



## **SAN JOAQUIN VALLEY LIBRARY SYSTEM**

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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# **SJVLS Administrative Council Agenda Packet April 16, 2021**

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**TO THE PUBLIC:**

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

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2420 Mariposa Street  
Fresno, CA 93721

**FOR THOSE WITH DISABILITIES:**

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Fresno County Library at (559) 600-6237 no later than 10:00 a.m. on Thursday, April 15, 2021.



## **SAN JOAQUIN VALLEY LIBRARY SYSTEM**

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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### **Meeting Announcement**

#### **San Joaquin Valley Library System Administrative Council**

Friday, April 16, 2021

Time: 10:00 a.m.

Meeting via Teams

The public may participate by using the following URL:

<https://go.sjvls.org/admin210416>

For Information: (559) 600-6237

## **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 March 12, 2021 Administrative Council Meeting** (Attachment 1)

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### **C. ITEMS FOR INFORMATION/ACTION**

- 1. Discussion and Approval: Bear 2016 Audit Outcome Payback USAC \$65,162.44 Payment due April 30, 2021 – Gomez**
- 2. Discussion and Approval: Publish RFQ 21-002: Library Cards & Key Tags – Wymer/Gomez**  
(Attachment 2)
- 3. Discussion and Approval: Sole Source: Delinquent Account Collection Services – Gomez**  
(Attachment 3)
- 4. Discussion and Approval: System Participation in Califa for Cenic Year 7, designee to complete all appropriate Federal forms with Ed Technology and selections made coordination. – Gomez**
- 5. Cenic Year 7 Participant Selections and Funding Sources from Members – Christiansen**  
(Attachment 4)

- 6. Discussion and Approval: Publish RFQ: Accounting and Bookkeeping Services – Christiansen**  
(Attachment 5)
- 7. Status Update - CLSA Service Plan – Christiansen/Gomez**
- 8. System Delivery Services & Funding Sources – Christiansen** (Attachment 6)
- 9. Assessment of Delivery Services System – Christiansen/Bath** (Attachment 7)
- 10. Discussion and Approval: Delivery Services Audit – Christiansen** (Attachment 8)
- 11. Discussion and Approval: Outsourcing Controller Services and Amendment to Existing Documents – Bath**
- 12. Approval to Adopt Recommended FY 2021-2022 Budget – Christiansen** (Attachment 9)

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

- 1. Chair**
- 2. State Library**
- 3. Administrative Librarian**
- 4. SJVLs - System Administrator**
- 5. Senior Network System Engineer**

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#### **E. DIRECTOR COMMENTS**

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

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

- 1. Date and place of next Council Meeting:**

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#### **G. ADJOURNMENT**

Meeting adjournment.

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## **SJVLS Administrative Council Meeting**

**March 12, 2021**

### **Draft Minutes**

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## ***Meeting Minutes***

### **A. Council Opening**

1.) Mark Lewis ( Kern County), called to order 10:04 AM

**Council present:** Sally Gomez (Fresno County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Janet Chase Williams (Mariposa), Jeannie Christiansen (Fresno County), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

**Absent:** Raman Bath (Fresno County) and Mary Leal (Coalinga/Huron)

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

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

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

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

### **B. Consent Agenda**

1.) Draft Minutes of January 15, 2021 **Motion made to adopt with correction submitted by Jeannie Hurtado. Janet Chase William(Mariposa) Second: Taylor (Merced).**

### **C. Items for Information/ Actions.**

#### **1.) Financial Updates.**

- FY 202021 as of February 28, 2021, Financial reported expenses are \$1,669,277 an increase of \$365,542 from January 2021. Overall expenses were under spent by 37% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project

cost. Revenues for the period ending February 28, 2021 totaled \$2,142,719.

**a.) Outstanding Receivable Total: paid in full.**

- FY 2020/21 Member Fees, Postage, and Smart Net totaling \$1,780,349 was billed on 8/13/2020 and has been paid in full.
- Billed Fortinet of \$31,000 on 8/13/20 and has been paid in full.
- FY 2020/21 Electronic Resource has been paid in full: Fresno \$300,000
- Horizon Upgrade Build Contingency Reserve Deposit \$160,000 was bill on 9/10/2020 and has been paid in full.
- FY 2020/21 Telco \$685,111 billed to Members on 12/22/2020 and has been paid in full.

**b.)** CLSA allocation funds System Delivery Services for basic delivery contracted with Fresno County. FY 2020/21 expenses to date total \$62,302 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. System Delivery Services costs funded by CLSA \$124,997 and fund balance withdrawal \$46,503.

**c.)** Online Materials Ebooks Bibliotheca budget \$21,000 no unspent. Pronunciator budget \$31,620 and total expenses were \$28,000 left \$3,620 unspent. Cengage budget \$60,500 total expenses \$58,975 and unspent was \$1,525, New Cengage contract upcoming Budget year \$60,500. Gale: Testing and ERC budget \$30,00 and total expenses \$29,850 and unspent \$150. Education and Career module with Gale. E-Resource's budget amount \$30,000 and total expenses \$6,060 and unspent \$23,940 formerly covered by CLSA; orders pending in next quarter. Califa Quipu E Card Registration budget is \$9,250 total expenses \$9,250 no unspent. CLSA amendment passed June 25, 2020, now covered by membership due to funding cut. Grand Total \$182,370, total expenses \$153,135 and total unspent was \$28,235 these funds to spent in the last quarter. Funding Source: CLSA (non-due to decreased State of California allocation).

