



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

SJVLS Administrative Council Agenda Packet September 25, 2020

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

Meeting Announcement

San Joaquin Valley Library System Administrative Council

Friday, September 25, 2020

Time: 10:00 a.m.

Meeting via Teams

The public may participate by using the following URL:

<https://go.sjvls.org/admin200925>

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 August 7, 2020 Administrative Council Meeting. (Attachment 1)

C. ITEMS FOR INFORMATION/ACTION

1. Presentation- Independent Auditors' Report for year end June 2019 - Hudson Henderson & Company Inc.
2. 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 –August 31, 2020 (Attachment 5)
 - e. Status Update - Unearned Grant Report (Attachment 6)

- 3. Approval of Assigned Fund Balance – Establish portion of Unrestricted Fund Balance \$4,682,176 for special purpose to support System Contingency Reserves for Information Technology Plan – Christiansen (Attachment 7)**

- 4. Discussion & Approval/Action – Gomez**
 - a. **Government Claim Form, Jones**
 - b. **Government Claim Form, Figueroa**
 - c. **Approval – Publish RFP 20-005: Library Management System (Attachment 8)**
 - d. **Approval - PLSEP Grant Submission, Authorization to sign (Attachment 9)**
 - e. **Approval - CSL Technology Grant Submission (Attachment 10)**

- 5. Report – Gomez**
 - a. **FY2018 Audit; FY2016 PQA - Gomez**

D. STAFF REPORTS

- 1. **Chair**
 - 2. **State Library**
 - 3. **Administrative Librarian**
 - 4. **SJVLS - System Administrator**
 - 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: November 6 at 10 AM via Teams.

G. ADJOURNMENT

Adjourn the meeting.



SJVLS Administrative Council Meeting

August 7, 2020

Draft Minutes

Meeting Minutes

A. Council Opening

1.) Mark Lewis (Kern County), called to order at 10:01 AM.

Council present: Sally Gomez (Fresno County), Raman Bath (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), and Nathan Boyer (Fresno).

Absent: Mary Leal, (Coalinga-Huron)

Guests: Jody Thomas (California State Library).

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

3.) **Adoption of Agenda: Motion to Adopt Agenda, Vikki Cervantes (Porterville)
Second: Heidi Clark (Tulare City)**

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

B. Consent Agenda

1.) **Approval: Draft Minutes of June 5, 2020. Approval with amendments Amy Taylor (Merced), Second: Darla Wegener (Tulare County).**

C. Items for Information/ Actions.

1.) Financial Reports.

- FY 2019/20 we ended the fiscal year in a good position. The financial graph enclosed and CLSA final expenditure report (agenda#3) reflects total \$3,250,441. Revenues for the period ending June 30th 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.

- Billed FY 2019/20 Member Fees, Postage, and Smart Net totaling \$1,705,204.
- Fortinet of \$31,000
- 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
- Horizon Upgrade Build Contingency Reserve Deposit \$160,000.
- Nimble Storage Reserves and upgrade \$200,000.
- Telco billed to Members of \$681,686.

3.) CLSA Allocation Status Update. 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 summary of change in balance from July to June for fiscal year.

- July 2019 Balance \$2,617,031 Available \$2,059,671
- June 2020 Balance \$3,061,626 Available \$2,173,424

Tech Reserve decreased due to charges for FY 2019/20 totaled \$368,649 and consist of Debt Collection – UMS, Postage and Computer Hardware. Jeannie will send attachment 5 electronic.

II) Approval: Budget Resolution Amendment CLSA reduced by \$115,077 for allocation in the amount of \$124,997. Approve decrease to CLSA non-delivery appropriations in the amount of \$68,87. Approve funding of delivery Contract Services from two sources: CLSA allocation \$124,997 and remaining balance funded from Fund balance to avoid increase in Membership Fee in the amount of \$46,503. Approve scanner maintenance expenditure to be paid from Computer Services Maintenance in the amount \$3,000. There are sufficient membership appropriations to cover with no increase to membership. Approve and authorize the transfer of \$30,000 from ERC allocation to E Resources with no change in total online materials membership in the amount of \$182,370.

**Motion to Approve CLSA completed to Narrative Cervantes (Porterville)
Second: Amy Taylor (Merced).**

III) Approval: CLSA Final Narrative and Expenditure Report FY 2019-2020.
Motion to Approve CLSA Report. Cervantes (Porterville) Second Taylor (Merced).

IV) **Discussion and Approval: Porterville Prorate Membership Billing.** Approve to delay billing to Porterville in the amount of \$49,059 based on a prorate Membership based upon rebuilding and restoration of Library based on the calendar days.

Motion to Approve Delayed Billing for Membership Approve Clark (Tulare City) Second: Taylor (Merced)

D. Staff Reports

1. Chair: No Report.

2. State Library: Jody Thomas.

- .Comprehensive Staff Training Opportunities. Did a poll and ask staff what they would like out of training. They are working with Niche Academy. One for Association of Rural and Small Libraries Conference and the Association for Bookmobile and Outreach Services conference. Jody will send links for both.
- The California Public Library Survey portal will open on September 7th and close on October 30, 2020. Libraries will report data for July 1, 2019 through June 30, 2020. A webinar providing an overview of additions and changes to the survey will be held at 10:00 AM on Wednesday, August 19th and will announce via Calix and in emails to directors and survey submitters' email addresses.
- Mental Health Initiative Training now available.
- California COVID Diaries, people are continuing to send in things.
- Remote and Distance Friendly Programming Database.
- California Geolocated E-Book Collection working on a grant.
- California Digital Newspaper Collections, Bev reported on this.
- Networking Conversations continuing and are posted on CLA's calendar.
- Career Online High School has had 147 California adults receive their high school diplomas through their local libraries through April and June quarter. Additional scholarships are due September 10, December 10, March 10, and June 10th. Three new library jurisdictions joined the program this summer, Santa Ana, San Leandro, and Santa Clara County.
- Staff news is that Natalie Cole was promoted to Assistant Bureau Chief in May 2020 after serving for four years as a Library Program Consultant.

(All addition information and links for any of the above services can be found on the California State Library Site)

3. Administrative Librarian – Sally Gomez.

Sally updated council that they have two candidates for second round of interviews for Administrative Librarian. Two council members are sitting on the panel. The interview will be toward the end of the month. We are still taking questions and have room on the panel to interview.

Seeking direction on ILS contract expiring next year. We need to start working on the RFP, we are researching now. Sally asked if anyone from Council had input, Natalie asked about the contract and if we could review what we currently have. She would like Tanya Russell to be on the review team. There is a current contract Raman and Chris have reviewed it. Chris felt pretty confident migration ok at 6 mos. We are a consortium, and kind of unique. We have had Sirsi/Dynix for years. Sally and Chris will research which is best option an RFP or Suspension of Competition. Raman suggested getting started by next month, Jeannie added the RFP summarizes well. This is to be brought in November for review. We will need to give the vendors equal opportunity. We had investigated Evergreen in the past, but it was too much to transfer over, and required too much expertise. Darla would like to see 2 or 3 vendors. Sally and Chris will start working on this.

Sally has sent the Bylaws and JPA over to attorney for review.

4. SJVLS – System Administrator - Chris Wymer.

- Overdue notices went out last week
- Self-Registrations is at 900 and really being utilized.
- Links in catalog and mobile as well makes easy.

5. Senior Network System Engineer – Kevin Nelson.

- CENIC 6yr has been signed. There have been 32 branches upgraded busy year. This had been pushed back but turned out well.
- Kevin is working with Beverly and the State Library for grant opportunities and we are investigating providing Wi Fi service outside of libraries in addition to other upgrades.
- Logic is working on new pc order.

- Aaron is installing new switches, SJVLS now has their own vehicle. Amy asked about reminder for email about outside Wi-Fi. Raman brought up getting some type of security over the Wi-Fi outside. Kevin has spoken with Terry. The grant is broad so this cost could be covered.

E. Directors Comments.

Mark Lewis, (Kern) We have decreased branches by 23%, there was an outcry from the Public, and they open some back up. Some branches are only 1 or 2 days. Kern Co. is doing online school, and this will impact staff. We are working on final budget. Mark reported a vacant county building converted to PPE distribution center, staff in 8 hours a day and also is being used as county testing center.

Heidi Clark, (Tulare City) We have expanded pick up service to 10-6 or 5. We are still only working fulltime staff. City Council passed our budget and will reevaluate in December. Staff is looking for creative ways to serve the public. They are doing virtual tours of the fire and police stations, trash trucks, and speaking the city folks about their jobs, it is good interaction with the community. We are offering grab bags for people who are wandering up and looking for something.

Amy Taylor, (Merced) We started with 5 locations for curbside and added 2 more. Our county is still a hotspot for virus. Working on Bookmobile specs and would like to speak to anyone who is using their Bookmobile. No news on our budget. Our fulltime staff is back but ½ of staff are still not back at work. People are loving what we are offering, we have Where is Waldo? and Amy loved Heidi's idea on using community entities for virtual.

Darla Wegener, (Tulare Public) New Secretary. Tulare Public hours are 10-6 or 10-5. They had lost power at one branch, but it has been restored. Terra Bella is closed for now. Our online programs are doing well, book clubs, Legos, and historical cooking are some. new staff key position. Secretary. Most staff are back in building unless child care issues or at risk and quarantine.

Krista Riggs, (Madera) They are putting finishing touches on budget and looks like we can hold on to all staff, no hours cut, we will have to cut a little in books. We are using FOL for book budget. Curbside at all branches, working well. Staff back in buildings unless staff with

childcare issues. Online programs going well, our guest Story Time is featuring our CAO. Working with some community leaders on virtual tours. We are also having book and activity give always. Working on a online Robotics program and the RFQ is with a local vendor.

Natalie Rencher (Kings), Teleworking and in office since later part of March. Both fulltime and extra help staff have reduced hours. WE have not initiated any type of services due to being on hot list. We are just offering only virtual and online. Mailing out prizes for Summer Reading. telework and in office, later part of march. Both fulltime and extra help staff, reduced hours. The Central Valley Bookmobile is rolling through. We are having staff work as contact tracing and disaster workers. They are working on registering people to go get tested. It will be Central Valley rolling bookmobile. We are doing Contact tracing and disaster workers. We are now registering for people to go get tested. Testing is Monday through Friday for public, and only online registration. Natalie is working on her dissertation and is very tired, would like to have it finished by September. Her budget is due at end of September and she is being asked to cut 5% .

Vikki Cervantes (Porterville) Reported day by day.

F. Calendar Item.

September 25th and forego October. (Teams)

November 6th (Teams)

G. Adjournment 11:15

Financial Narrative Report-Christiansen

September 25, 2020

Status Updates

1. Financial Reports

a. FY 2020/21 As of August 31, 2020 Financial reported expenses are \$ 577,460 an increase of \$ 429,237. from July 2020, Overall expenses were under spent by 8% 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 August 31, 2020 totaled \$ 1,743,064.

2 Outstanding Receivable Total \$ 666,578. (Attachment 2)

a. FY 20/21 Member Fees, Postage, and Smart Net totaling \$ 1,780,204 was billed on 8/13/2020 with a current outstanding balance of \$558,646 as of September 18, 2020.

b. Billed Fortinet of \$ 31,000 on 8/13/2020 with a current outstanding balance of \$12,400.

c. FY 2019/20 Electronic Resource has been paid in full:
Fresno \$ 300,000

d. Horizon Upgrade Build Contingency Reserve Deposit \$ 160,000 was billed on 9/10/2020 with a current outstanding balance of \$95,532 as of September 18, 2020.

e. Next billing cycle: Telco Invoices January or February 2020

i. Pending any delay in Califa billing and e-rate reports.

ii. Still working on the FY 2018-19 e-rate reconciliation and review with e-rate consultant company.

3. CLSA Allocation-Status Update, (Attachment 3)

FY 2020/21 expenses to date total \$13,885 with projected expenses at the end of June totaling \$124,997 with an annual allocation of \$124,997. CLSA allocation from the state was reduced from \$240,074.

4. Transfer of Ownership Statements have been sent to the following members:

- No transfer of ownerships have been sent through August 31, 2020.

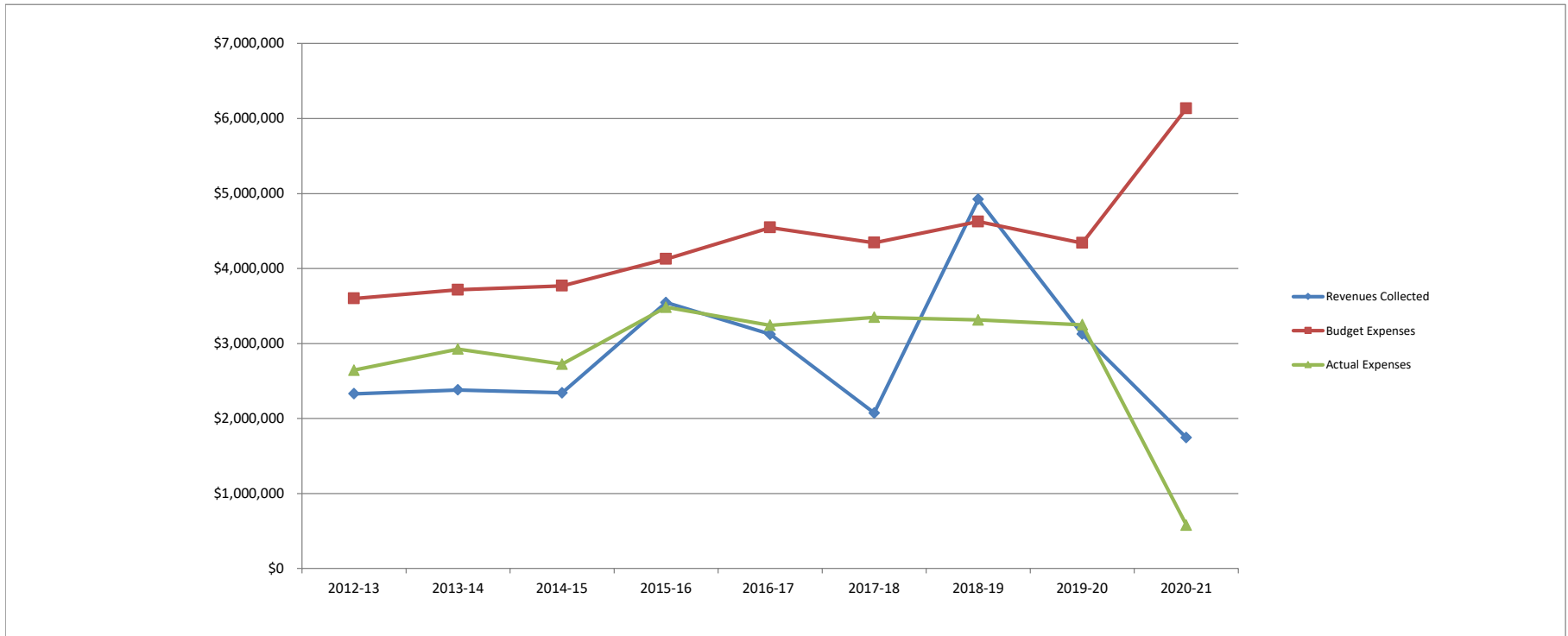
5. Pre-paid Tech Reserve Report (Attachment 5)

July 2020 Balance	\$ 3,061,402	Available \$ 2,220,846
August 2020 Balance	\$ 3,059,562	Available \$ 2,219,005

Tech Reserve decreased due to charges for FY 2020/21 totaling \$2,065 through August 31st and consists of Postage charges.

