



## **SAN JOAQUIN VALLEY LIBRARY SYSTEM**

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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# **SJVLS Administrative Council Agenda Packet August 7, 2020**

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**TO THE PUBLIC:**

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

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## SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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### Meeting Announcement

#### San Joaquin Valley Library System Administrative Council

Friday, August 7, 2020

Time: 10:00 a.m.

Meeting via Teams

The public may participate by using the following URL:

<https://go.sjvls.org/admin200807>

For Information: (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 June 5, 2020 Administrative Council Meeting** (Attachment 1)

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### 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 – June 30, 2020 (Attachment 5)
2. **Approval: Budget Resolution Amendment CLSA reduced by \$115,077 & Narrative Report – Christiansen** (Attachment 6)
3. **Approval: CLSA Final Narrative and Expenditure Report FY 2019-2020 – Christiansen** (Attachment 7)
4. **Discussion and Approval: Porterville Prorate Membership Billing – Christiansen** (Attachment 8)

**D. STAFF REPORTS**

1. Chair
  2. State Library
  3. Administrative Librarian
  4. SJVLs – System Administrator
  5. Senior Network System Engineer
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**E. DIRECTOR COMMENTS**

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

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**F. CALENDAR ITEMS**

1. Date and place of next Council Meeting:

**G. ADJOURNMENT**

Adjourn the meeting.

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## **SJVLS Administrative Council Meeting**

**June 5, 2020**

### **Draft Minutes**

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## ***Meeting Minutes***

### **A. Council Opening**

1.) Mark Lewis, Kern County called to order at 10:08 AM.

**Council present:** Sally Gomez (Fresno County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Janet Chase-Williams (Mariposa County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Jeannie Christiansen (Fresno), Kevin Nelson (Fresno), Nathan Boyer (Fresno), Mary Leal (Coalinga/Huron) and Raman Bath (Fresno County)

**Absent:** None.

**Guests:** Beverly Schwartzberg (California State Library) Jody Thomas (California State Library).

2.) **Introductions:** Staff and Guests introductions.

3.) **Adoption of Agenda: Motion to Adopt Agenda Cervantes (Porterville),**  
**Second: Taylor (Merced County)**

4.) **Public Comment:** None.

### **B. Consent Agenda**

1a.) **Approval: Draft Minutes of March 13, 2020.**

1b.) **Approval: Draft Minutes of May 1, 2020.**

**Motion to Approve Minutes of March 13, 2020 and May 1, 2020. Chase William,**  
**(Mariposa) Second: Wegener (Tulare Co.)**

### **I. Financial Updates**

1.) **Financial Reports.**



- a. FY 2019/20 as of May 31, 2020 financial reported expenses are \$2,749,020 an increase of \$152,161 from April 2020. Overall expenses were under spent by 29% 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 May 31, 2020 totaled \$2,459,977.

**Outstanding Receivable total is \$2,874.00**

- Billed FY 2019/20 Member Fees, Postage, and Smart Net totaling \$1,705,204 has been paid in full.
- Billed Fortinet of \$31,000 has been paid in full
- FY 2019/20 Electronic Resource has been paid in full. Madera County recently requested to make additional contribution to the Tech Reserve:
- Coalinga \$ 20,000
- Fresno \$300,000
- Mariposa \$5,000
- Madera \$7,643
- Horizon upgrade build in contingency reserve deposit \$160,000 has been paid in full.
- Nimble Storage Project has been completed. Billed reserve estimates of \$200,000 has been paid in full.
- FY 1919/20 Telco billed to Members of \$681,686 has been paid in full.

**b. CLSA Report**

- FY 2019/20 expenses to date total \$191,479 with projected expenses in June \$239,051 with an annual allocation of \$240,074.

**c. Online Materials**

- Smart Pay distributions totaling \$65,184 for the period of May 1, 2019 through December 31, 2019 have been paid to SJVLS members.
- LSAT Public Library Staff Education Program (PLSEP) expenses for the period ending April 30, 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.

**d. Tech Reserve – April 30, 2020**

- 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
- Tech Reserve decreased due to charges for FY 2019/20 totaled \$368,608 and consist of Debt Collection-IMS, Postage and Computer Hardware.

**e. Unearned Grant Report**

- Refer to handout.

**II. Approval: Recommended Budget FY 2020-2021**

- Jeannie presented to approve to adopt budget. Approve training plan and authorize designee for further scholarship protocols. Approve preparation of application for CLSA budgetary dollars. Approve submission of application and administration of PLSEP grant. Approve the submission of grant application for year 6 NRC costs. Approve Year 6 project for Telco, equipment and e Rate application.
- Info Tech Plan: Members to continue contribution to build reserve for ILS/Horizon. Approve to schedule retreats with Attorney, Consultant and Directors for JPA, service contracts, and by-laws.

**Motion to Approve Cervantes (Porterville) Second: Chase Williams (Mariposa County).**

**III. Discussion and Approval: Membership Cost Allocation Change.**

Will keep everything same, will return to board for discussion and tabled till November.

**Motion to keep the same Wegener (Tulare City) Second: Chase Williams (Mariposa County).**

**IV. CENIC Year 6 & Allocation Change**

The project consists of Telco NRC install costs, Network equipment funded by E Rate, Network cabling and other funded by System and Grant offset funding opportunity.

1. Seeking Approval on Year 6 Project for Network equipment funded by 3 sources.
2. Approval to submit application to secure E Rate funding for \$235,044.
3. Approval of designee to work with Ed Technology and State for submission to grant.

**Motion to Approve Cervantes, (Porterville) Second: Clark, (Tulare Public).**

**V. Discussion and Approval: Information Technology Plan and Build System**

**Contingency Reserves.** Jeannie is working with Logic and Kevin to gather information we will need to discuss prebudget. We will need to talk about pre budget cost at September meeting. Jeannie will have a working discussion through email. This will need to be reviewed every November. There was a status update from Mr. Matthews since the presentation. Jeannie will send the Admin Council to look at the lineout, she requested that council send any feedback.

- VI. Draft JPA, Bylaws and Contracted Professional Services Agreement:** Review and provide direction for consultant to work with attorney to prepare final documents. This is an ongoing project, we need to get feedback to Mr. Matthews so he can get it to the attorney, Sally added that we have the notes from our workshop as well. Discussion on needing 2 retreats and the cost this year as well was noted.

