



Administrative Council Agenda Packet

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

June 24, 2022

10 a.m.

Teleconference

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/admin220624>

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 449 790 11#

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) 600-62xx no later than 10:00 a.m. on Tuesday June 23, 2022.

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 June 3, 2022 (Attachment 1)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Certification of the Need to Continue Virtual Meetings – Wymer
2. ACTION: Acceptance of Porterville Re-connection Grant Funding – Wymer (Attachment 2)
3. ACTION: ECF Program Participation, Funding, and Policies and Procedures – Wymer (Attachment 3)
4. ACTION: Transition Bank Account to Chase Bank – Christiansen (Attachment 4)
5. ACTION: FY 22-23 Public Library Staff Education Program Participation – Wymer (Attachment 5)
6. ACTION: FY 22-23 Admin Council Chair Rotation – Wymer (Attachment 6)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 7)
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 July 15, online via Microsoft Teams.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting June 3, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:03 AM.
2. Roll Call
 - i. Council present: Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Kelly Jo Jones (Mariposa), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS) and Joel Cadenasso (Fresno).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Sally Gomez (Fresno), Karen Coletti (Fresno) and Jeannie Christiansen
 - iii. Guests: Shana Sojoyner (California State Library), and Brian Henderson (Hudson and Henderson)
3. Introductions – Kelly Jones is point of contact for Mariposa.
4. Agenda Adoption
 - i. Motion to Adopt Agenda with amendment to add item C, 3. Cervantes (Porterville).
 - ii. Seconded: Clark (Tulare City).
5. Public Comment- None.

B. CONSENT AGENDA

1. Motion to approve consent agenda minutes of May 6, 2022, Administrative Council and Financials.
 - i. Motion made by Lewis (Kern).
 - ii. Seconded by Bath (Fresno).

C. ITEMS FOR INFORMATION AND ACTION

1. Certification for Virtual meetings to continue was discussed and Council would like to continue at this time due to continued rise in cases again.
 - i. Motion made by Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern).

2. Seeking Approval on CLSA Plan of Service FY 2022-2023. The approval is for \$240,976, with an additional \$9,702 in rollover funding from fiscal year 2021-2022, resulting in total CLSA allocation of \$250,678. Wymer shared updated demographics shared with State Library. It was recommended that we add to ebooks and digital resources.
 - i. Motion made to approve the Plan of Service FY 2022-2023 Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern).
3. Seeking approval for extending the warranty for and additional year on the Dell PowerEdge R530. It will allow SJVLS to renew the warranty for the PowerEdge Server for additional one year from original upgrade in May 2017. Discussion on warranty of Horizon for 1 year, the power edge part. It has expired in May the power edge part; it is a fairly important piece of hardware. This warranty included replacement for any components that fail and the ability to obtain those components from sources not available for regular purchases. Wegener discussed speaking on extended warranties as part of the planned budget.
 - i. Motion made to extend warranty for 1 year Lewis (Kern),
 - ii. Seconded by Clark (Tulare City).

D. STAFF REPORTS

1. Chair – No Report.
2. State Library – Shana Sojoyner.
 - i. Highlighted the information that was included in the agenda packet.
 - ii. California State Library passes the 2nd batch have been sent Please refer to handout on more information.
 - iii. Reminder of Directors Networking Conversation on June 15th, at 3:30 and to register.
 - iv. Sustainable California Libraries Upcoming Networking Session, June 29, 2022.
 - v. Summer Reading and learning please refer to handout for information.
 - vi. eBooks for All of CA, please refer to handout for information, Joining is simple as casupport@thepalaceproject.org and saying, "My library is interested in joining."
 - vii. Lewis inquired about the Infrastructure Grants, and they are still in the review process.
3. Administrative Librarian
 - i. Wymer informed Admin Council that he attended the May 17th meeting of the California Library Services Board where SJVLS amended Plan of Service was approved. SJVLS will be able to use CLSA funds to cover a portion the costs of the access point license renewal as well as utilize the remaining \$9,702 for Cloud Library purchases.
 - ii. Wymer also provided an update on the Porterville Reconnection grant. The grant application was approved, and funding was received. We are working with CENIC to get construction started.
4. SJVLS – System Administrator
 - i. Wymer informed Admin Council that work has begun to upgrade and migrate JasperReports. He evaluated options for upgrading the current

instance and installing a fresh instance. The upgrade process for the current instance would have been arduous, whereas configuring a new instance allows SJVLS to make revisions from the previous configuration. He decided to move forward with a fresh instance and estimates that it will take about 2-3 months for the new install to be fully functional.

- ii. Wymer also provided an update on an upcoming modification to the way Horizon handles series authority records ignores subfield H, which contains the medium for the series. By not extracting and indexing subfield H, we do not have a way to differentiate between different formats of a series, and this modification will make it easier to locate items in a specific format. He is going to make the change Sunday morning.
 - iii. Wymer final update was the Library Card Orders shipped this morning and will be arriving soon.
5. Senior Network Systems Engineer
- i. Nelson reported year 7 is done. Nothing more.

E. DIRECTOR'S COMMENTS

1. Clark, (Tulare City), Kickoff on June 11th, for Summer Reading. Still working on recruiting. Lost a librarian and need to replace. We are a cooling center and working with staff. Darla asked Heidi to call her about cooling centers. We have seen an uptake in homeless, some days are good, and some are not so good.
2. Wegner, (Tulare County) Working on Summer programming and meals. We will be serving meals at two locations. We are expanding interns, and makerspace interns outside of Exeter. Veronica is mentoring other libraries. We are finalizing Springville and Dinuba plans. Waiting on Infrastructure Grant information. Sending in our budget next Friday.
3. Lewis, (Kern) Been quiet, all branches are open. Looking for to summer programming. Business as usual.
4. Riggs, (Madera) Getting ready for Summer and Lunch in the Library. Kickoff next Wednesday at Courthouse Park. Received grant that we worked on, which has allowed us to hire a Community Resource person. Really doing great work. We would like to add one in our Oakhurst location. We made a video which trying to share in the chat.
5. Rencher, (Kings) preparing for mobile library committee next week. We have retirements, letting people go on probation and some people just moving on. Last month 4 vacancies and we have them filled all ready. Fully opened and Summer Reading starting. We will be doing combination of in person and virtual as well because this did so well. Homeless situation is in uptake as well.
6. Taylor (Merced) Summer Reading kickoff tomorrow, new children's librarian and new deputy as well. Still recruiting for extra help. Thank you to SJVLS staff for the quick help with our Atwater problem. We will be at the Merced Fair with their Bookmobile for the first time.
7. Cervantes, Porterville Passed final inspection on temporary building. Staff is working on loading and unloading. Progress is happening and hope to have a opening date by next week. SJVLS has been so supportive with broadband. Will be so happy to be open. Stated that her daughter's orthodontist shared he went to the Tulare County Library all the time. Her oldest patron Tony is now 94 and looking forward to having a facility again.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. July 1st, 2022, 10:00 AM on Teams

G. ADJOURNMENT

1. The meeting was adjourned at 10:48 AM. .

DATE: June 24, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Acceptance of Porterville Re-connection Grant Funding

RECOMMENDED ACTION:

1. Authorize SJVLS to accept the grant award from the State Library and to deposit the grant check for the full award amount of \$49,503.85.

