



## Administrative Council Agenda Packet

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

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October 4, 2024

Dinuba Library

10:00 a.m.

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

**Dinuba Library**

**150 S I St.**

**Dinuba, CA 93618**

**10:00 a.m.**

**October 4, 2024**

Enclosed are the agenda and prepared attachments for this meeting.

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

**Accessibility and Accommodations:** In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, October 3, 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 October 9, 2024 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

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

1. ACTION: Online Tutoring Services RFP – Wymer (Attachment 3)
2. ACTION: Approve Public Records Request Policy – Wymer (Attachment 4)
3. ACTION: Approve CloudNine Migration – Wymer (Attachment 5)

### **D. STAFF REPORTS**

1. Chair
2. State Library – Written Report Attached (Attachment 6)
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 December 6, 2024 online via Microsoft Teams.

### **G. ADJOURNMENT**



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting August 9, 2024

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### DRAFT MINUTES

#### A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:03 am.
2. Roll Call
  - i. Council present: Terry Eckman (Fresno County), Mark Lewis (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), Mary Leal (Coalinga/Huron), Matt Johnson (Mariposa), Anthony Arellano (Porterville), and Darla Wegener (Tulare County).
  - ii. Council absent: Sally Gomez (Fresno County).
  - iii. Staff Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
  - iv. Guests: Brian Henderson (Henderson CPA), and Josh Chisolm (State Library).
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda – Cervantes (Kings County)
  - ii. Seconded by Lewis (Kern)
5. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve consent agenda items 1-3, draft minutes from May 24, July 10, and Financials.
  - i. Motion made by Cervantes (Kings County)
  - ii. Seconded by Wegener (Tulare County)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking to approve continuing subscriptions to E-Resources discontinued by the State Library. 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 discussing the committee recommends potentially continuing with these resources as systemwide subscriptions: Brainfuse Online Tutoring, LinkedIn Learning, and Learning Express. Admin Council discussed and decided that Brainfuse single products Help Now and Vet Now were the

best for the subscriptions. Admin all had concerns about being able to continue services with budgets being cut; it is important to be able to sustain what is currently offered. Wegener and Cervantes are meeting with Jack Rothstein from Brainfuse after meeting to discuss rates. Motion made to continue with resources HelpNow and VetNow.

- i. Motion to approve Clark (Tulare Public)
  - ii. Seconded by Taylor (Merced County)
2. Wymer seeking authorization for Administrative Librarian and Fiscal Agent to submit the CLSA Annual Program and Expenditure Report to the State Library. It is due on September 3, 2024. Motion to accept report and submit to State.
  - i. Motion to made Cervantes (Kings County)
  - ii. Seconded by Leal (Coalinga/Huron)
3. Wymer seeking to approve Draft Public Records Request Policy. Wegener ask to table till next meeting to have time to review and edit. Wegener will work with Wymer. No motion made.
4. Wymer seeking to approve System participation in ICOE Year 2 in the upcoming fiscal year 2025-2026, and to authorize the Administrative Librarian, or their designee, to collect bids for renewals and new services for eligible members. Nelson has met with everyone. Motion to direct staff to sign up.
  - i. Motion made by Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)
5. Wymer brought forward the FortiNet 600D firewalls located at 7 member headquarter locations that are going to end of life in September and need to be replaced to continue to protect the network. The current locations are Coalinga-Huron, Kings County, Madera County, Merced County, Porterville City, Tulare County, and Tulare Public. Fortinet will not renew services on devices at the end of life during subscription term. SJVLS is seeking approval to replace the end-of-life firewalls in advance of the renewal and extend services on current equipment for 3 years, so that all our firewalls are current, co-termed with the new firewalls, providing service through 8/6/2027 at a cost of \$52,336.48. This was informational for everyone. Concerns with all the Infrastructure Grant work going on as well.

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

1. Chair – No Report
2. State Library – Chisolm had handout in agenda packet but highlighted the following.
  - i. 2024-25 LSTA Inspiration Grants.
  - ii. 2023 Public Library Survey. Wegener ask for dates, clarification on dates. It opens on September 3, 2024, data no later than October 31, 2024.
  - iii. Career Online High School has no more local match.
  - iv. The next Directors Networking Call is on August 21, 3:30 to 4:30.
3. Administrative Librarian
  - i. Wymer got the Annual Report draft done and submitted.
  - ii. Finalized this year's Plan of Service. Riggs signed off and it was submitted.
  - iii. We had two System Administrators; one withdrew the day before for the

interview and the other was not a good fit. We are now back to working with our HR and County HR on updating the Essential Functions Inventory Form. In terms of the Librarian III, had wanted to wait until we had the System Administrator filled. However, that is not going to work. We are going to try and see if someone in Fresno has the skill set to meet the needs as a possible promotion. If this fails, we will open it up to a broader recruitment.

4. SJVLS – System Administrator
  - i. SirsiDynix on July 31 released BlueCloud 2.0 to general availability. Working on setting up a demo for the Automation Committee, to see what and how it will work. Then decide if they want upgrade. They are offering a 10% discount. It is very sleek and modern.
  - ii. SirsiDynix is getting more resources to hire more staff in development, and they will be able to have dedicated teams for specific products.
  - iii. We have the original cataloging contract with Backstage Library Works. We have a meeting with them next week. I have requested samples and will do training as well.
5. Senior Network Systems Engineer
  - i. Nelson thanked everyone on the ICOE project, and their help with the 2025-26 Category II project.
  - ii. Thank you for your patience on the Firewall Project as well, it had to be installed. This took place rapidly.