**San Joaquin Valley Library System
Revenue and Expenses Trends - Annual
August 31, 2020
Fiscal Year 2020-21**

Fiscal Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
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	\$3,059,562
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	\$1,743,064
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	\$6,134,719
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	\$577,460
% of Actual to Budget	73%	79%	72%	84%	71%	77%	72%	75%	9%
\$ Unspent	\$956,413	\$789,377	\$1,045,302	\$641,893	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$5,557,259
% Unspent	27%	21%	28%	16%	29%	23%	28%	25%	91%
	100%	100%	100%	100%	100%	100%	100%	100%	100%



Financial Position Report

Fund 4835

Appropriations, Revenue and Net Fund Balance

Attachment 2

Org 9625

For the Period Ending August 31, 2020

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 8-31-20	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	17%
7000	Services & Supplies	\$6,134,719	\$6,134,719	\$577,460		9%	17%
7800	Other Charges		\$0			0%	17%
7295	SJVLS Professional Services		\$0			0%	17%
8000	General Fixed Assets		\$0			0%	17%
	Total Appropriations	\$6,134,719	\$6,134,719	\$577,460	\$0	9%	17%
Sum of Pivot Tables Financials		\$ 6,134,719.00	\$ 6,134,719.00	\$577,460		\$ 5,557,259.11	Unspent
Variance		-	-	\$0			

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 8-31-20	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$40,000	\$40,000			0%	17%
5039	SJVLS Tech Reserve Charges	\$571,140	\$571,140	\$2,315		0%	17%
3380	Interest Tech Reserve Fund	\$70,000	\$70,000			0%	17%
5800	Miscellaneous Revenue					0%	17%
5501	Telephone Services					0%	17%
5504	Telephone Services-Non County	\$787,107	\$787,107			0%	17%
4375	Grant-PLSEP Scholarship	\$30,000	\$30,000			0%	17%
4841	SJVLS Member Contributions	\$1,789,807	\$1,789,807	\$1,740,749		97%	17%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$2,357,133	\$2,357,133			0%	17%
	Total Revenues	\$5,645,187	\$5,645,187	\$1,743,064	\$0	31%	17%
Sum of Pivot Tables Financials		\$5,645,187	\$5,645,187	\$1,743,064			
Variance		0	0	0.00			

-\$1,165,604

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-)	\$489,532	\$489,532	-\$1,165,604	-\$1,165,604	
Decrease Cash in Fund (+)					

Benchmark		# of PPs	# of Mos.
		2.8	2

Financial Comments:

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

Outstanding Invoice Summary

		Invoiced Amount	Payments Received	Remaining Balance	
Coalinga	Horizon Upgrade	\$ 1,984.00		\$ 1,984.00	
Fresno	Horizon Upgrade	\$ 64,468.00	\$ 64,468.00	\$ -	9/10/2020
Tulare Public	Horizon Upgrade	\$ 4,316.00		\$ 4,316.00	
Tulare County	Horizon Upgrade	\$ 15,977.00		\$ 15,977.00	
Madera County	Horizon Upgrade	\$ 7,729.00		\$ 7,729.00	
Merced	Horizon Upgrade	\$ 10,598.00		\$ 10,598.00	
Porterville	Horizon Upgrade	\$ 5,149.00		\$ 5,149.00	
Kern	Horizon Upgrade	\$ 39,219.00		\$ 39,219.00	
Kings	Horizon Upgrade	\$ 7,720.00		\$ 7,720.00	
Mariposa	Horizon Upgrade	\$ 2,840.00		\$ 2,840.00	
		\$ -	\$ -	\$ 160,000.00	\$ 64,468.00
				\$ 95,532.00	

**Admin Council Board Report
CLSA Status Report**

Amendment passed 8/7/20 to reduce CLSA revenues from \$240,074 to \$124,997

Report Date

8/31/2020

Operations Type	Adopted Budget	Amendment State Reduced Funding	Budget (revised)	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	171,500	(46,503)	124,997	13,885	111,112	124,997	-	Budget transfer of \$46,503 from CLSA to Delivery passed 8/7/20
Maintenance-Annual Plan	3,000	(3,000)	-	-	-	-	-	\$3,000 funded by Membership Computer Ops
E-Resources	40,574	(40,574)	-	-	-	-	-	ERC allocation deleted \$30,000 to transfer to E Resources-former CLSA
Other digital incentives	25,000	(25,000)					-	deleted
Grand Total	240,074	(115,077)	124,997	13,885	111,112	124,997	-	

Online Materials
Financial Update
Report Date

8/31/2020

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	43	20,957	
Pronunciator	31,620	28,000	3,620	
Cengage	60,500	58,975	1,525	New Cengage contract upcoming Budget Year \$60,500
Gale: Testing and ERC	30,000	29,850	150	Education and Career module with Gale
E-Resources Other	30,000		30,000	formerly covered by CLSA
Other: Califa Quipu E Card Registration	9,250	9,250	-	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
Grand Total	182,370	126,118	56,252	

Funding Source: CLSA (none due to decreased State of California allocation)

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 182,370	\$ 126,118	\$ 56,252

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Tech Reserve Report (Acct 1435)
FY 2020-21

Pre-Paid to Collect from Members
Report ending August 31, 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, 2020	62,941	1,183,951	487,943	241,151	61,125	36,762	232,438	365,310	361,368	28,638	3,061,626	
Change (+ increase) -(decrease) for fiscal year	(11)	-	(834)	(14)	(154)	(74)	(194)	(14)	(572)	(198)	(2,065)	
Deposit on Hand as of: August 31, 2020	62,930	1,183,951	487,109	241,137	60,971	36,687	232,244	365,296	360,796	28,440	3,059,562	
DETAILS SECTION OF ACTIVITY - TECH RESERVES BALANCES												
Additional Member Contributions -Adjusted												
Sum Total Increase of Additional Member Contributions	-	-	-	-	-	-	-	-	-	-	0	
Direct Billing Charges from Reserves	Budget											
Debt Collection-UMS Inc	8,800	300	-	-	1,600	1,000	800	-	-	3,700	1,400	8,800
Debt Collection-UMS inc Actual Charges	actual											
Postage & Over Due Notices	28,021	200	8,000	5,000	1,800	2,000	3,000	21	5,000	3,000	28,021	
Postage & Over Dues Notices Actuals Charges	actual											
Library Cards/Bar Code Labels-estimate placeholder	5,800	150	-	500	1,000	600	650	800	1,100	800	5,800	
Library Cards/Bar Code Labels-Actual Charges												
Sum Total of Deducted -Actual Charges for period	11	-	834	14	154	74	194	14	572	198	2,065	
Sum Total Deducted Direct Billing Charges Committed	639	-	7,666	7,586	3,246	2,926	3,456	807	9,228	5,002	40,556	
Computer Hardware Replacement Plan												
Determined by Members annually for Electronic Resources (Billed Fresno, Coalinga and Mariposa Madera \$ 329,769)												
Actual Deductions: project expenses incurred	300,000											
Sum Total Computer Hardware Replacement Plan Committed	-	300,000	-	-	-	-	-	-	-	-	-	
Committed System Projects												
Budget												
Nimble Project	100,000.00	1,089	46,830	20,354	4,229	4,429	1,518	5,688	2,899	9,943	3,020	100,000
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--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	
Horizon Server Upgrade (0130)	100,000	1,089	46,830	20,354	4,229	4,429	1,518	5,688	2,899	9,943	3,020	100,000
Actual Deductions: Software Licenses; various requested items												
Actual Deductions: Project expenses incurred (Horiz)	0											
Sum Total System Projects Committed	7,890	311,700	206,475	38,135	39,425	8,282	60,893	18,933	87,955	20,311	800,000	
Sum Total of Deductions from Pre Paid This Fiscal Year	11	0	834	14	154	74	194	14	572	198	2,065	
Grand Total of Additional Increases (Contributions Invoicing)	-	-	-	-	-	-	-	-	-	-	0	
Grand Total of Anticipated Decreases from Tech Reserve (Commitments)	8,529	611,700	214,142	45,721	42,670	11,208	64,350	19,740	97,183	25,313	840,556	
TECH RESERVES ENDING BALANCE FOR REPORTING PERIOD	54,401	572,251	272,968	195,416	18,300	25,479	167,894	345,556	263,613	3,127	2,219,005	

Pre Paid Tech Reserve Detail

1	A	B	D	F	G	K	L	M	O	P	Q	V	W	X	Y	Z	AA	AB	AC	AD	AE	AH	AM			
			Type of Project CATEGORY	San Joaquin Valley Library System							is Invoice Shared among members?															
2019	Fiscal Year	Tech Reserve Deduction Month	(SUMMARY REPORT)	Description	Vendor	Org	Acct. #	Transaction Type	Addition Amount	Deduction Amount		COALINGA	FRESNO	KERN	KINGS	MADERA	MARIPOSA	MERCED	PORTERVILLE	TULARE CO	TUL PUBLIC	TOTALS				
3209				FISCAL YEAR 2019-2020																						
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)	(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)	(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)	(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)	(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)	(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)	(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)		(676.53)	(241.91)	(151.26)	(78.22)	(288.32)	(130.02)	(490.55)	(182.34)	(2,125.63)	(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)	(6,575.16)		
3220	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)	(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)	(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)	(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)	(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)	(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)	(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)	(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)			(176.99)	(882.67)	(882.67)		
3230	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	19-20	Sep 19	Deposits additional	SJVLs Additional Electronic Resources	Additional Electronic Resource Contribution	9625-0130	7385		300,000		No		300,000.00										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		No		74,929.00											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)	(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)	(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)	(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)	(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)	(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)	(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)	(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)	(3,223.02)		
3243	19-20	Sep 19	Computer Hardware	55 X Axiom 8GB DDR4-2666 UDIMM Memory Storage	CDW	9625-0130	7385	Deduction		(2,797.69)	No		(2,797.69)										(2,797.69)	(2,797.69)		
3244	19-20	Sep 19	Computer Hardware	1 X HP Color LaserJet E M653dm Printer	CDW	9625-0130	7385	Deduction		(2,588.16)	No		(2,588.16)										(2,588.16)	(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)	(236.94)	(236.94)		
3246	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			
3249	19-20	Oct 19	Deposits additional	SJVLs Additional Electronic Resources	Additional Electronic Resource Contribution	9625-0130	7385		25,000		No		20,000.00				5,000.00						25,000.00	25,000.00		
3250	19-20	Oct 19	Deposits additional	SJVLs System Committed Project-Horizon	SJVLs System Committed Project SJVLs Horizon	9625-0130	7385		37,414		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		No		83,662.00				8,457.00	3,036.00					19,886.00	6,941.00	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		No		209.00				10,000.00	5,900.00	1,900.00	3,900.00	1,500.00		5,900.00	4,900.00	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)	(715.88)	(217.56)	(154.88)	(98.94)	(261.59)	(134.68)	(612.79)	(182.34)	(2,386.13)	(2,386.13)			
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)	(26.85)	(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)	(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											(44.75)	(44.75)	(44.75)		
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)	(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)	(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											(152.15)	(152.15)	(152.15)		
3260	19-20	Oct 19	Computer Hardware	3 X Zebra DS9208 1D/2D DL Imager USB	CDW	9625-0130	7385	Deduction		(966.05)	No		(966.05)										(966.05)	(966.05)		
3261	19-20	Oct 19	Committed System Projects	Nimble Project Cost	CDW and Dell	9625-0130	7296	Deduction		(69,796.16)	Yes		(760.76)	(32,715.36)	(14,218.62)	(2,963.96)	(3,094.36)	(1,060.45)	(3,973.54)	(2,025.19)	(6,946.01)	(2,110.07)	(69,858.34)	(69,858.34)		
3262	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	56,483	3,160,888	Cash Balance 10-31-19			
3265	19-20	Nov 19	Computer Hardware	1 X Fortinet Coterm Renewal	CDW	9625-0130	7205	Deduction		(3,108.00)	No		(3,108.00)										(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																							

Pre Paid Tech Reserve Detail

	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	Month	Type of Project CATEGORY	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	19-20	Dec 19	Debt Collection UMS	Nov 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0130	7295	Deduction		(125.30)	No											(125.30)	(125.30)	
3291	19-20	Dec 19	Debt Collection UMS	Nov 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(116.35)	No							(116.35)					(116.35)	
3292	19-20	Dec 19	Committed System Projects	Nimble Project Cost	CDW	9625-0130	7296	Deduction		(22,041.67)	Yes	(240.03)	(10,322.34)	(4,486.25)	(932.03)	(976.34)	(334.99)	(1,253.73)	(638.99)	(2,191.60)	(665.77)	(22,041.67)		
3293	19-20	Dec 19																						
3294	19-20	Dec 19																						
3295	19-20	Dec 19																						
3296	19-20	Dec 19																						
3297	19-20	Dec 19																						
3298	19-20	Jan 20	TELCO	Telco Installment Refund	Telco Installment Refund		1435		26,630		No											26,630.00	26,630.00	
3299	19-20	Jan 20	TELCO	Telco Installment Refund	Telco Installment Refund		1435		53,762		No		53,762										53,762.00	53,762.00
3300	19-20	Jan 20	TELCO	Telco Installment Refund	Telco Installment Refund		1435		17,264		No			17,264									17,264.00	17,264.00
3301	19-20	Jan 20	Deposits additional	SJVLS System Committed Project-Horizon	SJVLS System Committed Project SJVLS Horizon		1435		4,638		No											4,638.00	4,638.00	
3302	19-20	Jan 20	Deposits additional	SJVLS System Committed Project-Horizon	SJVLS System Committed Project SJVLS Horizon		1435		8,859		No											8,859.00	8,859.00	
3303	19-20	Jan 20	Deposits additional	SJVLS System Committed Project-Nimble	SJVLS System Committed Project SJVLS Nimble		1435		7,067		No											7,067.00	7,067.00	
3304	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(26.85)	No	(27)										(26.85)	(26.85)	
3305	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(107.40)	No			(107.40)								(107.40)	(107.40)	
3306	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(17.90)	No							(17.90)				(17.90)	(17.90)	
3307	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(205.85)	No											(205.85)	(205.85)	
3308	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(152.15)	No											(152.15)	(152.15)	
3309	19-20	Jan 20	Debt Collection UMS	Dec 2019 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(89.50)	No							(89.50)				(89.50)	(89.50)	
3310	19-20	Jan 20	Direct Billing Charges from Reserves	Postage and Overdue Notices Dec 29,2019- Jan 24, 2020	Postage and Overdue Notices January 2020	9625-0130	7265	Deduction		(2,344.73)	Yes	(9.09)										(2,344.73)	(2,344.73)	
3311	19-20	Jan 20	Computer Hardware	20 X Dell S490 Laptops for Fall Order	Dell	9625-0130	7385	Deduction		(19,056.61)	No		(19,056.61)	(651.64)	(242.94)	(139.86)	(70.97)	(265.22)	(162.13)	(565.66)	(237.24)	(19,056.61)	(19,056.61)	
3312	19-20	Jan 20	Computer Hardware	15 X Dell 24" Monitor P2416H for Fall Order	Dell	9625-0130	7385	Deduction		(4,297.29)	No											(4,297.29)	(4,297.29)	
3313	19-20	Jan 20	Computer Hardware	20 X Dell 24" Monitors for Fall Order	Dell	9625-0130	7385	Deduction		(3,893.77)	No											(3,893.77)	(3,893.77)	
3314	19-20	Jan 20	Computer Hardware	159 X Dell Optiplex 3070 MT XCTO for Fall Order	Dell	9625-0130	7385	Deduction		(124,294.74)	No	(5,506.73)	(51,133.91)							(61,133.91)	(16,520.19)	(124,294.74)	(124,294.74)	
3315	19-20	Jan 20	Computer Hardware	54 X Dell Optiplex 3070 SFF XCTO for Fall Order	Dell	9625-0130	7385	Deduction		(41,664.72)	No	(10,801.96)	(7,715.69)									(41,664.72)	(41,664.72)	
3316	19-20	Jan 20	Committed System Projects	Nimble Project Cost	CDW	9625-0130	7296	Deduction		(96.12)	Yes	(1.05)	(45.01)	(19.56)	(4.06)	(4.26)	(1.46)	(5.47)	(2.79)	(9.56)	(2.90)	(96.12)	(96.12)	
3317	19-20	Jan 20																						
3318	19-20	Jan 20																						
3319	19-20	Jan 20																						
3320	19-20	Feb 20	Deposits additional	SJVLS Additional Electronic Resources	Additional Electronic Resource Contribution		1435		4,769		No											4,769.00	4,769.00	
3321	19-20	Feb 20	Direct Billing Charges from Reserves	Postage and Overdue Notices Jan 27, 2020- Feb 21, 2020	Postage and Overdue Notices February 2020	9625-0130	7268	Deduction		(1,548.61)	Yes	(6.03)		(384.58)	(155.00)	(110.03)	(59.25)	(176.16)	(87.29)	(409.98)	(160.29)	(1,548.61)	(1,548.61)	
3322	19-20	Feb 20	Direct Billing Charges from Reserves	5040 X Library Card and key tag combo	Permacard	9625-0130	7265	Deduction		(870.71)	No											(870.71)	(870.71)	
3323	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(35.80)	No	(35.80)										(35.80)	(35.80)	
3324	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(313.25)	No											(313.25)	(313.25)	
3325	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(143.20)	No											(143.20)	(143.20)	
3326	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(393.80)	No											(393.80)	(393.80)	
3327	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(205.85)	No											(205.85)	(205.85)	
3328	19-20	Feb 20	Debt Collection UMS	Jan 2020 collection agency placements for Mariposa County Library	Unique Management	9625-0150	7295	Deduction		(89.50)	No							(89.50)				(89.50)	(89.50)	
3329	19-20	Feb 20	Direct Billing Charges from Reserves	60 X 2TB Barcodes	Barcode Corporation	9625-0130	7265	Deduction		(1,159.09)	No		(772.73)									(1,159.09)	(1,159.09)	
3330	19-20	Feb 20	Computer Hardware	7 X Zebra DS8208 1D/2D Imager USB	CDW	9625-0130	7385	Deduction		(2,258.80)	No		(2,258.80)									(2,258.80)	(2,258.80)	
3331	19-20	Feb 20	Computer Hardware	75 X Samsung 880 EVO 250GB SATA 2.5IN SSD	CDW	9625-0130	7385	Deduction		(6,037.84)	No		(6,037.84)									(6,037.84)	(6,037.84)	
3332	19-20	Feb 20	Software system support	Solarwinds Annual Maintenance	Solarwinds	9625-0130	7205	Deduction		(115.00)	Yes	(1.25)	(53.87)	(23.41)	(4.86)	(6.09)	(1.75)	(6.54)	(3.33)	(11.43)	(3.47)	(115.00)	(115.00)	
3333	19-20	Feb 20																						
3334	19-20	Feb 20																						
3335	19-20	Feb 20																						
3336	19-20	Feb 20																						
3337	19-20	Feb 20																						
3338	19-20	Feb 20																						
3339	19-20	Apr 20	Deposits additional	SJVLS System Committed Project-Horizon	SJVLS System Committed Project SJVLS Horizon		1435		2,429		No											2,429.00	2,429.00	
3340	19-20	Apr 20	Deposits additional	SJVLS System Committed Project-Nimble	SJVLS System Committed Project SJVLS Nimble		1435		2,178		No											2,178.00	2,178.00	
3341	19-20	Apr 20	Deposits additional	SJVLS System Committed Project-Horizon	SJVLS System Committed Project SJVLS Horizon		1435		32,968		No	2,178.00										32,968.00	32,968.00	
3342	19-20	Apr 20	Deposits additional	SJVLS System Committed Project-Nimble	SJVLS System Committed Project SJVLS Nimble		1435		40,707		No											40,707.00	40,707.00	
3343	19-20	Apr 20	Deposits additional	SJVLS System Committed Project-Horizon	SJVLS System Committed Project SJVLS Horizon		1435		6,766		No											6,766.00	6,766.00	
3344	19-20	Apr 20	Direct Billing Charges from Reserves	Postage and Overdue Notices Feb 24,2020- Mar 20, 2020	Postage and Overdue Notices March 2020	9625-0130	7268	Deduction		(1,294.57)	Yes	(4.32)		(403.10)	(122.20)	(90.99)	(53.96)	(155.53)	(38.62)	(317.40)	(108.45)	(1,294.57)	(1,294.57)	
3345	19-20	Apr 20	Debt Collection UMS	Feb 2020 collection agency placements for Coalinga Library	Unique Management	9625-0150	7295	Deduction		(17.90)	No	(17.90)										(17.90)	(17.90)	
3346	19-20	Apr 20	Debt Collection UMS	Feb 2020 collection agency placements for Kings County Library	Unique Management	9625-0150	7295	Deduction		(107.40)	No											(107.40)	(107.40)	
3347	19-20	Apr 20	Debt Collection UMS	Feb 2020 collection agency placements for Madera County Library	Unique Management	9625-0150	7295	Deduction		(71.60)	No											(71.60)	(71.60)	
3348	19-20	Apr 20	Debt Collection UMS	Feb 2020 collection agency placements for Tulare County Library	Unique Management	9625-0150	7295	Deduction		(322.20)	No											(322.20)	(322.20)	
3349	19-20	Apr 20	Debt Collection UMS	Feb 2020 collection agency placements for Tulare Public Library	Unique Management	9625-0150	7295	Deduction		(143.20)	No													