Approval of the recommended action will allow SJVLS to accept and deposit the grant award from the State Library for the costs associated with Phase III of the Porterville Re-connection project.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

Approving this agenda item has no impact on membership dues and will increase System revenues in the amount of \$49,503.85 for FY 2022-23.

DISCUSSION:

At the April 8, 2022, Administrative Council meeting the Council approved the Porterville Re-connection project, and authorized SJVLS to draft and submit a grant application for the costs associated with Phase III – relocating Porterville’s CENIC circuit to their new temporary location.

On May 3, 2022, the Administrative Librarian submitted the grant application, and on May 10 we were notified of the approval of our application.

The costs associated with Phase III are divided into two categories:

- Construction Support Funding in the amount of \$29,000.00, which will cover the construction costs associated with extending a CENIC fiber connection to Porterville’s new location.
- Technology and Hardware Funding in the amount of \$20,503.85, which will cover the costs of installing a new circuit and associated equipment.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda, Attachment #7, April 8, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – State Library Grant Application submitted May 3, 2022

Attachment – Award Notice from State Librarian

Motion:

Second:

_____ PASSED

_____ REJECTED

SAN JOAQUIN VALLEY LIBRARY SYSTEM
STATE OF CALIFORNIA
FY 2022-23
ADJUSTED BUDGET RESOLUTION
FY 2022-23 APPROPRIATIONS & ESTIMATED REVENUES
AGENCY FUND 4835

ADJUSTMENT

. Acceptance of Porterville Re-connection Grant Funding

1. Amend Budget to increase revenues collection reimbursement from Grant award in the amount of \$49,503.85.

Current adopted expenditures (100% Phase III – Circuit)	
Amend Resolution estimated revenues for billing collection	\$49,503.85

BUDGET RESOLUTION

It is ordered that the Auditor-Controller/Treasurer-Tax Collector is authorized to increase appropriations and estimated revenues as follows:

REVENUE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
Porterville Phase III Circuit	GL Account 3575 Grant		\$49,503.85
Reimbursement to SJVLS REVENUES		Increase Estimate Revenues	\$49,503.85
TOTAL PROJECT			

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS). June 24, 2022

APPROVED: _____
 CHAIRMAN OF THE BOARD

DATE: _____

Title	San Joaquin Valley Library System	05/03/2022
	by Christopher Wymer in 2021-2022 California High-Speed Broadband Grants	id. 25087659
	2420 Mariposa St Fresno, California 93721 United States 559-600-6256 christopher.wymer@sjvls.org	

Original Submission 05/03/2022

Grant Guidelines, Requirements, and Forms	https://www.library.ca.gov/services/to-libraries/broadband/#grants
Element I: Information	n/a
Library Jurisdiction Name	San Joaquin Valley Library System
Library Full Name(s) Including Main and Branch Locations	Alpaugh Branch Library (Tulare Co.), Mobile Literacy (Fresno Co.), Armona Library (Kings Co.), Arvin Branch Library (Kern Co.), Atwater Branch Library (Merced Co.), Auberry Branch Library (Fresno Co.), Avenal Branch Library (Kings Co.), Baker Street Branch (Kern Co.), Big Creek Branch (Fresno Co.), Beale Memorial Library (Kern Co.), Bear Mountain Branch (Fresno Co.), Biola Branch Library (Fresno Co.), Fresno County Bookmobile, Fresno County Bookmobile 2, Youth Services Bookmobile (Fresno Co.), Tulare Co. Alta Vista Kiosk, Tipton Book Machine (Tulare Co.), Traver Book Machine (Tulare Co.), Boron Branch Library (Kern Co.), Buttonwillow Branch (Kern Co.), California City Branch (Kern Co.), Caruthers Branch Library (Fresno Co.), Betty Rodriguez Library (Fresno Co.), Chowchilla Branch (Madera Co.), Clovis Branch Library (Fresno Co.), Coalinga District Library (Coalinga-Huron), Corcoran Branch Library (Kings Co.), Pop Up Library (Fresno Co.), Cutler Selfservice Kiosk (Tulare Co.), Delano Branch Library (Kern Co.), Delhi Branch Library (Merced Co.), Dinuba Library (Tulare Co.), Dos Palos Branch Library (Merced Co.), Earlimart Library (Tulare Co.), Easton Branch Library (Fresno Co.), El Portal Branch (Mariposa Co.), Exeter Library (Tulare Co.), Farmersville Branch Library (Tulare Co.), Fig Garden Branch (Fresno Co.), Fowler Branch Library (Fresno Co.), Frazier Park Branch (Kern Co.), Firebaugh Branch Library (Fresno Co.), Fresno Central Library (Fresno Co.), Gillis Branch Library (Fresno Co.), Gustine Branch Library (Merced Co.), Hanford Branch Library (Kings Co.), Holloway-