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

1. Eckman (Fresno) – August 19 will start roof work on Central. We are working on avoiding Network impaction. On September 3 the louvers will start coming off the windows. We are attempting to stay open through this process. The RFP for Clovis/Reedley is finishing up, one vendor for both. Next Tuesday, we are taking a new lease for our Politi Branch to the Board for approval. It is four times larger than the present. At some point we are supposed to be remodeling Selma.
2. Clark (Tulare Public) – City put in solar, so we are running on solar. We have been without A/C on staff side, should be fixed later this month. We are going to start offering Kanopy. The Friends and Foundation are going to pay for it. We've had some staffing issues. We had a good summer reading program.
3. Cervantes (Kings) – Was appointed to the CLA Ursula Meyers Training Committee, which hopefully brings some great training to the Valley. I also have been asked to sit on the Intellectual Freedom Committee. We are currently working on a playbook to help with challenges that are being presented to us. We will use it as a working document. Planning on renovation of two branches. One is Hanford and one is Lemoore. We will be in temporary spaces.
4. Lewis (Kern) – Summer Lunch and Reading completed. Some of the smaller infrastructure projects are complete, and some of the larger ones are taking longer. In October we will have Touch-a-Truck program. We might also have a pumpkin patch. We have received extra money through Measure K to support unincorporated areas. We have been able to extend hours at some of our rural branches.
5. Taylor (Merced) – Finished Summer Reading. It was a stellar year this year. Local Author Fair coming up on September 14. Dos Palos Library is moving right

along, and still on schedule for beginning of December. Business as usual, waiting on final budget.

6. Arellano (Porterville) – Library Facilities Planning Committee meeting next week. Sending some recommendations to City Council, due to building a new library on the grant. We finished Summer Program and ended with E & M Reptiles. We received our pillar booth. We got stargazing kits, backpacks, solar chargers, and I Fix It Kits.
7. Wegener (Tulare) – Wegener will send her challenges to Cervantes. She has 4. Great day of Dinuba reopening. Thank you to Cervantes and Wymer for attending. Congressman Costa also attended the Dinuba ceremony. We are having some issues on final financial reports for the Infrastructure Grant. Groundbreaking for Springville is September 16. Will send out information. Alpaugh initial floor plans are in progress. Summer Reading went well. Book Festival is coming back. We have our Park Passes back.
8. Johnson (Mariposa) – We just completed our LST Grant, we were able to take tech classes out to some of our branches to help seniors. We are waiting to hear back on Zip Book grant. Summer reading went very well. Had a visit from our day camp last Friday, had activities surrounding graphic novels. Had a workshop in Wawona yesterday on self-publishing. We will have some workshops on John Muir and the women in his life. Had a workshop on our robot couple of weekends. We had a trivia night. Continuing with read to a dog. We would like to get a popup at Cathys Valley.
9. Riggs (Madera) - A/C broken for about a month now. It is going to be very expensive, around \$49,000. We are trying to stay positive and staying open until about 1:00 PM. Working through our Building Forward Grant, no extra money to spend at all. Wrapping up our Raising a Reader grant and it went well. Finishing our Inspiration Grant. It gave people what they needed and suggested and was a success. NFPF Grant is to preserve digital film in North Fork on the 1 native woman to attend phone school. It is a great project for the Mono Indian culture.

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

1. Date and location for next Administrative Council Meeting
  - i. October 4, 2024, in Madera. Wymer will follow up with Riggs due to Madera without A/C.

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:33 AM.

**DATE:** October 4, 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 August 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 August 31, 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: \$2,360,019
3. System Committed Reserves
  - i. SJVLS Assigned - \$1,414,575
  - ii. Members Committed Tech Reserves \$1,063,457

### B. OUTSTANDING RECEIVABLE TOTAL: \$2,633,712 (as of 9/30/2024)

1. Member Fees, Postage, Smart Net and other selection: \$2,538,712
2. E-Rate receivable- \$0 (FY23-Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: \$95,000 (Kern- elected to be billed early)

### C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2024 in the amount of \$240,500
2. Expenses and Estimates:
  - i. Delivery Services budgeted - \$240,500
  - ii. Oher Operations for e-resources - Budgeted \$0.
  - iii. Total Expenses through 8/31/2024- \$21,325
3. Funding Rollover: \$0

### D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$62,073, with prepaid expenses of \$325,336, including \$231,700 paid for Brainfuse, leaving unspent funds of \$114,532, which includes the \$231,700,000 budget amendment for Brainfuse (HelpNow, VetNow), as approved by Admin Council on August 20, 2024. The plan of service was approved by the Board on May 24, 2024.