**d.) Pre-paid Tech Reserve Report.**

- July 2020 Balance \$3,061,401 Available  
\$2,220,846
- August 2020 Balance \$3,059,562 Available  
\$2,219,005

- September 2020 Balance                      \$3,437,823 Available  
\$2,311,473
- October 2020 Balance                      \$3,486,786 Available  
\$2,363,245
- November 2020 Balance                      \$3,492,875 Available  
\$2,364,356
- December 2020 Balance                      \$3,491,429 Available  
\$2,364,356
- January 2021 Balance                      \$3,530,160 Available  
\$2,404,116
- February 2021 Balance                      \$3,507,770 Available \$2,404,116

Tech Reserve decreased due to charges for FY 2020-21 totaling \$38,968 through February 28<sup>th</sup> and consists of Postage, Bar Code, Library Card, and Computer Hardware charges.

- e.) Unearned Grant Report there is a remaining balance of grant not utilized in the amount of \$44,298.10. The funds have been committed towards Telco project Year 6 for cabling, wired and wireless equipment project estimated at \$70,910.45 and remainder is funded by Fund Balance as approved by Board.

## **2) Discussion and Approval: Adopt Budget FY 2021-2022.**

Jeannie went through line items and handouts for the Budget. Total Budget (Membership costs and Telco/Other direct projects). There is a change of \$1,743,448.00.

- Summary of SJVLS Operation Budget. Looking for approval – Core.
- Summary of offset funding sources
- ILL System
- New Vendor implementation Costs
- Grants Network technology/broadband
- CLSA strategy for upcoming application and Delivery service. Krista had concerns about this as her budget has been set and she has been directed not to increase it. Amy stated same concern. Jeannie explained that in order to support to fund we need to go to the Board. It was discussed that Madera currently has 4

- additional stops; Jeannie is working with Madera on an in-depth assessment. Krista is concerned quoted over 500% increase. She has been directed by her Board not to increase anything. She stated this has been the same amount for the last 10 years. Jeannie did discuss the options and stated that the 4 stops do not cost \$1600.00. After discussion, it was decided that the council would come back in April to make a motion. Council gave directions to table budget until April 16<sup>th</sup>, to which Jeannie will bring back information.
- 3) **Approval:** Budget Resolution for Budget Line Transfer, to transfer the portion of SirsiDynix add-on savings to fund annual renewal of Ezproxy and Cataloging. The annual renewal of \$5,600 will be funded by offset from Cataloging (\$1,700) and budget transfer (\$3,900). **Motion to Approve Transfer Clark (Tulare City): Second Taylor (Merced)**
- 4) **Discussion and Approval: Publish RFQ\*\*\*: Library Cards & Key Tags**, Sally reported that her and Chris have been working on this and that it was previously handled through Fresno County. The person that worked on this has since retired so they are doing some research. They are looking into each jurisdiction to be able to have their own design on one side and SJVLS on the other. They also would like a card that lasts longer and has durability. Do we want to update the current SJVLS logo? Council all would like to have that done, and discussion on a new logo. There is no budget for it. We also do not have time for RFP, Darla will speak to her staff graphic artist. We also have reached out to Amy, graphic artist in Fresno. Chris gave a timeline to issue the RFQ early May 3<sup>rd</sup>. You have 45 days. Please bring logos to the April meeting and send SJVLS logos by April 9<sup>th</sup>. Then for custom front of cards, will be due by April 23<sup>rd</sup>. That gives Chris time to get everything in RFQ. We need an estimate of cards over next 5 years, he has some and deadline on that will be 23<sup>rd</sup> as well. Chris will also follow up on library materials for cards. This item will be brought back with updated draft on April 16<sup>th</sup> meeting.
- 5) **Discussion and Approval: Recommendations for Purchase – SMS Messages; Kids Catalog Template; Reivers Display for Enterprise.** Chris discussing with automation, for expenditures, for SirsiDynex. We discussed cleaning up catalogs, training in and upgrading our SMS packages. SMS is more urgent. Automation Council recommending that we utilize the remaining funds in the Horizon budget line to purchase the template for the kids' catalog, the Rivers display for Enterprise and upgrade the SMS message package. Chris shared a display for Kids Catalog template. The cost is \$1800 and \$800 set up, and \$1000 for subscription in the 1<sup>st</sup> year. We have enough funds for Subscription and Template. Rivers display a modern way of viewing results. They are preconfigured services; you can browse through yourself. It can be set up as search display. Cost impact, one time purchase

is \$3700. We can put on any profiles; we would use leftover from SirsiDynex. Final recommendation is to upgrade SMS subscription, utilize leftover from this year, for 25,000 messages, and purchase another 25,000. You can only have one at a time and move on from the time they start. Where we are current January this year to June it is a 6-month subscription. Chris is unclear how this effects next year maintenance. We do have enough to upgrade our package for this year. **Motion to approve all three at the same time. SMS Message, Kids Catalog Template, and Rivers Display for Enterprise Clark (Tulare Public) Second: Wegener (Tulare County).**

## D. Staff Reports

### 1. Chair: No Report.

**2. State Library:** Jody Thomas went through some important dates and grant opportunities. Listed below are some, and she will also share link for all the information.

- Research Institute for Public Libraries (RIPL) Event for California Libraries, 2-day virtual event on May 25<sup>th</sup> and 26<sup>th</sup>. Contact info is Meg DePriest.
- Interactive Family Learning in California Libraries programs that encourage social interaction and provides a research-backed lens on the impact on children's life-long learning and social-emotional development. There will be a webinar on April 13<sup>th</sup>, for more information contact Shana Sojoyner.
- Public Library Director Forum is going online in April, if you have any questions please contact [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov).
- Seguimos Creando Enclaves the annual bilingual, bicultural conference returns on March 25<sup>th</sup> and 26<sup>th</sup>. This year it is presented in English and Spanish. Sign up at <http://creandoenlaces.org/registration/>.
- Funding recently announced: Hotspots and Chromebooks for CIPA compliant libraries. The CAREs act funded project will total 1.6 million dollars. For more information contact Chris Durr at [chris.durr@library.ca.gov](mailto:chris.durr@library.ca.gov)
- California Library Literacy Services applications will be accepted until April 15<sup>th</sup>, 2020. For more info contact [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov).



