communications to/from select addresses or domains)
- Date Range in Year Month Day format
  (Most public record requests are limited up to the day the request was received from the public)
- Participants full address or domain
  (From, To, CC, BCC fields)

Note for keywords: there is a difference between "Big" "Building" & "Big Building" – The first will look for those two words individually and with "big" being a common word there will be a lot of unneeded messages exported in the search. The second will look for the two words together limiting the scope of the search.

Delivery

Once the eDiscovery search is performed and exported the assigned network engineer will place all the files in a Zip file. The Zip file will include a PST file with messages and several reports that catalog what was exported. This Zip file will be uploaded to OneDrive and a link will be provided directly back to the member's director. This link is good for 30 days and can be forwarded to legal counsel or an authoritative body for processing. The Zip file needs to be downloaded shortly after receiving the link as we cannot guarantee the download will be available past 30 days.

Internal Procedures

From the Microsoft 365 Admin Center select Compliance from the main menu on the left. When Microsoft Purview opens in another tab select eDiscovery, then standard. To get started click on "Create a case" then fallow the prompts. By default, only the user that creates the case will be able to see it, permissions can be edited it multiple network engineers are assigned to the request.

Note: While a notification is automatically generated that an eDiscovery export is taking place the network engineer running the export should alert the networking team as to the reason for the eDiscovery activity. This can be done by forwarding the automatic notification back to the team with a brief explanation. For Example: "Running an eDiscovery export for a Public Records Request from -----."

Limit all eDiscovery searches to a single member by using the fallowing All Staff distribution groups:

- Coalinga, All Staff
- Fresno, All Staff
- Kern, All Staff
- Kings, All Staff
- Madera, All Staff
- Mariposa, All Staff
- Merced, All Staff
- Porterville, All Staff
- Tulare, All Staff
- TularePublic, All Staff
- System, All Staff

Typically, you want to export messages in a single PST file with deduplication enabled but there are cases where a single PST per mailbox may be more helpful. The export setup will depend on the type of request and the best way to present the data requested.

While any browser can be used to setup an eDiscovery search and export, the export can only be downloaded with Microsoft Edge. Once the export is downloaded, mount the PST file to Outlook and doublecheck the contents. Make sure messages are being delivered and are organized correctly. If everything looks good, disconnect the PST file from Outlook, put the export in a Zip file and upload to OneDrive. Once upload delete all the files from your computer so that you are not inadvertently storing confidential information. Share the file with an external public link that has a 30-day limit. After 30 days make sure to delete the Zip file from your OneDrive.

DATE: August 9, 2024

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve ICOE (CENIC) Year 2 Participation

RECOMMENDED ACTION:

1. Approve System participation in ICOE Year 2 in the upcoming fiscal year 2025-2026.
2. Authorize the Administrative Librarian, or their designee, to collect bids for renewals and new services for eligible members.

Approval of the recommended action will authorize SJVLS to work with EdTechnologyFunds, CENIC, and Imperial County Office of Education (ICOE) to request, collect, and review bids with Members to participate in ICOE Year 2. Staff will return to Administrative Council with the collected bids and member selections once they're received.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended action is not approved, eligible members will not be able to renew or upgrade connectivity at their locations.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership dues. Eligible Member have sufficient Tech Reserve balance due to deposits of prior year E-Rate disbursements to fund these opportunities. The approval will allow staff to collect bids and return to board with costs to include in Budget FY 2025-26.

DISCUSSION:

After substantial delays finalizing CENIC services in FY 2023-24, ICOE would like to start the bid request process earlier to ensure documents are completed in a timely manner this year. Kevin Nelson has already met with each member to gather their requested upgrades, renewals, and information about locations moving or new locations opening in the upcoming year. The selections are due back to ICOE, on Friday, August 9. Once bids are received, SJVLS staff will review with each member and return to Administrative Council for approval to execute the selections and budget costs.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

No attachments included or on file.