**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 - \$ 3,923,868 (through August 2024)
  - Emailed to Admin Council
2. Under committed System projects
  - Total Reserves \$2,599,063

**G. UNEARNED GRANT REPORT & BROADBAND PROJECTS**

1. Total Balance - \$69,368
  - i. Porterville Phase III - \$34,007
  - ii. Firebaugh CSL Connect Grant - \$9,861
  - 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.
  - i. Total Budget - \$485,942
  - ii. Total Spent as of August 30, 2024 - \$258,485

**SJVLS**  
**Budget to Actual- System Wide**

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ 145,000	\$ 145,000	\$ 1,813
3575 · State Grants	240,198	103,075	2,508
4375 · Federal Grants	-	-	-
4841 · Membership Dues	2,012,000	2,012,000	2,012,000
5039 · Tech Reserve Charges	1,599,057	1,599,057	231,170
5040 · Other Cty Dpts Services	48,000	48,000	44,040
5501 · Projects e-Rate Earned	461,605	461,605	68,488
5504 · Telephone Services	538,395	538,395	-
5831 · Refunds And Abatements	-	-	-
<b>Total Revenues</b>	<b>5,044,255</b>	<b>4,907,132</b>	<b>2,360,019</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	742
7040 · Telephone Charges	1,280,000	1,280,000	6,995
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	947
7175 · Property Insurance	4,800	4,800	925
7205 · Maintenance-Equipment	458,000	458,000	257,806
7250 · Memberships	3,390	3,390	3,240
7265 · Office Expenditures	117,826	117,826	-
7268 · Postage	41,000	41,000	1,882
7286 · PeopleSoft Human Resources	2,000	2,000	-
7287 · PeopleSoft Financials Chg	2,500	2,500	-
7295 · Professional & Specialized	2,049,985	2,049,985	191,999
7296 · Data Processing Services	7,400	7,400	3,328
7325 · Publications & Legal Notic	5,000	5,000	-
7385 · Small Tools & Instruments	1,665,631	1,665,631	347,200
7406 · Library Materials	125,400	357,100	-
7412 · Mileage	500	500	-
7415 · Trans, Travel & Education	25,000	25,000	1,995
7416 · Trans & Travel County Gara	255,500	255,500	21,325
7430 · Utilities	40,000	40,000	6,667
7565 · County Cost Plan	15,000	15,000	-
<b>Total Expenditures</b>	<b>6,104,932</b>	<b>6,336,632</b>	<b>845,050</b>
<b>Net Change in Fund Balance</b>	<b>\$ (1,060,677)</b>	<b>\$ (1,429,500)</b>	<b>\$ 1,514,969</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ 144,698	\$ 144,698	\$ 1,813
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	1,037,864	1,037,864	1,037,864
5039 · Tech Reserve Charges	-	-	878
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	68,488
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 130- Computer Operations Revenues</b>	<b>1,182,562</b>	<b>1,182,562</b>	<b>1,109,043</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	310,000	310,000	257,806
7250 · Memberships	150	150	-
7265 · Office Expenditures	25,000	25,000	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	500	500	-
7295 · Professional & Specialized	1,051,100	1,051,100	-
7296 · Data Processing Services	4,400	4,400	3,328
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	15,000	15,000	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	25,000	25,000	1,995
7416 · Trans & Travel County Gara	15,000	15,000	-
7430 · Utilities	40,000	40,000	6,667
7565 · County Cost Plan	-	-	-
<b>Total 130- Computer Operations Expenditures</b>	<b>1,487,650</b>	<b>1,487,650</b>	<b>269,796</b>
<b>Net Change in Fund Balance</b>	<b>\$ (305,088)</b>	<b>\$ (305,088)</b>	<b>\$ 839,247</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	817,500	817,500	20,706
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 1301- TRD ERC &amp; Equip Revenues</b>	<b>817,500</b>	<b>817,500</b>	<b>20,706</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	37,500	37,500	-
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	780,000	780,000	3,312
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 1301- TRD ERC &amp; Equip Expenditures</b>	<b>817,500</b>	<b>817,500</b>	<b>3,312</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,394</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	61,000	61,000	2,623
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Revenues</b>	<b>61,000</b>	<b>61,000</b>	<b>2,623</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	742
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	20,000	20,000	-
7268 · Postage	41,000	41,000	1,881
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Expenditures</b>	<b>61,000</b>	<b>61,000</b>	<b>2,623</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SJVLS Budget to Actual  
1301.2- Tech Plan**

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
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	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	270,900	270,900	240,100
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 1301.1- Notices &amp; Lib Cards Expenditures</b>	<b>270,900</b>	<b>270,900</b>	<b>240,100</b>
<b>Net Change in Fund Balance</b>	<b>\$ (270,900)</b>	<b>\$ (270,900)</b>	<b>\$ (240,100)</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	16,000	16,000	1,694
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 150- UMS Debt Collection Revenues</b>	<b>16,000</b>	<b>16,000</b>	<b>1,694</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	16,000	16,000	1,694
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 150- UMS Debt Collection Expenditures</b>	<b>16,000</b>	<b>16,000</b>	<b>1,694</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ 302	\$ 302	\$ -
3575 · State Grants	240,198	103,075	-
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	-	-	-
<b>Total 200- CSLA Funded Delivery Revenues</b>	<b>240,500</b>	<b>103,377</b>	<b>-</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	240,500	240,500	21,325
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 200- CSLA Funded Delivery Expenditures</b>	<b>240,500</b>	<b>240,500</b>	<b>21,325</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ (137,123)</b>	<b>\$ (21,325)</b>



