



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

SJVLS Administrative Council Agenda Packet March 13, 2020

TO THE PUBLIC:

**ENCLOSED ARE THE AGENDA AND
PREPARED ATTACHMENTS FOR THIS MEETING.**

COPIES OF THESE MATERIALS MAY BE MADE AT THE PUBLICS' EXPENSE

The disclosable public records related to this agenda are available for public inspection at:
Fresno County Public Library
Business Office
2420 Mariposa Street
Fresno, CA 93721

FOR THOSE WITH DISABILITIES:

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Kings County Library at (559) 852-4005 no later than 10:00 a.m. on Thursday, March 12, 2020.



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

Meeting Announcement

San Joaquin Valley Library System Administrative Council

Friday, March 13, 2020

Time: 10:00 a.m.

Fresno County Public Library – Central Library
2420 Mariposa Street
Fresno, CA 93721
(559) 600-7323

AGENDA

A. COUNCIL OPENING

- 1. Call to Order**
- 2. Introductions**
- 3. Adoption of Agenda**
- 4. Public Comment**

Public comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

- 1. Approval: Draft Minutes of January 17, 2020 Administrative Council Meeting (Attachment 1)**

C. ITEMS FOR INFORMATION/ACTION

- 1. Financial Updates – Christiansen**
 - a. Status Update-Financial Reports (Attachment 2)**
 - b. Status Update – CLSA Report (Attachment 3)**
 - c. Status Update – Online Materials (Attachment 4)**
 - d. Status Update - Tech Reserve -December 31, 2019 (Attachment 5)**
 - e. Status Update - Unearned Grant Report (Attachment 6)**
- 2. Discussion and Approval: Draft Budget FY 2020-2021 – Christiansen (Attachments 7, 7a & b)**
- 3. Discussion and Approval: Electronic Resources Selected Vendor ERC Database Recommendations – Boyer (Attachment 8)**
- 4. Discussion: Porterville Library - Gomez**
- 5. Discussion and Approval: Library Day of Giving - Gomez**
- 6. Discussion: Pandemic Procedures – Chase & Gomez**
- 7. Discussion: Administrative Librarian Vacancy – Gomez**
- 8. CENIC Upgrades Status Update – Nelson**

9. Status Update on Ed Technology – E Rate and Grant Consultant -Gomez & Nelson

D. STAFF REPORTS

1. Chair
 2. State Library
 3. Administrative Librarian
 4. Library Program Manager
 5. Senior Network System 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. Date and place of next Council Meeting:

G. ADJOURNMENT

Adjourn the meeting.



**SJVLS Administrative Council Meeting
January 17, 2020
Draft
Minutes**

1. COUNCIL OPENING

Council members present: Mark Lewis (Kern), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Raman Bath (Fresno), Heidi Clark (Tulare), Vikki Cervantes (Porterville), Natalie Rencher (Kings) and Sally Gomez (Fresno).

Council members absent: Mary Leal, (Coalinga) and Janet Chase Williams (Mariposa)

Staff present: Karen Coletti (Fresno), Jeanne Christiansen (Fresno), Kevin Nelson (Fresno), Chris Wymer (Fresno) and Mary Ellen Tyckoson (Fresno).

Others present: Beverly Sutherland, Ingrid Goodman, Joe Matthews and Carson Brock.

a. Call to order: Opened by 10:15 AM by Vikki Cervantes (Porterville)

b. Introductions: Staff, Directions and Guests.

c. Adoption of Agenda: Motion to approve the agenda with adoption of additions moving #6 up and then following as is. Clark (Tulare); **Second:** Taylor (Merced).

d. Public Comment. None

2. CONSENT AGENDA

a. Approval: Draft Minutes of November 8th, 2019 Administrative Council Meeting.

- Motion to Approve with correction under Alberto on RFP for Omeka, Zip Books and Depository: Wegener (Tulare Co.); Second: Lewis (Kern)

6. Presentation & Discussion: Ed Technology Grants & Other – Sutherland and Goodman.

- Beverly Sutherland and Ingrid Goodman met with Kevin, Lana and Sally on ERate yesterday.
- Grant thru Cisco available do not have all the details yet.
- Shelby members draft getting fiber too hard to reach rural areas. USDA helping with funding, outside of ERate. Amy had questions on what timing works with ERate. Bev stated a lot work on CENIC, and they are looking at a lot of options. Amy was concerned about the January 31, 2020 timeline. Beverly stated that this is just a short turnaround. Raman ask Beverly how long for a matrix and then SKYPE in next week. Beverly will send matrix to directors as well before meeting next week. He would like discussion by Wednesday 22, Everyone would like to review as well. Mary Ellen brought up buying new routers. Kevin added price of \$2,000 max.

3. Financial Updates Christiansen

a. Financial Status Christiansen

- FY 2019/20 As of December 31, 2019 Financial reported expenses are \$1,446,209.24 and increase of \$540,604.23 from November 2019, Overall expenses were under spent by 17% in comparison to the monthly benchmarks due to delays in Telecommunication charges, lower computer service project cost and labor savings. Revenues for the period ending December 31, 2019 totaled \$2,148,776.73.

- Outstanding receivables is \$625,397.
- Transfer of Ownership Statements have been sent out to following members.
 - July, to Madera and Fresno
 - September to Madera and Fresno
 - October to Fresno
 - November to Coalinga, Fresno, Kern, Madera and Merced.
 - December to Coalinga, Fresno, Porterville and Tulare.
- Pre-Paid Tech Reserves FY 2019/20 totaled \$248,430.91 and consist of Debt Collection-UMS, Postage and Computer Hardware.

b. CLSA Report – Christiansen

- CLSA Allocations FY 2019/20 Total expenses to date were \$112,346.69 annual allocation of \$240,074. On track with this. Natalie ask if she would be receiving anymore invoices. Jeannie explained they would receive last one in January.

c. Online Materials

- LSTA Public Library Staff Education Program (PLSE)) MLS Funding Support. Had 11 participants.

d. Grant Summary and Benefits

- Transfer of Ownership Statements have been sent out to following members.
 - July, to Madera and Fresno
 - September to Madera and Fresno
 - October to Fresno
 - November to Coalinga, Fresno, Kern, Madera and Merced.
 - December to Coalinga, Fresno, Porterville and Tulare.
- Pre-Paid Tech Reserves FY 2019/20 totaled \$248,430.91 and consist of Debt Collection-UMS, Postage and Computer Hardware.

e. Tech Reserve @ December 31, 2019

- Pre-Paid Tech Reserves FY 2019/20 totaled \$248,430.91 and consist of Debt Collection-UMS, Postage and Computer Hardware.