Gonzales Branch (Kern Co.), Hilmar Branch Library (Merced Co.), Huron Branch Library (Coalinga-Huron), Ivanhoe Library (Tulare Co.), San Joaquin Branch (Fresno Co.), Kern Bookmobile 1 (Kern Co.), Kern Bookmobile 3 (Kern Co.), Kingsburg Branch Library (Fresno Co.), Kings County Pop Up Library (Kings Co.), Kerman Branch Library (Fresno Co.), Kern River Valley Branch (Kern Co.), Kettleman City Branch (Kings Co.), Lamont Branch Library (Kern Co.), Laton Branch Library (Fresno Co.), LeGrand Branch Library (Merced Co.), Lemoore Branch Library (Kings Co.), Lindsay Library (Tulare Co.), Fresno Literacy Center (Fresno Co.), Livingston Branch Library (Merced Co.), London Branch Library (Tulare Co.), Los Banos Branch Library (Merced Co.), Madera Bookmobile (Madera Co.), Madera County Library (Madera Co.), Mariposa Branch Library (Mariposa Co.), McFarland Branch Library (Kern Co.), Mendota Branch Library (Fresno Co.), Merced Main Library (Merced Co.), Merced Bookmobile (Merced Co.), Mojave Branch Library (Kern Co.), Mosqueda Center Branch (Fresno Co.), Madera Ranchos Library (Madera Co.), Northeast Branch Library (Kern Co.), Santa Nella Branch Library (Merced Co.), North Fork Branch (Madera Co.), Oakhurst Branch (Madera Co.), Orange Cove Branch (Fresno Co.), Orosi Library (Tulare Co.), Parlier Branch Library (Fresno Co.), Piedra Branch Library (Fresno Co.), Pinedale Branch Library (Fresno Co.), Pixley Library (Tulare Co.), Politi Branch Library (Fresno Co.), Porterville Public Library (Porterville), Porterville Early Literacy Mobile (Porterville), Rathbun Branch Library (Kern Co.), Red Cloud Branch (Mariposa Co.), Reedley Branch Library (Fresno Co.), Ridgecrest Branch Library (Kern Co.), Riverdale Branch Library (Fresno Co.), Rosamond Branch Library (Kern Co.), Sanger Branch Library (Fresno Co.), Selma Branch Library (Fresno Co.), Shaver Lake Branch (Fresno Co.), SJVLS Headquarters, Snelling Branch Library (Merced Co.), Springville Library (Tulare Co.), Stratford Branch Library (Kings Co.), Strathmore Library (Tulare Co.), Sunnyside Branch Library (Fresno Co.), Southwest Branch Library (Kern Co.), Taft Branch Library (Kern Co.), Talking Book Library (Fresno Co.), Tulare County Pop Up Library (Tulare Co.), Teague Branch Library (Fresno Co.), Terra Bella Library (Tulare Co.), Tehachapi Branch Library (Kern Co.), Three Rivers Library (Tulare Co.), Tipton Library (Tulare Co.), Tulare Public Library, Tranquillity Branch (Fresno Co.), Visalia Library (Tulare Co.), Wasco Branch Library (Kern Co.), Bassett Library at Wawona (Mariposa Co.), Woodward Park Library (Fresno Co.), West Fresno Branch (Fresno Co.), Wilson Road Branch (Kern Co.), Winton Branch Library (Merced Co.), Woodlake Library (Tulare Co.), Yosemite Valley Branch (Mariposa Co.)

CIPA (Children's Internet Protection Act) Compliant

Yes

DUNS and UEI

As of April 4, 2022, the federal government no longer accepts DUNS Numbers and has begun exclusively using the Unique Entity Identifier (UEI) as the authoritative identifier for entities. Beginning April 4, 2022, applicants are required to have and provide a UEI. For more information, please visit [SAM.gov](https://sam.gov) | Entity Registrations.

Jurisdiction Lead Unique Entity Identifier (UEI)	HZY2Z3VYTW13
Address	2420 Mariposa St Fresno California 93721 US
County	Fresno County
Website URL	https://www.sjvls.org
Library Director	Christopher Wymer
Library Director Phone Number	+15596006256
Library Director Email	christopher.wymer@sjvls.org
Are you the Library Director?	Yes
Are you the Technical Contact?	No
Technical Contact	Kevin Nelson
Technical Contact Email	kevin.nelson@sjvls.org
Has your library ever received Broadband Grant funding in the past?	Yes
How many broadband grant awards have you received?	2.0
How much was the total grant award?	246226.64
Project Purpose/Grant Area (check all that apply)	Special Construction Funding Technology Hardware Funding for network hardware, installation and/or configuration
Project Timeline: Start Date	5/3/2022

Project Timeline: **12/31/2022**
Completion Date

Amount of Grant Request **49503.86**

Amount of Matching Funds. Refer to Local Income Per Capita level. **0.0**

Total Grant Request, Plus Local Income Per Capita Matching Requirement. **49503.86**

Element 2: Project Planning **Please detail the tasks required to be undertaken in your proposed project for which you're seeking funding. Attach the Gantt Chart provided at <https://www.library.ca.gov/services/to-libraries/broadband/>. If you have any project planning or project management documents to support your request, please include them as well.**

Gantt Chart

[Broadband_Grant_Gantt_Chart_Start_of_Project_SJVLS-Porterville.xlsx](#)

Element 3: Budget Worksheet **Provide specific budget information for the total project you are proposing, including portions paid by the grant and those paid by your library. Overall Budget Tab Equipment to be purchased with grant funds must be new. Refurbished or used equipment is not eligible for grant support. Round all costs to the nearest dollar. If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in Element 4. Site Budget Tab Provide specific budget information for each project you are proposing, listed by site.**

Proposed Budget for Grant-Eligible Projects

[Broadband_Grant_Budget_-_SJVLS-Porterville_-_Y7.xlsx](#)

Element 4: Sustainability Narrative **Describe any additional tasks and funds needed in addition to the grant amount to make the project successful and sustainable. Explain how those funds will be provided and if they are cash or in-kind. Attach your jurisdiction or site budget in spreadsheet form for the upcoming two fiscal years. Estimated budgets are allowed.**

Will there be ongoing maintenance and servicing costs for equipment purchased with grant funds? **Yes**

Maintenance/Service	There will be annual maintenance costs for the Juniper router in the amount of \$2,015.34, which will be paid by Porterville as a part of their membership dues to SJVLS.
Maintenance/Service Costs	2015.34
Will there be ongoing costs for software and security services purchased with grant funds?	No
Will there be ongoing time and cost for staff to maintain equipment and services purchased with grant funds?	No
Will there be any other costs associated with sustaining the grant-funded project(s)?	No
Ongoing Support	All ongoing costs are budgeted for in SJVLS member's operational budgets and approved by their governing agencies. These costs include staff time necessary for the maintenance and upkeep of network equipment.
Ongoing Support Costs	2520.0
Jurisdiction or Site Budget for Next Two Years SJVLS_PVL_Budget_Docs.pdf SJVLS_PVL_Budget_Supporting_Docs.pdf	
Special Construction Funding	Circuit construction non-recurring cost for Vast/CVIN to relocate Porterville's "Year 0" circuit to the library's new, temporary location. The previous location burned down in February 2020, and all network equipment was destroyed.
Special Construction Supporting Documentation SJVLSPorterville_Library_Quote_v1.0_NOC-673162.pdf	
Technology Hardware Funding	Juniper JNP204/MX204 Fixed 1 RU System (router), provided by CENIC, to be installed at Porterville Public Library's new, temporary location.
Technology Hardware Supporting Documentation SJVLSPorterville_Library_Quote_v1.0_NOC-673162.pdf	

Element 5: Comments	SJVLS is requesting grant funding for the equipment and construction costs associated with reconnecting the Porterville Public Library to the SJVLS network so they can resume providing materials and services to their patrons. The Porterville Public Library burned down in February 2020 from an act of arson, resulting in a total loss of the building, materials, and network equipment. Porterville Library staff have secured a temporary location to use while a new, permanent facility is constructed. This grant funding will be used to pay the costs of relocating the Vast/CVIN circuit from the old location to the new location, and purchase a new router to replace the one destroyed in the fire to allow the Porterville Library to resume providing their community with broadband access and connectivity.
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Element 6: Supporting Documentation

[**PVL_Library_Fire_Fresno_Bee_February_19_2020.pdf**](#)