- VII. Discussion and Approval: Draft Self Registration Policy.** Chris presented the draft policy. Self-registration has become a standard service that is being utilized by businesses and organizations from all sectors to expedite the account creation process. It provides several benefits for both patrons and the library. Staff time will be saved because they only must verify information. SJVLS will allow self-registration for patrons of 13 and older. It is a temporary service for 6 months, when the patron will need to update account information and confirm ID. Borrowers will be provided access to the electronic resource collections of the member library system they're registered. The information that will be collected on a form requiring, Name, physical address, mailing address, phone number, mail, pin and DOB. Chris is working on kinks to flag fake or fraudulent names. Borrowers ages 13-17 will be assigned a Young Adult and borrowers 18 and older will be assigned an Adult borrower type. The self-registration will check for duplication as well. By default, self-registered borrowers will be provided access to system-wide e-Resources, and the e-Resources of their local library.

**Motion to Approve Clark, (Tulare Public) Second: Wegener, (Tulare City).**

**D. Staff Reports**

**1. Chair: No Report.**

**2. State Library: Beverly Schwartzberg and Jody Thomas.**

- California Digital Newspaper Collection. This database is open, free, and supports reading and research of California's rich history and communities.
- California Geolocated E-Book Collection, Califa and Bibliolabs have partnered to launch [enki California Digital Library](#).
- LSTA Grantees will be able to still use grants and the State Library will be flexible with programming and activities rescheduled due to the public health concerns. Please reach out to Rebecca Wendt with any concerns or questions.
- Remote and Distance-friendly Programming Database is now live and can be accessed on the California State Library's page.
- Networking Conversations are posted on CLA's calendar. Next one is next Wednesday.
- Library services during COVID, data collection opportunity.

**3. System Administrator - Sally Gomez.**

- Working on Plan of Service.

**4. Interim Program Manager – Chris Wymer.**

- Chris is working on 3 libraries curbside preparing for 2 more. Moving along with Self-Registration.

**5. Senior Network System Engineer – Kevin Nelson.**

Working on Year 6, PC orders waiting on quotes. We have a problem with our Anti-Virus and still have not heard back on them. Alternatives are very expensive.

**E. Directors Comments.**

- Mark Lewis, (Kern County) is trying to get caught up, working on very limited services. We will have some closures. Year 6 on CENIC will be an adjustment. Our staff has made some accommodations and are working on keeping staff safe. Masks are being required and temps. Security will be hired as well when we enter next phase.
- Heidi Clark, (Tulare City) has started curbside and phone this week. Normal working hours, curbside is 4 hours. Custodial staff working on safety for public and staff. 10 people in building at one time. Curbside staff are encouraged to wear gloves and masks. No Public past where they can pick their stuff up.
- Darla Wegener, (Tulare County) starting walk up service, June 23<sup>rd</sup>. Working on getting cleaning supplies, purchased masks and shields. Still need staff in building more. Working on procedures and limited people in. We are using recommended instead mandatory. Darla asked about California State Library guidelines, and waiting is hard.
- Krista Riggs, (Madera County) Madera County has started curbside May 18<sup>th</sup> going well, somedays busy some not. We are waiting on the Governor's plan for phase 3. Met with County Department head this morning, cannot require masks. Beanstacks great opportunity for Summer Program. We received the bookmobile grant,
- Natalie Rencher, (Kings County) grants from Calif, State Library mobile unit received. Received after school grant also. We did also receive a second VRC at Corcoran. We are not in rush to reopen. Dept. Head discussing next week, happy with the plan so far, and taking time. We are processing 214 forms, COVID 19, five staff people working with finance depts. Entire County Department we are doing Contact tracing, 1<sup>st</sup> calls this week.
- Amy Taylor, (Merced County), we are not open, 60% of staff working for disaster. We have a large county and spread out, we are in a holding pattern. We will be moving quickly when ok to reopen.

#### **F. Calendar Item.**

#### **Date and place of next Council Meeting:**

August 7<sup>th</sup> 10:00 Teams.

#### **G. Adjournment 12:05**

## Financial Narrative Report-Christiansen

August 7, 2020

### Status Updates

1. Financial Reports

- a. FY 2019/20 We ended the fiscal year in a good position.

Financial graph enclosed and CLSA final expenditure report (agenda # 3) reflects total \$3,250,441. Revenues for the period ending June 30<sup>th</sup> totaled \$ 3,125,520. All routers, switches and Nimble have been accounted for in System Track It for assets and inventoriable items held by SJVLS on behalf of members.

2. Outstanding Receivable - Paid in full.

- a. Billed FY 2019/20 Member Fees, Postage, and Smart Net totaling \$ 1,705,204

- b. Fortinet of \$ 31,000

- c. FY 2019/20 Electronic Resource has been paid in full. Madera County recently requested to make an additional contribution to the Tech Reserve:

Coalinga \$ 20,000

Fresno \$ 300,000

Mariposa \$ 5,000

Madera \$ 7,643

- d. Horizon Upgrade Build Contingency Reserve Deposit \$ 160,000.

- e. Nimble Storage Reserves and upgrade \$200,000.

- f. Telco billed to Members of \$ 681,686

3. CLSA Allocation-Status Update, (Attachment 3 and Agenda #3)

We have expended the full allocation with no payback to State for allocation of \$ 240,074. Later in agenda seek Board approval of final report and expenditure due to State by September 3.

4. Smart Pay distributions checks issued to Members in June for collections through May. Next check disbursement to Members in late December.

5. LSTA Public Library Staff Education Program (PLSEP) – complete and final report submitted to State.

6. 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.
- May notices total \$ 2,753.71 Fresno.