SJVLS Budget to Actual  
300- Communications

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - June 25
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	285,331	285,331	285,331
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 300- Communications Revenues</b>	<b>285,331</b>	<b>285,331</b>	<b>285,331</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	280,000	280,000	6,995
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	10,000	10,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	118,000	118,000	28,780
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	-	-	-
<b>Total 300- Communications Expenditures</b>	<b>411,000</b>	<b>411,000</b>	<b>35,775</b>
<b>Net Change in Fund Balance</b>	<b>\$ (125,669)</b>	<b>\$ (125,669)</b>	<b>\$ 249,556</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	2,508
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	704,557	704,557	205,269
5040 · Other Cty Dpts Services			-
5501 · Projects e-Rate Earned	461,605	461,605	-
5504 · Telephone Services	538,395	538,395	-
5831 · Refunds And Abatements	-	-	-
<b>Total 3301- AR Telco Fiber Proj Revenues</b>	<b>1,704,557</b>	<b>1,704,557</b>	<b>207,777</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	52,000	52,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	52,826	52,826	-
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	599,731	599,731	102,949
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 3301- AR Telco Fiber Proj Expenditures</b>	<b>1,704,557</b>	<b>1,704,557</b>	<b>102,949</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,828</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	48,000	48,000	44,040
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 3301.1- Comm &amp; Fortinet Revenues</b>	<b>48,000</b>	<b>48,000</b>	<b>44,040</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	48,000	48,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 3301.1- Comm &amp; Fortinet Expenditures</b>	<b>48,000</b>	<b>48,000</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,040</b>

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

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	460,396	460,396	460,396
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 400- Coordination &amp; Eval Revenues</b>	<b>460,396</b>	<b>460,396</b>	<b>460,396</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	947
7175 · Property Insurance	4,800	4,800	925
7205 · Maintenance-Equipment	500	500	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	20,000	20,000	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	2,000	2,000	-
7295 · Professional & Specialized	594,785	594,785	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	5,000	5,000	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	500	500	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	15,000	15,000	-
<b>Total 400- Coordination &amp; Eval Expenditures</b>	<b>649,085</b>	<b>649,085</b>	<b>1,872</b>
<b>Net Change in Fund Balance</b>	<b>\$ (188,689)</b>	<b>\$ (188,689)</b>	<b>\$ 458,524</b>

SJVLS Budget to Actual  
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - June 25
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	88,299	88,299	88,299
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 600- Cataloging Center Revenues</b>	<b>88,299</b>	<b>88,299</b>	<b>88,299</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	128,500	128,500	102,693
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	839
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 600- Cataloging Center Expenditures</b>	<b>128,500</b>	<b>128,500</b>	<b>103,532</b>
<b>Net Change in Fund Balance</b>	<b>\$ (40,201)</b>	<b>\$ (40,201)</b>	<b>\$ (15,233)</b>

SJVLS Budget to Actual  
800- Online Materials

	<b>TOTAL</b>		
	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Jul 24 - June 25</b>
<b>Revenues</b>			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	140,110	140,110	140,110
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
<b>Total 800- Online Materials Revenues</b>	<b>140,110</b>	<b>140,110</b>	<b>140,110</b>
<b>Expenditures</b>			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	3,240	3,240	3,240
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	141,600	141,600	200,831
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	125,400	357,100	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
<b>Total 800- Online Materials Expenditures</b>	<b>270,240</b>	<b>501,940</b>	<b>204,071</b>
<b>Net Change in Fund Balance</b>	<b>\$ (130,130)</b>	<b>\$ (361,830)</b>	<b>\$ (63,961)</b>

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

Report Date 10/4/2024

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	240,500	240,500	21,325	-	-	21,325	219,175	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	<b>240,500</b>	<b>240,500</b>	<b>21,325</b>	-	-	<b>21,325</b>	<b>219,175</b>	
FY 22-2023 Rollover	-	-	-	-	-	-	-	
<b>Grand Total</b>	<b>240,500</b>	<b>240,500</b>	<b>21,325</b>	-	-	<b>21,325</b>	<b>219,175</b>	

Budget amendment approved:

**Basic CLSA Service Plan Expenditure**

CLSA Allocation	\$	-
Basic Delivery	\$	240,500
E-Resources	\$	-
Online Materials rollover	\$	-

**Total System Delivery Costs**

Basic Delivery Costs:	\$	21,325	
Extra Delivery Stops:	\$	-	
	<b>\$</b>	<b>21,325</b>	Total System Delivery Expenditure
Online Materials rollover	\$	-	

**Total fundings Sources Delivery System**

CLSA Funds	\$	103,075	Basic
Local Fund Reserve	\$	137,425	Basic
Madera	\$	-	Premium
	<b>\$</b>	<b>240,500</b>	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