Submission Deadlines: There are no firm deadlines for submission.	However, funding allocations may be dependent on the E-rate calendar (July 1 to June 30, annually).
Definitions and Grant Award Amounts	Please see the online copy of grant guidelines, found at https://www.library.ca.gov/services/to-libraries/broadband/
Certifications	n/a
Grant Application Certifications (all must be checked)	I certify that the information contained in this application is true, complete, and accurate, and the projected expenditures and disbursements are for the purposes and objectives set forth in the guidelines of this grant award; I certify that I will not use Broadband Grant funding for any ineligible purposes; I certify that I will adhere to all Broadband Grant reporting and compliance requirements; and I certify that I will notify the Broadband Access Administrator immediately if there are any unused grant funds.
Library Director Certification	checked



May 10, 2022

Christopher Wymer, Administrative Librarian
San Joaquin Valley Library System
2420 Mariposa Street
Fresno, CA 93721

Re: High-Speed Broadband in California Libraries Grant – Year 7 (Porterville)

Dear Mr. Wymer,

This letter constitutes State Library approval of the grant application by the San Joaquin Valley Library System in the following amount(s) for the above-named project:

Construction Support funding (i.e., circuit non-recurring costs): \$29,000.00
Technology and Hardware funding: \$20,503.85

For a total award of \$49,503.85

The grant is effective immediately for the period beginning July 2019 and ending June 2022.

Congratulations on being among the public libraries in California to benefit from this program!

Please work with Christian DeLay, Broadband Project Manager for Califa, who is the administrative and fiscal agent for this project. He may be contacted at cdelay@califa.org. You should expect payment of this grant in whole from Califa.

Periodic narrative and fiscal reports will be required and forms and instructions will follow shortly. The reports should include how funds were expended and a summary of the progress made in fulfilling grant requirements.

Respectfully yours,

Greg Lucas
California State Librarian

Cc: Paula MacKinnon, Executive Director, Califa
Christian DeLay, Broadband Project Manager, Califa

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

DATE: June 24, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: ECF Program Participation, Funding, and Policies and Procedures

RECOMMENDED ACTION:

1. Retroactively approve 3rd window funding request submissions for Kern County, Madera County and Merced County, in the amount of \$23,947.50.
2. Approve budget resolution for third ECF application establishing expenditures by SJVLS, and revenue collections deducted from members tech reserves in the total amount of, \$12,702; upon receipt of BEAR form reimbursements, members tech reserves will be credited.
3. Approve budget resolution for first and second ECF application establishing expenditures and estimate revenues in the amount of \$50,432.52 and Kern County Bear reimbursement in the amount of \$ 16,730.50.
4. Approve SJVLS Emergency Connectivity Fund policies and procedures.

Approval of the recommended action will retroactively authorize SJVLS's ECF 3rd window application, adjust expenditures and revenue collection for expenses and reimbursements related to ECF equipment and services, and approve the policies and procedures for the program.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. Denying this recommendation would prevent interested members from participating in the program.

FISCAL IMPACT:

There is no increase in membership fee. The approval of revenue estimates and out of pocket expenses incurred by SJVLS will allow an adjusted budget resolution to amend the Adopted Budget and future budget FY 2023-24 for the balance of any remaining Bear reimbursement.

DISCUSSION:

The Emergency Connectivity Funding (ECF) program was created to help provide individuals with broadband access that do not have internet access at home, either because they lack a device or an internet connection. The following members are participating in the program:

- Coalinga-Huron
- Kern County
- Madera County
- Merced County
- Tulare Public

ECF covers the costs of laptops, hotspots, devices that combine a hotspot and laptop, and for

equipment and services to provide internet access at remote locations, such as bookmobiles. A full overview, including participating members and the equipment and services they requested is included in the ECF Program Overview attached to this agenda item.

Earlier this year ECF announced a third funding window, intended to allow schools and libraries to extend the delivery of services through 12/31/2023. Three of SJVLS's member libraries elected to apply for extended services through the third window. They are:

- Kern County
- Madera County
- Merced County

Because the ECF program uses the same rules as e-rate, and SJVLS is the parent organization, SJVLS must apply and administer the funding, including purchases, filing for reimbursement, and paying monthly invoices. Members that have elected to use the BEAR form reimbursement method will be invoiced by SJVLS for the full costs, members may elect to have the costs deducted from their tech reserve. Once reimbursement is received the funds will be credited against the member's tech reserve account.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda, August 13, 2021, attachment 7
Administrative Council Agenda, March 11, 2022, attachment 9

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – SJVLS ECF Funding Application, *ECF Devices Services*, FRN# ECF 202111595
On File – SJVLS ECF Funding Application, *SJVLS Mobile Service Continuation*, FRN# ECF202209246
On File – SJVLS ECF Funding Application, *SJVLS Madera Service New*, FRN# ECF202209328
Attachment – Adjusted Budget Resolution
Attachment – SJVLS ECF Program Overview and Policies and Procedures

Motion:

Second:

_____ PASSED

_____ REJECTED

NO SAN JOAQUIN VALLEY LIBRARY SYSTEM

STATE OF CALIFORNIA

FY 2022-23

ADJUSTED BUDGET RESOLUTION

FY 2022-23 APPROPRIATIONS & ESTIMATED REVENUES

AGENCY FUND 4835

ADJUSTMENT

The Emergency Connectivity Fund is administered by the FCC/USAC and provides funding to public libraries.

1. Amend Budget to increase revenues collection reimbursement from participating Member's pre-paid tech reserves account and USAC funding.

Current adopted expenditures (100% funding letter; TBD SPI/Bear/out-of-pocket - amendment of expenditures	\$119,967.32
1 st and 2 nd ECF application expenditures (reduce by \$69,534.80)	\$50,432.52
3 rd Application expenditures and revenue collections	\$12,702.00
Amend Resolution estimated revenues for billing collection	\$63,134.52
Estimated Revenue and Due to Kern County- Bear reimbursement due	\$16,730.50

BUDGET RESOLUTION Emergency Connectivity Fund (ECF) program extended through June 30, 2023. Third application program terms through December 2023.