Pre Paid Tech Reserve Detail

	A	B	D	F	G	K	L	M	O	P	Q	V	W	X	Y	Z	AA	AB	AC	AD	AE	AH	AM
	Fiscal	Tech Reserve	Type of						Addition	Deduction	Is Invoice												
2019	Year	Deduction	Project	Description	Vendor	Org	Acct. #	Transaction Type	Amount	Amount	Shared among members?	COALINGA	FRESNO	KERN	KINGS	MADERA	MARIPOSA	MERCED	PORTERVILLE	TULARE CO	TUL PUBLIC	TOTALS	
			(SUMMARY REPORT)	FISCAL YEAR 2020-2021																			
3373																							
3374																							
3375	20-21	Jul 20	Direct Billing Charges from Reserves	Postage and Overdue Notices June 22,2020- July 24, 2020	Postage and Overdue Notices July 2020	9625-0130	7268	Deduction		(224.66)	Yes	(0.36)		(64.01)	(5.82)	(16.40)	(3.70)	(23.28)	(1.59)	(90.46)	(19.04)	(224.66)	
3376																							
3377	20-21			Cash Balance as of 7-31-20	N/A	N/A	1435					62,941	1,183,951	487,879	241,145	61,109	36,758	232,415	365,309	361,278	28,619	3,061,402	Cash Balance 7-31-20
3378																							
3379	20-21	Aug 20	Direct Billing Charges from Reserves	Postage and Overdue Notices July 27,2020- August 21, 2020	Postage and Overdue Notices August 2020	9625-0130	7268	Deduction		(1,840.27)	Yes	(10.98)		(769.70)	(8.46)	(138.07)	(70.36)	(170.34)	(12.17)	(481.39)	(178.80)	(1,840.27)	
3380																							
3381	20-21			Cash Balance as of 8-31-20	N/A	N/A	1435					62,930	1,183,951	487,109	241,137	60,971	36,687	232,244	365,296	360,796	28,440	3,059,562	Cash Balance 8-31-20

Unearned Grant Proceeds Utilized (Year 3)
Report Date Ending 8/31/2020
Designation of the Unearned based on approval by the Admin Council.

Summary Statement Report

Unearned Grant Proceeds		\$114,034.16	Funds Available
	Revised Available:	\$114,034.16	GL 01710
Year 4		(\$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.
	(\$24,128.72)	(\$7,153.78)	Deduction: AMS Vouchers for Year 4 Charges through 3/10/20 JV # 0001907830
			Adjustment: Year 3 Grant Funds returned to the Account for TELCO Disconnects 5 Disconnects JV # 0001892546
Year 3; returns		\$2,250.00	
		\$7,000.00	Adjustment: Year 3 Grant Funds returned to the Account for TELCO Installs 4 Installs JV # 0001895975
		\$99,155.44	
		(\$6,277.00)	Deduction: 7 Members x IOS Booster Cisco Performance Licenses JV# 0001896733
Year 5		(\$5,891.34)	Deduction: 13 Members x Booster Cisco Performance Licenses JV # 0001896734
Amendments Approved: License and Coalinga		(\$1,431.82)	Deduction: 15 CISCO transceivers, 5 GE transceivers, 4 Media converters JV#0001917278
		(\$22,041.67)	Deduction: 2 CISCO Nexus Switches JV#0001925305
	(\$35,641.83)		
	Ending Balance	\$63,513.61	at 8/31/20
Committed Pending Projects:	Year 5	(\$17,504.00)	Deduction: Upcoming & Pending Year 5 upgrades Huron, Fowler & Kern River Valley
Committed Pending Projects:		(\$1,711.51)	Deduction: Pending Fresno Member Modules, copper, etc
Total Actual and Committed Cost		\$44,298.10	Committed: Year 6 pending AMS Project # and PO# issued for FY 2020-21
Year 6: Non E Rate Items		(\$44,298.10)	
		\$0.00	Fully Expended

For the upcoming project, we will utilized \$44,298.10 of remaining grant proceeds. System is exploring grant opportunities for other related costs.

Upcoming Year Network Project
Year 6

Admin Council approval on January 17, 2020

Quote Revised #2

Year 6 - Non Eligible E Rate of Project: Cabling

	Cost	
Cabling		62,345
Wired		7,470
Wireless		1,095
System Non Erate Total Project		<u>70,910.45</u>
Use of Offset funding: Unearned Grant		44,298
Fund Balance Offset Funding		26,612

Year 6 - Funded by E Rate

	Cost
E Rate CAT Eligible	
Cabling	21,258.62
Wired	150,502.44
Wireless	29,220.94
Total Project	<u>200,982.00</u>
Use of Offset Funding E Rate	170,834.70
Funding SJVLS Fund Balance	30,147.30
	-

Year 5

	Committed \$		Remainder \$		Cost
System Infrastructure	25,185.00		1,711.51		
FM Fiber Optic CISCO Transceivers				15 items	\$ 1,073.16
GE T Transceiver				5 items	\$ 263.84
Media Converter Tplink Gigabit				4 items	\$ 94.82
CISCO Nexus 93180 Switches				2 items	\$ 22,041.67
					<u>\$ 23,473.49</u>

Amendments Approved: License and Coalinga
Admin Council approval on November 8, 2019

Cisco Performance on Demand License: @ 100Mb

Equipment Router
4321
Already on Hand

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

Members	Location	Estimate approved		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

Amended from \$ 7,150.00

\$5,891.34 Total Cisco Performance

Cisco IOS Booster Performance-License @ 1G

Equipment Router
4321
Already on Hand

Members	Location	Estimate approved		SJVLS PO #	Vendor	Cost	Expire Date
Fresno	Betty Rodriguez	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

\$6,277.60 Total Cisco IOS Booster

Year 4
Admin Council approval on March 2019
PO # 1920006
Project # 87997
Period of 10/21/19-1/10/20

Members	Location	Cost	Cost	Cost	Cost	Cost	Cost	Cost	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															
Kern 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	\$ 1,804.14	\$ (3,851.47)	\$ 12,114.39	1/10/2020	AMS	
Kings 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	
Tulare 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	
	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	
		<u>\$ 17,923.54</u>	<u>\$ 7,985.30</u>	<u>\$ 2,340.00</u>	<u>\$ 13,933.62</u>	<u>\$ 4,794.00</u>	<u>\$ 7,188.75</u>	<u>\$ 5,088.62</u>	<u>\$ 59,253.83</u>	<u>\$ 3,689.87</u>	<u>\$ (38,814.98)</u>	<u>\$ 24,128.72</u>			

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:

Period of 10/21/19-6/30/2020

Router 4321

Members	Location	Cost	Cost	Cost	Cost	Cost	Cost	Sub-Total	Tax	E-Rate	Charge to SJVLS
		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
		<u>\$ 6,000.00</u>	<u>\$ 3,000.00</u>	<u>\$ -</u>	<u>\$ 1,500.00</u>	<u>\$ 5,004.00</u>	<u>\$ 2,000.00</u>	<u>\$ 17,504.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,504.00</u>

Budget Year 20-21

**Year 6 Member Report
Vendor: AMS**

AMS Project # 91790
SJVLS PO #

Member	Branch	E Rate Available Funding by location	Cabling	Wired	Wireless	E Rate Qualified Funding by location	E Rate Available Funding by location	Unused E Rate Available
Fresno	Auberry	\$ 14,122.00		\$ 9,592.80	\$ 1,935.06	\$ 11,527.86	\$ 14,122.00	\$ 2,594.14
Fresno	Bear Mountain	\$ 22,530.00	\$ 6,464.49	\$ 9,592.80	\$ 1,935.06	\$ 17,992.35	\$ 22,530.00	\$ 4,537.65
Fresno	Big Creek	\$ 11,998.43		\$ 5,501.97	\$ 1,935.06	\$ 7,437.03	\$ 11,998.43	\$ 4,561.40
Fresno	Piedra	\$ 11,998.43		\$ 5,501.97	\$ 1,935.06	\$ 7,437.03	\$ 11,998.43	\$ 4,561.40
Fresno	Fowler	\$ 25,030.00		\$ 6,884.20	\$ 3,225.10	\$ 10,109.30	\$ 25,030.00	\$ 14,920.70
Fresno	Shaver Lake	\$ 7,187.21		\$ 5,501.97	\$ 1,387.56	\$ 6,889.53	\$ 7,187.21	\$ 297.68
Fresno	Teague	\$ 11,998.43		\$ 9,592.80	\$ 1,935.06	\$ 11,527.86	\$ 11,998.43	\$ 470.57
Kern	Kern River Valley	\$ 17,904.00	\$ 4,164.82	\$ 5,501.97	\$ 1,935.06	\$ 11,601.85	\$ 17,904.00	\$ 6,302.15
Kern	Beale	\$ 50,553.31	\$ 4,164.82	\$ 44,172.95	\$ 1,935.06	\$ 50,272.83	\$ 50,553.31	\$ 280.48
Kings	Armona	\$ 7,188.78		\$ 5,501.97	\$ 1,387.56	\$ 6,889.53	\$ 7,188.78	\$ 299.25
Mariposa	Red Cloud	\$ 11,998.43		\$ 9,592.80	\$ 1,935.06	\$ 11,527.86	\$ 11,998.43	\$ 470.57
Mariposa	El Portal	\$ 11,998.43		\$ 9,592.80	\$ 1,935.06	\$ 11,527.86	\$ 11,998.43	\$ 470.57
Mariposa	Wawona	\$ 11,998.43		\$ 9,592.80	\$ 1,935.06	\$ 11,527.86	\$ 11,998.43	\$ 470.57
Merced	Delhi	\$ 19,560.00	\$ 6,464.49	\$ 7,189.32	\$ 1,935.06	\$ 15,588.87	\$ 19,560.00	\$ 3,971.13
Merced	Snelling	\$ 11,998.43		\$ 7,189.32	\$ 1,935.06	\$ 9,124.38	\$ 11,998.43	\$ 2,874.05
Total		\$ 248,064.31	\$ 21,258.62	\$ 150,502.44	\$ 29,220.94	\$ 200,982.00	\$ 248,064.31	\$ 47,082.31

Budget Year**20-21****Year 6 Member Report****Vendor: AMS**

AMS Project #

SJVLS PO #

Member	Branch	Cabling	Wired	Wireless	Total Project Budget	Actual Costs	Equipment Remaining Grant Y3 Unspent
Fresno	Auberry	6,464.49	280.48		6,744.97		6,744.97
Fresno	Bear Mountain		280.48		280.48		280.48
Fresno	Big Creek	6,464.49	280.48		6,744.97		6,744.97
Fresno	Piedra	6,464.49	280.48		6,744.97		6,744.97
Fresno	Shaver Lake	6,464.49	280.48	547.50	7,292.47		7,292.47
Fresno	Teague	6,464.49	280.48		6,744.97		6,744.97
Kern	Beale		280.48		280.48		280.48
Kern	Kern River Valey		280.48		280.48		280.48
Kings	Armona	6,464.49	280.48	547.50	7,292.47		7,292.47
Mariposa	El Portal	6,464.49	280.48		6,744.97		6,744.97
Mariposa	Red Cloud	4,164.82	280.48		4,445.30		4,445.30
Mariposa	Wawona	6,464.49	280.48		6,744.97		6,744.97
Merced	Delhi		280.48		280.48		280.48
Merced	Snelling	6,464.49	280.48		6,744.97		6,744.97
System	N/A		3,543.50		3,543.50		3,543.50
		62,345.23	7,470.22	1,095.00	70,910.45		70,910.45
Excluded from Project	Yosemite		15,160.04		15,160.04		86,070.49

Approval of Assigned Fund Balance —Christiansen

Date: September 25, 2020
 Submitted by: Jeannie Christiansen
 To: Administrative Council
 Subject: Budget Plan Update: Assign Fund Balance

Recommended Actions;

1. Approval to establish Assign Fund Balance in the amount of \$2,000,000 of Unrestricted Fund Balance \$4,682,176.
2. Assigned Fund balance designation for specific purpose to support System Contingency Reserves for Information Technology Plan Discussion:

Approved of the action by the board will allow a portion of the Unrestricted Fund Balance to be Assigned for intended use for a specific purpose as a part of System budget plan to support System Information Technology Plan. Approval to assign \$ 2,000,000 of the Unrestricted Fund Balance \$4,682,176. The action will establish a reserve supported by System contribution (\$2,000,000) and Members' Committed Tech Reserves (\$800,000).

ALTERNATIVE ACTION(S):

Your Board may choose to not approve, in which case the System may not have budget plan that provides the fiscal aspect to the pending Information Technology Plan.

FISCAL IMPACT:

There is no additional cost to other Members for on-going annual Technology Reserve contributions for recommended actions for total combined savings to members in the amount of \$160,000. This establishes combined total funding \$2,800,000 toward Information Technology Plan. Annually the Board will approve in the annual budget plan the assigned technology project to be completed in any fiscal year funded by the Assign Fund balance. We will return to the board in May annually for approval to designate any additional contributions. Staff has begun to work on ILS RFP process which we will return to the board to provide the costs related to the project funded by Assign Fund Balance.

DISCUSSION:

In June 2020, System staff provided to Administrative Council the Information Technology Services plan for review and approval. The plan is updated every three years and contains a summary by the main categories for the Technology Service plan. The main categories to support are system, public, network infrastructure, server network, computer room, new computer room development, and other for combined total in the amount of \$2,559,495.

Action:	Approved _____	Denied _____
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Before the Administrative Council
Of the
San Joaquin Valley Library System

Resolution

In the matter of assigning fund balance

In the Unrestricted General Fund in the amount of \$2,000,000

The system wished to assign \$2,000,000 for Technology Plan, the funding will be created by assigning currently unrestricted fund balance in Fund 4835, Subclass 1000, Account 2230; now therefore it is order that the Auditor-Controller/Treasurer Tax Collector assign the \$2,000,000 as follows:

Fund:	4835		
Subclass	10000		
Account	2231	Fund Balance -Assigned	\$2,000,000


(Assigned -Information Technology Plan)

Agenda No:

Administrative Council Meeting date September 25, 2020

Chairperson Signature: _____ Date: _____

Andie Sullivan, Kern County Librarian

	<p>SAN JOAQUIN VALLEY LIBRARY SYSTEM REQUEST FOR PROPOSAL</p> <p>NUMBER SJVLS 20-005</p>
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**Library Management System
September 30, 2020**

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

**SAN JOAQUIN VALLEY LIBRARY SYSTEM
2420 Mariposa ST
FRESNO, CA 93721-2204**

**Closing date of bid will be at 3:00 p.m.,
On October 15, 2020.**

PROPOSALS WILL BE CONSIDERED LATE WHEN THE SJVLS TIME CLOCK READS 3:00 P.M. PACIFIC TIME

- Proposals will be opened and publicly read at that time. All proposal information will be available for review after contract award.
- Clarification of specifications is to be directed to: Sally Gomez, phone (559) 600-6237, e-mail sally.gomez@fresnolibrary.org. Fax (559) 600-7628.

GENERAL CONDITIONS: See "San Joaquin Valley Library System Purchasing Standard Instructions and Conditions for Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check San Joaquin Valley Library System website at <http://www.sjvls.org> for RFQ documents and changes.

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED PROPOSAL SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "SAN JOAQUIN VALLEY LIBRARY SYSTEM PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

SAN JOAQUIN VALLEY LIBRARY SYSTEM

STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for 180 days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The System shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by the System at least 5 working days before bid opening or by the question deadline stated in the RFP/RFQ. All addenda issued shall be in writing, duly issued by the System and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFQ/RFP has been issued by San Joaquin Valley Library System. The System's purchasing contact shall be the vendor's sole point of contact with regard to the RFQ/RFP, its content, and all issues concerning it.

All communication regarding this RFQ/RFP shall be directed to an authorized representative of the System. The specific staff member managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ/RFP. Contact with any other System representative, including elected officials, for the purpose of discussing this RFQ/RFP, its content, or any other issue concerning it, is prohibited unless authorized by the System. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other System representatives, may constitute grounds for rejection by System of the vendor's quotation.