**Online Materials  
Financial Update - FY 24-25  
Report Date**

8/31/2024

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
<b>Funding Source: Membership (cost center 0800)</b>					
Ebooks Bibliotheca (E Resources)	130,400	27,235	-	103,165	
Pronunciator	30,000	4,667	23,333	2,000	
Cengage-Gale Database	62,500	10,565	45,278	6,658	Gale General Database Pkg
Cengage -Gale	33,500	5,839	25,025	2,636	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	13,840	13,767	-	73	
Brainfuse, LLC (HelpNow, VetNow)	231,700	-	231,700	-	
ERC Committee -	-	-	-	-	
	501,940	62,073	325,336	114,532	
<b>Funding Source: CLSA Other (cost center 0201)</b>					
Bibliotheca Cloud Library (E Resources)	-	-	-	-	
Additional Online Materials Resources	-	-	-	-	
	-	-	-	-	
<b>Grand Total</b>	<b>501,940</b>	<b>62,073</b>	<b>325,336</b>	<b>114,532</b>	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
<b>Total Funding Sources:</b>	<b>\$ 501,940</b>	<b>\$ 62,073</b>	<b>\$ 325,336</b>	<b>\$ 114,532</b>



**SJVLS**  
**BALANCE SHEET- SYSTEM WIDE**  
**JUNE 30, 2024**

	<b>8/31/2024</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
0110 · Cash In Treasury	3,756,776
0111 · Treasury Pool - GASB 31 Adj	266,445
0115 · Chase AP - 3522	59,144
0121 · Chase Merchant - 3506	13,174
0190 · Restricted Cash - Tech Reserve	3,923,868
<b>Total Checking/Savings</b>	8,019,407
<b>Accounts Receivable</b>	
0350 · Accounts Receivable	2,179,139
<b>Total Accounts Receivable</b>	2,179,139
<b>Other Current Assets</b>	
0400 · Inventory	5,453
<b>Total Other Current Assets</b>	5,453
<b>Total Current Assets</b>	10,203,999
<b>Other Assets</b>	
0510 · Prepaid Expenses	442,923
<b>Total Other Assets</b>	442,923
<b>TOTAL ASSETS</b>	<b>10,646,922</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1210 · Accounts Payable	338,585
<b>Total Accounts Payable</b>	338,585
<b>Other Current Liabilities</b>	
1435 · Tech Reserve Advances	
1435.01 · Coalinga Tech Reserve	54,305
1435.02 · Fresno Tech Reserve	1,653,810
1435.03 · Kern Tech Reserve	595,272
1435.04 · Kings Tech Reserve	263,598
1435.05 · Madera Tech Reserve	103,084
1435.06 · Mariposa Tech Reserve	74,104
1435.07 · Merced Tech Reserve	354,352
1435.08 · Porterville Tech Reserve	379,397
1435.09 · Tulare County Tech Reserve	437,582
1435.10 · Tulare Public Tech Reserve	8,364
<b>Total 1435 · Tech Reserve Advances</b>	3,923,868
1437 · Due To Other Funds-Agencies	13,159
1710 · Unearned Revenue	69,368
<b>Total Other Current Liabilities</b>	4,006,395
<b>Total Current Liabilities</b>	4,344,980
<b>Total Liabilities</b>	4,344,980
<b>Equity</b>	
2230 · Fund Balance - Unassigned	4,887,367
2231 · Fund Balance - Assigned	1,414,575
<b>Total Equity</b>	6,301,942
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,646,922</b>

**DATE:** October 4, 2024

**TO:** SJVLS Administrative Council

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

**SUBJECT:** Online Tutoring Services RFQ

**RECOMMENDED ACTION:**

1. Approve issuing an RFQ for Tutoring Services, with a subscription start date of September 2025.
2. Authorize the Electronic Resources Committee to review and evaluate vendor responses to the RFQ and prepare a recommendation to Administrative Council.

Approval of the recommended action will authorize SJVLS to release an RFQ for a vendor to provide Online Tutoring Services beginning in September 2025. The Electronic Resources Committee will be responsible for reviewing and evaluating responses and preparing a recommendation for Administrative Council.

**ALTERNATIVE ACTION(S):**

Alternatively, Administrative Council could elect not to provide a systemwide Online Tutoring service after this fiscal year and let each member work with the vendor of their preference.

**FISCAL IMPACT:**

Approval of the recommended or alternative actions will not impact the current fiscal year's budget, but will affect future years membership contributions, depending on the vendor selected.

**DISCUSSION:**

Over the last 5 months, Administrative Council has had several discussions about how to continue offering online tutoring services after funding for the statewide tutoring subscription was cut from California's budget. Providing access to online tutoring services is a requirement of the Local Public Library Partnership Program, which takes effect beginning January 1, 2026.

At the recommendation of SJVLS's Electronic Resources Committee (ERC), Administrative Council approved a 1-year subscription to Brainfuse's HelpNow online tutoring product, to ensure the resource continued to be offered to patrons. During approval, Council members expressed concerns about the high cost of the subscription and their ability to fund their share of the subscription in subsequent years.

To address the concerns, SJVLS is proposing issuing an RFP for Online Tutoring Services, with the intent of locating the most cost-effective online tutoring option for the system, with ERC members conducting the review and drafting the recommendation. The timeline for the procurement would be:

1. Late October or early November – Release the RFP.
2. Mid-November – Vendor teleconference & Requests for Interpretation.
3. Two weeks or a week before Christmas – Responses due.
4. January – ERC reviews responses, schedules vendor teleconferences, asks Teen Advisory Councils to test products, if applicable.

5. February – ERC recommendation presented to Admin Council with sufficient time to include in the final budget for the 2025-26 fiscal year.
6. August 2025 – New subscription begins.