2. Discussion and Approval: Draft Budget FY 2020-2021 Christiansen.

- Seek approval of \$4,437,291.00.
- Approved training plan and authorize designee for further scholarship protocols \$3,000.
- Approved the CLSA Budgetary dollars \$240,074.
- Approved SJVLS designee and Chairman to maximize the request for funding to include SJVLS Technology (Switches) Four Year Replacement Plan. Return with Strategy Plan and clarification on number of switches per location and ownership.
- Members to Budget to Pay.

Membership	\$ 1,789,808
Other	\$ 74,410
Telco Direct	\$ 987,498
Total	\$ 2,851,715
- Approve for Telco NRC estimate placeholder; off set funding to be determined at

- later date. \$ 500,000
- Members to continue to contribution to build reserve for ILS/Horizon \$ 160,000
- Return to Board with RFP Cenic selection and costs for direct Telco charges to members.
- The Budget highlights were discussed, and Items 1-10 were also approved.
Motion to Approve: Lewis (Kern) Second: Taylor (Merced)

3. Discussion and Approval: CLSA Funding Strategies Current and Upcoming Year.

- Amendment to resources sharing (Omeka proposal or self-registered e-card) \$22,970.00
- Upcoming year anticipated funding at similar levels.
 - A. Delivery \$159,540
 - B. Maintenance Annual Plan \$3,000
 - C. Other Expenditures \$77,534
- Option 1) Continue to fund the following areas at the same levels:
 - System Delivery 100% \$159,540
 - Maintenance Annual Plan 100% \$3,000
- Option 2) Discussion on strategies for \$77,534 funding for system.
- Start with E Cards looking for direction to keep open to County to State Library Omeka server. Some reservations from Alberto on how this would not benefit as a whole team. Nathan is the key contact for questions on this. Mary Ellen stated that certainly enough money to get started. Another option would be a single resource, Mary Ellen spoke to Nathan on this as well, during the evaluation process.
Motion made for Interim Director, MaryEllen and Kevin to speak to State on Option A or Option B. Bath (Fresno) Second: Taylor (Merced)

4. CIPA Compliance and Policy Review – Gomez.

- We need to review every two years. It is a Board Agenda Item to start then review and update every two years. Sally will send the EdTechnology information. Please check your websites to make sure you comply. Bev and Ingrid will help anyone with this, send them a screen shot of what you have posted.

5. Discussion: CENIC upgrades Bids and Deadlines – Nelson.

- Complicated and would like to discuss with each of you this next week. Can go over spreadsheet or email back and forth. There are another 20-21 circuits unaccounted for. Deadline RFP, Erate January 25th. Vikki requested that someone cover Interim Madera Librarian.

7. Presentation and Discussion: Joseph R Matthews Organizational Restructuring Consultant Agreement – Block, Matthews.



8. Status Update and Discussion: SJVLS Administrator Candidates – All.

- We had interviews last week. Interviewed 3 candidates, did not have the technology part. They felt there were too many questions and some were repetitive. Raman will

follow up with HR to work on specs. Natalie just went through the process and offered to help.

D. Staff Reports

- Chair no report.
- State Library, Sally will send email as connection for call did not work.
- System Administrator, Chris Wymer got Enterprise mobile app. Working on style and customization.
- Library Program Manager, Mary Ellen working on getting a count on data base RFQ. Mary Ellen is passing off more to Chris.
- Senior Network System Engineer, Kevin PC order came in early. Year 3 branches has facility issues. Year 5 branches they are working on now. We are upstairs in our new office please stop by and see us.

E. Director Comments

Amy Taylor (Merced)

- Merced now has late hours and are having to ask customers to leave!
- Author series starting in February with Robert Dawson, Library Road Trip, then The Sun Does Shine: how I found Life and Freedom on Death Row by Anthony Ray Hinton and one is a friend of Amy's and has been on the Today Show with 3 books on Keto diet.

Natalie Rencher (Kings)

- 2 recruits Youth Service Librarian and Librarian Assistant III for Lemoore.
- Working with Public Works on Capital Project Renovation.
- March 6th will have a Staff Day.
- Open House in December FOL received \$15,000. Raman to speak to her about this.
- On a personal note, she is finishing her doctorate and thanked everyone who helped.

Heidi Clark (Tulare City)

- Fully staffed for 1st time
- Having an Active Shooter Drill tomorrow.
- Working on some restructure internal
- Spending some of 2020 staff training.

Darla Wegener (Tulare Public)

- February 7th closed for All Staff Day.
- Our news incident was handled very well and swift.
- Working on partnering with Traver and Badger.
- Grant for Bookmobile training.

Vikki Cervantes (Porterville)

- Facilities Special meeting on January 14th, to modernize the library. City already owns site. This is the second phase happening, there are 120 kids working on it. New facility will be 13,000 sq. ft and expand parking across the street.

Raman Bath (Fresno)

- Introduced Sally Gomez, Associate County Librarian for Fresno.
- Sr. Manager Deb Janzen retired after 32 years.
- Having Principal Librarian Interviews next Friday.
- Big Read Feb. 8th.
- Evicted Display left at end of December and was very well attended.

Mark Lewis (Kern)

- Stated that Andie is not able to travel long distances.
- Focus is on Marketing.

6. Calendar Items

- Central Library, Sarah McCardle Room (Second Floor) 2420 Mariposa, Fresno CA 93721
- March 13th, 10:00 AM

7. Adjournment

Motion to Adjourn at 12:28 PM Cervantes (Porterville) ; SECOND: Taylor (Merced)

Financial Narrative Report-Christiansen

March 13, 2020

Status Updates

1. Financial Reports
 - a. FY 2019/20 As of February 29, 2020 Financial reported expenses are \$ 1,933,652 an increase of \$ 260,048. from January 2020, Overall expenses were under spent by 22% in comparison to the monthly benchmarks due to delays in Telecommunication charges, lower computer service project cost and labor savings. Revenues for the period ending February 29, 2020 totaled \$ 2,401,011.
- 2 Outstanding Receivable Total \$ 243,040. (Attachment 2)
 - a. Billed FY 2019/20 Member Fees, Postage, and Smart Net totaling \$ 1,705,204 has been paid in full.
 - b. Billed Fortinet of \$ 31,000 has been paid in full.
 - c. FY 2019/20 Electronic Resource has been paid in full:

Coalinga	\$	20,000
Fresno	\$	300,000
Mariposa	\$	5,000
Madera	\$	4,769
 - d. Horizon Upgrade Build Contingency Reserve Deposit \$ 160,001 has a current outstanding balance of \$ 58,862.
 - e. Nimble Storage Project has been completed. Billed Reserve Estimates of \$ 200,000 has an outstanding balance \$ 60,059.
 - f. FY 2019/20 Telco billed to Members of \$ 682,821 has a current outstanding balance of \$ 132,119.
3. CLSA Allocation-Status Update, (Attachment 3)
 - . FY 2019/20 expenses to date total \$ 124,558 with an annual allocation of \$ 240,074.
4. Smart Pay distributions totaling \$ 65,184 for the period of May 1, 2019 through December 31, 2019 have been paid to SJVLS members.