The above stated restriction on vendor contact with System representatives shall apply until the System has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ/RFP, such vendor may contact the appropriate individual,

or individuals who are managing that protest as outlined in the System's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Administrative Council to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Council.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.
- F) Public Contract Code Section 7028.15

Where the State of California requires a Contractor's license, it is a misdemeanor for any person to submit a bid unless specifically exempted.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) San Joaquin Valley Library System is subject to California sales and/or use tax (8.975%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. System is exempt.
- C) System is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as San Joaquin Valley Library System.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

5. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:

Upon award of bid, the vendor shall submit to System Purchasing, a completed W-9 - Request for Taxpayer Identification Number and Certification if not already a current vendor with The San Joaquin Valley Library System. The vendor shall also submit a completed California FTB Form 590 or Form 587 as appropriate. This form is available from the IRS to complete on line at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

6. AWARDS:

- A) Subject to the local preference provisions referenced in Paragraph 7 below and more thoroughly set forth in the General Requirements section of this RFQ/RFP, award(s) will be made to the most responsive responsible bidder. The evaluation will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the System. The System shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, System may accept any item, group of items or on the basis of total bid.
- C) The System reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) After award, all bids shall be open to public inspection. The System assumes no responsibility for the confidentiality of information offered in a bid.

7. LOCAL VENDORS

- A) Local Vendor Preference (applicable to RFQ Process only)

The following provisions are applicable only to the System's acquisition of materials, equipment or supplies through the RFQ process when the funding source does not require an exemption to the Local Vendor Preference.

THE PROVISIONS OF THIS PARAGRAPH ARE APPLICABLE, NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS RFQ TO THE CONTRARY

If the apparent low bidder is not a local vendor, any local vendor who submitted a bid which was within five percent (5%) of the lowest responsive bid as determined by the purchasing agent shall have the option of submitting a new bid within forty-eight hours (not including weekends and holidays) of System's delivery of notification. Such new bids must be in an amount less than or equal to the lowest responsive bid as determined by the purchasing agent. If the purchasing agent receives any new bids from local vendors who have the option of submitting new bids within said forty-eight hour period, it shall award the contract to the local vendor submitting the lowest responsible bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the purchasing agent.

B) Local Vendor Defined

"Local Vendor" shall mean any business which:

1. Has its headquarters, distribution point or locally-owned franchise located in or having a street address within the San Joaquin Valley Library System service area for at least six (6) months immediately prior to the issuance of the request for competitive bids by the purchasing agent; and
2. Holds any required business license by a jurisdiction located in Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties; and
3. Employs at least one (1) full-time or two (2) part-time employees whose primary residence is located within Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties, or if the business has no employees, shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties.

8. TIE BIDS:

All other factors being equal, the contract shall be awarded to the local vendor or, if neither or both are local vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of this RFQ state that they are applicable, the provisions of the System Local Vendor Preference shall take priority over this paragraph.

9. PATENT INDEMNITY:

The vendor shall hold the System, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

10. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within 30 days of bid closing date) be returned at the bidder's expense. In the absence of such notification, System shall have the right to dispose of the samples in whatever manner it deems appropriate.

11. RIGHTS AND REMEDIES OF SYSTEM FOR DEFAULT:

- A) In case of default by vendor, the System may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the System shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse System for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

12. DISCOUNTS:

Terms of less than 15 days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period

will commence either the later of delivery or receipt of invoice by the System. Standard terms are Net Forty-five (45) days.

13. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS.

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

14. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the System a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7.)

15. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

16. YEAR COMPLIANCE WARRANTY

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to System's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the System may otherwise have under this Agreement with respect to defects other than year performance.

17. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the San Joaquin Valley Library System harmless.

18. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to System's monitoring of said compliance.

Vendor may be a business associate of System, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of System as specified by the System, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to System, as the "Covered Entity" under HIPAA'S Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the System, or as required by law without written notice to the System.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of System, shall comply with the same restrictions and conditions with respect to such information.

19. APPEALS

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations. Appeals should be submitted to San Joaquin Valley Library System, 2420 Mariposa Street, Fresno, California 93721 to the attention of the buyer designated on the RFP/RFQ cover letter. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

System will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of the buyer, he/she shall have the right to appeal to the SJVLS Administrative Librarian within seven (7) business days after System's notification; except if, notified to appeal directly to the Administrative Council at the scheduled date and time.

If the protesting bidder is not satisfied with Buyer/Administrative Librarian's decision, the final appeal is with the Administrative Council.

20. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

21. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to the San Joaquin Valley Library System, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the System's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

22. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

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OVERVIEW

1. Purpose

San Joaquin Valley Library System (SJVLS or System) is seeking responses from qualified vendors for a library management system (LMS) capable of supporting a 10-member, 112-location consortium of public libraries. SJVLS previously issued an RFI in 2016 to survey commercial LMS options and see if any of them were competitive with the Evergreen open source software in terms of consortia operational needs and migration/support costs. After careful consideration of LMS functionality and costs, SJVLS made the decision to remain on Sirsi Dynix's Horizon LMS and incorporate their new BlueCloud products.

To be considered "qualified" a vendor's solution must:

- Support standard library functionality in circulation, cataloging, acquisitions, serials and the public catalog
- Efficiently support consortia by streamlining configuration by groups of libraries
- Be installed in a public library consortium of comparable size (locations/circulation) in the United States, such installation having been in full production for at least 18 months.

2. Background

SJVLS serves the public library systems of Fresno, Kern, Kings, Madera, Merced, Mariposa, and Tulare counties, and the city/district libraries of Coalinga-Huron, Porterville, and Tulare. In all, SJVLS represents 10 library jurisdictions and 112 individual library locations including large urban, medium city/suburban, and small, isolated rural libraries. [See “Find a SJVLS Library” at <https://www.sjvls.org/library-locations> for a map of branch locations.] SJVLS has a long history of sharing a single LMS and actively sharing the majority of its library resources. SJVLS attempts to provide the member libraries with services that can be performed more economically as a consortium than as individual libraries.

2. Background

SJVLS serves the public library systems of Fresno, Kern, Kings, Madera, Merced, Mariposa, and Tulare Counties, and the city/district libraries of Coalinga-Huron, Porterville, and Tulare. In all, SJVLS represents 10 library jurisdictions and 114 individual library locations including large urban, medium city/suburban, and small, isolated rural libraries. [See <http://www.sjvls.org> for a map of branch locations.]

SJVLS attempts to provide the member libraries with services that can be performed more economically as a consortium than as individual libraries. These services will be delineated below in the scope of work.

KEY DATES

RFP Issue Date:	September 30, 2020
Vendor Teleconference: (Calling instructions will be posted on www.sjvls.org the week prior)	October 22, 2020 10:00 AM PDT
Teleconference results Posted:	October 23, 2020 4:00 PM PDT
Deadline for Written or Fax Requests for Interpretations of Corrections of RFP:	October 30, 2020 10:00 AM PDT
Response to Questions Posted:	November 2, 2020
RFP Closing Date:	November 15, 2020 3:00 PM PDT

PROPOSAL IDENTIFICATION SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

Our proposal is attached and identified as:

The undersigned agrees to furnish the service stipulated at the prices and terms stated in the cost proposal.

Work services will commence within _____ calendar days after signing of the final contract

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Signed by: _____

_____ Print Name

_____ Print Title

Telephone _____ Fax Number _____ E-mail Address _____

Date: _____

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the System shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every citizen has a right to inspect any public record".

The System will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by San Joaquin Valley Library System's legal counsel to determine conformance or non-conformance to this definition. Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc. Such material should be submitted in a separate binder not marked "Trade Secret".

INFORMATION THAT IS IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. SYSTEM WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The System shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required under the provision of law or by order of Court.

Vendors are advised that the System does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the San Joaquin Valley Library System has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret."

Enter company name on appropriate line:

_____ has submitted information identified as Trade Secrets in a separate marked binder.**
(Company Name)

_____ has not submitted information identified as Trade Secrets.
(Company Name)

ACKNOWLEDGED BY:

Signature Telephone

Print Name and Title Date

Address

City State Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the System in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the System harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Date: _____

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services (preferably California State or local government agencies). Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The San Joaquin Valley Library System is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the San Joaquin Valley Library System harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to System.

Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

No, we will not extend contract terms to any agency other than the San Joaquin Valley Library System.

(Authorized Signature)

Title

Note: This form/information is not rated or ranked in evaluating proposal.

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal and is identified on the "Provider" line of the Proposal Identification Sheet.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference does not apply to this Request for Proposal.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

San Joaquin Valley Library System will not be held liable for any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: San Joaquin Valley Library System pays California State Sales Tax in the amount of 8.975% regardless of vendor's place of doing business. Services are generally not subject to sales and use tax unless part of the fabrication of a tangible item as described in the California State Board of Equalization website <http://www.boe.ca.gov/sutax/staxregs.htm>.

RETENTION: San Joaquin Valley Library System reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation and answer questions from System personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the System. The System shall be the sole judge in making such determination. The System reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected.

System Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the San Joaquin Valley Library System Administrative Council.

NEGOTIATION: The System will prepare and negotiate its own contract with the selected vendor, giving due consideration to the stipulation of the vendor's standard contracts and associated legal documents.

WAIVERS: The System reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the System may require.

TERMINATION: The System reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The System reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the San Joaquin Valley Library System.

BIDDERS LIABILITIES: San Joaquin Valley Library System will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the System's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the San Joaquin Valley Library System.

BACKGROUND REVIEW: The System reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the System, the vendor consents to such an inquiry and agrees to make available to the System such books and records the System deems necessary to conduct the inquiry.

PERFORMANCE BOND: The successful bidders may be required to furnish a faithful performance bond.

ACQUISITIONS: The System reserves the right to obtain the whole system as proposed or only a portion of the system, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the San Joaquin Valley Library System documented proof of ownership by the vendor, or its designated subcontractor, of the proposed programs.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you CAN NOT or WILL NOT comply with by proposal group.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The System shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Administrative Council finds that special circumstances exist which justify the approval of such contract:

1. Employees of the System or public agencies for which the Administrative Council is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No System employee, whose position in the System enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no System employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the System.

FRESNO COUNTY ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the System who separates from System service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any System consultant, vendor, or other System provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the System relationship with the consultant, vendor or other System provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The System shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or

unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team designated by the Administrative Council. It will be their responsibility to make the final recommendations.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee or the Administrative Council. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the System. Furthermore, System shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, System shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and System shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to System employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save System harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the System or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at System's request, defend the System, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to System in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the San Joaquin Valley Library System will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the System.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number and email address of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The San Joaquin Valley Library System has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE:

Without limiting the System's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. SYSTEM may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the San Joaquin Valley Library System, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by System, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to System.

Within Thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the San Joaquin Valley Library System, Jeffrey Crosby, Administrative Librarian, 2420 Mariposa St. Fresno, CA 93721, stating that such insurance coverage have been obtained and are in full force; that the San Joaquin Valley Library System, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the San Joaquin Valley Library System, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by System, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to System.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the System may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to the San Joaquin Valley Library System, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the System's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the System may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the System.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

SAMPLE CONTRACT: Submitted as a part of bidder's response to the RFP, shall be a sample of the contract he is proposing with the San Joaquin Valley Library System. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to System's monitoring of said compliance.

Vendor may be a Business associate of System, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of System, as specified by the System, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to System, as the "Covered Entity" under HIPAA'S Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the System, or as required by law without written notice to the System.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of System, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) business days after notification of proposed recommendations. Appeals shall be submitted to San Joaquin Valley Library System, ATTN: Administrative Librarian, 2420 Mariposa Street, Fresno, California 93721-2204. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

System will provide a written response to the complainant within *seven (7) business days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of System, he/she shall have the right to appeal to the Administrative Librarian within seven (7) business days after System's notification; except, if notified to appeal directly to the Administrative Council at the scheduled date and time.

If the protesting bidder is not satisfied with Administrative Librarian's decision, the final appeal is with the Administrative Council.

*The seven (7) business day period shall commence upon the date that the notification is issued by the System.

SPECIFIC TERMS AND CONDITIONS

ISSUING AGENT: This RFP has been issued by San Joaquin Valley Library System. The System shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of System. The specific staff member managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other System representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by System. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other System representatives, may constitute grounds for rejection by System of the vendor's quotation.

The above stated restriction on vendor contact with System representatives shall apply until the System has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the System's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Administrative Council to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Council.

NUMBER OF COPIES: Submit one (1) original, with a *reproducible compact disk enclosed and three (3) copies of your proposal no later than the proposal acceptance date and time as stated on the front of this document to San Joaquin Valley Library System Purchasing. The cover page of each document is to be appropriately marked "Original" or "Copy".

***Bidder shall submit one (1) reproducible compact disk (i.e.: PDF file) containing the complete proposal excluding trade secrets. Compact disk should accompany the original binder and should be either attached to the inside cover of the binder or inserted in an attached sleeve or envelope in the front of the binder to insure the disk is not misplaced.**

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested in writing via email or fax. Any change in the RFP will be made only by written addendum, duly issued by the System. The System will not be responsible for any other explanations or interpretations.

Questions may be submitted subject to the following conditions:

- a. Such questions are submitted in writing to the System not later than October 30, 2020 10:00 AM PDT. Questions must be directed to the attention of Sally Gomez, Administrative Librarian.
- b. Such questions are submitted with the understanding that System can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to Sally Gomez (sally.gomez@fresnolibrary.org), faxed to (559) 600-7628 or delivered to San Joaquin Valley Library System. If faxing, the bidder must confirm receipt by phone 559-600-6237 within one-half (1/2) hour of transmission.

SELECTION COMMITTEE: All proposals will be evaluated by a review committee that may consist of San Joaquin Valley Library System staff, member library staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the System.

CONTRACT TERM: It is System's intent to contract with the successful bidder for the term of the project. System will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

SCOPE OF WORK

SJVLS is seeking information on current Library Management Systems (LMS) capable of supporting the operations of a large consortium of public libraries. Responses will be evaluated in comparison to cost and functionality of the current Horizon LMS. We are specifically interested in how certain functionality is accomplished in the context of a shared system. There are many different models of consortia sharing of library software, and rarely are two consortia the same in what they share and do not share. The questions in APPENDIX A: Questions Regarding LMS Functionality are intended to help SJVLS assess the ability of the vendor’s offering to meet the particular needs of SJVLS.

Current Environment

The current Horizon 7.5.6 LMS is run on 2 RedHat Linux servers (database/business logic and OPAC) and 3 Windows servers (SIP2, and Web Services) at SJVLS headquarters. Almost all servers have been virtualized and are hosted on two VMWare clusters. The current OPAC/Discovery layer, mobile app, and Analytics Reporting Server are SaaS-hosted. All servers are shared by 10 library jurisdictions with:

112 physical circulating locations
3 sub-locations
1 Envisionware 24-hour library with full checkout and check in functionality that is not current in use, but could be re-deployed in the future (SIP2)
5 Public Information Kiosk vending machines (not online, checkout data is loaded from text file using offline mode, only 2 are designated as a separate location)
10 bookmobile/pop up library locations with XX more planned.
2 virtual locations for eResources
10 jurisdiction level headquarters locations
1 top level headquarters location (SJVLS)
500 concurrent staff users at peak load (749 user accounts)

The following modules/features are in use:

Circulation – 2.8 million items with 4,950,000 circulations per year
Cataloging – 24,000 records added per year
Acquisitions (with EDI) in 5/6(?) jurisdictions
Serials – primarily at jurisdictional headquarters library, 523 actively received titles and 2,847 copies
Debt Collection (6 with Unique Management, others with local collection services)
Home Bound – one jurisdiction
Floating collections within jurisdictional boundaries
Requests/Holds – 945,000 requests placed and 750,000 filled per year. Half of all requests currently are filled by an item owned by another library jurisdiction

In addition to the main modules associated with the Horizon ILS, SJVLS utilizes these additional ILS integrations:

Web Services – used to query and return ILS data for use in web applications
Analytics Reporting Server – extracts, transforms, and stores ILS data for use in creating reports, and data visualizations. Report delivery can be scheduled and sent in a variety of formats. We currently have 47 users of the reporting product.
Mobile App – One main app with separate templates for each of our 10 members that

allows them to have customized menus and content and integrates their electronic resources.
OPAC/Discovery Layer – with 2 profiles for each jurisdiction, one profile used in-library at OPAC computers and a second for external use with more features integrated in it. Member-specific eResources are integrated into their OPAC profile without the need to include MARC records in the ILS.

The following 3rd party services are integrated with the LMS:

Self-check from TechLogic (24 locations), 3M (3 locations), Bibliotheca (17 locations), open source (3 locations) and Envisionware (1 location) – using SIP2
I-Tiva telephone messaging from Talking Tech – using SIP2
Online credit card payment (SmartPay) from Comprise – using SIP2
Syndetics Unbound book covers, reviews, and other enhanced content
PC Reservation by Envisionware, all locations, 10 SIP instances
JasperReports – using ODBC
EZProxy (10 virtual servers using SIP2)
Debt Collection via Unique Management and jurisdiction collection agencies
Authority Control (Backstage)
Collection HQ – utilizing SQL queries written in-house and the MARC extraction utility
Libcal – for room scheduling and reservations (one member). Patrons are authenticated via an in-house authentication server
Self-Registration with Quipu’s eCARD – using Web Services

The following electronic resources are authenticated via SIP2:

Overdrive	7 individual accounts
3M Cloud Library	1 SJVLS-wide account
Freegal	1 individual account

The following electronic resources are authenticated via an in-house authentication server:

ENKI	3 members
Hoopla	2 individual accounts
Kanopy	2 individual accounts

Telecommunications Network and Data Center Infrastructure

SJVLS runs a single dual stacked (IPv6 & IPv4) network that interconnects all ten system members together. The core network is based around ten headquarter hub locations that have redundant fiber circuits. These ten network hub locations provide connectivity to the Internet via CENIC (Corporation for Education Network Initiatives in California), connectivity to SJVLS servers, and serve as an aggregation point for branches. Branch circuits have speeds ranging from 1Gbps down to 1.5Mbps T1s using fiber, microwave, and copper technologies. Currently

90 of our locations have at least 10Mbps; only a handful of our locations are still using T1s and we are continuously working on replacing these slower circuits.