To ensure the subscription meets all member’s needs, Wymer is asking Administrative Council to provide input on the scope of work for the subscription. What are the minimum requirements that an online tutoring vendor must meet? Are there any special requirements they need to meet?

Wymer’s initial thoughts on reviewing and scoring the resources is to have ERC members review the responses, attend vendor presentations, and prepare a recommendation to Administrative Council. If any member libraries have Teen Advisory Councils (or a similar body), they could test the tutoring products and provide feedback that could be factored into a final recommendation.

**PRIOR AGENDA REFERENCE:**

Administrative Council Meeting – May 24, 2024. Item 6.  
 Administrative Council Meeting – August 9, 2024. Item 1.  
 Administrative Council Meeting – August 20, 2024. Item 1.

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

No additional attachments included or on file.

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED

**DATE:** October 4, 2024  
**TO:** SJVLS Administrative Council  
**SUBMITTED BY:** Chris Wymer – Administrative Librarian  
**SUBJECT:** Approve 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

<b>Public Records Request Policy</b>	<b>Policy No.</b>	
	<b>Effective Date</b>	10/7/2024
<b>Admin Librarian Approval:</b>	<b>Next Review</b>	10/7/2027

**Need for a policy**

The policy is needed to ensure that SJVLS abides by California Public Records Act in providing information requested by a member of the public or other entities directly to SJVLS or through one of the member libraries. In addition, the policy is in place to ensure consistent communication and procedure for handling these requests for both member libraries and SJVLS staff.

The California Public Records Act was enacted in 1968 and recodified in 2022 by the California Legislature under Government Code Sections 7920 - 7931. The California Legislature declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state. Pursuant to Government Code Section 7920.530, "Public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form of characteristics."

The Public Records Act provides disclosure of existing identifiable records. The San Joaquin Valley Library System is not required to prepare new records in response to a request, or to compile, or index information or records in a form that does not exist at the time of the request.

**Background**

SJVLS manages email communications for staff of the 10 member libraries system and staff employed directly by SJVLS. SJVLS is independent of other IT departments systems our members may also have access, such as those run by a County, City, etc. Each member's jurisdictions have policy and procedures in place for public records request. These requests usually are received through an administration, jurisdiction's attorney, or directly at the Library or SJVLS. Once the scope of the request is determined to include the library, the request is usually forwarded to the local jurisdictions IT department and SJVLS.

Due to the nature of running a network with multiple jurisdictions and the requirement to keep the members from being able to access each other's data only the SJVLS network engineers are approved for the necessary access to perform searches and exports. Due to the invasive nature of these searches staff should be informed that email communications can be made public through requests at any time.

**Scope**

Many Public Records Request focus on e-mail communications and related documents. This policy focuses on email communications. In the cases where files/documents are requested SJVLS works with the member to help locate files. Organizing files/documents for the request

is the responsibility of the member. SJVLS can export and deliver e-mail communications, though once received it the member's responsibility for the files, and any confidential information that may need to be filtered at that point.

### **Making a request**

Public records requests must come from a member director or an approved designee. SJVLS cannot accept requests from other member's staff. Though SJVLS accepts requests from a member's authoritative governmental body or department such as a CAOs office, board of supervisors, city council/manager or similar. It is expected these requests should still be communicated through or with the full knowledge a library member's director to SJVLS.

All requests should be sent to the SJVLS Administrative Librarian who delegates requests to one of the network engineers. Since the SJVLS Administrative Librarian must be aware of the request first, do not directly connect with network engineers with your request. If directed a network engineer may contact the library member for information or clarification after the request is received.

### **Confidential information**

While the data exported can eventually be made public, the request and exported data is kept confidential by SJVLS during the process. The export may contain confidential information that is exempt from public disclosure. It is the responsibility of the member library to review the export and remove any confidential information prior to being made public. During the process the network team is automatically notified that a data export is taking place, however, only the network engineer handling the request has access to the data. In some cases, more than one network engineer may be required to work on a request at the discretion of the SJVLS Administrative Librarian.

### **Search Criteria Procedure**

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 based on search criteria.

SJVLS will export and deliver e-mail communications files in a PST file that can be mounted in Outlook for review.

All requests are limited to a single library members' users/patrons. If a request for the same information is received from multiple members around the same time, a separate export for each member is performed.

Members must work with SJVLS to specify sources to be searched. For example, Members need to specify if SharePoint or public folders should be included in the search otherwise, only data from Exchange Mailboxes is included. When submitting a request, SJVLS typically needs the following information to complete an accurate and complete eDiscovery search:

- Keywords in quotes\*  
(not required if the search is looking for all communications to/from select addresses or domains)

\* Note for keywords: there is a difference between "Big" "Building" & "Big Building" – The first looks for those two words individually and with "big" being a common word there

are a lot of unneeded messages exported in the search. The second look s for the two words together limiting the scope of the search.

- Date Range in Year Month Day format YYYYMMDD  
(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)

Please communicate to SJVLS any additional information not covered by these areas that is relevant to the request.

## **Delivery**

Once the search is performed and exported the assigned network engineer places all the files in a Zip file. The Zip file includes a PST file with messages and several reports that catalog what was exported. This Zip file is uploaded to OneDrive and a link is provided to the member's director. As the link is good for 30 days, the Zip file needs to be downloaded shortly after receiving the link. SJVLS cannot guarantee the download's availability past 30 days.