- Lunch at the Library and Summer @ Your Library project is pleased to provide support to libraries offering 2021 summer meal programs. There is reimbursement funding available. Applications deadline is March 19, 2021. Please visit <https://lnchatthelibrary.org/grants-for-libraries/>. Please also refer to handout provided for more information.
- Developing Leaders in California Libraries. In partnership with California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunity for library staff. Please refer to handout for more information on this. To register for please visit DLCL WEBINARS CLA LEADERSHIP.
- Networking Conversations continue and we encourage you to register. [http://www.cls-net.org/events/event\\_list.asp](http://www.cls-net.org/events/event_list.asp).
- California Libraries Learn (CALL) for 2020-21 offer a comprehensive, no cost training portfolio for your library staff members. Read the weekly newsletter [www.collacademy.org](http://www.collacademy.org) to explore options. Contact [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov).
- Grant recently closed: Programs for school aged youth. 49 Libraries recently applied for \$12,000 in funding to support the creation of virtual programming in their library. The opportunity has recently closed (February 16<sup>th</sup>) and grantees are being notified. This grant also featured partnerships with the State Par system, the California Department of Education, and the California School Libraries Association
- LSAT Updates CopyCat Grants, for 2020-21 36 application out of 46 were awarded. Grantees first point of contact are their project advisor, contact [lena.pham@library.ca.gov](mailto:lena.pham@library.ca.gov).
- JobNow and VetNow segmented statistics are available for specific databases for each library system. They are available with a unique log-in that was sent to the person at each library designated at sign-up. Questions refer to Jody Thomas.
- California Center for the Book. The Adult Services Symposium will be offered as a pre-conference session at the CLA conference this year. The theme is Radical Renewal. We are looking for 5 people to present, 25 minutes and 5 slides.
- California COVID Diaries continuing and is also in Spanish.

### **3. Administrative Librarian – Sally Gomez.**

- Still waiting on grant from State Library for non-reoccurring cost. State Library waiting on Category 2 funding.

### **4. SJVLS – System Administrator - Chris Wymer.**

- ILS side been busy, back in Feb. we added extra security in Horizon for staff accounts.
- Beginning of March launched a new updated theme for the online catalog. If you visit Valley Cat on phone the template fits nice.
- Rolled out mogul pages, and summary holdings it lists what libraries have on search display.
- Turned on facet options, and patron account information it pulls into Enterprise and you can update email accounts.
- Mike Drake is working on Enterprise and pre-configured searches.
- Still need to review the SirsiDynix contract.

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

- Looking for year 6 to get stuff installed. Rest of updates will be done remotely. Mtn branches will take a while.
- Year 7 very early stage. None of us on the hook yet for year 7.
- PC orders all in and working on getting it out. Vast majority was Fresno.
- Have you been watching the E-rate funding for schools, and libraries? Kevin read what was in the report from Biden administration. Went through house committee, and it is a really great news offers tremendous amount of funding.

### **E. Directors Comments.**

**Mark Lewis, (Kern)** Been lucky with Covid, one branch shut down for couple of weeks but that is it. We received a grant, funding 9 months of our bookmobile.

**Amy Taylor, (Merced County)** Everything is still staying the same, looking at reopening after receiving vaccines. We are working with First Five, on Dolly Parton Imagination Library which was just announced in the paper.

**Darla Wegener, (Tulare County)** RFID training this morning, so tagging by next week. Workforce grant, working on that it was a decent grant. Got approved for extra help with our Foundation, clerical position. Anticipating working on budget. Struggling with minimum wage changes, waiting to hear from HR. Still doing only pick-up services.

**Krista Riggs, (Madera County)** Going well, started conversation on Harwood and using it for Strategic Plan with staff it is perfect timing. We added one more day in the Ranchos.


**Sally Gomez, (Fresno County)** Going well, still curbside and three days per week, and looking to add 4<sup>th</sup>. Have not seen increase in people coming in.

**Natalie Rencher (Kings County)** Hired a new youth service librarian. We are finally working on grant with Kings First Five. Community event on March 31<sup>st</sup>, at Kettleman City for working with Family Resource Center. Staff very interested in free little libraries and they got together after the Bookmobile workshop, we are working with Porterville. Our safety committee is working on a reopening plan. Our budget day is today and getting it in today by 5:00 PM.

**F. Calendar Item.**

Teams April 16<sup>th</sup>, 2021.

**G. Adjournment**

	<p style="text-align: center;"><b>SAN JOAQUIN VALLEY LIBRARY SYSTEM REQUEST FOR QUOTATION</b></p> <p style="text-align: center;"><b>NUMBER SJVLS 21-002</b></p>
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**Member Library Cards  
May 3, 2021**

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 June 4, 2021.**

**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: Chris Wymer, phone (559) 600-6256, e-mail [christopher.wymer@sjvls.org](mailto:christopher.wymer@sjvls.org).

**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

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PRINT NAME

TITLE

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## 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. Electronic signatures will be accepted in-lieu of wet, ink signatures.
- 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 RFP/RFQ 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 RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ 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 RFP/RFQ. Contact with any other System representative, including elected officials, for the purpose of discussing this RFP/RFQ, 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 RFP/RFQ, 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 (7.975%). 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 RFP/RFQ, 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.



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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:**

The San Joaquin Valley Library System (SJVLS) seeks quotations from qualified vendors to provide bulk printing of Library Cards for our member libraries. SJVLS member libraries order their library cards in two formats: a single card, and a card and key tag combo.

Historically, SJVLS members, except for Fresno and Kern Counties, have shared a library card design and all members except for Kern ordered library cards through SJVLS. Fresno County utilizes a separate design from the standard SJVLS card for their library card orders. From 2016-2021, SJVLS ordered 484,000 library cards, with an average of just over 80,000 cards a year.