SJVLS offices and our primary Data Center are located at the Fresno Central Library. All PCs on the network are joined to a single Active Directory domain for management. Almost all servers have been virtualized and are hosted on two VMWare clusters with iSCSI storage. System IT staff are comfortable with managing both Windows and Linux servers along with the infrastructure required to support services.

ITEMS / SERVICES FOR COST PROPOSAL

- 1) Library Management System with support for the functions/services listed above under “Current Environment”. Both SJVLS-hosted (on-site) and vendor-hosted (SaaS) should be included if available. It is strongly desired that any new LMS provide for seamless integration of electronic resources within the OPAC interface.
- 2) Training on Configuration and Administration of the LMS for 13 people, to include at a minimum
 - a) loan and request rules
 - b) blocks
 - c) hold restrictions/fulfillment
 - d) item/copy field options
 - e) borrower options
 - f) circulation receipts and notices
 - g) cataloging import/export configuration, including for regular authority control
 - h) spine label printing to label sheets
 - i) user permissions
- 3) Training for staff users on
 - a) Circulation and holds (33 people)
 - b) Cataloging (6 people) and item record management (33 people)
 - c) Acquisitions, including EDI (15 people)
 - d) Serials (13 people)
 - e) Reporting (16 people)
- 4) Consultation on transition of Horizon data to LMS
 - a) Performance implications of migrating jurisdictional codes “as is” versus consolidation to standard
 - b) Guidance on configuring LMS data for optimal performance
- 5) Migration of Horizon data (SJVLS staff can provide exports of data from Horizon with formatting guidance from vendor)
 - a) Migration of required data as listed in Appendix B
 - b) Migration of preferred data as listed in Appendix B
- 6) On-going support for LMS functions and upgrades

- a) Telephone and email support for LMS functional issues
 - b) Troubleshooting functionality
 - c) Support for configuration changes
 - d) Support for integration of standard 3rd party products, e.g. those being developed specifically for the public library market
 - e) Support for periodic upgrades to LMS
- 7) On-going support for LMS server, including
- a) Performance tuning when required to meet transaction standards

COST PROPOSAL

- 1) Proposals may be prepared in any manner which would best demonstrate outcomes and cost.
- 2) Cost proposal should include the following:
 - a) Cost for each section of “services sought” outlined in the “Scope of Work”, including cost differences for vendor-located and SJVLS-located servers.
 - b) If services are provided on an hourly basis, a not-to-exceed cost, for years one, two and three.
 - c) Travel and transportation costs should be broken out separately for any on-site services.

Present summary costs for On-Site and SaaS in the following format:

On-Site	One Time	Year 1	Year 2	Year 3
1. Library Management System				
2. Training on Configuration and Administration				
3. Training for Staff Users				
4. Consulting on Transition of Horizon Data				
5. Migration of Horizon Data				
6. On-going Support for LMS Functions and Upgrades				
7. On-going Support for Server				

SaaS	One Time	Year 1	Year 2	Year 3
1. Library Management System				
2. Training on Configuration and Administration				
3. Training for Staff Users				
4. Consulting on Transition of Horizon Data				
5. Migration of Horizon Data				
6. On-going Support for LMS Functions and Upgrades				
7. On-going Support for Server				
8. Hardware				

PROPOSAL CONTENT REQUIREMENTS

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered.

The content and sequence of the proposals will be as follows:

- I. PROPOSAL IDENTIFICATION SHEET (as provided)
- II. COVER LETTER: A one page cover letter and introduction including the company name and address of the bidder and the contact information including name, address and telephone number of the person or persons who will be authorized to make representations for the bidder.
 - A. The cover letter must state whether the bidder is an individual, partnership or corporation. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the organization, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the SJVLS service area. In this section the bidder should address the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by SJVLS Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET ACKNOWLEDGMENT:
 - A. Sign and return
- VI. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, SJVLS will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Requirements.
 - B. Exceptions to Background/Scope of Work.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Proposal Content Requirements.

VII. VENDOR COMPANY DATA: This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Reference List (form provided)
- G. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns.
- H. Describe any terminated contracts for services similar to vendor's current bid for the RFP and provide the following:
 - 1. Agency contracted with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
- I. Describe any pending lawsuits or legal actions:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
- J. Describe any past payment problems with SJVLS:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.

VIII. SCOPE OF WORK:

- A. Bidders are to use this section to provide a summary description of their proposal.
- B. This section should be formatted as follows:
- C. Please provide answers or a narrative for each of the following:

- D. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
- E. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- IX. REPORTS: Samples of reports referenced should be displayed in this section.
- X. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include rates for all services, materials, equipment, etc. to be provided under the proposal.

AWARD CRITERIA

Contracts will be awarded by Service. Failure to meet eligibility and general requirements stated in the Scope of Work will bar a response from consideration.

COST

As submitted under the "COST PROPOSAL" section.

CAPABILITY AND QUALIFICATIONS

1. Do the service descriptions address all the areas identified in the RFP? Will the proposed services satisfy System's needs and to what degree, based on the responses to the questions in Appendix A?
2. Does the bidder demonstrate the technical knowledge and skills required to successfully provide the requested services?
3. The amount of demonstrated experience in providing the services desired in a comparable library setting.

APPENDIX A – QUESTIONS REGARDING LMS FUNCTIONALITY

SJVLS assumes that any LMS operating in comparable consortia can perform all of the standard library circulation, cataloging, serials and acquisitions functions. Rather than present a long list of functions for yes/no/sometime responses, SJVLS requests that vendors provide descriptions of how it can perform functions within the shared system environment. While there are a few general questions, most of the questions below relate to the suitability of an LMS for a large complex shared system installed over a large geographical territory.

Definitions

Jurisdiction – a group of libraries with a single governing body, e.g. all locations of the Fresno County Public Library

Location – a physical or virtual space with linked items, borrowers and defined circulation rules

Items – individual circulating unit

Copy – a serials term, referring to a subscription for a location

Collection – equivalent of shelving location for items

1. General

1.1. A key concern is the ability of the software to manage library operations in the consortia environment. How does your solution facilitate managing configuration within a jurisdiction and between jurisdictions?

1.2 What clients are available for staff functions? Are they dependent on other software, e.g. Java?

1.3 How much bandwidth does the staff client require to perform standard circulation functions? Is it sensitive to latency?

1.4 If the client is not web-based, can upgrades be automatically pushed out to workstations on login?

1.5 Do client settings follow the user or the workstation?

1.6 Can one change the transaction location without needing to logoff/on, i.e. checkout or check in as a different location from the one you first logged in as?

1.7 What is the system's compatibility with mobile devices for use by staff? What types of devices/OS are supported?

1.8 What modules have both browse and wildcard searching available: borrower registration, OPAC, cataloging, acquisitions?

1.9 Do you provide the system administrator with full SQL access to the test and production servers?

1.10 When an item, borrower or bibliographic record is deleted, is it really deleted, or just hidden?

1.11 When a new location is needed, can the system administrator create it and perform all necessary setup, or must that be done by the vendor? If it must be done by the vendor, is there a charge or is that part of annual maintenance? (This would be a new branch library, not a new member library with data to be migrated.)

1.12 How are staff user permissions defined and applied e.g. through defined group of permissions or individually applied?

1.13 How granular are the permissions?

1.14 Are staff users records separate from borrower users?

1.15 If you are proposing a vendor-hosted environment, are there restrictions and/or charges for:

1.15.2 Batch export of MARC/item records;

1.15.3 Export of borrower and block records; and/or

1.15.4 SIP2 access?

1.16 How many support contacts are allowed under the standard terms?

1.17 What is the average turn-around time for:

1.17.1 a high-priority support request; and

1.17.2 a non-urgent support request?

1.18 Describe your support structure. Would SJVLS support requests go to a team, with assignment to the best available person to respond, or are they funneled through a single contact?

2. Circulation

2.1 Does the system support control of circulation and hold rules by jurisdiction, but always with the ability to set special rules for defined sub-locations for:

2.1.1 Circulation rules;

2.1.2 Floating boundaries; and

2.1.3 Ability of items to fill holds?

2.2 Can you set circulation rules based on the checkout location, and have that original checkout location carry through to check in for calculation of fines and ability to renew?

2.3 Can some receipt types be set up to print in a larger font? Can receipts with different fonts be printed on the same device without intervention by staff?

2.4 Are receipts configured in the database or on the workstation?

2.5 What is the process for checking out uncataloged items? Are circulation stats recorded?

2.6 Does the system differentiate between “claims returned” and “claims never checked out”?

- 2.7 Can a limit be placed on number of claims returned? If so, what determines the limit – a system-wide setting, the borrower location, the checkout location?
- 2.8 What happens to claims returned items? Do they age to lost, go to missing? Is the borrower charged? Can the behavior be configured by location or borrower type?
- 2.9 Can a time limit be set on return of lost items for credit? If so, at what level is the time limit set – system-wide, item location, or checkout location?
- 2.10 How is the amount of a lost processing fee determined? Can the fee vary based on checkout location and item type?
- 2.11 What history is retained on the borrower’s record when a lost item is returned? What happens to lost processing fees on check-in? If automatically waiving the fee is an option, can that behavior vary by original checkout location?
- 2.12 Describe what can happen with long lost items. Is there a process to delete them after a period of time, even if the lost charges haven’t been paid (while retaining sufficient information on the patron block)?
- 2.13 If lost items age to another status, can that be configured by location, and is it owning or circulating location?
- 2.14 Can maximum fines be set as either a set amount in some locations and a percentage of the cost of item at others? What determines the max fine – item type, item location, CKO location, something else?
- 2.15 What “automatic” fees are available, such as hold filled/expired fees, checkout fee (one time), rental fee (daily)? At what level are these fees set, e.g. can any DVD checked out at a location initiate a set checkout fee, while there are no fees for DVD checkout at another location, regardless of who owns the DVD?
- 2.16 Can special blocks be created that can only be used by a single jurisdiction, but viewed by all jurisdictions when placed on a borrower account? The use case for this is a block for accounts in collections with a set amount and message text specific to resolving accounts with the jurisdiction that placed the block.
- 2.17 Describe the system’s offline circulation functionality.

3. Requests

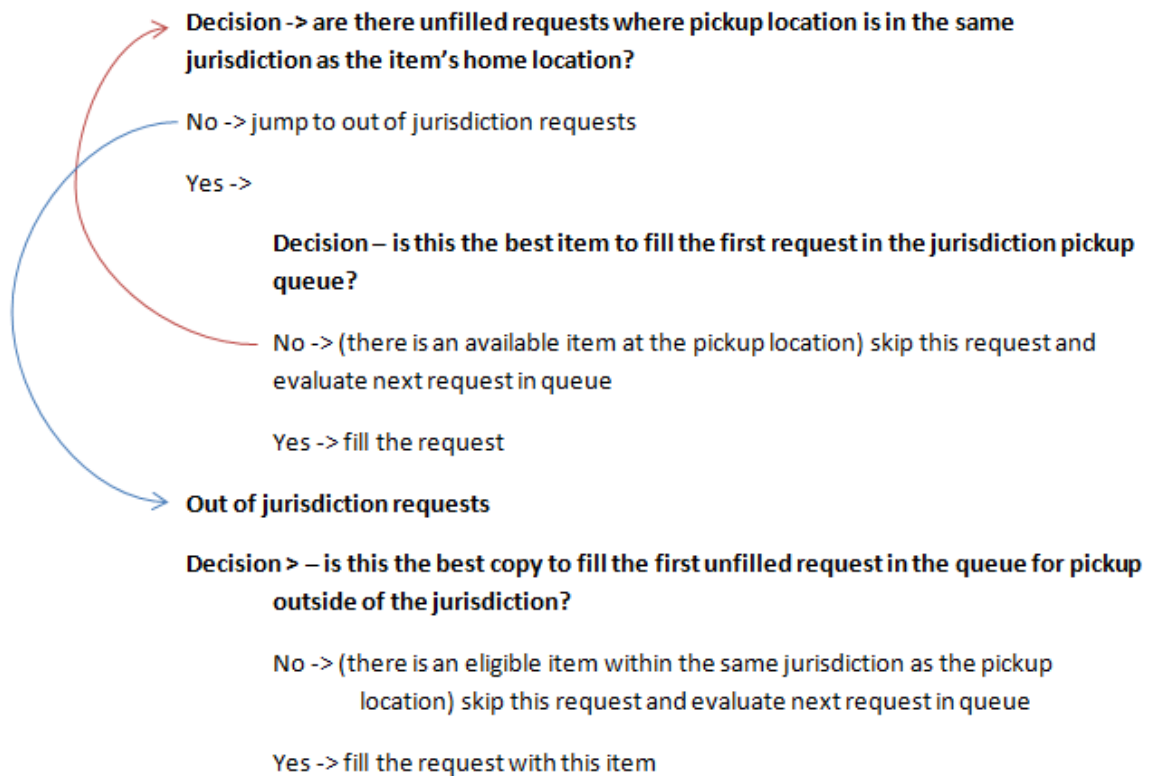
- 3.1 There are normally two processes through which a specific item fills a request
- 1) an eligible item is checked in and fills the request (Process 1); or
 - 2) a daily location level report targets items to pull from the shelves (Process 2).

SJVLS wants hold fulfillment to apply a logic that will generally fill requests in first placed/first filled order (queue order) BUT:

- a) with available copies within a jurisdiction filling holds for pickup within that group of libraries first (jurisdiction copies have priority for jurisdiction holds); and
- b) reducing transit times by filling with the “closest” copy.

Below are explanations of the desired logic for the two processes.

Process 1 - On check in of a hold eligible item



Process 2 – Report of items to pull off the shelf to fill requests

Requests are filled in queue order with the exception that a jurisdiction's items have priority for filling its own requests before filling requests for pickup locations outside of the jurisdiction. In other words, a jurisdiction's copies will not fill a request outside of the jurisdiction until all of its own requests have been filled.

When there are multiple available items to fill a request, the software should choose the best item for the pickup location as follows:

1. If there are X number of available items within my jurisdiction and within the first X number of requests there is one for pickup at my location, use my item to fill that request. An item location/pickup location match does not allow the request to jump over other unfilled requests in the queue if there are not enough available copies to fill all requests.
2. If there are X number of available items within my jurisdiction and within the first X number of requests there are none for pickup at my location, fill the first request for pickup within the jurisdiction, provided that the pickup location does not have an available item.
3. If there are no outstanding requests for pickup within my jurisdiction, fill the first request in the queue, unless the jurisdiction where the request will be picked up has an available copy, in which case, jump to the next request.

- 3.2 If there are multiple items available to fill a hold, what other factors determine which available item is targeted beyond those described above related to location/jurisdictional proximity? Last circulated? First to open holds report? Other?
- 3.3 Can you limit the availability of an item to fill holds outside of the jurisdiction for a set period of time, based on an availability date? If yes, how is the availability date determined? Does ending protection require changing anything on the item record?
- 3.4 Does the system have the ability to automatically cancel a borrower's title-level request if they check out that title from the collection before their request is filled?
- 3.5 What options are available in the situation where a patron request cannot be filled? Can alerts be sent to staff or patrons that would allow them to cancel, place a new request or consider reordering? Can requests be moved to an alternate edition easily?
- 3.6 Can you designate specific locations to have a lower priority for filling requests? Can some locations not fill requests, e.g. bookmobiles?
- 3.7 Can requests be placed on the first available from a group of bibliographic records, e.g. any edition of a title?
- 3.8 Can requests be placed on on-order items?

4. Borrower Data

- 4.1 Describe options to check for possible duplicate borrowers when registering a new patron.
- 4.2 Can you merge duplicate patrons within the staff client interface? What information is transferred to the remaining record from the obsolete record?
- 4.3 Can a borrower have multiple addresses with functional assignment, e.g. mailing, physical?
- 4.4 Can multiple borrower records be open at one time? Side-by-side for comparison?
- 4.5 Can the system group / associate borrower records together e.g. families? What are the features available for linked records?
- 4.6 Can the system copy / clone a borrower record? What fields are copied to the new borrower record?
- 4.7 Is there functionality for online (self or preliminary) borrower registration? Describe the options available.
- 4.8 Does the system have the ability to automatically flag borrower accounts to report to a collection agency, with criteria on amount owed and number of days past due varying for each jurisdiction? Can it flag block amounts to a collections account based on checkout location, e.g. a borrower can be in collections for two different jurisdictions based on where the items were checked out?

4.9 Can borrower accounts automatically expire based on the age of the borrower, e.g. a young adult account expires at age 18?

4.10 When registering a borrower, can only codes associated with the registration jurisdiction be available for use? If so, when a borrower record is corrected at another jurisdiction, will it then allow the record to be saved, even though a code on the record does not match the jurisdiction? Use case: When registering a borrower in Kern County, only Kern county codes/types should be available. But if a Kern County borrower visits a neighboring County and staff there wish to correct address or phone number, can they save the record, even though the codes assigned are for Kern County?

4.11 Every year inactive borrowers are purged from the LMS who have been inactive for a set period of time and who owe less than a threshold amount. Can your system accommodate this practice of deleting borrower with outstanding balances?

5. Collection Management

5.1 What options are there for floating items? At what level is floating controlled: item, collection, location, a matrix of all of these?

5.2 We currently have floating in use in 3 jurisdictions for selected collections, with a fourth currently planning to implement floating collections. We use a table/view created by SJVLS to manage redistribution of excess materials when one location in a system nears capacity. This table shows the percent of capacity and the number of items over/under capacity by location and collection. Does your system have features built in to manage collection size for materials floating within a jurisdiction?

5.3 Periodically, there is a need to batch change item level information. Describe what information can be batch changed and the process your system uses from creating the group of items through making the change. Can this function be limited to specific users?