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## **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 follow the prompts. By default, only the user that creates the case can see it, permissions can be edited if multiple network engineers are assigned to the Request.

Note: Although 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 following 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 depends 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 uploaded, remember to delete all the files from your computer to prevent inadvertently storing confidential information. Share the file with an external public link that has a 30-day limit. After 30 days delete the Zip file from your OneDrive.



**DATE:** October 4, 2024

**TO:** SJVLS Administrative Council

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

**SUBJECT:** Approve CloudNine Migration

**RECOMMENDED ACTION:**

1. Approve migrating PC Reservation to the CloudNine platform and migrating LPT One when the service becomes available.

Approval of the recommended action will authorize SJVLS staff to work with Envisionware to migrate PC Reservation services to the CloudNine platform, securing a discount on our subscription costs.

**ALTERNATIVE ACTION(S):**

**ALTERNATIVE ACTION #1**

Alternatively, Administrative Council could elect to remain on the current version of PC Reservation. We will not receive any new features or enhancements.

**ALTERNATIVE ACTION #2**

Another alternative option for Administrative Council would be to remain on the current version of PC Reservation and direct SJVLS staff to release an RFP for Public PC management and printing services. SJVLS would likely need to renew our current Envisionware subscriptions for fiscal year 2025-26 and release an RFP for services to begin in fiscal year 2026-27.

**FISCAL IMPACT:**

The fiscal impact of the recommended and alternative actions is not known at this time. Envisionware was not able to supply a quote before the agenda was published.

**DISCUSSION:**

SJVLS's vendor for PC Reservation and Printing services, Envisionware, has developed a cloud-based service, CloudNine, that is their next-generation replacement for the locally hosted services currently in use throughout the system. CloudNine is intended to simplify configuration and management of PC Reservation settings for library staff and present a modern user experience to patrons for reserving and using public PCs. Staff can manage public PC reservation settings across an entire jurisdiction from a single web application, without having to remotely access individual PC Reservation servers and update configurations.

CloudNine offers more than just public PC reservations. It can also manage bookings for study rooms, meeting rooms, and even equipment in the library, such as 3D printers. Reservation settings are all managed within the same web application as public PC reservations.

Envisionware is offering current PC Reservation customers a discount on their yearly subscription if they migrate to CloudNine before the end of 2024. They are also offering current LPT One customers an additional subscription discount next year when the LPT One

service is migrated to CloudNine. Envisionware has announced that they will no longer develop new features or enhancements for PC Reservation, and will only provide bug fixes and security updates, as needed. All new features and functionality will be released for CloudNine.

**PRIOR AGENDA REFERENCE:**

No prior reference.

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

No attachments included or on file.

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
*Updated October 1, 2024*

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## State Library News

### LDS Newsletter

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

### 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](mailto:LSTAGrants@library.ca.gov).

### 2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

### 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 [LibraryStatistics@library.ca.gov](mailto: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](#)

## 2024 Summer Community Impact Report

California's 2024 Summer Community Impact Report (formerly known as the Summer Participation Survey) is now open for data input in Counting Opinions. Data information is due from libraries no later than Wednesday, October 2, 2024. Data collected from this survey will show the impact of public library summer programs across California.

Please note that questions for this summer have been updated to reflect a focus on equity and impact which are central to the California State Library's [Building Equity-Based Summers \(BEBS\)](#) initiative.

This year's Summer Community Impact Report relates to all your library's summer 2024 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, storytimes, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

- [Summer Community Impact Questions and Guidance 2024](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer Community Impact Report form 2024](#): A streamlined excel version of the questions to aid with data collection.
- [View the Summer Community Impact Report Information Session](#)

For your reference, these documents are available on the [California State Library's Statistics webpage](#).

## Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

## Open Opportunities

### California Revealed

California Revealed help cultural heritage organizations describe California-related collection materials. California libraries, archives, historical societies, and other cultural heritage organizations will be provided with the reimbursement and guidance necessary to create item-level metadata records to describe physical and/or digital collections. We hope that you will take advantage of this unique opportunity to give your collections the attention they deserve! **The [2024/2025 Cataloging California Application](#) is now open. Please apply by Sunday, September 29, 2024.**

In addition to creating descriptions ideal for digitization and online discovery, Cataloging California can help:

- Address collection backlogs
- Rehouse materials and plan future preservation actions
- Increase intellectual and physical control over materials
- Foster skill-building for processing and cataloging
- Increase access to materials through accurate description and online discovery

For questions, contact [team@californiarevealed.org](mailto:team@californiarevealed.org). LSTA-funded.

### 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](mailto:cohs@library.ca.gov)

### 2024-2025 Public Library Staff Education Program – Due October 31 at 12:00 Noon

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is now open!

The Public Library Staff Education Program is a tuition reimbursement program. The program supports the improvement of library services to California's diverse communities.

The program reimburses California public and county law library staff who:

- are pursuing a master's degree in library and information science and
- show a commitment to serving California's diverse communities

The Public Library Staff Education Program is a partnership of the California State Library and the Southern California Library Cooperative.