LSTA Public Library Staff Education Program (PLSEP) expenses for the period ending February 29, 2020 totaled \$ 28,810. SJVLS PLSEP Administration cost for this same period

totaled \$ 2,763. There are 11 participants in PLSEP and all but two participants have been fully paid. Paid participants have provided all tuition cost and grade verification.

5. Transfer of Ownership Statements have been sent to the following members:
 - July notices total \$ 6,612.73 to Madera and Fresno.
 - September notices total \$ 8,845.81 to Madera and Fresno.
 - October notices total \$ 968.05 to Fresno
 - November notices total \$ 7,848 Coalinga, Fresno, Kern, Madera and Merced.
 - December notices total \$ 18,640.23 Coalinga, Fresno, Porterville and Tulare Public.
 - January notices total \$ 193,207.13 Coalinga, Fresno, Kings, Tulare County and Tulare Public
 - February notices total \$ 7,296.64 Fresno.

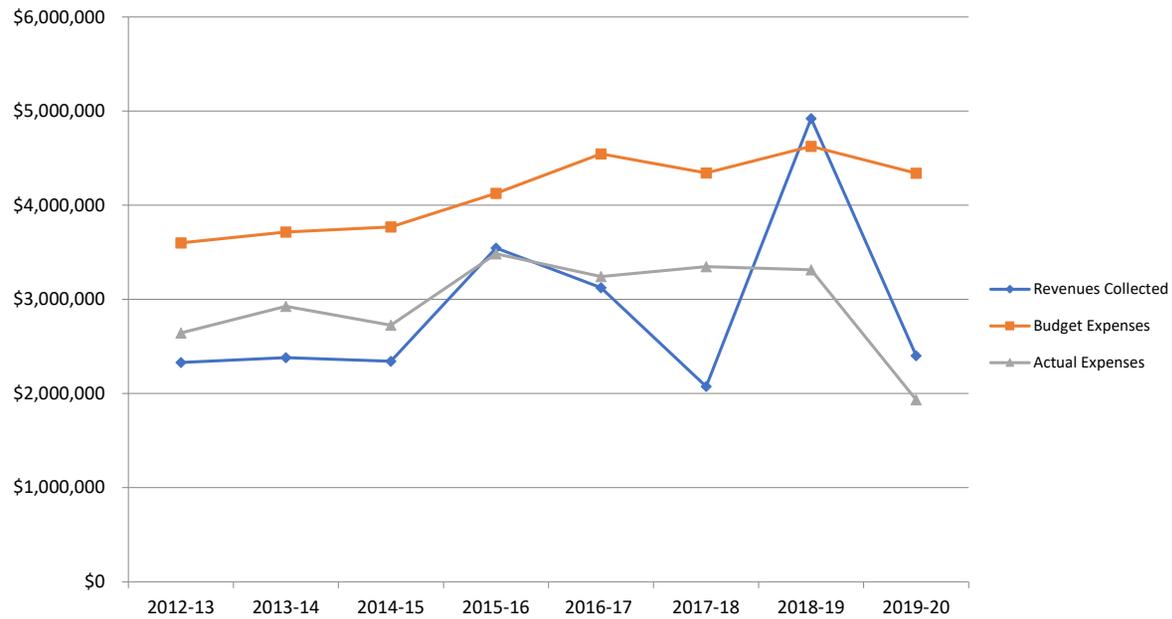
6. Pre-paid Tech Reserve Report (Attachment 5)

July 2019 Balance	\$ 2,617,031	Available \$ 2,059,671
August 2019 Balance	\$ 2,662,801	Available \$ 2,109,671
September 2019 Balance	\$ 3,025,714	Available \$ 2,184,600
October 2019 Balance	\$ 3,160,888	Available \$ 2,145,771
November 2019 Balance	\$ 3,149,779	Available \$ 2,141,415
December 2019 Balance	\$ 3,059,605	Available \$ 2,085,669
January 2020 Balance	\$ 2,981,597	Available \$ 2,186,908
February 2020 Balance	\$ 2,974,195	Available \$ 2,191,677

Tech Reserve decreased due to charges for FY 2019/20 totaled \$ 363,414 and consist of Debt Collection-UMS, Postage and Computer Hardware.

**San Joaquin Valley Library System
Revenue and Expenses Trends - Annual
February 29, 2020
Fiscal Year 2019-20**

Fiscal Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Tech Reserve Available Balance	\$2,252,709	\$2,375,706	\$2,394,036	\$2,357,575	\$2,589,868	\$2,473,397	\$2,676,754	\$2,974,195
Revenues Collected	\$2,329,938	\$2,381,982	\$2,342,231	\$3,545,992	\$3,123,740	\$2,074,018	\$4,922,374	\$2,401,011
Budget Expenses	\$3,600,337	\$3,716,067	\$3,770,409	\$4,126,021	\$4,545,929	\$4,343,965	\$4,626,402	\$4,339,757
Actual Expenses	\$2,643,924	\$2,926,690	\$2,725,107	\$3,484,128	\$3,243,758	\$3,349,110	\$3,314,188	\$1,933,652
% of Actual to Budget	73%	79%	72%	84%	71%	77%	72%	45%
\$ Unspent	\$956,413	\$789,377	\$1,045,302	\$641,893	\$1,302,171	\$994,855	\$1,312,214	\$2,406,105
% Unspent	27%	21%	28%	16%	29%	23%	28%	55%
	100%	100%	100%	100%	100%	100%	100%	100%



Financial Position Report
Appropriations, Revenue and Net Fund Balance
For the Period Ending February 29, 2020