In this contract we would like to explore the possibility of allowing more of our members to customize their library cards and are asking respondents to provide two quotations. The first quotation will be for all libraries to use distinct, individual library card designs. The second quotation will be for all libraries, except for Fresno and Kern County, using a shared library card

design. More information about card requirements can be found in the Scope of Work. Examples of the library card designs can be found in Appendix A. In order to test the durability of library card materials, we are requesting vendors provide a minimum of 4 sample cards with their response.

## 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 <https://www.sjvls.org/library-locations> 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

<b>RFQ Issue Date:</b>	<b>May 3, 2021</b>
<b>Vendor Teleconference:</b> (Calling instructions will be posted on <a href="https://www.sjvls.org">www.sjvls.org</a> the week prior)	<b>May 12, 2021 at 10:00 AM PST</b>
<b>Deadline for Written or Fax Requests for Interpretations of Corrections of RFQ:</b>	<b>May 14, 2021 at 4:00 PM PST</b>
<b>Response to Questions Posted:</b>	<b>May 19, 2021</b>
<b>RFQ Closing Date:</b>	<b>June 4, 2021</b>

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**PROPOSAL IDENTIFICATION SHEET**

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*RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL*

Our proposal is attached and identified as:

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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:

---

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## 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.**

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**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## 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.

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**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

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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: \_\_\_\_\_

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

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

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

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

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

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## 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.

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(Authorized Signature)

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Title

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

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## 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.

**RFQ CLARIFICATION AND REVISIONS:** Any revisions to the RFQ 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 RFQ.

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

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 is subject to California sales and/or use tax (7.975%). Please indicate as a separate line if applicable. Charge applicable sales tax based on information on website: <https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>.

**RETENTION:** San Joaquin Valley Library System reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFQ, 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 automatically 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 RFQ.

**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 RFQ 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 RFQ 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 RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

**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 RFQ, or any competing RFQ, 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 RFQ 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 committee consisting of SJVLS staff. 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 RFQ 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 RFQ. 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 RFQ. 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, Sally Gomez, 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 RFQ, 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 RFQ contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFQ 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.

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## SPECIFIC TERMS AND CONDITIONS

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

**AUTHORIZED CONTACT:** All communication regarding this RFQ shall be directed to an authorized representative of 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. Contact with any other System representative, including elected officials, for the purpose of discussing this RFQ, 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 RFQ, 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 electronic copy, and one (1) copy 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) USB thumb drive with a reproducible electronic file (i.e.: PDF file) containing the complete proposal excluding trade secrets. USB thumb drive 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 ensure the disk is not misplaced.**

**INTERPRETATION OF RFQ:** Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ 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 RFQ 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 RFQ 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 May 14, 2021 at 4:00 P.M. PST. Questions must be directed to the attention of Chris Wymer, Supervising 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 Chris Wymer (christopher.wymer@sjvls.org) or delivered to San Joaquin Valley Library System.

**SELECTION COMMITTEE:** All proposals will be evaluated by a review committee that will consist of System staff.

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 RFQ 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, complied or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFQ closes, if requested. **Do not provide with your proposal.**

## SCOPE OF WORK

SJVLS is seeking quotations for the printing and delivery of library cards for our member libraries. We are asking respondents to provide pricing and order information for two scenarios: all SJVLS member libraries using their own library card design, and all SJVLS member libraries sharing a library card design except for Fresno and Kern Counties who will each use their own custom design.

### Library Card and Card/Key Tags Minimum Specifications

Barcode Type:	<p>Codabar 14-digit Mod 10 as follows:            Digit 1 indicates the type of barcode: 4 = patron.            Digits 2-5 identify the institution.            The next 8 digits (6-13) identify the individual patron.            Digit 14 is the checksum, Modulus 10.            Spaces are inserted between digits 1 and 2, 5 and 6, and 10 and 11.            Narrow bar should be between .0075 - .010 mil in width.            Bar height 5/8 inch.            Print contact - above 75%.            Ink must be of good carbon content.            When card/key tag set is ordered, the same barcode is to appear on both the CARD and KEY TAG of one set.</p>
Material:	Teslin
Surface:	Laminated gloss front/writable matte back
Thickness:	30-mil
Card/Tag color:	White
Library Card finished size:	2.125" H x 3.375" W CR80 Rounded Corners
Key Tag finished size:	1.125" H x 2.625" W 3/8" round hole on front left side, rounded corners

**Artwork:** To be supplied camera-ready upon award of contract.

### (1) SJVLS Card & key tag

4/1  
 9 kinds (Black plate change on front for library names)  
 Barcodes on back of card and back of tag

### (1A) SJVLS Card only

4/1 – no key tag  
 1 kind  
 Barcodes on front

**(2) Leaf Card & key tag**

4/4 (PMS colors on front, full bleed)

1 kind

Barcode on back of card and key tag

**(3) Baby Card & key tag**

4/4 (PMS colors on front, full bleed)

1 kind

Barcodes on back of card and key tag

NOTE: See Appendix A for thumbnails of each card.