It is ordered that the Auditor-Controller/Treasurer-Tax Collector is authorized to increase appropriations and estimated revenues as follows:

EXPENDITURE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7385	Small Tools & Equipment (purchase for SJVLS to complete)	
1 st and 2 nd application ECF expense	Bear Form	Services SJVLS pays the expense upfront	\$50,432.52
3 rd application ECF expenses	Additional Bear Form	Services SJVLS pays the expense upfront	\$12,702.00
Kern County		Disbursement after collection of Bear Reimbursement	\$16,730.50
TOTAL APPROPRIATIONS			\$79,865.02
REVENUE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
Bear – Reimbursement series		Check to SJVLS /Credit against Individual Member's Tech Reserves	
Bear – Reimbursement Collection 1 st and 2 nd	1435 Tech Reserve	Increase Estimate Revenues	\$50,432.52
Bear – Reimbursement collection 3 rd	1435 Tech Reserve	Increase Estimates Revenues	\$12,702.00
Bear -Reimbursement collection Kern		Increase Estimate Revenues	\$16,730.50
TOTAL REVENUES ESTIMATES			\$79,865.02

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS). June 24, 2022

APPROVED: _____

DATE: _____

CHAIRMAN OF THE BOARD

Emergency Connectivity Fund Program

Policies and Procedures

BACKGROUND

The Emergency Connectivity Fund is administered by the FCC/USAC and provides funding to public libraries and schools for the purchase of laptops and tablets, wi-fi hotspots, and routers. The program aims to help bridge the homework gap and provide connectivity to disadvantaged individuals who do not have the means to access the internet from home.

ELIGIBLE SERVICES

The following devices are considered eligible services for the use of ECF funding:

- Wi-Fi Hotspots
- Modems
- Routers
- Devices that combine a modem and router
- Connected devices

MAXIMUM FUNDING PER DEVICE

USAC set maximum reimbursement amounts for connected devices (laptops or tablets with a built-in hotspot), and wi-fi hotspots. The maximum reimbursement amount for connected devices is \$400 per device. The maximum reimbursement amount for wi-fi hotspots is \$250 per device.

DOCUMENTATION REQUIREMENTS

Participation in ECF comes with records retention requirements. Those requirements are listed in the sections below.

UNMET NEEDS NARRATIVE

ECF funding is provided for the purpose of helping disadvantaged library patrons without internet access or a device to connect to the internet. Because of this requirement, all participating members are required to have patrons sign and return an “eligible use policy” that explains the devices provided are “intended for library patrons who do not otherwise have access to equipment or services sufficient to meet the patron’s educational needs.” Participating libraries are required to retain the documentation for 10 years.

DEVICE AND SERVICE INVENTORY REQUIREMENTS

In addition to retaining documentation about patron’s unmet needs, libraries are also required to maintain inventories of the devices and services purchased through the program. Asset inventories for items lent to patrons must include the following information:

- Device type – laptop, tablet, modem, hotspot, modem/router
- Device make and model
- Equipment serial number
- Name of the person to whom the device was provided
- Dates device was loaned out and returned to the library

For modems and routers that do not provide service to individual library patrons, but are used to provide service to multiple eligible library users (for example, a Cradlepoint installed on a library Bookmobile) the following information must be recorded:

- Device type – laptop, tablet, modem, hotspot, modem/router
- Device make/model
- Equipment Serial Number
- Name of the library employee responsible for the device
- Dates the device was in service

Device inventory and service records are required to be retained for 10 years from the last date of service of delivery of equipment.

SJVLs MEMBER PARTICIPATION

PARTICIPATING MEMBERS

As of March 25, 2022, the following members have elected to participate in ECF.

- Coalinga-Huron
- Kern County
- Madera County
- Merced County
- Tulare Public

APPROVED FUNDING PER MEMBER

The tables below list the approved funding requests and amounts per SJVLS member.

COALINGA-HURON

FRN	ECF2190016785
BEAR or SPI	SPI
DESCRIPTION	Unlimited 4G LTE HotSpot Service
VENDOR	T-Mobile
QUANTITY	40
TOTAL COST	\$14,280
APPROVED FUNDING AMOUNT	\$14,280

FRN	ECF2190016785
BEAR or SPI	SPI
DESCRIPTION	Taxes for Hotspot Service
VENDOR	T-Mobile
QUANTITY	1
TOTAL COST	\$856.80
APPROVED FUNDING AMOUNT	\$856.80

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$0

KERN

FRN	ECF2190019526
BEAR or SPI	BEAR
DESCRIPTION	Complete Unlimited Service – 1 year
VENDOR	Kajeet
QUANTITY	50
TOTAL COST	\$11,982
APPROVED FUNDING AMOUNT	\$11,982

FRN	ECF2190016881
BEAR or SPI	BEAR
DESCRIPTION	Wifi Hotspots – SmartSpot V400
VENDOR	Kajeet
QUANTITY	25
TOTAL COST	\$2,374.25
APPROVED FUNDING AMOUNT	\$1,589.75

FRN	ECF2190016881
BEAR or SPI	BEAR
DESCRIPTION	Wifi Hotspots – SmartSpot 055
VENDOR	Kajeet
QUANTITY	25
TOTAL COST	\$2,374.25
APPROVED FUNDING AMOUNT	\$1,589.75

Projected Out-of-Pocket Expenses: \$1,569*

Projected Up-Front Funding for BEAR Purchases: \$0**

* - Due to a clerical error on USAC's part, we are waiting to see if there will be out-of-pocket expenses, or if everything will be covered.

** - Kern already purchased their devices. No up-front funding is required for these devices, SJVLS still needs to process the BEAR form for reimbursement.

MADERA

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Lenovo 14w Gen 2 Laptops – 82N80004US
VENDOR	CDW-G
QUANTITY	60
TOTAL COST	\$21,088.20
APPROVED FUNDING AMOUNT	\$21,088.20

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Recycling Fees
VENDOR	CDW-G
QUANTITY	60
TOTAL COST	\$240.00
APPROVED FUNDING AMOUNT	\$240.00

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Sales Tax
VENDOR	CDW-G
QUANTITY	1
TOTAL COST	\$1,739.78
APPROVED FUNDING AMOUNT	\$1,739.78

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$23,067.98

MERCED

FRN	ECF2190016938
BEAR or SPI	BEAR
DESCRIPTION	Lenovo 14w Gen 2 Laptops – 82N80004US
VENDOR	CDW-G
QUANTITY	50
TOTAL COST	\$17,573.50
APPROVED FUNDING AMOUNT	\$17,573.50

FRN	ECF2190016938
BEAR or SPI	BEAR
DESCRIPTION	Recycling Fees
VENDOR	CDW-G
QUANTITY	50
TOTAL COST	\$200.00
APPROVED FUNDING AMOUNT	\$200.00

FRN	ECF2190016938
BEAR or SPI	BEAR
DESCRIPTION	Sales Tax
VENDOR	CDW-G
QUANTITY	1
TOTAL COST	\$1,449.81
APPROVED FUNDING AMOUNT	\$1,449.81

FRN	ECF2190016969
BEAR or SPI	SPI
DESCRIPTION	Unlimited 4G LTE HotSpot Service
VENDOR	T-Mobile
QUANTITY	50
TOTAL COST	\$17,850.00
APPROVED FUNDING AMOUNT	\$17,850.00

FRN	ECF2190016969
BEAR or SPI	SPI
DESCRIPTION	Connected Chromebook w/ 4G LTE data plan
VENDOR	T-Mobile
QUANTITY	50
TOTAL COST	\$17,850.00
APPROVED FUNDING AMOUNT	\$17,850.00