5.4 Does the system have the ability to create groups of items for future editing? Can staff be given the ability to create and add items to a group, without giving them permission to batch edit?

5.5 Do items have a first availability date recorded that is separate from item creation date? For example, an item might be on order for several months. When the item changes to a status reflecting that it is ready for use, is that date recorded and preserved?

5.6 Describe what inventory/collection management tools are available. Outline the steps for taking inventory of a collection in your system.

5.7 Managing OCLC holdings is complicated in a consortium where bibliographic records are shared. The challenge is to determine when a jurisdiction has first added a title or deleted their last copy, rather than first or last copy on a bibliographic record. SJVLS manages OCLC holdings currently by assigning a tag (959) in the bibliographic record to indicate if holdings have been set for an OCLC institution code. A biweekly SQL process identifies records that have a copy for a jurisdiction, but OCLC holdings have not been set. That process adds the 959 tag and generates a list of the OCLC numbers (tag 001) which are then run through batch holdings updates via the OCLC client. The same process is used in reverse to identify when the last copy for a

jurisdiction has been removed from a record. That SQL process removes the 959 tag and generates a list of OCLC numbers for which holdings will be deleted for the jurisdiction.

5.7.1 Can your system support managing OCLC holdings for individual jurisdictions within the shared catalog, either by the above process or through some functionality in the software? How?

5.7.2 Because of the above process, we mark items to be withdrawn with a special status code, and then delete the item records through a batch process as part of the OCLC holdings maintenance. Bibliographic records left with no items are then batched deleted after the OCLC holdings work is completed. How can your system facilitate batch deletion of item and bibliographic records based on a saved list of records?

6. Bibliographic, Item and Serials Records

6.1 Describe the structure of bibliographic records and item records in the database. How are items connected to bibliographic records? How are authority records connected to bibliographic records?

6.2 Describe the levels of control for import and overlay of bibliographic records.

6.2.1 How is it determined if individual records in a batch overlay an existing record?

6.2.2 Is overlay or not determined record by record, or for the entire batch?

6.2.3 Can some tags in an existing record be configured to always be preserved on overlay?

6.2.4 Can actions be assigned to the import function, e.g. delete tags, rename tags?

6.3 Can all values associated with an item be imported via the MARC tag during batch bibliographic/item import?

6.4 Is printing spine labels on laser print/sheets supported? At what level is the format of a spine label defined?

6.5 What search options are supported within the cataloging interface?

6.6 Can the local system and remote Z39.50 sources be searched simultaneously? Can records from multiple systems be compared side-by-side?

6.7 Can a record from a Z39.50 search be imported directly from the search? If yes, do the rules called during a batch import/overlay apply, e.g. would it preserve some tags on the existing records?

6.8 If there are two bibliographic records open side-by-side, can tags from one record be dragged into the other? If not, describe the process to copy tags from one bibliographic record to another.

6.9 Describe support for diacritics and non-roman characters.

6.10 To what extent is RDA incorporated into the cataloging function?

6.11 Only the main branch of each jurisdiction uses the full functionality of the serials module for their more extensive runs. Branch locations retain only limited runs of six to twelve months and simply assign a new barcode and issue date to an existing item record. Can the system support this workflow?

6.12 Can serials copies be created with no items, just a summary of holdings? Can issues be created with or without barcodes?

7. Notices

7.1 Can notices be customized by jurisdiction/location?

7.2 What location controls the generation of notices for holds, overdue, and billing notices? Is it the borrower's location, hold pickup location, debt location, or a combination of the three?

7.3 What formats are notices available in? Can different messages be configured based on format of notice (print, email, SMS)?

7.4 Is there a cost for sending SMS notices?

7.5 Can patrons opt to receive notices through dual channels, e.g. receive both a text and an email notice for a hold?

7.5 Are electronic notices (email or SMS) generated through a scheduled process, or manually run?

7.6 What is the process for generating printed notices? Can notices be generated for all locations from a single (consortia HQ) location? Are there potential conflicts if each location or jurisdiction ran their own notices and happened to run them at the same time?

8. Discovery layer

8.1 Can the Discovery Layer be configured to show a jurisdiction's holdings first, but seamlessly show the entire consortia if not locally held? Describe how holdings display can be configured, including limits on jurisdiction/locations displayed?

8.2 Can each jurisdiction's Discovery Layer pages be branded differently e.g. colors, logo, menu options?

8.3. Describe the features/functionality for a borrower to request a new PIN/password for their account. Can the messages be customized? What field or value controls what message is sent?

8.4 Describe the features/functionality for a borrower to retain a history of items they borrowed. If available, is it an "opt in" feature?

8.5 Can borrowers place a hold on multiple items at one time in the Discovery Layer and staff client (from a keyword search or cart)?

- 8.6 Can borrowers set a preferred request pickup location, different from the location associated with their borrower record?
- 8.7 Can electronic resources such as ebooks and downloadable audiobooks be made available via the Discovery Layer without requiring staff to load bibliographic records? If so, can it limit what is shown to only those titles available to the particular patron, e.g. a Madera County patron does not see Tulare County ebooks?
- 8.8 Can electronic resources be checkout/downloaded/requested without leaving the Discovery Layer?
- 8.9 Can RDA fields be integrated into the search and limiting options for the Discovery Layer?
- 8.10 How does the Discovery Layer support search facets?
- 8.11 What other options are available to customize the Discovery Layer? Is there a way to create custom widgets to incorporate unique functionality or content?
- 8.12 Can additional staff users accounts be set up to administer the Discovery Layer beyond a main admin user? What controls or limits can be set up to define specific roles and permissions for these users? As an example we would need a Kern County staff member to be able to make simple updates to Kern County's Discovery Layer profile, but not be able to make changes in another member's profile.

9. Acquisitions

- 9.1 What controls are available to keep the fund accounting aspects of acquisitions separated between jurisdictions, e.g. budgets and vendor accounts, purchase orders, etc.? (On order bibliographic records are shared).
- 9.2 Describe the options available for electronic ordering, receipt, and invoicing. If FTP is an option, please describe the process for placing FTP orders, as this is the main workflow currently in use.
- 9.3 Describe the process/functionality for closing out budgets at the end of one fiscal year and creating budgets for a new fiscal year.
- 9.3.1 Can groups of budget lines be processed together, e.g. selected budgets are frozen, but others left open or closed out?
 - 9.3.2 Describe functions relating to rolling over funds and open orders from one fiscal year to the next.
 - 9.3.3 If budgets are renamed, can you batch transfer open orders from the old budget designation to the new one – either all open orders or selected by title?
- 9.4 What is the process for adjusting a fiscal year budget allocation after creation?
- 9.5 Can workslips be configured for a variety of paper widths, e.g. one location prints on full sheets while another uses receipt printers? Do they automatically print?
- 9.6 Can purchase order lines be cancelled that have been on order for more than a specified period of time? How are these old, unfinished order records retrieved? Can they

be cancelled in a batch? If on-order items have been created, can they be deleted after cancellation?

9.7 How are vendor credits handled?

9.8 Describe reports that are available, e.g. unspent, encumbered, expenditures by budget categories. Can these be limited by jurisdiction? Please provide examples.

9.9 Describe the options for searching for POs, including available fields, browse and wildcard searching.

9.10 Can the system prorate invoice charges?

9.11 In addition to the normal process of purchase orders for specific titles, describe any mechanisms in place for non-title invoices. Use case: the librarians went to the bookstore and bought lots of books, there is no purchase order, but the funds expended need to be deducted from the fund account.

10. Reports

10.1 Describe the reporting and data analysis options available with the LMS.

10.2 Can multiple reports be run simultaneously, or do reports get queued?

10.3 Is ODBC access to the database available for report generation?

10.4 Do reports query the live database, or is data harvested into a separate reporting system?

10.5 Is there a limit on the number of user accounts we can assign? Are there different user levels with varying permissions for those accounts?

10.6 What data from the LMS is available to include in reports? If data is extracted, is Personally Identifying Information a part of the extract, and can it be excluded on request?

10.7 Can reports be configured to automatically run and send on a schedule? What file formats are available for scheduled reports?

11. Mobile App

11.1 Can the mobile app be customized with different branding, colors, and menu options for each jurisdiction? If so, how is this accomplished?

11.2 Can electronic resources such as ebooks and downloadable audiobooks be made available in the mobile app without requiring staff to load bibliographic records? If so, can it limit what is shown to only those titles available to the particular patron, e.g. a Madera County patron does not see Tulare County ebooks?

11.3 Can the mobile app utilize RSS feeds to create event calendars? For example, could we create a listing of upcoming events at specific locations by supplying a link to an RSS feed.


11.4 How does the mobile app communicate with the LMS? Describe how patron information is encrypted/protected while in transit.

11.5 Can multiple accounts be created to administer the app? If so, what types of roles and permissions can be assigned to delegate duties as well as prevent users from modifying content that is not theirs? For example, allowing a Fresno staff member to edit menu options for Fresno's part of the app, but denying the ability to edit options that don't belong to Fresno.

APPENDIX B – HORIZON DATA MIGRATION

Data to be migrated Required data elements indicated with *	Approximate # of records
Authority records*	1,900,000
Bibliographic records* (Retaining tag 001 OCLC# and tag 999 Horizon bib#)	805,000
Item records <ul style="list-style-type: none"> - Horizon item#* - Location* - Call number with prefixes stripped* - Itype to circ modifier* - Collection to item stat category* - Collection/location to floating* - Creation date* - Last checkout date* - Last in house use date* - Total checkouts* - Status* - Current borrower (checkout, hold shelf)* - Price* - Last status update date - Copy statement* - Check in note* 	2,800,000
Borrower records <ul style="list-style-type: none"> - Horizon borrower number* - Btype* - Borrower stat classes* - All borrower barcodes* - All borrower addresses* - All borrower email address* - All borrower telephone numbers* - Borrower notification preference* - Registration location* - Comments* - Notes - Date of birth* - PIN* - Creation date* - Last CKO date* - Last updated date* - Last authentication date* - Expiration date* - Renewal date - Drivers License#* - Parent/Guardian name, address, city/state and zip fields* - PAC Access Type - # of CKOs 	570,000

Request data - All unfilled requests with queue position* - All requests in transit hold, hold shelf and expired hold status*	70,000
DebtCollect (Collection Agency Assignments) - All debt collection groups* - All data on borrowers in collections*	10 groups 44,000 borrowers
Borrower current blocks*	1,670,000
Borrower history blocks*	Last 4 years 2,154,000
Borrower payment history*	Last 4 years

DATE: September 25, 2020
TO: SJVLS Admin Council
SUBMITTED BY: Sally Gomez, Interim Administrative Librarian 
SUBJECT: Approval of Retroactive Application/Agreement to Increase Budget

RECOMMENDED ACTION(S):

1. Retroactively authorize the previous submittal of an application to the Public Library Staff Education Program (PLSEP) on September 14, 2020;
2. Approve and authorize the Chairman to ratify the SJVLS Administrative Librarian's execution of a retroactive application/agreement dated September 14, 2020 and acceptance of grant funds effective upon execution through September 30, 2021 (\$10,969);
3. Authorize the Administrative Librarian, or their designee, to sign expenditure forms and activity reports for this agreement; and
4. Approve the acceptance of award up to \$30,000 and authorize chairperson to sign the budget resolution if less award to decrease budget. The current budget resolution has sufficient appropriate and estimated revenues in the amount of \$30,009.

REPORT:

The California State Library (CSL) has tentatively awarded a Library Services and Technology Act (LSTA) Public Library Staff Education Program (PLSEP) grant in the amount of \$10,969 to SJVLS to oversee the program and reporting. The grant award recipients will be a total of two for Fresno (1) and Tulare County Library (1).

FISCAL IMPACT:

There is no SJVLS cost associated with the recommended actions. The \$10,969 grant from the PLSEP will be used for training and other related costs (\$9,972) and administration (\$997) for staff costs to administer the program.

ATTACHMENT:

Attachment 9 - Application & Certification

Cooperative Library
System**San Joaquin Valley Library
System**

09/14/2020

id. 17560907

**by Sally Gomez in 2020/2021 Public Library Staff
Education Program (PLSEP) System Grant
Application**2420 Mariposa Street
Fresno, California
93721
United States
559-600-6199
sally.gomez@fresnolibrary.org**Original application**

09/14/2020

System DUNS
Number **003527160**LSTA Funds
Requested **\$10,969.00**System Director
Name **Sally Gomez**System Director
Email Address **sally.gomez@fresnolibrary.org**System Director
Phone Number **559-600-6199**Project Coordinator
Name (if different
from System
Director) *n/a*Project Coordinator
Email Address *n/a*Project Coordinator
Phone Number *n/a*Street address or PO
box (for system
address) **2420 Mariposa Street**City (for system
address) **Fresno**

Zip code (for system address) **93721**

LSTA Goal, Primary Audience, and Project Intent

Public Library Staff Education Fund grants fall under Goal 7 of the 2018-2022 LSTA Five Year Plan, "California libraries are staffed by a skilled and diverse workforce whose members engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities." The primary audience for the grants is "Library Staff, Volunteers and/or Trustees." The Project Intent for the grants is "Institutional Capacity: Improve the library workforce."

20. Funding opportunity recipients

[SJVLS_2021_PLSEP_awards_002.xlsx](#)

21. Certification & Signature

[SJVLS_PLSEP_CertificationSignature.pdf](#)

ITEM 27: CERTIFICATION AND SIGNATURE

Library/Organization	San Joaquin Valley Library System
Project Title	Public Library Staff Education Program FY 2020-2021

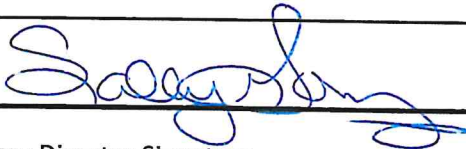
Check the Appropriate Library Type

Public Library Academic K-12 Multi-Type Special/Other

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Library/Organization	San Joaquin Valley Library System
Project Name	Public Library Staff Education Program FY 2020-2021
Library Director Name	Sally Gomez
Title	Administrative Librarian
Email Address	sally.gomez@fresnolibrary.org
Phone Number	559-600-6199
Library Director Mailing Address <i>(if different than applicant information)</i>	2420 Mariposa Street
City, State, Zip	Fresno, CA 93721



Library Director Signature

9/14/2020

Date

Reset

20-21 PLSEP recipients--SJVLS

Complete this form and submit with your application.

Recipient	Award
Danielle Resendez	\$4,284
Jason Sue	\$5,688
Total awards	\$9,972
Direct staff cost	\$0 Please enter direct staff costs. Form will calculate indirect and total
Total	\$9,972
Indirect	\$997
Total request	\$10,969 Enter this amount on the Submittable application

DATE: September 25, 2020
TO: SJVLS Admin Council
SUBMITTED BY: Sally Gomez, Interim Administrative Librarian
SUBJECT: Approval of Retroactive Application



RECOMMENDED ACTION(S):

1. Retroactively authorize the previous submittal of an application to the California State Library High-Speed Broadband Grant on September 3, 2020;
2. Approve and authorize the Chairman to ratify the SJVLS Administrative Librarian's execution of a retroactive application dated September 3, 2020 and acceptance of grant funds effective upon execution through July 1, 2021 (\$75,681.64); and
3. Authorize the Administrative Librarian, or their designee, to sign expenditure forms and activity reports for this agreement.

REPORT:

The California State Library (CSL) has made grant funds available to assist in the implementation of high-speed broadband technology by providing gap funding to cover costs incurred for upgrades and connectivity. The funds, if awarded, will cover non-recurring costs for several branches in four SJVLS jurisdictions (\$75,681.64). The grant will benefit Members with funding offset their fees in non-recurring costs.

Staff will return to the Board for approval of the final award agreement.

FISCAL IMPACT:

There is no SJVLS cost associated with the recommended actions. The \$75,681.64 will cover non-recurring costs for site connections related to Members.

ATTACHMENT:

Attachment 10 – CSL High-Speed Broadband Grant Application

1. Library
Jurisdiction Name

San Joaquin Valley Library System

09/03/2020

id. 17471592

by **Sally Gomez** in **California High-Speed
Broadband Grants 2019-2021**

2420 Mariposa Street
Fresno, California
93721
United States
559-600-6199
sally.gomez@fresnolibrary.org

Original application

09/03/2020

Appendix A - GRANT
APPLICATION

Grant guidelines are available at <http://www.library.ca.gov/services/to-libraries/broadband/>. This grant application, including Appendix B: Eligible Expenses Defined and Appendix C: Grant Award Amounts, can be found online at <http://www.library.ca.gov/services/to-libraries/broadband/>.

Element I:
Information

n/a

2. Library Full
Name(s) Including
Main and Branch
Locations If
Applicable

Fresno County Public Library - Auberry Branch, Bear Mountain Branch, Big Creek Branch, Piedra Branch, Shaver Lake Branch; Kings County Library - Armona Community Branch; Mariposa County Library - Mariposa HQ, El Portal Branch, Greeley Hill-Red Cloud Branch, Wawona-Basset Memorial Branch; Merced County Library - Delhi Branch, Snelling Branch.

3. Jurisdiction Lead
DUNS Number

3527160

4. County

Fresno

5. Street Address

2420 Mariposa Street

6. City, State, Zip+4

Fresno, CA, 93721-2204

7. Website URL

www.sjvls.org

8. Library Director
Name

Sally Gomez

9. Library Director
Phone Number

559-600-6199

10. Library Director
Email

sally.gomez@fresnolibrary.org

11. Contact Name, if different from Line 8	
12. Contact Title, if not Library Director	Administrative Librarian, SJVLS
13. Contact Phone Number, if different from Line 9	
14. Contact Email, if different from Line 10	
14. Funding Year	2020
15. Library Director Certification	true
16. Project Purpose/Grant Area (please check all that apply)	F. Construction Support for infrastructure upgrades
17. Project Timeline: Estimated Start Date	September 2020
18. Project Timeline: Estimated Completion Date	July 2021
19. Summary of Project Budget: Amount of Grant Request.	\$75,681.64
20. Summary of Project Budget: Amount of Matching Funds. Refer to Appendix C for Local Income Per Capita level.	0
21. Total Grant Request Plus Local Income Per Capita Matching Requirement.	\$75,681.64
Element 2: Project Plan and Gantt Chart	Please detail the tasks required to be undertaken in your proposed project for which you're seeking funding. Attach a Project Plan and Gantt Chart below.