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

a. Summary of change in balance from July to June for fiscal year

July 2019 Balance	\$ 2,617,031	Available \$ 2,059,671
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June 2020 Balance	\$ 3,061,626	Available \$ 2,173,424
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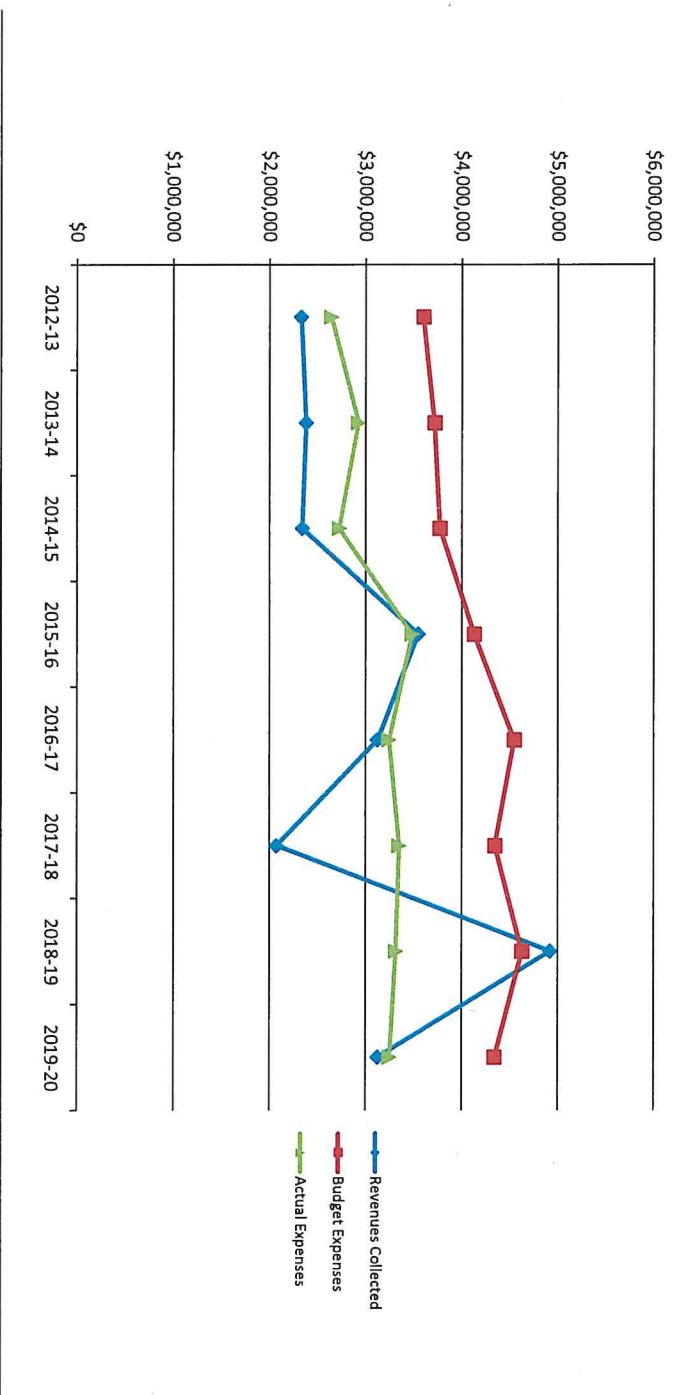
Tech Reserve decreased due to charges for FY 2019/20 totaled \$ 368,649 and consist of Debt Collection-UMS, Postage and Computer Hardware.

# Revenue and Expenses Trends - Annual

## June 30, 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	\$3,061,626
Revenues Collected	\$2,329,938	\$2,381,982	\$2,342,231	\$3,545,992	\$3,123,740	\$2,074,018	\$4,922,374	\$3,125,520
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	\$3,250,441
% of Actual to Budget	73%	79%	72%	84%	71%	77%	72%	75%
\$ Unspent	\$956,413	\$789,377	\$1,045,302	\$641,893	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316
% Unspent	27%	21%	28%	16%	29%	23%	28%	25%
	100%	100%	100%	100%	100%	100%	100%	100%





## Financial Position Report

## Appropriations, Revenue and Net Fund Balance

Org 9625

For the Period Ending June 30, 2020

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 7-31-19	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	100%
7000	Services & Supplies	\$4,339,757	\$4,339,757	\$3,213,495		74%	100%
7800	Other Charges		\$0			0%	100%
7295	SJVLs Professional Services		\$0			0%	100%
8000	General Fixed Assets		\$0	\$36,946		100%	100%
	Total Appropriations	\$4,339,757	\$4,339,757	\$3,250,441	\$0	75%	100%
Sum of Pivot Tables Financials		\$ 4,339,757.00	\$ 4,339,757.00	\$3,250,441		\$ 1,089,315.81 Unspent	
Variance		-	-	\$0			

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 7-31-19	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$40,000	\$40,000	\$40,000		100%	100%
5039	SJVLs Tech Reserve Charges	\$1,444,948	\$1,444,948	\$234,576		16%	100%
3380	Interest Tech Reserve Fund	\$70,000	\$70,000	\$171,948		246%	100%
5800	Miscellaneous Revenue			\$128		100%	100%
5501	Telephone Services					0%	100%
5504	Telephone Services-Non County			\$698,011		100%	100%
4375	Grant-1 individual from Kern.	\$5,000	\$5,000	\$27,359		547%	100%
4841	SJVLs Member Contributions	\$1,662,904	\$1,662,904	\$1,662,904		100%	100%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$373,550	\$373,550	\$290,595		78%	100%
	Total Revenues	\$3,596,402	\$3,596,402	\$3,125,520	\$0	87%	100%
Sum of Pivot Tables Financials		\$3,596,402	\$3,596,402	\$3,125,520			
Variance		0	0	0.00			

\$124,921

Fund Balance 4835 Agency Fund:	Increase to Cash in Fund (-)	\$743,355	\$743,355	\$124,921	\$124,921	
Decrease Cash in Fund (+)						

Financial Comments:

Computer Ops (0130) will always be underspent by the amount SJVLs projects incomplete.