FRN	ECF2190016969
BEAR or SPI	SPI
DESCRIPTION	Cradlepoint data plan
VENDOR	T-Mobile

QUANTITY	1
TOTAL COST	\$357.00
APPROVED FUNDING AMOUNT	\$357.00

FRN	ECF2190016954
BEAR or SPI	BEAR
DESCRIPTION	Cradlepoint IBR1700-120B
VENDOR	RCN Communications
QUANTITY	1
TOTAL COST	\$1,685.00
APPROVED FUNDING AMOUNT	\$1,685.00

FRN	ECF2190016954
BEAR or SPI	BEAR
DESCRIPTION	Cradlepoint Taxes and Reasonable Fees
VENDOR	RCN Communications
QUANTITY	1
TOTAL COST	\$189.25
APPROVED FUNDING AMOUNT	\$189.25

FRN	ECF2190016954
BEAR or SPI	BEAR
DESCRIPTION	Panorama 5G 9-1 Dome - Model LG-IN2446-W
VENDOR	RCN Communications
QUANTITY	1
TOTAL COST	\$499.99
APPROVED FUNDING AMOUNT	\$499.99

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$21,597.45

TULARE PUBLIC

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Lenovo 14w Gen 2 Laptops – 82N80004US
VENDOR	CDW-G
QUANTITY	15
TOTAL COST	\$5,272.05
APPROVED FUNDING AMOUNT	\$5,272.05

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Recycling Fees
VENDOR	CDW-G
QUANTITY	15
TOTAL COST	\$60.00
APPROVED FUNDING AMOUNT	\$60.00

FRN	ECF2190016904
BEAR or SPI	BEAR
DESCRIPTION	Sales Tax
VENDOR	CDW-G
QUANTITY	1
TOTAL COST	\$434.94
APPROVED FUNDING AMOUNT	\$434.94

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$5,766.99

THIRD FUNDING WINDOW (ADDED 6/20/2022)

In March and April of 2022, USAC announced a 3rd window for ECF, allowing participants to request additional funding or extend the service delivery deadline through December 31, 2023. Three of SJVLS's members elected to participate in the 3rd window. Those members are:

- Kern County
- Madera County
- Merced County

As of 6/20/2022 the applications are still under review and funding has not been committed. The funding request for each member is outlined in the following pages. It will be updated when funding commitment decision letters are sent.

KERN

FRN	ECF2290013120
BEAR or SPI	BEAR
DESCRIPTION	Kern Hot Spot Service
VENDOR	Kajeet
QUANTITY	50
TOTAL COST	\$11,982
APPROVED FUNDING AMOUNT	\$11,982

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$11,982.00

MERCED

FRN	ECF2290013156
BEAR or SPI	SPI
DESCRIPTION	Merced Hot Spot Service
VENDOR	T-Mobile
QUANTITY	50
TOTAL COST	\$8,925.00
APPROVED FUNDING AMOUNT	\$8,925.00

FRN	ECF2290013156
BEAR or SPI	SPI
DESCRIPTION	Merced Hot Spot Service
VENDOR	T-Mobile
QUANTITY	6
TOTAL COST	\$2,142.00
APPROVED FUNDING AMOUNT	\$2,142.00

FRN	ECF2290013156
BEAR or SPI	SPI
DESCRIPTION	Merced Hot Spot Service
VENDOR	T-Mobile
QUANTITY	1
TOTAL COST	\$178.50
APPROVED FUNDING AMOUNT	\$178.50

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$0

MADERA

FRN	ECF2290013296
BEAR or SPI	BEAR
DESCRIPTION	Madera Mobile Hot Spot Service
VENDOR	Kajeet
QUANTITY	12
TOTAL COST	\$720.00
APPROVED FUNDING AMOUNT	\$720.00

Projected Out-of-Pocket Expenses: \$0

Projected Up-Front Funding for BEAR Purchases: \$720.00

PURCHASING

After USAC issues a Funding Commitment Decision Letter (FCDL), SJVLS staff will review the approved funding amounts and coordinate with the participating members to purchase the approved devices and services.

If a participating member has not already purchased devices or services, SJVLS will issue a PO to the vendor to make the purchase on the member's behalf. Any up-front costs associated with purchases will be deducted from the member's tech reserve account and reimbursement will be deposited back into the account when received from USAC.

If a participating member already purchased devices or services, SJVLS will obtain the invoices for the purchase from the member to complete the FCC Form 472 (BEAR Form).

To ensure SJVLS has the necessary records to comply with any audit or document requests from USAC, all requests for purchases not already with ECF funds that have not already been completed, or reimbursement from USAC will be handled by SJVLS staff in coordination with the member library.

RECORD KEEPING

The following sections will detail how SJVLS will maintain compliance with the ECF records retention requirements.

UNMET NEEDS

Participating members will be expected to store and retain the affidavits patrons sign declaring that they have an unmet need that is addressed by utilizing ECF provided devices. A note will be added to the borrower's account noting that the ECF affidavit is on file. All affidavits will be retained until the member library receives notice from SJVLS that they can be securely disposed of. Failure to retain the unmet needs affidavits creates the potential for an audit finding that can jeopardize SJVLS's e-rate funding.

The unmet need statement is called an "eligible use policy" by USAC, and these are their comments on what the policy needs to contain (paragraph 82 from FCC Order):

We recognize that libraries do not usually inquire about the needs of their patrons before providing services.²³² They do, however, typically have acceptable use policies governing patron use of library computers and Wi-Fi hotspots.²³³ To ensure that libraries are providing eligible equipment and services to patrons with unmet needs, we therefore require that on a going forward basis before providing a library patron with eligible equipment or services, for which the library is seeking Emergency Connectivity Fund support, the library must provide the patron a copy of an eligible use policy, which explains that the equipment or service is intended for library patrons who do not otherwise have access to equipment or services sufficient to meet the patron's educational needs. On a going forward basis, we also require that the library patron sign and return a statement that the library patron would otherwise lack access to equipment or services sufficient to meet the patron's educational needs if not for the use of the equipment or service being provided by the library.

DEVICE INVENTORY

Participating members will enter all ECF funded devices into Track-it's Inventory module upon receipt and prior to circulation. When entering devices, the following information will be recorded:

- Device type (laptop, tablet, mobile hotspot, modem/router)
- Device make and model
- Equipment Serial Number
- Item# of the device in Horizon (not barcode)

For Cradlepoints and router/modems that will not be loaned to patrons but used to provide fixed access via something like a bookmobile, all the fields listed previously will be recorded along with the following:

- Name of the staff member responsible for the device
- The date it was put into service
- If decommissioned, the date it was retired or removed from service

LOANS TO PATRONS

ECF funding requires participating members to record additional information about devices loaned to patrons. Those requirements are tracking the deidentified/anonymized name of the borrower, and the dates the device was checked out, returned, or the date the library was notified the device was missing or lost.