Project Plan

Gantt Chart

[Element_2_-_GanttChartWaived_SJVLS.pdf](#)

Element 3-1: Overall Budget **Provide specific budget information for the total project you are proposing, including portions paid by the grant and those paid by your library.**

- **Equipment to be purchased with grant funds must be new. Refurbished or used equipment is not eligible for grant support.**
- **Round all costs to the nearest dollar.**
- **If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in Element 4.**

Proposed Budget for Grant-Eligible Projects

[SJVLS-Proposed_Budget_for_Grant-Eligible_Projects-NRC.xlsx](#)

Element 3-2: Site Budget - **Provide specific budget information for each project you are proposing by site.**

- **Provide name of main and branch(es), need for funding and total expected costs. One main site and up to four branch sites may be funded.**

Proposed Budget for Grant-Eligible Project Costs by Branch

[SeeProposedBudgetFile.pdf](#)

Element 4: Sustainability Narrative **Please describe any additional tasks and funds needed in addition to the grant amount to make the project successful and sustainable. Please explain how those funds will be provided and if they are cash or in-kind. Please attach additional pages as needed. Attach your jurisdiction or site budget in spreadsheet form for the upcoming two fiscal years (2019–2020 and 2020–2021). Estimated budgets are allowed.**

Maintenance/Service **N/A**

Maintenance/Service Costs **N/A**

Software/Security **Yes, firewall security is paid through membership fees collected. Amount is prorated for the 12 sites included in this application.**

Software/Security Costs **\$4,776**

Staff Time **Yes, staff time for project oversight and implementation will be covered by membership fees.**

Staff Time Costs **\$19,500**

Other Sustainability Elements	N/A
Other Sustainability Costs	N/A
Ongoing Support	<p>SJVLS is a consortium apprised of 10 member jurisdictions throughout the San Joaquin Valley. Members pool resources, share costs and use their buying power to acquire materials and services, and ensure the viability of services to its communities. Through careful planning and constant fiscal evaluation, SJVLS has been successful in maintaining services even in lean years. Each jurisdiction is responsible for ensuring their ability to pay member costs. Through sound fiscal practices, SJVLS has created a reserve of funds to address any budget shortfalls.</p> <p>Additionally, SJVLS staff and consultants regularly seek out and take advantage of grant funding available to create, enhance and continue services.</p>
Ongoing Support Costs	See above.
Jurisdiction or Site Budget for Next Two Years	
Two_Years_Budget_SJVLS.pdf	
Inside Wiring Support	SJVLS is not requesting funding support at this time for Inside Wiring.
Construction Support	Please see the attached Element 6 file, which outlines the requested information.
Technical Network Training	SJVLS is not requesting funding for Technical Network Training at this time.
Element 5: Comments	n/a
Element 6: Attachments	
SJVLSPreviousGrantAwardDisclosure.pdf	
SJVLS_Y6_CENIC_quotes.pdf	
There are no firm deadlines for submission.	However, funding allocations may be dependent on the E-rate calendar (July 1 to June 30, annually).
Definitions and Grant Award Amounts	Please see online copy of grant application for Appendix B: Eligible Expenses Defines and Appendix C: Grant Award Amounts.

Task	Responsible Party	Timeline	Complete Date
Approve 2020 agreement	SJVLS	-	7/22/2020
Order Fresno, Kings, Mariposa, Merced circuits	CENIC	-	9/14/2020
Fresno-Auberry buildout	Carrier	200 biz days	7/2/2021
Fresno-Bear Mountain buildout	Carrier	200 biz days	7/2/2021
Fresno-Big Creek buildout	Carrier	200 biz days	7/2/2021
Fresno-Piedra buildout	Carrier	200 biz days	7/2/2021
Fresno-Shaver Lake buildout	Carrier	200 biz days	7/2/2021
Kings-Armona buildout	Carrier	200 biz days	7/2/2021
Mariposa-Mariposa HQ buildout	Carrier	200 biz days	7/2/2021
Mariposa-El Portal buildout	Carrier	200 biz days	7/2/2021
Mariposa-Red Cloud buildout	Carrier	200 biz days	7/2/2021
Mariposa-Wawona buildout	Carrier	200 biz days	7/2/2021
Merced-Delhi buildout	Carrier	200 biz days	7/2/2021
Merced-Snelling buildout	Carrier	200 biz days	7/2/2021
Connection testing	Carrier/CENIC	15 biz days	7/26/2021

GanttChartWaived

Proposed Budget for Grant-Eligible Projects

Column A	Column B	Column C	Column D
Project Budget Detail			
A) Connectivity, One-Time Funding (Hardship)	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
B) Technology Hardware Funding	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
C) Architectural and Building Funding	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
D) Network Consulting Funding	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
E) Upgrades to Inside Wiring	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
F) Construction Support	CSL Grant	USAC E-rate	CSL + USAC
Non-Recurring Cost on Year 6 RFP construction for connections to 12 San Joaquin Valley Library System sites (5 @ Fresno, 1 @ Kings, 4 @ Mariposa, 2 @ Merced)	\$ 75,681.64	\$ 1,437,951.17	\$ 1,513,632.81
Subtotal	\$ 75,681.64	\$ 1,437,951.17	\$ 1,513,632.81
G) Technical Network Training	CSL Grant	USAC E-rate	CSL + USAC
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Summary			
Total Cost of Eligible Projects	\$ 75,681.64	\$ 1,437,951.17	\$ 1,513,632.81
Subtract the Local Income Per Capita Cash Match from Library (waived)	\$ -	\$ -	\$ -
Subtract Grant Funding Requested	\$ 75,681.64	\$ 1,437,951.17	\$ 1,513,632.81
Total Remaining Funds Needed to Complete Projects	\$ -	\$ -	\$ -

Proposed Budget for Grant-Eligible Project Costs by Branch

Column A	Column B	Column C	Column D
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
A) Site Name: Fresno County Library - Auberry Branch Library			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 6,036.65	\$ 114,696.35	\$ 120,733.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 6,036.65	\$ 114,696.35	\$ 120,733.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
C) Site Name: Fresno County Library - Bear Mountain Branch Library			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 4,024.45	\$ 76,464.55	\$ 80,489.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 4,024.45	\$ 76,464.55	\$ 80,489.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
B) Site Name: Fresno County Library - Big Creek Branch Library			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 4,740.65	\$ 90,072.35	\$ 94,813.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 4,740.65	\$ 90,072.35	\$ 94,813.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
D) Site Name: Fresno County Library - Piedra Branch Library			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 6,036.65	\$ 114,696.35	\$ 120,733.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 6,036.65	\$ 114,696.35	\$ 120,733.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
E) Site Name: Fresno County Library - Shaver Lake Branch Library			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 12,750.00	\$ 242,250.00	\$ 255,000.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 12,750.00	\$ 242,250.00	\$ 255,000.00
Summary	CSL Grant	USAC E-rate	CSL + USAC
Total Request for Eligible Projects	\$ 33,588.40	\$ 638,179.60	\$ 671,768.00
Subtract the Local Income Per Capita Cash Match from Library (waived)	\$ -	\$ -	\$ -
Subtract Grant Funding Requested	\$ 33,588.40	\$ 638,179.60	\$ 671,768.00
Total Remaining Funds Needed to Complete Projects	\$ -	\$ -	\$ -

Proposed Budget for Grant-Eligible Project Costs by Branch

Column A	Column B	Column C	Column D
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
A) Site Name: Kings County Library - Armona Community Branch			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 5,030.55	\$ 95,580.45	\$ 100,611.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 5,030.55	\$ 95,580.45	\$ 100,611.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
B) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
C) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
D) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
E) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Summary	CSL Grant	USAC E-rate	CSL + USAC
Total Request for Eligible Projects	\$ 5,030.55	\$ 95,580.45	\$ 100,611.00
Subtract the Local Income Per Capita Cash Match from Library (waived)	\$ -	\$ -	\$ -
Subtract Grant Funding Requested	\$ 5,030.55	\$ 95,580.45	\$ 100,611.00
Total Remaining Funds Needed to Complete Projects	\$ -	\$ -	\$ -

Proposed Budget for Grant-Eligible Project Costs by Branch

Column A	Column B	Column C	Column D
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
A) Site Name: Mariposa County Library - Mariposa HQ			
Non-Recurring Cost on Year 6 RFP construction for 1Gbps Geolinks connection to site	\$ 5,608.41	\$ 106,559.72	\$ 112,168.13
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 5,608.41	\$ 106,559.72	\$ 112,168.13
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
B) Site Name: Mariposa County Library - El Portal Branch			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 1,710.00	\$ 32,490.00	\$ 34,200.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 1,710.00	\$ 32,490.00	\$ 34,200.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
C) Site Name: Mariposa County Library - Greeley Hill-Red Cloud Branch			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 1,710.00	\$ 32,490.00	\$ 34,200.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 1,710.00	\$ 32,490.00	\$ 34,200.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
D) Site Name: Mariposa county Library - Wawona-Basset Memorial Branch			
Non-Recurring Cost on Year 6 RFP construction for 100Mbps Geolinks connection to site	\$ 8,048.85	\$ 152,928.15	\$ 160,977.00
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 8,048.85	\$ 152,928.15	\$ 160,977.00
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
E) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Summary	CSL Grant	USAC E-rate	CSL + USAC
Total Request for Eligible Projects	\$ 17,077.26	\$ 324,467.87	\$ 341,545.13
Subtract the Local Income Per Capita Cash Match from Library (waived)	\$ -	\$ -	\$ -
Subtract Grant Funding Requested	\$ 17,077.26	\$ 324,467.87	\$ 341,545.13
Total Remaining Funds Needed to Complete Projects	\$ -	\$ -	\$ -

Proposed Budget for Grant-Eligible Project Costs by Branch

Column A	Column B	Column C	Column D
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
A) Site Name: Merced County Library - Delhi Branch			
Non-Recurring Cost on Year 6 RFP construction for 1Gbps Geolinks connection to site	\$ 7,994.17	\$ 151,889.30	\$ 159,883.47
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 7,994.17	\$ 151,889.30	\$ 159,883.47
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
B) Site Name: Merced County Library - Snelling Branch			
Non-Recurring Cost on Year 6 RFP construction for 1Gbps Geolinks connection to site	\$ 11,991.26	\$ 227,833.95	\$ 239,825.21
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ 11,991.26	\$ 227,833.95	\$ 239,825.21
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
C) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
D) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Project Budget Detail	CSL Grant	USAC E-rate	CSL + USAC
E) Site Name:			
(insert funding request description)	\$ -	\$ -	\$ -
(insert funding request description)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Summary	CSL Grant	USAC E-rate	CSL + USAC
Total Request for Eligible Projects	\$ 19,985.43	\$ 379,723.25	\$ 399,708.68
Subtract the Local Income Per Capita Cash Match from Library (waived)	\$ -	\$ -	\$ -
Subtract Grant Funding Requested	\$ 19,985.43	\$ 379,723.25	\$ 399,708.68
Total Remaining Funds Needed to Complete Projects	\$ -	\$ -	\$ -

San Joaquin Valley Library System (System)

Budget

Current – Fiscal Year 2020-21

For fiscal year 2020-21, the total San Joaquin Valley Budget is recommended at \$6,066,145.

Other areas of Telecommunication operations to improve one-time circuit costs for rural branch locations is budget for \$2,117,059 which SJVLS will pursue California State Library Broadband grant opportunity.

<u>Services Function</u>	<u>Budget</u>
Delivery	173,100
Telecommunication	1,221,566
Broadband projects	2,117,059
Adminstration & Planning	442,876
PLSEP Student Award	30,000
Cataloging Services	98,600
System Operations	1,752,974
Debt Collections	44,000
Online Materials	185,970
Total Budget	6,066,145

Prior Year -Fiscal Year 2019-2020

For fiscal year 2019-20, the total San Joaquin Valley Budget is recommended at \$4,314,359.

<u>Services Function</u>	<u>Budget</u>
Delivery	159,540
Telecommunication	1,182,300
Broadband projects	366,076
Adminstration & Planning	479,706
PLSEP Student Award	30,399
Cataloging Services	103,600
System Operations	1,740,504
Debt Collections	44,000
Online Materials	208,234
Total Budget	4,314,359

Construction Support:

If requesting **Construction Support** for infrastructure upgrades (Item 15, Option F), please attach information related to:

- Detail of any previous funds requested and/or granted for connectivity through the grant program since inception (Year 1);
- Any narrative discussion that outlines discussions and planning related to construction needs;
- A detailed budget and documentation of estimates received from CENIC that directly support the budget (only filling in the forms as part of Element 3 is not sufficient);
- Narrative outlining strategic communications with CENIC and the State Library Aggregator;
- A cost estimate from CENIC for the ongoing cost of the connection, once made.

Detail of any previous funds requested and/or granted for connectivity through the grant program since inception (Year 1);

In 2016, SJVLS received \$170,545 in grant funding for equipment & consulting to connect eighteen libraries to the CENIC CalREN network.

Any narrative discussion that outlines discussions and planning related to construction needs;

After receiving the CENIC Year 6 quote for twelve new library locations, representatives from CSL, CENIC, Califa, and SJVLS had numerous email exchanges and conference call sessions to plan out how best to proceed with the project.

A detailed budget and documentation of estimates received from CENIC that directly support the budget (only filling in the forms as part of Element 3 is not sufficient);

Please see the attached CENIC Year 6 circuit quote (PDF attached) for the NRC construction costs associated with connecting the twelve new locations.

Narrative outlining strategic communications with CENIC and the State Library Aggregator;

SJVLS representatives have the direct contact information for CSL, CENIC, and Califa project managers and will hold periodic conference calls to track progress of project; CENIC's project manager is tasked with keeping SJVLS apprised of any technical requirements, delays, and other issues that may crop up during the GeoLinks construction work. CSL/CENIC/Califa project managers also have weekly meetings themselves where they keep each other in the loop on all Year 6 circuit projects and communicate with jurisdictions/systems, e.g., SJVLS, as needed (based on circumstances).

A cost estimate from CENIC for the ongoing cost of the connection, once made.

These costs are documented in the CENIC Year 6 quote document (PDF attached), called out in the pre/post E-rate reimbursement Monthly Recurring Cost information.



Customer:

SJVLS - COALINGA-HURON UNIFIED SCHOOL DISTRICT LIBRARY

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$0.00	\$2,136.70	-
Total	\$0.00	\$2,136.70	\$0.00

Annual Cost	\$25,640.40
E-rated Annual Cost†	\$1,282.02
Total for Year 1	\$25,640.40
E-rated Total for Year 1†	\$1,282.02

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

*If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.

*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

†E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0

CENIC		*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.					E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point			
LOC A**	LOC Z	Carrier Info					E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$106.84	\$0.00
Coalinga District HQ	Beale Memorial HQ	AT&T	100 Mbps	7/1/2021	\$ -	\$ 731.00	\$ -	\$ 36.55	Existing	
Coalinga District HQ	CENIC Hubsite	AT&T	1 Gbps	7/1/2022	\$ -	\$ 813.00	\$ -	\$ 40.65	Existing	
Huron Branch	Coalinga District HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	Replacement Upgrade- Potential cost overlap	

CENIC

Customer:

Fresno County Public Library

Budget Summary Description:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$16,040.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$1,660.00
3 Installation	\$6,360.00	\$0.00	\$0.00
4 Circuit	\$671,768.00	\$22,741.50	-
Total	\$694,168.00	\$22,741.50	\$1,660.00

Annual Cost	\$274,558.00
E-rated Annual Cost†	\$15,304.90
Total for Year 1	\$968,726.00
E-rated Total for Year 1†	\$104,881.70

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

*If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.