Get more information and prepare to apply for the [California Public Library Staff Education Program](#). **Student applications are due Thursday, October 31, 2024 at 12 p.m. (noon).**

Contact the PLSEP team at [wwalker@socalibraries.org](mailto:wwalker@socalibraries.org) with any questions.

### Lunch at the Library Annual Funding Opportunity

The [Lunch at the Library](#) grant application period is now open. The deadline to apply is Wednesday, November 20, 2024, at noon (12:00 PST). For more information on how to apply, please visit the [Application Instructions - California State Library](#).

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library Core Program funds to support the following core summer meals activities:

- **Library Meal Sites:** jurisdictions serving USDA summer meals and providing enrichment programming at their library sites including Farm to Summer activities and offering teens workforce readiness skills as they assist with the library meal site.
- **Pop-Up Libraries at Community Meal Sites:** jurisdictions taking pop-up library programming to other community meal sites including Farm to Summer activities and offering teens workforce readiness skills as they assist at community meal sites.
- **Books provided to build home libraries:** Funds can be used to provide books to USDA meal site attendees to build home libraries which include literature connecting families to summer reading.
- **Farm to Summer programming:** Funds can be used to create Farm to Summer programming focused on connecting children, teens, and families with locally sourced, sustainable food.

An Information Session and a series of Office Hours for applicants will be taking place in the upcoming weeks.

- **Lunch at the Library Opportunity Information Sessions:**
  - Summer 2025 Lunch at the Library Information Session, Tuesday, October 1, 2024, from 3:00pm-4:30pm. [Register here](#).
- **Lunch at the Library Opportunity Office Hours:**
  - Wednesday, October 9, 2024, from 9:00am-11:00am. [Register here](#).
  - Thursday, October 24, 2024, from 2:00pm-4:00pm. [Register here](#).
  - Tuesday, November 19, 2024, from 8:00am-10:00am. [Register here](#).

For questions email [Lunch@library.ca.gov](mailto:Lunch@library.ca.gov).

### Now recruiting volunteer Peer Reviewers for California State Library grant applications!

We are seeking volunteer library staff to become Peer Reviewers for California State Library grant applications. As peer reviewers, library staff will help the State Library make meaningful investments in library programs and services.

In launching this program, we hope to enrich the grantmaking process with new perspectives directly from library staff. Our goal is to create a pool of grant reviewers that represents the diversity of California's library staff and communities.

Want to learn more? Register to attend the [Peer Review Information Session](#) on **October 8, 2024, 3:00pm**. The session will be recorded.

#### Timeline

- Applications are due **November 7, 2024, at noon**.
- Peer reviewer applications submitted after the deadline will be considered on a rolling basis.
- The grant review period will start in March 2025.

Learn more on the new [Peer Review page](#).

#### 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 formally 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](mailto:compass@library.ca.gov).

### California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, 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/> For more information on any of these programs, contact [clls@library.ca.gov](mailto:clls@library.ca.gov). CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

### California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting [www.callacademy.org](http://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.

### Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, will focus on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

In addition to webinars, which will be announced shortly, there are two cohort learning opportunities that enable participants to learn from trainers on-line and in-person. Participants will apply what they learn by completing a project relevant to their work at the library.

[Share the cohort opportunity page with your staff](#) and encourage them to apply to join a cohort. Their participation will build their skills, strengthen your library's communications with and about your community, and benefit the people in your library service area.

### eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email [ebooksforall@library.ca.gov](mailto:ebooksforall@library.ca.gov) for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

### Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to [info@brainfuse.com](mailto:info@brainfuse.com). Reach out to our general email, [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov), if you have any additional questions.

### Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

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](http://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](mailto:parkspass@library.ca.gov). State of CA funded.

### PolicyMap Statewide Subscription for all public library workers

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.

## Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, 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](#). State of CA funded.

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. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing [CAready@nedcc.org](mailto:CAready@nedcc.org), or calling 855-501-3020.

## Networking and Training

### [Upcoming training - "How to Manage Your Award in AmpliFund" Tues 10/8 at 10:00](#)

Please join, or please send appropriate designees from your organization, to a one hour Zoom presentation called “How to Manage Your Award in AmpliFund.” Our representative from our new Grants Management System AmpliFund will provide information and answer questions from grantees.

Please note the title of this presentation has recently changed to reflect a broader range of topics to discuss about AmpliFund.

This presentation will take place from **Tuesday, October 8 from 10:00 a.m. to 11:00 a.m.**

The presentation will be a useful overview of how to submit your reports in AmpliFund over the course of the grant year. The presentation will be recorded, sent out on this listserv, and posted on our website.

No need to register, please just join us using the details below.

**Join Zoom Meeting**

<https://amplifund.zoom.us/j/86886961063>

Meeting ID: 868 8696 1063

**CAreer Pathways Workforce & Upskilling Resources: Sunsetting in September 2024**

Access to the following resources ended in September 2024:

- Coursera – access ended September 14, 2024, last day to sign-up 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 ended earlier:

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

Depending on the resources your library opted-in for, you received a separate email with sunsetting instructions for each resource to help prepare you for access ending. View the [August 2024 Sunsetting CAreer Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years! If you have any questions, contact: [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) or see the [CAreer Pathways Staff Resources page](#).

**Next Directors Networking Call**

The next Public Library Directors Networking Call is scheduled for Wednesday, **November 20, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

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