**Additional Requirements**

<b>Quantities</b>	<p>Card/key tag quantities will vary per order. The number of card only and card/key tag sets ordered will vary by library location for card <b>(1) SJVLS Card &amp; key tag and (1A) SJVLS card.</b></p> <p>Quantities listed in Quotation Schedule are historical estimates and not a guarantee to future order quantities.</p>
<b>Packaging</b>	<p>Card/key tags must be delivered as a set, in consecutive order. SJVLS requires that these sets not be in sheet form.</p> <p>All orders for cards and for card/key tag sets must be individually boxed and labeled for each library jurisdiction and sorted by barcode number.</p>
<b>Price Quote</b>	<p>Quote per Quotation Schedule for both individual library cards and card/key tag sets.</p> <p>Quote must include all costs, including: shipping and any applicable taxes.</p> <p>Specify quantity breaks.</p> <p><b>If applicable, minimum order size must be stated clearly for any card quantity.</b></p> <p><b>Indicate if minimum order is per individual card/card-tags ordered or is a minimum per total order quantity.</b></p> <p>Specify reprint cost per item in Quotation Schedule.</p>
<b>Proofs</b>	<p>Provide a sample of what is used to proof library cards before approval to print.</p>
<b>Delivery Information</b>	<p>Fresno County Public Library      FOB Destination  2420 Mariposa Street  Fresno, CA 93721</p>



<b>Samples</b>	<p>Bidder to provide samples of cards with as similar of specification as possible and with</p> <p>comparable printing in single card and card/key tags combination in their bid.</p> <p>Samples will be used for quality comparison and not be returned.</p> <p>Provide options available for die cuts of card/key tag combinations.</p>
<b>Setup Fees</b>	<p>Provide any costs for additional charges including copy changes, setup fees, art design, press proof, etc.</p>
<b>Minimum Order</b>	<p>Bidder to state minimum order quantity and charges for less than minimum order quantity (if not stated, no charges will be accepted)</p>
<b>Guarantee Delivery</b>	<p>Bidder will be considered in award of bid only if they can guarantee delivery ARO. Enter guarantee on the line below.</p> <hr/> <p>(Authorized Signature in blue ink, or electronic signature)</p>

### Quotation Schedule 1

#### All Jurisdictions Using a Custom Design

Library Cards				Estimated Order Quantities				
Jurisdiction	Card Design	Set up Charge	Artwork Charge	Annual Quantities	Annual Costs	Reprint Cost	Contract Quantities (5 year)	Contract Costs (5 year)
<b>Fresno County - Leaf</b>	1			40000			200000	
<b>Fresno County - Baby</b>	1A			10000			50000	
<b>Coalinga-Huron</b>	2			1000			5000	
<b>Kern County</b>	3							
<b>Kings County</b>	4			4600			23000	
<b>Madera County</b>	5			4000			20000	
<b>Mariposa County</b>	6			600			3000	
<b>Merced County</b>	7			7600			38000	
<b>Porterville Public</b>	8			5000			25000	
<b>Tulare County</b>	9			10000			50000	
<b>Tulare City</b>	10			20000			20000	
<b>Total Annual Costs</b>						<b>Total Contract Costs</b>		

\* Quantities listed are for bidding purposes only. Quantities will vary per order.

### Quotation Schedule 2

#### Fresno and Kern County Custom Designs, Other Members Shared Design

Library Cards				Estimated Order Quantities				
Jurisdiction	Card Design	Set up Charge	Artwork Charge	Annual Quantities	Annual Costs	Reprint Cost	Contract Quantities (5 year)	Contract Costs (5 year)
Fresno County - Leaf	1			40000			200000	
Fresno County - Baby	1A			10000			50000	
Coalinga-Huron	11			1000			5000	
Kern County	3							
Kings County	11			4600			23000	
Madera County	11			4000			20000	
Mariposa County	11			600			3000	
Merced County	11			7600			38000	
Porterville Public	11			5000			25000	
Tulare County	11			10000			50000	
Tulare City	11			20000			20000	
Total Annual Costs						Total Contract Costs		

\* Quantities listed are for bidding purposes only. Quantities will vary per order.

## COST PROPOSAL

- A. Proposals may be prepared in any manner which would best demonstrate outcomes and cost.
- B. Cost proposal should include the following. SJVLS has included two quotation schedules to assist with preparing the cost proposal.
  - a. Costs per card, including shipping and any applicable taxes:
    - (1) All libraries using a custom design.
    - (2) for Fresno and Kern using their own designs and all other members using a shared design.
  - b. Minimum quantities per order:
    - (1) All libraries using a custom design.
    - (2) for Fresno and Kern using their own designs and all other members using a shared design.
  - c. Minimum and, if applicable, maximum quantities per year:
    - (1) All libraries using a custom design.
    - (2) for Fresno and Kern using their own designs and all other members using a shared design.
  - d. Set up charges and/or artwork charges for:
    - (1) All libraries using a custom design.
    - (2) for Fresno and Kern using their own designs and all other members using a shared design.

## 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

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- 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 RFQ 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. SAMPLE CARDS : Samples of library cards should be provided, and will be used for durability testing. Respondents are asked to include a minimum of 4 sample cards.
- 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.

### **DURABILITY**

Samples provided by vendors will be subjected to durability tests that simulate regular wear and tear through use of the card. Samples will pass the durability criteria if they do not delaminate, tear, or fade.

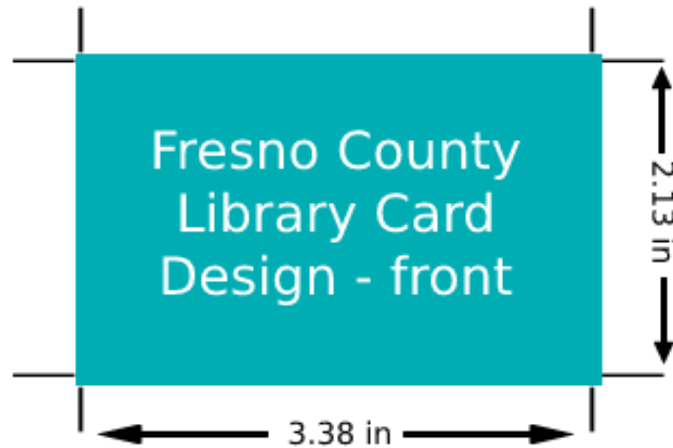
## **CAPABILITY AND QUALIFICATIONS**

1. Do the service descriptions address all the areas identified in the RFQ? Will the proposed services satisfy System's needs and to what degree?
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 – LIBRARY CARD ARTWORK**

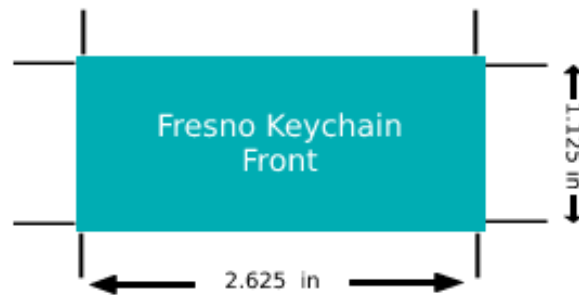
The following pages contain samples of the artwork layouts that will be used by each member. The number before each design corresponds with the number in the card design column in the quotation schedule.