Benchmark	# of PPs	# of Mos.
	26	12

# Admin Council Board Report CLSA Status Report

Report Date 6/30/2020

Outcome:

Funding fully expended

State approved the transfer between line items

Operations Type	Budget	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	159,540.00	159,413.40	-	159,413.40	126.60	billed quarterly
Telecommunications Switches	24,000.00	25,260.72		25,260.72	(1,260.72)	
<b>Other Operations Category</b>			Sum Total	<b>184,674.12</b>		
Maintenance –Annual Plan	3,000.00	2,736.20		2,736.20	263.80	Renews annually in April
E-Resources	30,564.00	30,564.00		30,564.00	-	
Additional E Resource						
E Card Registration	16,500.00	11,700.00		11,700.00	4,800.00	Future years cover under Online Membership
Additional E Resource	6,470.00	10,399.68		10,399.68	(3,929.68)	
			Sum Total	<b>55,399.88</b>		
<b>Grand Total</b>	<b>240,074.00</b>	<b>240,074.00</b>	<b>-</b>	<b>240,074.00</b>	<b>0.00</b>	<b>Grand Total</b>

Change from:  
Original: Orneka \$ 22,970  
Change to:  
E Card Start Up + Subscription \$ 16,500 reduced from \$20,950; Any savings to be spent on E Resources  
Remainder for E Resources \$ 6,470 "+ any savings from E card  
\$ 22,970

Online Materials  
Financial Update  
Report Date

6/30/2020

## Funding Source: Membership

Vendor	Budget		Total Expenses		Unspent	Comments	Upcoming Yr Budget	
	Amount							
EBooks Bibliotheca	20,500		20,047		453		\$	21,000
Pronunciator	31,000		28,000		3,000		\$	31,620
EBSCO	86,600		86,515		85	New Cengage contract upcoming Budget Year \$60,500	\$	60,500
Additional database (ERC)	10,000				10,000	Education and Career module with Gale	\$	30,000
Other: Califa Quiipu E Card Registration	-		-		-	CLSA amendment passed June 25, 2020	\$	9,250
<b>Grand Total</b>	<b>148,100</b>		<b>134,562</b>		<b>13,538</b>		<b>\$</b>	<b>152,370</b>

## Funding Source: CLSA

Vendor	Budget		Total Expenses		Unspent	Comments	Seek Direction
	Amount						
EBooks Bibliotheca	30,564		30,564		-	completed	
E Card Registration	16,500		11,700				
Resource Sharing (Zipbooks, Link+depository)	6,470		10,400			State approval June 25, 2020. Agreement \$20,950 (setup & sub). Recommend use a system-wide self registered ecard is underway for implementation.	Ongoing \$9,250 paid from Online Membership
<b>Grand Total</b>	<b>53,534</b>		<b>52,664</b>		<b>-</b>		

	Budget		Total		
	Amount		Expenses		Unspent
Total Funding Sources:	\$	201,634	\$	187,226	\$ 13,538



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

Pre-Paid to Collect from Members  
Report ending June 30, 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	305,146			7,643	5,000					337,789
Deposits Telco Install Refund		53,762	17,264				26,630				97,656
Deposits additional Nimble Projects	2,178	93,662	40,707	8,457	8,859	3,036			19,886	6,041	182,826
Deposits additional Horizon Projects	1,743	74,929	32,566	6,766	7,087	2,429		4,638	15,909	4,833	150,900
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	(19,114)	(167,565)	(27,627)	(30,661)	(7,461)	(3,094)	(7,997)	(4,962)	(68,646)	(31,521)	(368,649)
<b>Deposit on Hand as of: June 30, 2020</b>	<b>62,941</b>	<b>1,183,951</b>	<b>487,943</b>	<b>241,151</b>	<b>61,125</b>	<b>36,762</b>	<b>232,438</b>	<b>365,310</b>	<b>361,368</b>	<b>28,638</b>	<b>3,061,626</b>

**DETAILS SECTION OF ACTIVITY - TECH RESERVES BALANCES**

<b>Additional Member Contributions -Adjusted</b>											
PrePaid transfer to System Committed Fund-Horizon							9,100				
PrePaid transfer to System Committed Fund-Nimble	-	-	-	-	-	-	11,376	5,798	-	-	17,174
From Existing Tech Cash on Hand							(20,476)	(5,798)			
Electronic Resources Due to Outstanding Receivable										-	0
Sum Total Increase of Additional Member Contributions	-	-	-	-	-	-	-	-	-	-	17,174

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		295		0	1,772	1,110	841	0	0	4,144	1,513	9,675
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		57		5,136	1,847	1,103	699	1,949	1,161	4,210	1,615	17,778
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				773		-	564	156	195	177	-	1,048	2,912
Sum Total of Deducted -Actual Charges for period			353	773	5,136	3,619	2,777	1,696	2,144	1,339	8,354	4,176	30,366
Sum Total Deducted Direct Billing Charges Committed			2,347	(773)	5,864	7,581	5,123	3,684	686	1,722	17,463	10,712	54,409

**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
Actual Deductions: project expenses incurred	17,759	123,656	3,743	23,147	605	-	614	953	51,134	24,564	246,172
Sum Total Computer Hardware Replacement Plan Committed	2,241	176,344	(3,743)	(23,147)	4,164	5,000	(614)	(953)	(51,134)	(24,564)	83,597

**Committed System Projects**

Committed System Projects		Budget										
Nimble Project	200,000.00	2,178	93,662	40,707	8,457	8,859	3,036	11,376	5,798	19,886	6,041	200,000
ILS Horizon Server Project-Additional	160,000.00	1,743	74,929	32,566	6,766	7,087	2,429	9,100	4,638	15,909	4,833	160,000
ILS Upgrade Estimated Cost (phase I--U130)	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
Horizon Server Upgrade (0130)	55,869	323	12,034	13,831	2,338	2,352	157	4,314	659	5,538	762	42,308

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

Pre-Paid to Collect from Members  
Report ending June 30, 2020

REVIEW OF CURRENT TECH RESERVES BALANCES

Members	Coalinga	Fresno	Kern	Kings	Madera	Mariposa	Merced	Porterville	Tulare Co Special District	Tulare Public	Grand Total
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	91,996
Sum Total System Projects Committed	7,210	280,599	201,558	36,578	37,697	7,041	59,968	16,922	84,334	18,290	750,197
Sum Total of Deductions from Pre Paid This Fiscal Year	19,114	167,565	27,627	30,661	7,461	3,094	7,997	4,962	68,646	31,521	368,649
Grand Total of Additional Increases (Contributions Invoicing)	-	-	-	-	-	-	-	-	-	-	0
Grand Total of Anticipated Decreases from Tech Reserve (Commitments)	11,799	456,170	203,679	21,012	46,985	15,724	60,041	17,691	50,664	4,439	888,203
TECH RESERVES ENDING BALANCE FOR REPORTING PERIOD	51,142	727,781	284,264	220,139	14,140	21,037	172,397	347,619	310,705	24,199	2,173,424