Fund 4835

Org 9625

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 7-31-19	Total Expended (Includes CY Encumb)	FY2019-20 Encumb	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	67%
7000	Services & Supplies	\$4,339,757	\$4,339,757	\$1,933,652		45%	67%
7800	Other Charges		\$0			0%	67%
7295	SJVLS Professional Services		\$0			0%	67%
8000	General Fixed Assets		\$0			0%	67%
	Total Appropriations	\$4,339,757	\$4,339,757	\$1,933,652	\$0	45%	67%
Sum of Pivot Tables Financials		\$ 4,339,757.00	\$ 4,339,757.00	\$1,933,652		\$ 2,406,104.62	Unspent
Variance		-	-	\$0			

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 7-31-18	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$40,000	\$40,000			0%	67%
5039	SJVLS Tech Reserve Charges	\$1,444,948	\$1,444,948	\$269,341		19%	67%
3380	Interest Tech Reserve Fund	\$70,000	\$70,000	\$44,748		64%	67%
5800	Miscellaneous Revenue			\$128		100%	67%
5501	Telephone Services					0%	67%
5504	Telephone Services-Non County			\$136,564		100%	67%
4375	Grant-1 individual from Kern.	\$5,000	\$5,000	\$27,359		547%	67%
4841	SJVLS Member Contributions	\$1,662,904	\$1,662,904	\$1,662,904		100%	67%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$373,550	\$373,550	\$259,967		70%	67%
	Total Revenues	\$3,596,402	\$3,596,402	\$2,401,011	\$0	67%	67%
Sum of Pivot Tables Financials		\$3,596,402	\$3,596,402	\$2,401,011			
Variance		0	0	0.00			

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-)	\$743,355	\$743,355	-\$467,359	\$0	
Decrease Cash in Fund (+)					

Benchmark	# of PPs	# of Mos.
	17	8

Financial Comments:

Computer Ops (0130) will always be underspent by the amount SJVLS pro

**San Joaquin Valley Library System
Outstanding Invoice Summary
Report as of February 29, 2020**

Total Amount Pending \$ 243,040

		Invoiced Amount	Payments Received	Remaining Balance	
Coalinga	Member Fees, Smart Net and Postage	\$ 21,785.00	\$ 21,785.00	\$ -	9/17/2019
Fresno	Member Fees, Smart Net and Postage	\$ 708,915.00	\$ 708,915.00	\$ -	8/16/2019
Kern	Member Fees, Smart Net and Postage	\$ 421,720.00	\$ 421,720.00	\$ -	9/24/2019
Kings	Member Fees, Smart Net and Postage	\$ 75,552.00	\$ 75,552.00	\$ -	9/16/2019
Madera	Member Fees, Smart Net and Postage	\$ 80,507.00	\$ 80,507.00	\$ -	10/29/2019
Mariposa	Member Fees, Smart Net and Postage	\$ 29,886.00	\$ 29,886.00	\$ -	9/9/2019
Merced	Member Fees, Smart Net and Postage	\$ 111,040.00	\$ 111,040.00	\$ -	9/4/2019
Porterville	Member Fees, Smart Net and Postage	\$ 48,950.00	\$ 48,950.00	\$ -	12/9/2019
Tulare County	Member Fees, Smart Net and Postage	\$ 153,930.00	\$ 153,930.00	\$ -	9/4/2019
Tulare Public	Member Fees, Smart Net and Postage	\$ 52,919.00	\$ 52,919.00	\$ -	9/19/2019
		\$ 1,705,204.00	\$ 1,705,204.00	\$ -	

		Invoiced Amount	Payments Received	Remaining Balance	
Coalinga	Electronic Resources	\$ 20,000.00	\$ 20,000.00	\$ -	9/24/2019
Fresno	Electronic Resources	\$ 300,000.00	\$ 300,000.00	\$ -	9/6/2019
Mariposa	Electronic Resources	\$ 5,000.00	\$ 5,000.00	\$ -	10/9/2019
Madera	Electronic Resources	\$ 4,769.00	\$ 4,769.00	\$ -	2/14/2020
		\$ -	\$ -	\$ -	
		\$ 329,769.00	\$ 329,769.00	\$ -	

		Invoiced Amount	Payments Received	Remaining Balance	
Coalinga	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/17/2019
Fresno	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/16/2019
Tulare Public	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/19/2019
Tulare County	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/4/2019
Madera County	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	10/29/2019
Merced	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/4/2019
Porterville	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	1/13/2020
Kern	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/24/2019
Kings	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/30/2019
Mariposa	Fortinet Membership	\$ 3,100.00	\$ 3,100.00	\$ -	9/10/2019
		\$ 31,000.00	\$ 31,000.00	\$ -	

Outstanding Invoice Summary

		Invoiced Amount	Payments Received	Remaining Balance		
Coalinga	Horizon Upgrade	\$ 1,743.00	\$ 1,743.00	\$ -	9/24/2019	
Fresno	Horizon Upgrade	\$ 74,929.00	\$ 74,929.00	\$ -	9/6/2019	
Tulare Public	Horizon Upgrade	\$ 4,833.00	\$ 4,833.00	\$ -	10/9/2019	
Tulare County	Horizon Upgrade	\$ 15,909.00	\$ 15,909.00	\$ -	9/24/2019	
Madera County	Horizon Upgrade	\$ 7,087.00	\$ 7,087.00	\$ -	1/23/2020	
Merced	Horizon Upgrade	\$ 9,101.00		\$ 9,101.00		
Porterville	Horizon Upgrade	\$ 4,638.00	\$ 4,638.00	\$ -	1/13/2020	
Kern	Horizon Upgrade	\$ 32,566.00		\$ 32,566.00		
Kings	Horizon Upgrade	\$ 6,766.00		\$ 6,766.00		
Mariposa	Horizon Upgrade	\$ 2,429.00		\$ 2,429.00		
		\$ -	\$ -	\$ 160,001.00	\$ 109,139.00	\$ 50,862.00
Coalinga	Nimble Storage Project	\$ 2,178.00		\$ 2,178.00		
Fresno	Nimble Storage Project	\$ 93,662.00	\$ 93,662.00	\$ -	10/30/2019	
Tulare Public	Nimble Storage Project	\$ 6,041.00	\$ 6,041.00	\$ -	9/10/2019	
Tulare County	Nimble Storage Project	\$ 19,886.00	\$ 19,886.00	\$ -	9/24/2019	
Madera County	Nimble Storage Project	\$ 8,859.00	\$ 8,859.00	\$ -	1/23/2020	
Merced	Nimble Storage Project	\$ 11,376.00		\$ 11,376.00		
Porterville	Nimble Storage Project	\$ 5,798.00		\$ 5,798.00		
Kern	Nimble Storage Project	\$ 40,707.00		\$ 40,707.00		
Kings	Nimble Storage Project	\$ 8,457.00	\$ 8,457.00	\$ -	9/30/2019	
Mariposa	Nimble Storage Project	\$ 3,036.00	\$ 3,036.00	\$ -	10/9/2019	
		\$ -	\$ -	\$ 200,000.00	\$ 139,941.00	\$ 60,059.00
Coalinga	Telco	\$ 16,387.00	\$ 16,387.00	\$ -	1/28/2020	
Fresno	Telco	\$ 192,029.00	\$ 192,029.00	\$ -	12/27/2019	
Tulare Public	Telco	\$ 257.00		\$ 257.00		
Tulare County	Telco	\$ 118,638.00	\$ 118,638.00	\$ -	2/19/2020	
Madera County	Telco	\$ 50,420.00	\$ 50,420.00	\$ -	1/23/2020	
Merced	Telco	\$ 87,247.00	\$ 87,247.00	\$ -	1/13/2020	
Porterville	Telco	\$ 2,339.00		\$ 2,339.00		
Kern	Telco	\$ 129,523.00		\$ 129,523.00		
Kings	Telco	\$ 43,421.00	\$ 43,421.00	\$ -	2/6/2020	
Mariposa	Telco	\$ 42,560.00	\$ 42,560.00	\$ -	1/16/2020	
		\$ -	\$ -	\$ 682,821.00	\$ 550,702.00	\$ 132,119.00