*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

†E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0

CENIC				*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.			E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point			
LOC A**	LOC Z'		Carrier Info				E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$1,137.08	\$67,176.80
Fresno HQ	CENIC Hubsite	AT&T	10Gbps	7/1/2025	\$ -	\$ 1,890.00	\$ -	\$ 94.50	New	
Fresno HQ	CENIC Hubsite	AT&T	100Mbps	7/1/2021	\$ -	\$ 731.00	\$ -	\$ 36.55	Existing	
Fresno HQ	CENIC Hubsite	Vast	1Gbps	-	\$ -	\$ -	\$ -	\$ -	Existing	
Hanford HQ	Fresno HQ	AT&T	100 Mbps	7/1/2021	\$ -	\$ -	\$ -	\$ -	Costs Accounted for on Kings Quote	
Collector Circuit	Fresno HQ	AT&T	10000 Mbps	7/1/2025	\$ -	\$ 2,861.00	\$ -	\$ 143.05	New	
Betty Rodriguez	Fresno HQ	AT&T	1 Gbps	7/1/2025	\$ -	\$ 725.00	\$ -	\$ 36.25	Replacement Upgrade- Potential cost overlap	
Caruthers Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Clovis Branch	Fresno HQ	AT&T	1 Gbps	7/1/2025	\$ -	\$ 725.00	\$ -	\$ 36.25	Replacement Upgrade- Potential cost overlap	
Easton Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Fig Garden	Fresno HQ	AT&T	1 Gbps	7/1/2025	\$ -	\$ 725.00	\$ -	\$ 36.25	Replacement Upgrade- Potential cost overlap	
Kingsburg Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Laton Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Mendota Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Mosqueda Center Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Orange Cove Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Parlier Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Pinedale Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Riverdale	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Sanger Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Selma Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Sunnyside	Fresno HQ	AT&T	1 Gbps	7/1/2025	\$ -	\$ 725.00	\$ -	\$ 36.25	Replacement Upgrade- Potential cost overlap	
Teague Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	New	
West Fresno Branch	Fresno HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Replacement Upgrade- Potential cost overlap	
Woodward Park	Fresno HQ	AT&T	1 Gbps	7/1/2025	\$ -	\$ 725.00	\$ -	\$ 36.25	Replacement Upgrade- Potential cost overlap	
Senior Resource Center	Fresno HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$ -	\$ 11.26	Existing	
Talking Book	Fresno HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$ -	\$ 11.26	Existing	
Gillis Branch	Fresno HQ	AT&T	100 Mbps	7/1/2024	\$ -	\$ 430.00	\$ -	\$ 21.50	Existing	
Fowler Branch	Fresno HQ	AT&T	100 Mbps	7/1/2025	\$ -	\$ 430.00	\$ -	\$ 21.50	Existing	
Firebaugh Branch	Fresno HQ	Comcast	1Gbps	7/1/2025	\$ -	\$ 620.00	\$ -	\$ 31.00	Replacement Upgrade- Potential cost overlap	
Kerman Branch	Fresno HQ	Comcast	1Gbps	7/1/2025	\$ -	\$ 599.00	\$ -	\$ 29.95	Replacement Upgrade- Potential cost overlap	
Tranquility	Fresno HQ	Comcast	100 Mbps	7/1/2021	\$ -	\$ 750.00	\$ -	\$ 37.50	Existing	
Reedley Branch	Fresno HQ	Comcast	1 Gbps	7/1/2022	\$ -	\$ 950.00	\$ -	\$ 47.50	Existing	
San Joaquin Branch	Fresno HQ	Comcast	1 Gbps	7/1/2022	\$ -	\$ 950.00	\$ -	\$ 47.50	Existing	
Big Creek Branch	Fresno HQ	Geolinks	100Mbps	7/1/2025	\$ 94,813.00	\$ 210.00	\$ 9,481.30	\$ 10.50	New	
Piedra Branch	Fresno HQ	Geolinks	100Mbps	7/1/2025	\$ 120,733.00	\$ 210.00	\$ 12,073.30	\$ 10.50	New	
Shaver Lake	Fresno HQ	Geolinks	100Mbps	7/1/2025	\$ 255,000.00	\$ 395.00	\$ 25,500.00	\$ 19.75	New	

SJVLS Fresno - Carrier Costs

Auberry Branch	Fresno HQ	Geolinks SC	100Mbps	7/1/2025	\$ 120,733.00	\$ 210.00	\$ 12,073.30	10.50	New
Bear Mountain Branch	Fresno HQ	Geolinks SC	100Mbps	7/1/2025	\$ 80,489.00	\$ 210.00	\$ 8,048.90	10.50	New
Politi Branch	Fresno HQ	Vast	100 Mbps	7/1/2022	\$ -	\$ 1,200.00	\$ -	60.00	Existing

CENIC

Customer:

Kern County Library

Budget Summary Description:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$16,040.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$1,660.00
3 Installation	\$6,360.00	\$0.00	\$0.00
4 Circuit	\$0.00	\$15,202.70	-
Total	\$22,400.00	\$15,202.70	\$1,660.00

Annual Cost	\$184,092.40
E-rated Annual Cost†	\$10,781.62
Total for Year 1	\$206,492.40
E-rated Total for Year 1†	\$33,181.62

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*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

†E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0

CENIC				*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.			E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point			
LOC A**	LOC Z		Carrier Info				E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$760.14	\$0.00
Beale Memorial HQ	CENIC Hubsite	AT&T	10Gbps	7/1/2025	\$ -	\$ 1,890.00	\$0.00	\$94.50	New	
Beale Memorial HQ	CENIC Hubsite	AT&T	100 Mbps	7/1/2021	\$ -	\$ 731.00	\$0.00	\$36.55	Existing	
Beale Memorial HQ	CENIC Hubsite	Vast	1 Gbps	-	\$ -	\$ -	\$0.00	\$0.00	Existing	
Beale Memorial HQ	Coalinga HQ	AT&T	100 Mbps	7/1/2021	\$ -	\$ -	\$0.00	\$0.00	Costs Accounted for on Coalinga Quote	
Collector	Beale Memorial HQ	AT&T	2500 Mbps	7/1/2025	\$ -	\$ 1,361.00	\$0.00	\$68.05	New	
Mojave	Beale Memorial HQ	AT&T	1 Gbps	7/1/2023	\$ -	\$ 731.70	\$0.00	\$36.59	Existing	
Arvin Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Baker Street Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Delano Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Frazier Park Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Holloway-Gonzales Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Lamont Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
McFarland Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Northeast Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Rathbun Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Tehachapi Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Wasco Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Wilson Branch	Beale Memorial HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Wanda Kirk Branch	Beale Memorial HQ	AT&T	100 Mbps	7/1/2024	\$ -	\$ 525.00	\$0.00	\$26.25	Existing	
Southwest Branch	Beale Memorial HQ	AT&T	100 Mbps	7/1/2024	\$ -	\$ 525.00	\$0.00	\$26.25	Existing	
California City Branch	Beale Memorial HQ	Frontier	10 Mbps	7/1/2025	\$ -	\$ 1,074.00	\$0.00	\$53.70	Existing	
Ridgecrest Branch	Beale Memorial HQ	Frontier	10 Mbps	7/1/2022	\$ -	\$ 1,074.00	\$0.00	\$53.70	Existing	
Kern River Valley	Beale Memorial HQ	Geolinks	100 Mbps	7/1/2024	\$ -	\$ 3,588.00	\$0.00	\$179.40	Existing	
Taft	Beale Memorial HQ	Spectrum	1 Gbps	7/1/2025	\$ -	\$ 1,000.00	\$0.00	\$50.00	Existing	

CENIC

Customer:

Kings County Library

Budget Summary Description:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$102,111.00	\$4,227.40	-
Total	\$102,111.00	\$4,227.40	\$0.00

Annual Cost	\$50,728.80
E-rated Annual Cost†	\$2,536.44
Total for Year 1	\$152,839.80
E-rated Total for Year 1†	\$12,747.54

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

*If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.

*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

†E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0

CENIC					*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.			E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point		
LOC A**	LOC Z		Carrier Info				E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$211.37	\$10,211.10
Hanford HQ	CalREN	Vast	1 Gbps	-	\$ -	\$ -	\$ -	\$ -	-	Existing
Hanford HQ	Fresno HQ	AT&T	100 Mbps	7/1/2021	\$ -	\$ 731.00	\$ -	\$ 36.55	-	Existing
Armona Branch	Hanford HQ	Geolinks	100Mbps	7/1/2025	\$ 100,611.00	\$ 210.00	\$ 10,061.10	\$ 10.50	-	New
Avenal Branch	Hanford HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	-	Replacement Upgrade- Potential cost overlap
Stratford Branch	Hanford HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	-	Replacement Upgrade- Potential cost overlap
Corcoran	Hanford HQ	Vast	100 Mbps	7/1/2023	\$ 1,500.00	\$ 1,200.00	\$ 150.00	\$ 60.00	-	Existing
Kettleman City	Hanford HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 450.50	\$ -	\$ 22.53	-	Existing
Lamoore	Hanford HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 450.50	\$ -	\$ 22.53	-	Existing

CENIC

Customer:

SJVLS-Tulare County Library

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$1,500.00	\$9,026.23	-
Total	\$1,500.00	\$9,026.23	\$0.00

Annual Cost	\$108,314.76
E-rated Annual Cost†	\$5,415.74
Total for Year 1	\$109,814.76
E-rated Total for Year 1†	\$5,565.74

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*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

†E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0

CENIC		*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.					E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point			
LOC A**		Carrier Info					E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$451.31	\$150.00
Visalia Branch HQ	CENIC Hubsite	Vast	1Gbps	-	\$ -	\$ -	\$0.00	\$0.00	Existing	
Visalia Branch HQ	Tulare Public Library	AT&T	100 Mbps	7/1/2021	\$ -	\$ -	\$0.00	\$0.00	Costs Listed on Tulare Public Quote	
Alpaugh Branch	Visalia Branch HQ	Vast	100Mbps	7/1/2022	\$ -	\$ 1,200.00	\$0.00	\$60.00	Existing	
Dinuba	Visalia Branch HQ	AT&T	100Mbps	7/1/2024	\$ -	\$ 592.70	\$0.00	\$29.64	Existing	
Earlimart	Visalia Branch HQ	AT&T	10Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Exeter Branch	Visalia Branch HQ	Vast	100Mbps	7/1/2021	\$ -	\$ 1,000.00	\$0.00	\$50.00	Existing	
Farmersville Branch	Visalia Branch HQ	Vast	100Mbps	7/1/2023	\$ 1,500.00	\$ 1,300.00	\$150.00	\$65.00	Existing	
Ivanhoe Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 272.00	\$0.00	\$13.60	Existing	
Lindsay Branch	Visalia Branch HQ	Vast	100Mbps	7/1/2021	\$ -	\$ 1,000.00	\$0.00	\$50.00	Existing	
London Branch	Visalia Branch HQ	AT&T	100Mbps	7/1/2023	\$ -	\$ 592.70	\$0.00	\$29.64	Existing	
Orosi/Cutler Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Pixley Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2022	\$ -	\$ 235.29	\$0.00	\$11.76	Existing	
Springville Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Strathmore Branch	Visalia Branch HQ	Vast	100Mbps	7/1/2022	\$ -	\$ 1,200.00	\$0.00	\$60.00	Existing	
Terra Bella Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2022	\$ -	\$ 235.29	\$0.00	\$11.76	Existing	
Three Rivers Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 272.00	\$0.00	\$13.60	Existing	
Tipton Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	
Woodlake Branch	Visalia Branch HQ	AT&T	10 Mbps	7/1/2021	\$ -	\$ 225.25	\$0.00	\$11.26	Existing	

CENIC

Customer:

Tulare Public

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$0.00	\$1,462.00	-
Total	\$0.00	\$1,462.00	\$0.00

Annual Cost	\$17,544.00
E-rated Annual Cost†	\$877.20
Total for Year 1	\$17,544.00
E-rated Total for Year 1†	\$877.20

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*NRC items are one-time costs billed upon execution of contract.

*MRC items are billed quarterly.

†E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

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†E-rate Costs may take up to 18 months to activate due to USAC processing time

Version: 1.0



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E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

LOC A**		Carrier Info					E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$73.10	\$0.00
Tulare Public HQ	CENIC Hubsite	AT&T	100 Mbps		\$0.00	\$731.00	\$0.00	\$36.55	Existing	
Tulare Public HQ	CENIC Hubsite	Vast	1 Gbps	-	\$0.00	\$0.00	\$0.00	\$0.00	Existing	
Tulare Public HQ	Tulare Country HQ	AT&T	100 Mbps		\$0.00	\$731.00	\$0.00	\$36.55	Existing	



Customer: Madera County Library

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$5,000.00	\$5,287.02	-
Total	\$5,000.00	\$5,287.02	\$0.00

Annual Cost	\$63,444.24
E-rated Annual Cost†	\$3,172.21
Total for Year 1	\$68,444.24
E-rated Total for Year 1†	\$3,672.21

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.
 *If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.
 *NRC items are one-time costs billed upon execution of contract.
 *MRC items are billed quarterly.
 †E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point
 †E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.
 †E-rate Costs may take up to 18 months to activate due to USAC processing time



*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

LOC A**	LOC Z	Carrier Info					E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$264.35	\$500.00
Madera HQ	CalREN	Vast	1Gbps	-	\$ -	\$ -	\$ -	\$ -	Existing	
Madera HQ	CalREN	AT&T	100Mbps	7/1/2021	\$ -	\$ 731.00	\$ -	\$ 36.55	Existing	
Mariposa HQ	Madera HQ	Vast	100 Mbps	7/1/2022	\$ -	\$ -	\$ -	\$ -	Costs Accounted for on Mariposa Quote	
Chowchilla Branch	Madera HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	Replacement Upgrade- Potential cost overlap	
Madera Ranchos Branch	Madera HQ	AT&T	100Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	Replacement Upgrade- Potential cost overlap	
Northfork	Madera HQ	Vast	50Mbps	7/1/2022	\$ 2,500.00	\$ 1,400.00	\$ 250.00	\$ 70.00	Existing	
Oakhurst	Madera HQ	Vast	100Mbps	7/1/2022	\$ 2,500.00	\$ 1,970.62	\$ 250.00	\$ 98.53	Existing	



Customer: SJVLS-Mariposa County Library

Budget Summary Description:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$480.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$2,530.00	\$0.00	\$0.00
4 Circuit	\$346,045.42	\$5,416.24	-
Total	\$349,055.42	\$5,416.24	\$0.00

Annual Cost	\$64,994.88
E-rated Annual Cost†	\$7,239.74
Total for Year 1	\$414,050.30
E-rated Total for Year 1†	\$45,304.29

- *Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.
- *If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.
- *NRC items are one-time costs billed upon execution of contract.
- *MRC items are billed quarterly.
- †E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point
- †E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.
- †E-rate Costs may take up to 18 months to activate due to USAC processing time



*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

LOCA**	LOC Z		Carrier Info				Cross Connect		E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	NRC	MRC	Discounted NRC	Discounted MRC	\$603.31	\$35,054.54
Mariposa HQ	CENIC Hubsite	Geolinks	1Gbps	7/1/2025	\$ 112,168.13	\$ 495.00	\$ 500.00	\$ 350.00	\$ 11,716.81	\$ 374.75	New	
Mariposa HQ	Merced HQ	Vast	100 Mbps	7/1/2022	\$ 2,000.00	\$ 1,970.62			\$ 200.00	\$ 98.53	Existing	
Mariposa HQ	Madera HQ	Vast	100 Mbps	7/1/2022	\$ 2,000.00	\$ 1,970.62			\$ 200.00	\$ 98.53	Existing	
El Portal Branch	Mariposa HQ	Geolinks	100Mbps	7/1/2025	\$ 34,200.14	\$ 210.00			\$ 3,420.01	\$ 10.50	New	
Red Cloud Branch	Mariposa HQ	Geolinks	100Mbps	7/1/2025	\$ 34,200.14	\$ 210.00			\$ 3,420.01	\$ 10.50	New	
Wawona	Mariposa HQ	Geolinks	100Mbps	7/1/2025	\$ 160,977.00	\$ 210.00			\$ 16,097.70	\$ 10.50	New	



Customer: SJVLS- Merced County Library

Budget Summary Description:

Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost
1 Equipment	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00
4 Circuit	\$399,708.68	\$7,658.98	-
Total	\$399,708.68	\$7,658.98	\$0.00

Annual Cost	\$91,907.76
E-rated Annual Cost†	\$4,595.39
Total for Year 1	\$491,616.44
E-rated Total for Year 1†	\$44,566.26

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC’s actual cost.

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*MRC items are billed quarterly.

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†E-rate Costs may take up to 18 months to activate due to USAC processing time



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E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

LOC A**	LOC Z	Carrier Info					E-rate Discount	90.00%	Total Discounted MRC	Total Discounted NRC
Site Name	Site Name	Service Provider	Requested Bandwidth	Est Contract End Date	Non Recurring Cost	MRC for 5 year term	Discounted NRC	Discounted MRC	\$382.95	\$39,970.87
Merced County HQ	CalREN	Vast	1 Gbps	-	\$ -	\$ -	\$ -	\$ -	Existing	
Merced County HQ	CalREN	AT&T	100 Mbps	7/1/2021	\$ -	\$ 731.00	\$ -	\$ 36.55	Existing	
Mariposa HQ	Merced HQ	Vast	100 Mbps	7/1/2022	\$ -	\$ -	\$ -	\$ -	Costs Accounted for on Mariposa Quote	
Snelling Branch	Merced County HQ	Geolinks	1Gbps	7/1/2025	\$ 239,825.21	\$ 495.00	\$ 23,982.52	\$ 24.75	New	
Delhi Branch	Merced County HQ	Geolinks	1Gbps	7/1/2025	\$ 159,883.47	\$ 495.00	\$ 15,988.35	\$ 24.75	New	
Los Banos Branch	Merced County HQ	Comcast	1Gbps	7/1/2025	\$ -	\$ 599.00	\$ -	\$ 29.95	Replacement Upgrade- Potential cost overlap	
Winton Branch	Merced County HQ	Comcast	1Gbps	7/1/2025	\$ -	\$ 599.00	\$ -	\$ 29.95	Replacement Upgrade- Potential cost overlap	
Gustine Branch	Merced County HQ	AT&T	100 Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	Replacement Upgrade- Potential cost overlap	
Hilmar Branch	Merced County HQ	AT&T	100 Mbps	7/1/2025	\$ -	\$ 592.70	\$ -	\$ 29.64	Replacement Upgrade- Potential cost overlap	
Livingston Branch	Merced County HQ	Frontier	10 Mbps	7/1/2022	\$ -	\$ 1,074.00	\$ -	\$ 53.70	Existing	
Santa Nella Branch	Merced County HQ	AT&T	10 Mbps	7/1/2022	\$ -	\$ 470.58	\$ -	\$ 23.53	Existing	
Atwater Branch	Merced County HQ	Comcast	100 Mbps	7/1/2021	\$ -	\$ 670.00	\$ -	\$ 33.50	Existing	
Dos Palos Branch	Merced County HQ	Comcast	100 Mbps	7/1/2021	\$ -	\$ 670.00	\$ -	\$ 33.50	Existing	
Le Grand Branch	Merced County HQ	Comcast	100 Mbps	7/1/2021	\$ -	\$ 670.00	\$ -	\$ 33.50	Existing	