	A	B	D	F	G	K	L	M	O	P	Q	V	W	X	Y	Z	AA	AB	AC	AD	AE	AH	AM	
	Fiscal Year	Tech Reserve Deduction Month	Project CATEGORY (SUMMARY REPORT)	San Joaquin Valley Library System	Description	Vendor	Org	Acct. #	Transaction Type	Addition Amount	Deduction Amount	Is Invoice Shared among members?	COALINGA	FRESNO	KERN	KINGS	MADERA	MARIPOSA	MERCED	PORTERVILLE	TULARE CO	TUL PUBLIC	TOTALS	
2019	2019																							
3209																								
3210																								
3211	19-20	Jul 19		Computer Hardware	Computer Hardware-Microsoft surface mobile mouse.	CDW	9625-0130	7385	Deduction		(37.57)	No					(37.57)						(37.57)	
3212	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(17.90)	No	(17.90)										(17.90)	
3213	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(170.05)	No				(170.05)							(170.05)	
3214	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(71.60)	No					(71.60)						(71.60)	
3215	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(456.45)	No									(456.45)		(456.45)	
3216	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(116.35)	No										(116.35)	(116.35)	
3217	19-20	Jul 19		Debt Collection UMS	June 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(152.15)	No					(152.15)						(152.15)	
3218	19-20	Jul 19		Direct Billing Charges from Reserves	Postage and Overdue Notices June 24,2019- July 26, 2019	Postage and Overdue Notices July 2019	9625-0130	7268	Deduction		(2,125.63)	Yes	(6.48)		(576.53)	(241.81)	(151.26)	(78.22)	(268.32)	(130.02)	(490.55)	(182.34)	(2,125.63)	
3219	19-20	Jul 19		Computer Hardware	2 X HP Laser Jet ENT 700 MFP M725DN	CDW	9625-0130	7385	Deduction		(6,575.16)	No		(6,575.16)									(6,575.16)	
3220																								
3221	19-20				Cash Balance as of 7-31-19	N/A	N/A	1435					57,910	817,442	414,456	250,577	42,856	26,241	212,036	412,254	388,272	44,986	2,667,032	Cash Balance 7-31-19
3222	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(17.90)	No	(17.90)										(17.90)	
3223	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(268.50)	No				(268.50)							(268.50)	
3224	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(89.50)	No					(89.50)						(89.50)	
3225	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(447.50)	No									(447.50)		(447.50)	
3226	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(98.45)	No										(98.45)	(98.45)	
3227	19-20	Aug 19		Debt Collection UMS	July 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(98.45)	No					(98.45)						(98.45)	
3228	19-20	Aug 19		Direct Billing Charges from Reserves	Postage and Overdue Notices July 29,2019- Aug 23, 2019	Postage and Overdue Notices August 2019	9625-0130	7268	Deduction		(2,327.31)	Yes	(6.66)		(626.26)	(251.75)	(125.36)	(126.39)	(229.99)	(234.14)	(462.06)	(264.70)	(2,327.31)	
3229	19-20	Aug 19		Direct Billing Charges from Reserves	47 - 2" x .625" Barcodes	Data2 Corporation	9625-0130	7265	Deduction		(882.67)	No					(177.19)	(156.14)	(195.16)	(177.19)			(176.89)	
3230																								
3231	19-20				Cash Balance as of 8-31-19	N/A	N/A	1435					57,885	817,442	413,830	250,057	42,455	25,869	211,611	411,843	387,363	44,446	2,662,801	Cash Balance 8-31-19
3232																								
3233	19-20	Sep 19		Deposits additional	SJVLs Additional Electronic Resources	Additional Electronic Resource Contribution	9625-0130	7385		300,000.00		No		300,000.00									300,000.00	
3234	19-20	Sep 19		Deposits additional	SJVLs System Committed Project-Horizon	SJVLs System Committed Project SJVLS Horizon	9625-0130	7385		74,929.00		No		74,929.00									74,929.00	
3235	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(44.75)	No	(44.75)										(44.75)	
3236	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(134.25)	No					(134.25)						(134.25)	
3237	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(71.60)	No						(71.60)					(71.60)	
3238	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(411.70)	No									(411.70)		(411.70)	
3239	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(223.75)	No										(223.75)	(223.75)	
3240	19-20	Sep 19		Debt Collection UMS	Aug 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(116.35)	No					(116.35)						(116.35)	
3241	19-20	Sep 19		Direct Billing Charges from Reserves	Postage and Overdue Notices Aug 26,2019- Sep 20, 2019	Postage and Overdue Notices September 2019	9625-0130	7268	Deduction		(2,168.46)	Yes	(4.77)		(565.66)	(243.98)	(147.11)	(67.34)	(247.09)	(130.54)	(584.30)	(177.67)	(2,168.46)	
3242	19-20	Sep 19		Computer Hardware	73 X Crucial 8GB 2400 UDIMM Memory Storage	CDW	9625-0130	7385	Deduction		(3,223.02)	No		(3,223.02)									(3,223.02)	
3243	19-20	Sep 19		Computer Hardware	65 X Axiom 8GB DDR4-2666 UDIMM Memory Storage	CDW	9625-0130	7385	Deduction		(2,797.69)	No			(2,797.69)								(2,797.69)	
3244	19-20	Sep 19		Computer Hardware	1 X HP Color LaserJet E M553dm Printer	CDW	9625-0130	7385	Deduction		(2,588.16)	No											(2,588.16)	
3245	19-20	Sep 19		Computer Hardware	1 x APC Replacement Battery	CDW	9625-0130	7385	Deduction		(236.94)	No											(236.94)	
3246																								
3247	19-20				Cash Balance as of 9-30-19	N/A	N/A	1435					57,836	1,183,762	413,264	249,679	41,954	25,730	211,364	411,712	386,367	44,045	3,025,714	Cash Balance 9-30-19
3248																								
3249	19-20	Oct 19		Deposits additional	SJVLs Additional Electronic Resources	Additional Electronic Resource Contribution	9625-0130	7385		25,000.00		No		20,000.00				5,000.00					25,000.00	
3250	19-20	Oct 19		Deposits additional	SJVLs System Committed Project-Horizon	SJVLs System Committed Project SJVLS Horizon	9625-0130	7385		97,414.00		No		1,743.00							15,909.00	4,833.00	22,485.00	
3251	19-20	Oct 19		Deposits additional	SJVLs System Committed Project-Nimble	SJVLs System Committed Project SJVLS Nimble	9625-0130	7385		37,420.00		No			93,662.00		8,457.00	3,036.00			19,888.00	6,041.00	131,082.00	
3252	19-20	Oct 19		Deposits additional	SJVLs FY 19-20 Postage and Overdue Notices	SJVLs FY 19-20 Postage and Overdue Notices	9625-0130	1435		31,100.00		No		200.00		10,000.00	5,600.00	1,800.00	3,000.00	1,500.00	5,000.00	4,000.00	31,100.00	
3253	19-20	Oct 19		Direct Billing Charges from Reserves	Postage and Overdue Notices Sep 23,2019- Oct 25, 2019	Postage and Overdue Notices October 2019	9625-0130	7268	Deduction		(2,386.13)	Yes	(7.47)				(217.56)	(154.88)	(98.94)	(261.59)	(134.68)	(612.79)	(182.34)	
3254	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(26.85)	No											(26.85)	
3255	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(259.55)	No						(259.55)					(259.55)	
3256	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(44.75)	No						(152.15)					(152.15)	
3257	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(653.35)	No									(653.35)		(653.35)	
3258	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(143.20)	No										(143.20)	(143.20)	
3259	19-20	Oct 19		Debt Collection UMS	Sep 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(152.15)	No						(44.75)					(44.75)	
3260	19-20	Oct 19		Computer Hardware	3 X Zebra DS9208 1D/2D DL Imager USB	CDW	9625-0130	7385	Deduction		(968.05)	No											(968.05)	
3261	19-20	Oct 19		Committed System Projects	Nimble Project Cost	CDW and Dell	9625-0130	7296	Deduction		(69,798)	Yes		(760.76)	(32,715.36)	(14,218.62)	(2,953.98)	(3,094.38)	(1,060.45)	(3,973.54)	(2,025.19)	(6,946.01)	(2,110.07)	
3262																								
3263	19-20				Cash Balance as of 10-31-19	N/A	N/A	1435					78,984	1,243,741	408,330	260,305	40,353	35,562	208,629	409,552	418,950	56,463	3,160,888	Cash Balance 10-31-19
3264																								
3265	19-20	Nov 19		Computer Hardware	1 X Fortinet Colorm Renewal	CDW	9625-0130	7205	Deduction		(3,108.00)	No			(3,108.00)								(3,108.00)	
3266	19-20	Nov 19		Computer Hardware	1 X Overdrive and ERC Connector	Sirsi Dynix	9625-0130	7205	Deduction		(330.00)	No						(330.00)					(330.00)	
3267	19-20	Nov 19		Computer Hardware	1 X ERC Connections for recorded books account	Sirsi Dynix	9625-0130	7205	Deduction		(2,730.00)	No											(2,730.00)	
3268	19-20	Nov 19		Computer Hardware	custom consulting, setup of Camres Enterprise Profile	Sirsi Dynix	9625-0130	7205	Deduction		(1,350.00)	No			(54.00)		(2,730.00)						(1,350.00)	
3269	19-20	Nov 19		Computer Hardware	1 X Overdrive and ERC Connector	Sirsi Dynix	9625-0130	7205	Deduction		(330.00)	No							(283.50)				(330.00)	
3270	19-20	Nov 19		Debt Collection UMS	Oct 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(53.70)	No			(53.70)								(53.70)	
3271	19-20	Nov 19		Debt Collection UMS	Oct 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(241.65)	No						(241.65)					(241.65)	
3272	19-20	Nov 19		Debt Collection UMS	Oct 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(205.85)	No						(205.85)					(205.85)	
3273	19-20	Nov 19		Debt Collection UMS	Oct 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(760.75)	No										(760.75)	(760.75)	
3274	19-20	Nov 19		Debt Collection UMS	Oct 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(232.70)	No												