1 – Fresno Leaf Card/ Key Tag Combo





1 – Fresno Leaf Card/Keycard Combo cont.



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**1A – Fresno Baby Card**

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**2 – Coalinga Card**

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**3 – Kern County Card**

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**4 – Kings County Card**

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**5 – Madera County Card**

---

**6 – Mariposa County Card**

---

**7 – Merced County Card**



---

**8 – Porterville Public Card**

---

**9 – Tulare County Card**

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**10 – Tulare City Card**

---

**11 – Shared System Card**

**SJVLs Logo Design Submissions**

**Logo Submission #1**

**With Circle**

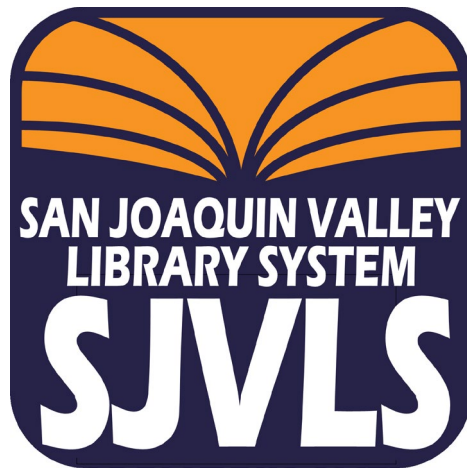


Without Circle



**Logo Submission #2**

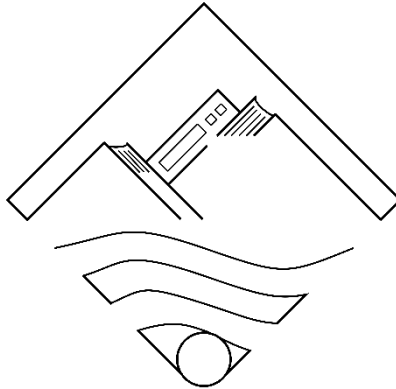
**Logo #2A**



**Logo #2B**



Logo Submission #3



Variation on Logo #1





DATE: April 16, 2021  
TO: SJVLS Administrative Council  
SUBMITTED BY: Sally Gomez, Interim SJVLS Administrator  
SUBJECT: Retroactive Agreement with Unique Management System  
RECOMMENDED ACTION(S):

- 1. Recommend suspending the competitive bidding process for delinquent account collections for Members as the Unique Management System is a unique vendor to provide library-based collection services for sole source suspension of competition; and**
- 2. Approve and authorize the Chairman to execute a retroactive Agreement with Unique Management Services effective April 14, 2021 through April 13, 2028 for term of seven years, total not to exceed \$280,000.**

The recommended agreement is for five-year contract with two auto renewal periods. The prior agreement terms expire April 13, 2021, term five years. The recommended agreement allows for transfer of delinquent patron accounts to collections. Approval of the second recommended action will allow SJVLS member to participate delinquent account collection services and present agreement for Chairman's signature.

FISCAL IMPACT:

There is no increase in adopted budget with the recommended action. SJVLS would have authority to pay the bill with reimbursement billing from participating members pre-paid tech reserves account.

DISCUSSION:

Unique Management Service is the sole source provider of collection and notice management services that function with the SirsiDynix debt collection management software in the United States and other territories. The Unique Management Services/SirsiDynix software interface is not available from any other source and SirsiDynix is the sole source provider of any maintenance upgrades, and/or updates associated with the software interface.

Cumulative Recovery reports from Unique are attached for review. The recommended agreement is retroactive to April 13, 2021, as contract negotiation is delayed for presentation at the next available Council meeting on April 16, 2021.

PRIOR AGREEMENT/REFERENCE MATERIAL:

Agenda March 4, 2016

Agenda March 5, 2013

Action	Approve_____	Deny_____
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## Cumulative Recovery:

### ***Tulare County Library System***

*January 1900 through March 2020*

<b>Accounts Submitted:</b>	<b>9,689</b>
<b>Dollars Submitted:</b>	<b>\$885,481.68</b>
Cash Recovery:	\$148,038.95
Material Recovery:	\$96,014.90
Waives:	\$40,037.37
<b>Recovery Total:</b>	<b>\$284,091.22</b>

<b>Total Invoice Amount:</b>	<b>\$86,716.47</b>
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<b>Total ROI:</b>	<b>3:1</b>
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<b>Asset ROI:</b>	<b>3:1</b>
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Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Cumulative Recovery:

### ***Tulare Public Library***

*January 1900 through March 2021*

<b>Accounts Submitted:</b>	<b>9,627</b>
<b>Dollars Submitted:</b>	<b>\$563,167.27</b>
Cash Recovery:	\$110,702.16
Material Recovery:	\$133,625.52
Waives:	\$46,414.22
<b>Recovery Total:</b>	<b>\$290,741.90</b>

<b>Total Invoice Amount:</b>	<b>\$86,099.00</b>
<b>Total ROI:</b>	<b>3:1</b>
<b>Asset ROI:</b>	<b>3:1</b>

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Cumulative Recovery:

### ***Kings County Library***

*January 1900 through March 2021*

<b>Accounts Submitted:</b>	<b>4,347</b>
<b>Dollars Submitted:</b>	<b>\$428,331.34</b>
Cash Recovery:	\$51,328.58
Material Recovery:	\$69,962.02
Waives:	\$27,402.26
<b>Recovery Total:</b>	<b>\$148,692.86</b>

<b>Total Invoice Amount:</b>	<b>\$38,755.54</b>
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<b>Total ROI:</b>	<b>4:1</b>
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<b>Asset ROI:</b>	<b>3:1</b>
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Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Cumulative Recovery:

### ***Mariposa County Library***

*January 1900 through March 2021*

<b>Accounts Submitted:</b>	<b>2,133</b>
<b>Dollars Submitted:</b>	<b>\$141,106.08</b>
Cash Recovery:	\$49,416.86
Material Recovery:	\$20,916.17
Waives:	\$7,571.38
<b>Recovery Total:</b>	<b>\$77,904.41</b>

<b>Total Invoice Amount:</b>	<b>\$19,090.35</b>
<b>Total ROI:</b>	<b>4:1</b>
<b>Asset ROI:</b>	<b>4:1</b>

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Cumulative Recovery:

### ***Coalinga-Huron Library District***

*January 1900 through March 2021*

<b>Accounts Submitted:</b>	<b>696</b>
<b>Dollars Submitted:</b>	<b>\$87,955.33</b>
Cash Recovery:	\$8,799.37
Material Recovery:	\$14,935.04
Waives:	\$20,718.57
<b>Recovery Total:</b>	<b>\$44,452.98</b>

<b>Total Invoice Amount:</b>	<b>\$6,229.20</b>
<b>Total ROI:</b>	<b>7:1</b>
<b>Asset ROI:</b>	<b>4:1</b>

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Cumulative Recovery:

### ***Madera County Library***

*January 1900 through March 2020*

<b>Accounts Submitted:</b>	<b>919</b>
<b>Dollars Submitted:</b>	<b>\$113,850.37</b>
Cash Recovery:	\$8,490.16
Material Recovery:	\$13,680.51
Waives:	\$5,827.77
<b>Recovery Total:</b>	<b>\$27,998.44</b>

<b>Total Invoice Amount:</b>	<b>\$7,871.97</b>
<b>Total ROI:</b>	<b>4:1</b>
<b>Asset ROI:</b>	<b>3:1</b>

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

**Cenic Year 7 Funding Sources  
Depending on Participants Selections**

Funds available in upcoming year with anticipated disbursement in near future.

Members Funding Source Available	Year 7 Project Participant	Members E Rate Disbursement FY 18-2019	Members E Rate Disbursement FY 19-2020
<b>Coalinga</b>		\$ 16,000	\$ 15,000
<b>Fresno</b>	<b>X</b>	\$ -	excluded
<b>Kern</b>	<b>X</b>	\$ 51,294	\$ 118,371
<b>Kings</b>	<b>X</b>	\$ 5,949	\$ 40,000
<b>Madera</b>		\$ 5,700	\$ 40,000
<b>Mariposa</b>		\$ 30,000	\$ 30,000
<b>Merced</b>	<b>X</b>	\$ 50,194	\$ 64,000
<b>Porterville</b>		\$ -	\$ -
<b>Tulare Co.</b>	<b>X</b>	\$ 81,562	\$ 105,000
<b>Tulare Pub</b>		\$ 11	\$ -
<b>Pending audit details</b>		\$ (81,995)	
<b>SJVLs</b>		\$ (16,866)	
<b>Total Offset Funding</b>		<b>\$ 141,849</b>	<b>\$ 412,371</b>



**FY 2018-2019 True Up Settlement**

Email to Members for notice of deposit into Pre-paid Tech Reserves  
in next two weeks.

<i>Details for fiscal year FY 2018-2019 disbursement</i>			
Members Funding Source Available	Members Prior Audit 2016 Payback		E Rate FY 18-2019
<b>Coalinga</b>			\$ 16,000
<b>Fresno</b>			excluded
<b>Kern</b>	\$ (23,306)	ineligible	\$ 74,600
<b>Kings</b>	\$ (21,051)	ineligible	\$ 27,000
<b>Madera</b>			\$ 5,700
<b>Mariposa</b>			\$ 30,000
<b>Merced</b>	\$ (1,006)	ineligible	\$ 51,200
<b>Porterville</b>			\$ -
<b>Tulare Co.</b>	\$ (20,938)	ineligible	\$ 102,500
<b>Tulare Pub</b>			\$ 11
<b>Pending audit det</b>	\$ (81,995)	ineligible	
<b>SJVLS</b>	\$ (16,866)	ineligible	
<b>Total Offset Fundi</b>	\$ (165,162)	<b>Total Payback</b>	\$ 307,011
	\$ (165,162)		

**Note**

- 1 Bear 2016 Audit Outcome deduction for Members associated.  
has other grants award funding
- 2 paid telco related costs for Kern,  
E rate is net effect of grant award, CLSA or others source the paid any portion of bills.



**Board Agenda Item**

DATE: April 16, 2021

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Library Business Manager

SUBJECT: RFQ: Accounting and Bookkeeping Services

RECOMMENDED ACTION(S):

- 1. Approval to draft and post RFQ for services and to set timelines to return the Board with vendor award recommendation for contractual terms of five year with two one-year renewal.**
- 2. Approve and authorize the Interim SJVLS Administrator and Library Business to draft contract for term of seven years with legal counsel;**

Approval of the recommended action will authorize the SJVLS Interim Administrator and Library Business Manager to prepare and post request for quote for CPA firm to provide bookkeeping and accounting services, separate from fiduciary treasury management by County of Fresno Auditor-Controller. The Library Business Manager is familiar with the tasks and volume of transactions for scope of work and review with County of Fresno Auditor-Controller, fiduciary fiscal agent. Due to the available private vendors in the community the process will be less than 45 days. The timeline is like other Library System's RFQ process for accounting services identified.