**Admin Council Board Report
CLSA Status Report**

Report Date 2/28/2020

State approved the transfer between line items

Operations Type	Budget	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	159,540.00	76,222.25		76,222.25	83,317.75	billed quarterly
Maintenance –Annual Plan	3,000.00	-		-	3,000.00	Renews annually in April
E-Resources	30,564.00	23,075.14		23,075.14	7,488.86	pending selections
Resource Sharing (Zipbooks, Link+depository)	22,970.00	-		-	22,970.00	pending selections
Telecommunications Switches	24,000.00	25,260.72		25,260.72	(1,260.72)	pending
	-		-	-	-	
Grand Total	240,074.00	124,558.11	-	124,558.11	115,515.89	

Online Materials
 Financial Update
 Report Date

2/29/2020

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments	Seek Direction
Ebooks Bibliotheca	20,500	2,698	17,802	Mary Ellen	
Pronunciator	31,000	28,000	3,000		
EBSCO	86,600	86,515	85	ERC recommendation to Admin Counsel will be presented at March 13th 2020 Meeting. To be awarded to Gale/Cenage.	Approval of Vendor Award & Directin for Savings Committed to Other Projects
Additional database (ERC)	10,000		10,000	ERC currently evaluating quotes to add a test or careet prep product.	1. Upcoming year: Draft budget reflects \$11,000 allocation 2. Seek approval to increase and/or create new committed line
Grand Total	148,100	117,213	30,887		

Funding Source: CLSA

Vendor	Budget Amount	Total Expenses	Unspent	Comments	Seek Direction
Ebooks Bibliotheca	30,564	23,075	7,489		Change request in upcoming year
Resource Sharing (Zipbooks, Link+depository)	22,970		22,970	No current RFP for Omeka improvements. Recommend use a system wide self registered ecard.	Change request in upcoming year
Grand Total	53,534	23,075	30,459		

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 201,634	\$ 140,288	\$ 61,346

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Tech Reserve Report (Acct 1435)
FY 2019-20

Pre-Paid to Collect from Members
Report ending February 29, 2020

REVIEW OF CURRENT TECH RESERVES BALANCES

Members	Coalinga	Fresno	Kern	Kings	Madera	Mariposa	Merced	Porterville	Tulare Co Special District	Tulare Public	Grand Total
Beginning Pre Paid Tech Reserve Balance as of June 30, 2019	57,934	824,017	415,033	250,989	43,197	26,391	212,305	412,384	389,219	45,285	2,676,754
Deposits additional Tech Reserves	20,000	300,000			4,769	5,000					329,769
Deposits Telco Install Refund		53,762	17,264				26,630				97,656
Deposits additional Nimble Projects		93,662		8,457	8,859	3,036			19,886	6,041	139,941
Deposits additional Horizon Projects	1,743	74,929			7,087			4,638	15,909	4,833	109,139
Deposits Outstanding Receivable											0
Withdrawals applied towards Membership Fees								(46,750)			(46,750)
Withdrawals applied towards Computer Hardware or Telco Install Cost											0
Deposits additional Postage & OD	200		10,000	5,600	1,800	3,000	1,500		5,000	4,000	31,100
Change (+ increase) -(decrease) for fiscal year	(19,083)	(164,812)	(27,216)	(30,351)	(7,279)	(2,843)	(7,839)	(4,923)	(67,881)	(31,187)	(363,414)
Deposit on Hand as of: February 29, 2020	60,794	1,181,559	415,080	234,695	58,433	34,583	232,596	365,349	362,133	28,972	2,974,195

DETAILS SECTION OF ACTIVITY - TECH RESERVES BALANCES

Additional Member Contributions -Adjusted											
1. AMS Refund Deposited into Account (Fresno, Merced, Tpublic)	-	-	-	-	-	-	-	-	-	-	0
Electronic Resources Due to Outstanding Receivable											0
Sum Total Increase of Additional Member Contributions	-	-	-	-	-	-	-	-	-	-	0

Direct Billing Charges from Reserves	Budget												
Debt Collection-UMS Inc		39,000	2,000	-	-	5,000	5,000	2,000	-	-	20,000	10,000	44,000
Debt Collection-UMS inc Actual Charges	actual		269	0	1,629	967	671	0	0	3,696	1,298	8,529	
Postage & Over Due Notices		36,000	200	10,000	5,600	1,800	3,000	1,500	2,200	5,000	4,000	33,300	
Postage & Over Dues Notices Actuals Charges	actual		53	4,726	1,725	993	645	1,791	1,123	3,892	1,496	16,443	
Library Cards/Bar Code Labels-estimate placeholder		6,400	500	-	1,000	600	1,100	380	1,330	860	817	887	7,475
Library Cards/Bar Code Labels-Actual Charges	Tech Reserve; not payable by check		773		-	564	156	195	177	-	1,048	2,912	
Sum Total of Deducted -Actual Charges for period		321	773	4,726	3,354	2,523	1,472	1,986	1,300	7,589	3,841	27,885	
Sum Total Deducted Direct Billing Charges Committed		2,379	(773)	6,274	7,846	5,377	3,908	844	1,760	18,228	11,046	56,890	