This presents a unique challenge for SJVLS because we do not retain circulation history beyond 15 days. To track loans, SJVLS will update our circulation policy to track circulation of these devices only and utilize the Circ History table in our ILS to retain data on loans to patrons. The Circ History table records the following information for loans to patrons:

- Unique identifier of the borrower
- Unique identifier of the item borrowed
- CKO location, date, and time
- CKI location, date, and time

To comply with the record retention requirement of recording the dates devices were loaned to individuals, the following procedures will be followed for entering ECF devices into Horizon and tracking loans to patrons.

- All ECF devices will use distinct item types (itypes) created specifically for these items.
- SJVLS will set the circ history retention period on these itypes to 2 years.
- Once the service period for ECF devices is completed, SJVLS will capture the usage of these devices from the circ history table and archive them for the required retention period of 10 years.

DATE: June 24, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Raman Bath, County Librarian, Fresno County
Jeannie Christiansen, Business Manager, Fresno County Fiscal Agent

SUBJECT: Open Account for Merchant Deposit & Credit Card

RECOMMENDED ACTION:

1. Approve and authorize the Chairman to sign resolution to open bank Chase account for merchant deposits and establish a credit card.
2. Authorized Associate County Librarian as the Authorized Officer to act, sign related forms with Chase bank.
3. Authorized Administrative Librarian to work with TSYS Global payments to update the deposit account effective July 1, 2022.
4. Approve the authorized entity, Fresno County, to open a bank account in the name of San Joaquin Valley Library System and withdrawal of funds from merchant collections checking account to open the bank account.

Approval of the recommended action will allow Fresno County to open Chase Merchant checking account, close Bank of West merchant account and establish a Chase credit card. The SmartPay TSYS account will be updated to connect to new account for merchant collection and disbursements to Members by the Administrative Librarian. The transition assists accounting services with Hudson & Henderson to support merchant reconciliations and processing of disbursements to Members.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, unable separate the merchant deposit account from Fresno County to independent bank account.

FISCAL IMPACT:

There is no increase in Membership Fee. Fresno County will continue to provide oversight for fiscal related treasury matter per JPA agreement separate from SJVLS staff and use County agreement #22-043 for outsourced accounting services with Hudson & Henderson, CPA firm. Fiscal agent will transfer required monies from existing merchant account into account based after July 1.

DISCUSSION:

On April 16 2021, the board was in agreement with Fresno County outsourcing accounting services and establishing related support activities which resulted in the decrease involvement of Fresno Library accounting staff.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda, April 16, 2021
Administrative Council Agenda, May 6, 2022

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: June 24, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: FY 22-23 Public Library Staff Education Program Participation

RECOMMENDED ACTION:

1. Approve SJVLS participation in the State Library's Public Library Staff Education Program (PLSEP) to member library staff to remit applications within deadlines, usually during July.

Approval of the recommended action will authorize SJVLS's participation in PLSEP and provide member library staff the opportunity to apply for grant funding to subsidize the costs of obtaining a Master's in Library Science.

ALTERNATIVE ACTION(S):

Deny participation. Member library staff would not be able to apply for grant funding to subsidize the costs of their Master's.

FISCAL IMPACT:

Approving participation will increase System revenues. The amount will be determined by the number of staff that are awarded funding, plus an additional 10% for administrative costs.

DISCUSSION:

The California State Library provides an annual grant funding opportunity to employees of public libraries who are pursuing their Master's in Library Science. The program provides reimbursement for courses taken during the Summer 2022 semester through Spring 2023, but the State Library has not finalized details for the upcoming year.

SJVLS is seeking approval for participation in the program for the upcoming year. SJVLS will return to Admin Council with the finalized application for their review and approval prior to submission.

The approximate timeline for the PLSEP program is:

- Late June/Early July (5.5 weeks) – Student Application window opens, and staff can submit requests for funding. State Library Staff are available to respond to questions.
- Mid-August (3 weeks) – Student Applications are received, and reviewed by State Library Staff, and awards are issued.
- Late August/Early September (2 weeks) – Lists of awardees are distributed to cooperative systems, and cooperative systems submit their applications for funding.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: June 24, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: FY 2022-23 Administrative Council Chair Rotation

RECOMMENDED ACTION:

1. Rotate Administrative Council Chair position to Darla Wegener from Tulare County, in accordance with the previously approved SJVLS Administrative Council Chair rotation schedule.

Approval of the recommended action will instill Darla Wegener as the chair of SJVLS for FY 2022-23.

ALTERNATIVE ACTION(S):

There are no alternatives to this action.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

Each fiscal year SJVLS rotates the chair of the Administrative Council, according to a schedule previously approved by the Council. Per the schedule, Tulare County's County Librarian is the chair for fiscal year 2022-23.

PRIOR AGENDA REFERENCE:

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

ATTACHMENTS INCLUDED AND/OR ON FILE:

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

Motion:

Second:

_____ PASSED

_____ REJECTED

SJVLS Administrative Council

Chair Rotation Schedule

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

California State Library, Library Development Services

Cooperative Library System Liaison Report

June 16, 2022

Funding Opportunities Through the California State Library

Please visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

California State Library Parks Passes

Everyone should have their full amount of parks passes at this point. If you have not received your passes, or an email with instructions for the program, please contact parkspass@library.ca.gov. The user survey that is linked to the QR code on the back of the passes is live as of April 29, 2022. Please encourage people who check out a pass to fill it out – a quarterly giveaway of an Annual Pass will be held this summer for survey takers.

New this month is [blank posters and flyers](#) for putting in translations, [a flyer that details all types of CA State Park passes](#) available, free or otherwise, and a [list of eligible parks](#). They are currently in Dropbox as they move through Parks approval to be added to the Partner Toolkit. Please contact parkspass@library.ca.gov if you have trouble accessing them. The [FAQs page](#) has a [map of parks](#) accepting the pass overlaid with library branches, cataloging and circulations information, a link to the [Partner Toolkit with marketing resources](#), [a recorded webinar on parks-based programming](#), a [sample programs page](#), and the answers to many common questions. We would love to see examples of how you've packaged or marketed the passes, or any parks-based programming you're hosting. For more information, please contact parkspass@library.ca.gov.

Open+ opportunity

Califa Group and the California State Library invite California public libraries to apply to extend self-service open hours for a single branch location through the installation of [Bibliotheca's Open+ system](#). The Libraries Open+: Reimagining & Extending Library Access project is part of the California State Library's Stronger Together: Improving Library Access program.

Bibliotheca's Open+ service allows patrons to use their library card to gain access to the library space and use services such as high-speed broadband and Wi-Fi, computers, hold shelves, and any other self-service option the library chooses to make available.