### Pre Paid Tech Reserve Detail

## Attachment 5

[illegible]

SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS)  
STATE OF CALIFORNIA  
INCREASING FY 2019-20 APPROPRIATIONS & ESTIMATED REVENUES  
IN SJVLS ORGANIZATION  
**CLSA FUNDING ALLOCATION (STATE CUT)**

Date: August 7, 2020

**Recommended Actions:**

1. Approve Budget Resolution decreasing CLSA revenues by \$115,077 for allocation in the amount of \$124,997.
2. Approve Budget Resolution to decrease CLSA non-delivery appropriations in the amount of \$68,874  
Amended Total Expenditures for SJVLS at \$6,066,145.
3. Approve funding of Delivery Contract Services from two sources: CLSA allocation \$124,997 and remaining balance funded from Fund balance in order to avoid increase in Membership Fee in the amount of \$ 46,503
4. Approve and authorize Budget Transfer from CLSA (9625-0301) to Delivery (9625-0200) in the amount of \$46,503 for expenditures.
5. Approve Scanner Maintenance expenditure to be paid from Computer Services Maintenance in the amount of \$3,000. There are sufficient Membership appropriations to cover with no increase to Membership.
6. Approve and authorize the transfer of \$30,000 from ERC allocation to E Resources (former CLSA) with no change in Total Online Materials Membership in the amount of \$182,370.

Discussion:

On June 7, 2020, SJVLS Board approved for chairman and authorized staff to prepare and remit California Library Services Act (CLSA) Plan of Service and budget up to \$240,074.

On June 25, 2020 the State of California approved to decrease allocation for Fiscal Year 2020-21 San Joaquin Valley Library System (SJVLS) allocation in the amount of

\$124,997

The State reduced allocation funding by \$ 115,077

This impacts the reduction of services for Scanner maintenance, E Resources and other digital incentives.