Computer Hardware Replacement Plan

Determined by Members annually for Electronic Resources (Billed Fresno, Coalinga and Mariposa)												
Madera \$ 329,769		20,000	300,000	-	-	4,769	5,000					329,769
Router Costs Phase II -non grant												0
DIGITAL COLLECTIONS OMEKA (Open source)	Determined by individual members											0
Actual Deductions: project expenses incurred		17,759	120,902	3,743	23,147	605	-	614	953	51,134	24,564	243,419
Sum Total Computer Hardware Replacement Plan Committed		2,241	179,098	(3,743)	(23,147)	4,164	5,000	(614)	(953)	(51,134)	(24,564)	86,350

Committed System Projects

Committed System Projects	Budget											
Nimble Project	200,000.00		93,662		8,457	8,859	3,036			19,886	6,041	139,941
ILS Horizon Server Project-Additional	160,000.00	1,743	74,929			7,087			4,638	15,909	4,833	109,139
ILS Upgrade Estimated Cost (phase I--0130) Completed date: June 2018/2019		3,969	143,110	133,202	22,912	23,479	2,817	40,417	8,497	52,160	9,437	440,000

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Tech Reserve Report (Acct 1435)
FY 2019-20

Pre-Paid to Collect from Members
Report ending February 29, 2020

REVIEW OF CURRENT TECH RESERVES BALANCES

Members	Coalinga	Fresno	Kern	Kings	Madera	Mariposa	Merced	Porterville	Tulare Co Special District	Tulare Public	Grand Total	
Horizon Server Upgrade (0130)	55,869	323	12,034	13,831	2,338	2,352	157	4,314	659	5,538	762	42,308
Actual Deductions: Software Licenses; various requested items		1	54	23	5	5	2	7	3	11	3	115
Actual Deductions: Project expenses incurred (Horizo	0	1,002	43,083	18,724	3,890	4,075	1,397	5,233	2,667	9,147	2,779	91,996
Sum Total System Projects Committed		5,032	280,599	128,285	29,812	37,697	4,612	39,492	11,124	84,334	18,290	639,277
Sum Total of Deductions from Pre Paid This Fiscal Year		19,083	164,812	27,216	30,396	7,207	2,870	7,839	4,923	67,881	31,187	363,414
Grand Total of Additional Increases (Contributions Invoicing)		-	-	-	-	-	-	-	-	-	-	0
Grand Total of Anticipated Decreases from Tech Reserve (Commitments)		9,652	458,924	130,817	14,511	47,239	13,519	39,723	11,931	51,428	4,773	782,518
TECH RESERVES ENDING BALANCE FOR REPORTING PERIOD		51,142	722,635	284,264	220,184	11,194	21,064	192,873	353,417	310,705	24,199	2,191,677

Unearned Grant Proceeds Utilized (Year 3)
Report Date Ending 2/29/20
Designation of the Unearned based on approval by the Admin Council.

Summary Statement Report

Unearned Grant Proceeds	\$114,034.16	Funds Available
Year 4	Revised Available: \$114,034.16	GL 01710
	(\$5,350.89)	Deduction: AMS Vouchers for Year 4 Charges through 11/5/19 JV # 0001891854.
	(\$2,197.10)	Deduction: AMS Vouchers for Year 4 Charges through 1/10/20 JV # 0001901669.
	(\$9,426.95)	Deduction: AMS Vouchers for Year 4 Charges through 2/14/20 JV # 0001905732.
	\$2,250.00	Adjustment: Year 3 Grant Funds returned to the Account for TELCO Disconnects 5 Disconnects JV # 0001892546
	\$7,000.00	Adjustment: Year 3 Grant Funds returned to the Account for TELCO Installs 4 Installs JV # 0001895975
	\$106,309.22	
Year 5	(\$6,277.00)	Deduction: 7 Booster Cisco Performance Licenses JV# 0001896733
Amendments Approved: License and Coalinga	(\$5,891.34)	Deduction: 13 Booster Cisco Performance Licenses JV # 0001896734
	Ending Balance \$94,140.88	at 2/29/20
Committed Pending Projects:	Year 5 \$ (17,504.00)	Deduction: Upcoming & Pending
Total Actual and Committed Cost	\$76,636.88	

Details Report Section by Project:

Year 4
[Admin Council approval on March 2019](#)
 PO # 1920006
 Project # 87997

Period of 10/21/19-1/10/20

Members	Location	Cost							Sub-Total	Tax	E-Rate	Charge to SJVLS	COMPLETION DATE	Vendor
		Wireless Cabling	AP access Points Wireless	AP License	Router	Router License	Switch	UPS						
Fresno County	Firebaugh	\$ 2,689.83	\$ 1,597.06	\$ 468.00				\$ 841.38	\$ 5,596.27	\$ 206.04	\$ (4,895.09)	\$ 907.22	1/10/2020	AMS
Kern County	Mojave	\$ 2,739.33	\$ 1,597.06	\$ 468.00	\$ 5,386.20	\$ 1,692.00	\$ 1,437.75	\$ 841.38	\$ 14,161.72	\$ 666.83	\$ (9,867.94)	\$ 4,960.61	1/10/2020	AMS
Kern County	Taft	\$ 2,359.83	\$ 1,597.06	\$ 468.00	\$ 5,386.20	\$ 1,692.00	\$ 1,437.75	\$ 869.35	\$ 13,810.19	\$ 459.08	\$ (10,631.06)	\$ 3,638.21	1/10/2020	AMS
Kings County	Corcoran	\$ 2,689.83	\$ 1,597.06	\$ 468.00	\$ 1,053.74	\$ 470.00	\$ 1,437.75	\$ 841.38	\$ 8,557.76	\$ 429.57	\$ (7,638.27)	\$ 1,349.06	1/10/2020	AMS
Tulare County	Farmersville	\$ 2,689.83	\$ 1,597.06	\$ 468.00	\$ 1,053.74	\$ 470.00	\$ 1,437.75	\$ 841.38	\$ 8,557.76	\$ 429.57	\$ (7,638.27)	\$ 1,349.06	1/10/2020	AMS
Tulare County	London	\$ 4,754.89			\$ 1,053.74	\$ 470.00	\$ 1,437.75	\$ 853.75	\$ 8,570.13	\$ 361.47	\$ (4,160.82)	\$ 4,770.78	1/10/2020	AMS
		\$ 17,923.54	\$ 7,985.30	\$ 2,340.00	\$ 13,933.62	\$ 4,794.00	\$ 7,188.75	\$ 5,088.62	\$ 59,253.83	\$ 2,552.56	\$ (44,831.45)	\$ 16,974.94		