Motion: Second:

_____ PASSED   ____ REJECTED

<div align="center">

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated August 5, 2024

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State Library News

Parks Pass Program Update

Cindy Zalog, Parks Pass Manager, left the California State Library effective June 11, 2024. For any Parks Pass questions, please email parkspass@library.ca.gov or reed.strege@library.ca.gov.

LDS Newsletter

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.

2024-2025 LSTA Inspiration Grants

Application period opened on Wednesday July 10, 2024. Please see the website for more information! Inspiration Grants opportunity provides Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Do you have a fully developed plan for an innovative library program that meets an immediate community need, is ready to start, and can be completed in nine months? If so, the State Library welcomes your Inspiration Grant application!
Application Deadline: August 21, 2024, at 12:00 noon

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- **Ready Reports page available to the public**
- **Log in to LibPAS to access additional Ready Reports available to libraries**
- **LibPAS Video Tutorials Page**

Contact Meg DePriest at LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- **Population Certification Memo from the State Librarian** (pdf)
- **Persons Served by California Public Libraries** (Excel)
- **Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024**

Open Opportunities

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

Current Projects and Services

Alexander Street Now available for Public Libraries

Last year COMPASS from the State Library (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formerly in mid-August, but local libraries can add these items to their collections through MARC records and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact [compass@library.ca.gov](#).

California Library Literacy Services – Ongoing
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, with one remaining in August. 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/clls/ The next CLLS Coordinator/Staff Networking Call is Wed., Aug. 21, at 2 p.m. For more information on any of these programs, contact clls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing
The 18-month [Catalyst library leadership program](#) is accepting applications until Wed., August 7. We encourage applications from potential leaders at any level.

CALL is offering an in-person workshop on Safe, Compassionate Libraries with master trainer Rick Jenkins this summer. Choose from:

[Hayward Public Library, Wed., August 21, 10:00 am to 1:00 pm](#) (workshop) followed by consulting sessions (sign up for a slot in your application)

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore 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](#). Anyone may [subscribe](#) to the CALL Letters newsletter 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 library staff; anyone can complete the [CALL for Presentations.](#) Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Tutoring Project – Sunsets August 25 2024

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.

The tutoring program is scheduled to sunset on August 25th of 2024.

First Partner's Summer Book Club

The First Partner's Summer Book Club is an initiative to reduce summer learning loss, and where children and teens are encouraged to participate in library summer programs and to read all summer long. Book Club titles are divided into five groups ranging from preschool to twelfth grade and expose readers to important social and emotional concepts and highlight values such as equity, diversity, and inclusion. Copies of the Book Club books will be available for check out at most public libraries around the state.

See here for a complete list of the 2024 Summer Book Club titles.

Parks Pass Program – Ongoing

Please contact Michelle Killian at michelle.killian@library.ca.gov for support with the Parks Pass Program.

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks through the 2024/25 Fiscal Year.

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 is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the

professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. For more information, contact wwalker@socallibraries.org or plsep@library.ca.gov LSTA funded.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The Cultural Heritage Disaster Preparedness Project is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the Ready — Or Not Participant Showcase.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC. The webpage also provides 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. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

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.

Networking and Training

Building Equity-Based Summers Learning Series
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: Ending Fall 2024
The CAreer Pathways program will wrap up in the fall 2024 as scheduled and access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up for access was July 15, 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

Note that access to the following two resources has already ended:

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

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunsetting instructions for each resource to help prepare you for access ending. **We will also be hosting a wrap-up seminar on Wednesday, August 14 from 11:00 AM – 12 PM Pacific** Time where you will have the opportunity to ask questions and share any feedback about the resources. You can register by following the link below:

Sunsetting CAreer Pathways Resources
Wednesday, August 14, 2024, 11:00 am – 12:00 pm

Should your library be interested in continuing any of these resources, we encourage you to reach out to the vendors directly. If you have any questions or contact updates, please email CAPathways@library.ca.gov. We thank you for your help in making our program a success these last two years!

If you have any questions, please contact: CAPathways@library.ca.gov or see the CAreer Pathways Staff Resources page.

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, August 21, 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 July.

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

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