Operations Type	Adopted Budget	Amendment State Reduced Funding	Revised Budget (CLSA Funding)	Comments
Delivery	171,500.00	(46,503.00)	124,997.00	46,503.00
Maintenance –Annual Plan	3,000.00	(3,000.00)	-	\$3,000 fund by Membeship Computer Ops
E-Resources	40,574.00	(40,574.00)	-	delete the ERC allocation \$30,000 to transfer to E Resources-former CLSA
<b>Change from:</b> Resource Sharing (Zipbooks, Link depository)			-	-
Other digital incentives	25,000.00	(25,000.00)	-	delete
			-	-
<b>Grand Total</b>	<b>240,074.00</b>	<b>(115,077.00)</b>	<b>124,997.00</b>	<b>46,503.00</b>

Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_



**Baseline Budget****(d ) Operations**

1. Office supplies	\$	
2. Duplication/Photocopy	\$	
3. Training (C&D program related)	\$	
4. E-Resources (Enki, Zinio, OverDrive, etc.)	\$	
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)	\$	
6. System van/vehicle (fuel/insurance/maintenance) System Delivery -Contract County of Fresno	\$ 124,997	
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	\$	
Specify what funds were used for:	\$	
8. Resource Sharing (Zipbooks, link+, document depository)	\$	
* Breakdown of cost i.e. software/subscription/delivery		
9. Other (with prior approval)	\$	
<b>Total of (d)</b>	<b>\$124,997</b>	

**(e )Capital Outlay**

1. Equipment (specify)	\$	
2. Equipment revolving fund	\$	
<b>Total of (e)</b>	\$	

**(f) Anticipated Current (2018/2019) Year-end Balance in the Equipment Revolving Fund**

	\$	
<b>Total of (a-e)</b>	<b>\$124,997</b>	

## 2020/21 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	0
PC&E	0
Indirect	0
Sub-total	0
Operations	124,997
Equipment	0
Sub-total	124,997
TOTAL	124,997

C&D FUNDING: System Administration 20%  
System Baseline 80%

CALIFORNIA LIBRARY SERVICES ACT  
**2019/20 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

San Joaquin Valley Library System (SVJLS)  
System Name

County of Fresno – Library  
System Fiscal Agent Jurisdiction

Report submitted by: Andie Sullivan  
Signature of System Chair

Contact person: Sally Gomez Phone: 559-600-6237

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

Jeannie Christiansen  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

8/7/2020  
Date

## Introduction

This packet contains the reporting documents to file the FY 2019/20 CLSA System Program Annual Report. The key areas to complete are:

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

Once you have completed the process, please mail a signed original and one copy of the report to:

California State Library  
Fiscal Office – CLSA Fiscal Analyst  
P.O. Box 942837  
Sacramento, CA 94237-0001

All annual report documents must be postmarked by September 3, 2020

Please contact [Monica.Rivas@library.ca.gov](mailto:Monica.Rivas@library.ca.gov) or Annly Roman [Annly.Roman@library.ca.gov](mailto:Annly.Roman@library.ca.gov) with any questions.

## CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

### INSTRUCTIONS

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

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

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

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

#### Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

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

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

#### **Encumbered Funds from Prior Year**

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

#### Program Definition

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

#### Other Definitions

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

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

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

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

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

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2019/20					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 12-26, 2019	October 14-28, 2019	Jan. 27- Feb. 10, 2020	May 09-23, 2020	Total multiplied by 6.5
a. System member public libraries	39,560	41,465	39,990	3,896	811,922
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts for May 2020 may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					3
d. Number of miles traveled by all System vehicles					55,261
e. Percentage of items delivered by:					
U.S. Mail _____%    UPS _____%    System Van _____%    Contracted Van <u>100</u> _____%    Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					1,666

**Section 2****Plan of Service Objective Evaluation**

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service, if not why?

The goals for communication router and switches (\$25,261) and delivery program (\$159,413) were met and all funding objectives completed in the amount of \$184,674. The System benefit from funding for communication improvement to provide reliable, optimal and address outdated networking infrastructure equipment for our Members in an ever-changing technology environment.

The remaining allocation \$55,400 of \$240,074 Operating Expenses category were used for the following:

1. Shared E book collection (Bibliotheca Cloud Library) which resulted in purchases to support the Members remoted library use during curb side restricted services in the amount of \$40,964.
  2. Scanner Maintenance & renewal service for Image Access, Inc so that they may provide technical support, replacement parts, software and documentation updates in the amount of \$2,736.
  3. E Card Registration Service for System Members to transition our support during the COVID pandemic to continue to offer information services to the community. An 'eCard' borrower record in the ILS would allow borrowers to utilize Cloud eBooks licensed by SJVLS including those purchase with CLSA noted in item 1 above. Total expended for start the new service \$11,700 On-going expense will be funded by increase in Membership Dues for E Sources.
2. How much of the System's funding for the FY 2019/20 has been spend? If not all the funds have been spend are you on track to expend funds by June 2021, please explain.

All funds have been spent by July 16, 2020 in the amount of \$240,074. Future sustainability, funding and operating support would revert to funding from Membership Fees and local funding sources.

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

The System supports online materials, collections, cataloging, network telecommunication, and shared integrated library system (ILS) outside funding sources from CLSA with allows all of our member libraries 110 branches equal access to our shared collection and network expertise. Telecommunication is a core service that provided connectivity for all SJVLS headquarters and branch libraries.