Year 5
[Admin Council approval on March 2019](#)

data entry based upon worksheet titled: revised 12.2 Board Approved amended 11.9.2019 Year 5 selection

Report period:
 Committed Projects:
Members

Period of 10/21/19-11/5/19

Router 4321

Members	Location	Cost							Sub-Total	Tax	E-Rate	Charge to SJVLS
		AP access Points Wireless	AP License	Router	Router License	Switch	UPS					
Coalinga	Huron	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 500.00			\$ 3,500.00		n/a	\$ 3,500.00	
Fresno County	Fowler	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 500.00	\$ 2,502.00	\$ 1,000.00	\$ 7,002.00		n/a	\$ 7,002.00	
Kern County	Kern River Valley	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 500.00	\$ 2,502.00	\$ 1,000.00	\$ 7,002.00		n/a	\$ 7,002.00	
		\$ 6,000.00	\$ 3,000.00	\$ -	\$ 1,500.00	\$ 5,004.00	\$ 2,000.00	\$ 17,504.00	\$ -	\$ -	\$ 17,504.00	

Amendments Approved: License and Coalinga
[Admin Council approval on November 8, 2019](#)

Cisco Performance on Demand License: @ 100Mb

Report period: **Period of 10/21/19-12/16/19**

Members	Location	Estimate approved	Equipment Router 4321 Already on Hand	SJVLS PO #	Vendor	Cost	Expire Date
Fresno	Gillis	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Fresno	Kerman	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Fresno	Tranquility	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Kern County	Rosamond (Wanda Kirk)	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Kern County	Southwest	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Merced County	Atwater	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Merced County	Dos Palos	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Merced County	Le Grand	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Merced County	Los Banos	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Merced County	Winton	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Tulare County	Dinuba	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Tulare County	Exeter	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
Tulare County	Lindsey	up to \$550 each/ w tax	X	1920018	CDW	\$453.18	Perpetual
						<u>\$5,891.34</u>	Total Cisco Performance

Amended from \$ 7,150.00

Cisco IOS Booster Performance-License @ !G

Members	Location	Estimate approved	Equipment Router 4321 Already on Hand	SJVLS PO #	Vendor	Cost	Expire Date
Fresno	Betty Rodriquez	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	Clovis	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	Fig Garden	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	San Joaquin	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	Sunnyside	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	Woodward	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
Fresno	Reedley	up to \$1,000 each	X	1920019	CDW	\$896.80	Perpetual
						<u>\$6,277.60</u>	Total Cisco IOS Booster

San Joaquin Valley Library System

Date: March 13, 2020

Submitted by: Jeannie Christiansen

Subject: Draft Budget FY 2020-2021- Enterprise Vehicle Lease

Recommended Actions;

1. Approve and authorized lease agreement with Enterprise Rental through County of Fresno discounted program with two-year terms with a termination clause; \$10,000 annually for total agreement costs up to \$20,000;
2. Approval to adopt the costs into the Recommended Budget FY 2020-21;
3. Authorized the Business Manager to begin negotiations with County Fleet to secure the Enterprise lease effective July 1, 2020.

Seek approval to begin negotiations to secure an Enterprise lease rental for SJVLS network team, the designated vehicle will benefit the System to improve efficiencies and effectiveness. In our survey with team and needs, we recommend a Ford Explorer with AWD will met the needs to serve the Central Valley branches.

Prior Year Costs:

Fiscal Year	Cost
2020-2021	\$10,000
2019-2020	\$3,200 at Feb 29, 2020
2018-2019	\$4,000
2017-2018	\$3,900
2016-2017	\$3,600

Fiscal Impact

There is no impact to increase Member's membership for the FY 2020-21. The estimated \$20,000 will be funded by portion of Membership percentage increase (\$117,904)

Action: Approved _____ Denied _____

Date: March 13, 2020
 Submitted by: Jeannie Christiansen
 Subject: Draft Budget FY 2020-2021- Online Materials

Recommended Actions;

4. Approve and authorized increase in allocation designated for Electronic Resources Committee from \$11,000 to \$30,000
5. Approval to adopt the increase into the Recommended Budget FY 2020-21;
6. Authorized the SJVLS designee to work with Automation Committee on strategies with the allocation and return to the Board with presentation of solutions.

Seek approval to secure an Enterprise lease rental for SJVLS network team, the designated vehicle will benefit the System to improve efficiencies and effectiveness. In our survey with team and needs, we recommend a Ford Explorer with AWD will met the needs to serve the Central Valley branches.

Alternatives

- a. Provide the funding from the CLSA allocation in the amount of \$30,000
- b. Provide the funding with a 50% split between Membership Fee and CLSA allocation. The will be accomplish by increasing the portion dedicated from Membership Fee and CLSA allocation with a 50% share.

Online Vendor	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22
Bibliotheca	20,500	20,910	21,328
Pronunciator	31,000	31,620	32,252
Vendor Award (former EBSCO)	86,600	88,332	90,099
ERC-Additional Resources Selections	10,000	• \$ 11,000 to \$30,000	Depends
Califa Membership	3,600	3,600	3,600
Total	\$151,700		

Fiscal Impact

Currently funded by portion of Membership Due in the amount of \$110,647. There is no impact to increase Member's membership for the FY 2020-21.