Ten libraries will be selected to receive funding to install Bibliotheca Open+ technologies in one branch location. Grant funding will pay for Open+ services for the grant period, ending in March of 2024.

There was an informational webinar on June 16th at 10 am. You can review the [recording of that conversation here](#).

Apply for this [grant online](#). The application deadline is June 24, 2022.

Zip Books

The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. 2022/23 Zip Books program will be opening in the coming weeks! Keep an eye out for program information at [Zip Books - California State Library](#). For questions, please contact zipbooks@library.ca.gov

CopyCat Grants

[CopyCat Grants](#) are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects.

- 2022/23 CopyCat Grants program will be opening this summer. In the meantime, be sure to check out the new CopyCat toolkits: Book to Action, Día de los Niños, Seed Library, and Workforce Partnership Initiative!
- 2021/22 CopyCat grant Narrative and Financial report forms for activities and expenditures forms can be found at [Manage Your Current Grant - California State Library](#) (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

California Libraries Learn (CALL)

Plan your team's professional development by visiting www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

2022 Library Service Area Populations

[Population Certification Memo from the State Librarian](#)

The State Library produces an annual report of the unduplicated population served by each California public library, titled [Persons Served by California Public Libraries](#) according to the provisions of Education Code Section 18021.

Links are also available on the [State Library's statistics page](#) under the heading "Library Service Area Populations." [Contact the State Data Coordinator](#) with any questions.

FY20-21 Public Library Survey results

A very big thank you to all California public library directors and staff who gathered and submitted data about libraries' finances, services, programs, and collections; 100% of California public libraries participated! Datasets are now available in the new [California Library Statistics database](#).

Upcoming Data Conversations

This summer, the State Library will begin conversations with public library directors and staff about their use of data, including areas of expertise and opportunities for training; current and future methods for equity-centered collection, analysis, and visualization; useful tools and best practices, and more. We look forward to your participation in the conversation! [Contact Meg DePriest](#) with questions, suggestions, comments, and to express interest in participating in a working or advisory group.

Summer Reading and Learning

The 2022 Summer @ Your Library Participation Survey questions are now available for your planning purposes. Data collected from this survey will show the impact of public library summer programs across California.

Data will be collected in Counting Opinions, and a link to the online submission form will be available in the near future. In the meantime, please see the following resources needed to submit required statistics and programming information for your library's 2022 summer programs.

- [Summer Survey Questions and Guidance](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer at Your Library reporting form](#): A streamlined excel version of the questions to aid with data collection.

For your reference, these documents can also be found on the [California State Library's Statistics webpage](#).

Directors Networking Conversations

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next library directors' call will be in August, date to be confirmed. There will be no call in July.

Sustainable California Libraries Upcoming Networking Session

The California State Library, in collaboration with Pacific Library Partnership, is creating a report and action plan for Sustainable California Libraries. Throughout the Spring and Summer of 2022, the State Library will convene several meetings of a new Advisory Group and host open Networking Sessions. Input will be actively encouraged through a short survey (now closed), participating in networking sessions, interviews, and field research. Look out for opportunities to get involved and ways to help create more Sustainable California Libraries in the coming weeks.

Sustainable California Libraries Networking Sessions

The Sustainable California Libraries Networking Sessions are open to all California library staff members.

Networking Session: Focus on Sustainable Operations, Services, and Infrastructure

[Register for Session](#)

June 29, 2022, 11:00 am – noon

Join us for the Sustainable California Libraries Networking Session #2. We will be focusing on library operations and services, infrastructure, buildings, landscaping and grounds, and library sustainability certification. Guest speakers include:

- *Lawrence Nussbaum, from the California Green Business Network*, will share information about successful Green Business Certification for several California libraries
- *Sarah Solis, Facilities Manager at San Diego County Library*, who will share about their Sustainable Libraries Initiative Certification kick-off, Zero Net Energy libraries, and how the system is shifting towards a zero-carbon future

Learn more at: <https://www.library.ca.gov/services/to-libraries/sustainable/>

Email sustainability@library.ca.gov with any questions or comments.

California Library Literacy Services

Applications have closed for the 2022-2023 year, and awards will be announced in July. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information. CLLS networking calls and trainings will continue on a regular basis, with upcoming sessions helping libraries prepare for new ESL services and more.

Developing Leaders in California Libraries

The Emerging Leaders in California Libraries (ECCL) cohort of the Developing Leaders in California Libraries project presented at the CLA 2022 Annual Conference. The cohort teams' have also recorded presentations of their topic and they can be found at [ECLL | CLA Leadership](#). In addition to the leadership training program, the Developing Leaders in California Libraries project offered a series of "My Leadership Journey" webinars open to all staff to attend. To view recordings of the My Leadership Journey conversations, please visit [My Leadership Journey | CLA Leadership](#).

Building Forward Infrastructure Funding for California Libraries

The first round of applications for this program closed on **March 21, 2022**.

There is \$439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:

1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated.

Awards are expected to be announced in Spring 2022. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is \$10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library's website at www.library.ca.gov/grants/infrastructure and email questions to BuildingForward@library.ca.gov

Home Connectivity Kits

Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice, and headsets. Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next few months. Contact arpa@library.ca.gov for more information.

eBooks for All CA

An update to previous eBooks for All CA announcements – Overdrive is now fully integrated. Palace can now serve as your patron's one stop-shop for Overdrive, Cloudlibrary and Statewide eBooks.

Every public library in California can now participate in the statewide "eBooks for All" project. Full details can be found on the [State Library's e-book page](http://StateLibrary's%20e-book%20page). Joining is as simple as emailing casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have generated an FAQ and recorded a live Q and A session to help answer those questions directly.

[FAQ](#)

[Recorded Answer Session](#)

This program is now expanding to include eAudiobooks! More details are to follow, but the collection will soon include approximately 700 titles accounting for 16,000 copies. All the licenses are one-copy-one-user and perpetual, so the base of the collection will serve California well going forward.

Digital Learning Platforms for All California Public Libraries

We hope you are setting up the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare on your library website. Vendors have provided set-up information to the library staff you identified; each

platform has a different access model. Information sessions, marketing materials, and FAQs can be found on the Staff Support page at <https://www.library.ca.gov/grants/career-pathways/> and <https://my.nicheacademy.com/callacademy/course/39032>. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov.

Public Library Staff Education Program

The [Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - California State Library](#). The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/30/2022**. For questions, please contact PLSEP@library.ca.gov

LSTA 2022-23 Grant Program

The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. <https://www.library.ca.gov/grants/library-services-technology-act/competitive/> Proposals are currently under review. Email lstagrants@library.ca.gov for more information.

California Library Connect

The California Library Connect Program grant (formerly the High Speed Broadband in California Public Libraries) is now live and accepting applications: <https://californialibraryconnect.org/> This program supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015, California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.