**California Library Services Act  
System Expenditure Report – FY 2019/20**

**System Name: San Joaquin Valley Library System**

Programs	Source of Funds for Expenditure						Total		
	a.	b.	c.	d.	e.	f.	g.	h.	i.
	Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B minus F)	Unexpended Balance
<b>Program 1: C&amp;D System Administration Planning &amp; Coordination</b>									
Salaries & Benefits	\$405,737	\$0	\$0	\$340,823	\$0	\$0	\$340,823	\$64,914	\$64,914
PC & E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$126,966	\$0	\$27,428	\$106,539	\$0	\$0	\$133,967	(\$7,001)	(\$7,001)
Materials	\$2,800	\$0	\$0	\$0	\$0	\$0	\$0	\$2,800	\$2,800
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$535,503	\$0	\$27,428	\$447,362	\$0	\$0	\$474,790	\$60,713	\$60,713
Staff is contracted through County of Fresno for salaries and benefits. On September 2019, Board approved budget appropriation for PLSEP									
Notes: award monies, PLSEP (LSTA) expended \$27,428.									
<b>Program 2: System C&amp;D (baseline) Communication &amp; Delivery</b>									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$1,616,850	\$240,074	\$0	\$841,536	\$0	\$0	\$1,081,610	\$535,240	\$535,240
Materials	\$1,500		\$0	\$1,106	\$0	\$0	\$1,106	\$394	\$394
Equipment	\$146,100	\$0	\$0		\$0	\$60,798	\$60,798	\$85,302	\$85,302
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,764,450	\$240,074	\$0	\$842,642	\$0	\$60,798	\$1,143,514	\$620,936	\$620,936

Notes: Equipment for System network funded by grant proceeds and fund balance savings.

Programs	Source of Funds for Expenditure						Total		
	a.	b.	c.	Local		f.	g.	h.	i.
	Total Funds Budgeted	State CLSA	Federal LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B minus F)	Unexpended Balance
<b>Program 3: Computer Operations</b>									
Salaries & Benefits	\$805,000	\$0	\$0	\$755,446	\$0	\$0	\$755,446	\$49,554	\$49,554
Operating Expenses	\$455,494	\$0	\$0	\$285,450	\$0	\$0	\$285,450	\$170,044	\$170,044
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$508,000	\$0	\$0	\$334,720	\$0	\$0	\$334,720	\$173,280	\$173,280
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,768,494	\$0	\$0	\$1,375,616	\$0	\$0	\$1,375,616	\$392,878	\$392,878
Notes: Staff is contracted through County of Fresno for salaries and benefits									
<b>Program 4: Debt Collection</b>									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$44,000	\$0	\$0	\$8,690	\$0	\$0	\$8,690	\$35,310	\$35,310
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$44,000	\$0	\$0	\$8,690	\$0	\$0	\$8,690	\$35,310	\$35,310
Notes:									

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a.	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B minus F)	i. Unexpended Balance
	Total Funds Budgeted								

**Program 5: Cataloging**

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$103,600	\$0	\$0	\$84,640	\$0	\$0	\$0	\$84,640	\$18,960	\$18,960
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$103,600	\$0	\$0	\$84,640	\$0	\$0	\$0	\$84,640	\$18,960	\$18,960

Notes:

**Program 6: Online Materials**

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$151,700	\$0	\$0	\$137,802	\$0	\$0	\$0	\$137,802	\$13,898	\$13,898
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$151,700	\$0	\$0	\$137,802	\$0	\$0	\$0	\$137,802	\$13,898	\$13,898

Notes:

Grand Total System Expenditures	\$4,367,747	\$240,074	\$27,428	\$2,896,752	\$0	\$60,798	\$3,225,052	\$1,142,695	\$1,142,695
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**Total System Budget & Expenditures (other sources & CLSA funds)**

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
<b>Service A (as described in Plans of Service): Delivery</b>									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$159,540	\$159,413	\$0	\$0	\$0	\$0	\$159,413	\$159,413	\$127
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$159,540	\$159,413	\$0	\$0	\$0	\$0	\$159,413	\$159,413	\$127
Notes: 100% funded by CLSA allocation for contracted 3 fleet vehicles.									
<b>Service B (as described in Plans of Service): Operations (E Resources, Maintenance and E Card Registration</b>									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$80,534	\$80,661	\$0	\$0	\$0	\$0	\$80,661	\$80,661	(\$127)
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$80,534	\$80,661	\$0	\$0	\$0	\$0	\$80,661	\$80,661	(\$127)
Notes:									



**Service C (as described in Plans of Service):**

[illegible]

**Notes:**

**Service D (as described in Plans of Service):**

[illegible]

### Notes:

**Service E (as described in Plans of Service):**

[illegible]

### Notes:

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State	Federal	Local			g. Expended (B- F)	h. Encumbered (B-F)			
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other					
Service F (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

CLSA Programs		Expended Funds	Encumbered Funds	Unexpended Funds
Program 1: C&D System Administration				
CLSA Funds from				
Prior Year FY18/19		\$0	\$0	\$0
Program 2: C&D (baseline)				
CLSA Funds from				
Prior Year FY18/19		\$0	\$0	\$0

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

Discussion and Approval: Porterville Prorate Membership Billing (Attachment 8) -Christiansen

Date: August 7, 2020

Submitted by: Jeannie Christiansen

Subject: Porterville Prorate Membership Billing

Recommended Actions;

1. Approval to delay billing to Porterville in the amount of \$49,059 based on a prorate Membership Due based upon rebuild and restoration of Library based on the calendar days.

Discussion:

Approved of the action will allow SJVLS to delay collection of Membership and prorated Membership based on re-open date for Porterville City Library. The Membership Fee in the amount of \$49,040 divided by 365 days based on 24 hours support. The daily prorate is \$134.36.

ALTERNATIVE ACTION(S):

Your Board may choose to not approve to prorate fee, in which case the Porterville may not have sufficient funds to rebuild collection and other costs related to reconstruction.

FISCAL IMPACT:

There is no additional costs to other Members and cost will be cover by Fund balance associated with the recommended actions.

DISCUSSION:

In February 2020, Porterville City Library lost their building and contents in a fire. The fiscal year SJVLS fees consist of Membership \$49,050, Telecommunication \$258 and Telecommunication SmartNet HQ and Fortinet \$4,000. We seek approval to charge Porterville based on a prorate fee based up reopen date. They will continue to pay for the communication related costs and sealer notices. In the prior fiscal year Porterville paid sealer notice fees up to \$1,161. Recently has the System restored sealer notices and most recent costs to Porterville in the amount of \$1.59.

Porterville will continue to commit a portion of existing Tech Reserve to the ILS upgrade reserve for their share of contingency plan reserve in the amount of \$5,149.

Total Fees to continue to be collected up to \$9,170 which consists of telecommunication \$4,000, ILS upgrade reserves \$5,149 and sealer notices estimates up to \$21. The approval will delay the annual Membership Fee billing that generates in mid-August.

<b>Action:</b>	Approved _____	Denied _____
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