Action: Approved _____ Denied _____

Date: March 13, 2020
 Submitted by: Jeannie Christiansen
 Subject: CLSA Upcoming Application & Strategies

Recommended Actions;

1. Return to Board for direction on CLSA Program and Funding Strategy for Upcoming Year in the amount of \$77,534.
2. Approval for Black Gold and the promotion to utilize this service in the amount of \$663.
3. Approval on the split designation of funds under Resource Sharing

System Name: San Joaquin Valley Library System \$240,074

Operations System Communication & Delivery

- | | | |
|---|----------|-----------|
| a. Contract Services – Delivery by County of Fresno | | \$159,540 |
| b. Telecommunications – replacement of networking hardware devices | | \$ 0 |
| c. Resources Sharing | | \$??? |
| (\$77,534) | | |
| a. January 17 meeting the Board direct to explore alternative solutions | \$ _____ | |
| b. Electronic Resources Committee from \$11,000 to \$30,000 | \$ _____ | |
| c. Other | \$ _____ | |
| d. Continue with OMEKA or self registration e-card | \$ _____ | |
| d. Indirect Costs/Fiscal Agent Fee | | |
| e. Other | | |
| a. Black Gold Library System | \$ | 663 |
| i. Seek approval: Yes or No | | |
| b. Large scanner annual maintenance | \$ | 3,000 |

Action: Approved _____ Denied _____

Date: March 13, 2020

Submitted by: Jeannie Christiansen

Subject: Draft Budget FY 2020-2021- Recommended Budget

Recommended Actions;

- 1 Seek approval to return to Board in May to approve the Recommended Budget with approved changes and to incorporate the CENIC RFP upgrades on equipment selection costs.
4. Return to Board with CLSA Program and Funding Strategy for Upcoming Year.
5. No additional changes to the **approved** Membership Fees and Costs approved on January 17, 2020; Attachment 7, page 5 in the January agenda packet.

Seek approval to present Recommended Budget in May.

Action: Approved _____ Denied _____

**SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2020-2021**

Approved 1/17/2020

Members to Budget -CAO

**Membership Fees:
Other Fees:**

**Approved November 7, 2019
Presented for Approval -January prelim draft approval**

Four separate billing periods: August, September and February

Members

Budget

1/9/2020- Corrected the Member's Telco Direct Billing from 724,977 to \$987,498

MEMBER	FY 2019-2020			96250300		Fortinet HQ Annual Maintenance	96250130	Members Budget	Tech Reserve or Electronic Resources	Pre-Paid	Pre-Paid	Members Budget
	Total Member Charges	Extra	Direct Charges	Actual allocation Core	Actual allocation Core		Postage OD			Tech Reserve	Tech Reserve	
	portion of Pooled		(Note 1)	Communi-	(Note 2)			(Note 3)	(Note 4)	(Note 5)		
	Excludes Telco, Tech Reserve	Transparency	RDigital Connector	Direct TELCO	Direct Cisco SmartNet HQ		Sum Total Fee	Based on Tech Report	Nimble Contribution	Elective Horizon Upgrade Reserves	Total Member Invoice	
										2 year plan		
Coalinga	22,633			18,340	900	3,100	200	45,173	-	-	1,984	47,157
Fresno	757,576			213,583	900	3,100	-	975,159	300,000	-	64,469	1,339,627
Kern	444,577	750	2,060	170,288	900	3,100	8,000	629,675	-	-	39,219	668,893
Kings	73,886			43,552	900	3,100	5,000	126,438	-	-	7,720	134,158
Madera	83,254	1,600		194,560	900	3,100	1,800	285,214	-	-	7,729	292,943
Mariposa	32,805			139,917	900	3,100	2,000	178,722	-	-	2,840	181,562
Merced	116,244			86,807	900	3,100	3,000	210,051	-	-	10,598	220,649
Porterville	49,059			258	900	3,100	2,000	55,317	-	-	5,149	60,466
Tulare Co.	158,392			119,936	900	3,100	5,000	287,328	-	-	15,977	303,305
Tulare Pub	51,381			258	900	3,100	3,000	58,639	-	-	4,316	62,955
TBD-Allowable Costs				-								
Totals	1,789,808	2,350	2,060	987,498	9,000	31,000	30,000	2,851,715	300,000	-	160,000	3,311,715

Invoice #4-Dec
(check with Mary
Ellen in Feb for E-
Rate discounts

Invoice #1-August

Invoice #1-August

Invoice #1-August

Invoice #1-August

Invoice #2
Sept

Invoice #3
Sept

Invoice #2
Sept

Members
Future Bill

depends: Jan or
Feb 2021

Note:

1. Membership increased by 7%
2. Members to budget with their County Administrative Office for two types: Membership and Telco/NRC install & hardware direct costs for locations and SmartNet for headquarters.
3. Members may elect during next fiscal year any additional contributions/deductions from Pre Paid Tech Reserves. Notify Library Business Manager
4. Build contingency reserves under CATEGORY: System Committed Project: Requires contribution by each Member.

Date: March 13, 2020

Submitted by: Jeannie Christiansen

Subject: Discussion-Build Contingency Reserves

Recommended Actions;

1. Approval to return to the Board in July with a plan after consultation with other key participants Vikki, Porterville, Joseph Mathew Consultant and Ed Technology.

Action: Approved _____ Denied _____

**ERC RECOMMENDATION TO ADMINISTRATIVE COUNCIL ON
RFQ SJVLS 20-004: GENERAL PURPOSE DATABASE PACKAGE**

February 19, 2020

The SJVLS Electronic Resources Committee recommends selecting Gale's proposal to RFQ SJVLS 20-004 for a system-wide General Purpose Database subscription.

Recommendation: The ERC recommends awarding RFQ SJVLS 20-004 to Gale and entering into a three-year database subscription beginning in FY 2020-21 for all categories of databases specified in the RFQ.

Budget: The Gale subscription is \$29,357 less than the budgeted amount for FY 2020-21, with a 2.5% increase in each of the following years. Gale quoted three years of service at \$58,975.00, \$60,449.38, and \$61,960.61 respectively.

To take advantage of the cost savings from the Gale subscription ERC has obtained quotes to offer a system-wide test prep and learning resource. The committee is currently reviewing the quotes and will make a recommendation to Admin Council at the May meeting.

Justification: In addition to potential cost savings, ERC recommends Gale as a better solution for SJVLS patrons. Committee members and staff from member libraries attended vendor presentations and worked with trial versions from all vendors. After reviewing the presentation and trials, staff were invited to evaluate and rate all resources based on three weighted categories: content (35%), user experience (15%), and resource administration (10%). The final 40% of the ratings was assigned to price. Gale's offering was the highest rated proposal in all categories. ERC found that Gale's databases offered greater depth in both subject coverage and source materials. Gale's resources received high ratings in both the general and automotive repair categories. Children's and YA databases, science resources, and legal assistance content also were especially noted for both organization and content. Chilton's automotive repair was valued for its detailed content and name recognition. Gale's interface was consistently cited as intuitive, easy to navigate, and contributing to a positive user experience. The Gale interface allows resources to be presented in both English and Spanish and thus improves accessibility of information to more patrons. Overall, Gale offered products, resources, and features that are better suited for SJVLS user needs and interests.