## RFQ Schedule:

Posting on website	Friday, April 23, 2021
Deadline to Submit Questions Regarding RFQ	Monday, May 3, 2021
Vendor Conference	Wednesday, May 5, 2021
RFQ Responses Due	Tuesday, May 18, 2021 5:00 pm
Status Update to Board	Email notice
Selection of Vendor Award	Friday, June 11, 2021
Present to Council Date	Friday, June 11, 2021
Start date of contract	Upon execution
Transition of GL Accounts and other	June 11 to July 2021

## FISCAL IMPACT:

There is no increase in adopted budget with the recommended action. The contract agreement costs will be included in Evaluation and Planning services that are included in Membership Fee. We anticipate a savings to SJVLS System due to County of Fresno Library staff costs are higher

due to retirement, health, and other benefits as compared to private firms. In FY 19-2020 Fresno Library charges for accounting services were \$103,000.

#### DISCUSSION:

The outsourcing will improve staffing resource not subject to County of Fresno vacancies and funding strategies. It is more efficient use of resources, and will transition SJVLS System to strengthen independent controls, recording bookkeeping transactions, budgetary and funding strategies separate from Fresno County Measure B sales tax ordinance. There is no impact on the treasury and fiduciary management by Fresno County Auditor-Controller. There structure is similar to special district member Coalinga-Huron.

Coalinga-Huron, special district member of the Measure B sales tax ordinance, has a separation between Fresno County Auditor Controller as fiduciary fiscal agent and accounting and financial services with local CPA firm. The Director is the authorized designee to contact Fresno County for withdrawal of funds into local bank to cover CPA fiscal transactions.

The audited financial may continue with Hudson Henderson and Company Inc. for check and balances as instructed in Government Code 6505 for annual audit of accounts and records by a certified public accountant. Contract expires September 2022.

The recommended action will assist Fresno member with decrease in task for 2.5 FTE.

On May 1, 2020, your Board approved and accept Mr. Matthews Organizational report with recommendations to outsource delivery services, accounting services and development of lease agreement. The goal of this organizational review is to provide guidance to transition to independent cooperative with operational tasks separate from County of Fresno, a local government agency and member of the cooperative, as the contract vendor.

Since 1979, SJVLS System utilizes County of Fresno staff.

#### PRIOR AGREEMENT/REFERENCE MATERIAL:

Agenda August 16, 2019

Agenda September 13, 2019

Agenda May 1, 2020

Agenda September 7, 2007

County of Fresno Auditor-Controller Audit FY 2005-2006 dated

Action	Approve_____	Deny_____
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**Attachment 6**  
**Board Agenda Item**

DATE: April 16, 2021  
TO: SJVLS Administrative Council  
SUBMITTED BY: Jeannie Christiansen, Library Business Manager  
SUBJECT: Member Contribution – Delivery Services System  
RECOMMENDED ACTION(S):

- 1. Approval of Delivery Services for SJVLS Basic in the amount of \$202,800,**
- 2. Approval of Member Contribution or use of Fund Balance to Fund the Shortfall in California State Library Act (CLSA) allocation due to decrease in funding in FY 2020-21 and in FY 2021-22,**
- 3. Approval and direction from Board on Madera Premium Delivery & Sorting Services**
  - a. Delivery Costs \$26,000; reimbursement contract fee \$4,000**

Approval of the recommended action will authorize the System's source of revenue funding for contracted Delivery Services for basic headquarters \$202,600 and acknowledge the premium service elective of Madera County. Council to give direction on Madera premium delivery and sorting if to be accounted under SJVLS budget or County of Fresno. The assessment report contains the details.

Attached are the alternative and summary collected from State CLSA for last two years for delivery services.

<b>Pre-COVID</b>		
<b>Top 3 System Cooperatives</b>		
	<b>Name</b>	<b>Contracted</b>
1	Pacific Library Partnership	\$ 192,307
2	SJVLS	\$159, 540 to \$200,000
3	North Net Library System	\$ 146,548

**FISCAL IMPACT:**

There is an increase to Member's Contribution obligation with the recommended action. The portion of costs is based on population ratio of the participating Members applied to CLSA monies and the Member's share of costs due to recent cut in funding. The combined total for basic delivery services to headquarters will be offset with CLSA \$124,997 allocated based on population ratio and Member's share of cost. Members may elect to pay their share of costs by one of the options: increase their budget with their board for check payment, and payment from Pre-Paid Tech Reserves on account. Due to budget constraints the board may elect to fund the gap in State funding with fund balance reserves.

**DISCUSSION:**

Current Year adopted delivery budget for basic system services in the amount of \$173,100.

Upcoming Year:

In the assessment of Delivery Services and Sorting, the County of Fresno actual costs range from \$\$202,800 for contracted service.

The 1979 agreement:

Section 10, Financing of System: a) *sources of funding: The System's source of revenue shall include: all State allocation, contributions from parties to this agreement, as necessary, for the operation of the System, any other monies.*

Section 10, Financing of System: c) contributions from participants

section 11 Administration of the System language states *Fresno County is hereby designated fiscal agent for the System, Fresno County staff shall receive all funds accruing to the System, hold such monies in trust for the System, and pay and distribute such monies to the parties or contractors providing goods or services in accordance .... Fresno County shall not be required to incur any expense for which funds have not been provided in the System's budget.*

**PRIOR AGREEMENT/REFERENCE MATERIAL:**

1979 Agreement

Agenda May 1, 2020

Agenda September 7, 2007

Action	Approve_____	Deny_____
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**Member's Contribution  
Payment Options  
for Member's Share of Contribution**

**Contract of Delivery Services**

March proposed

[Email Library Business Manager and Interim Administrator on your selection](#)

**Basic Services**

draft budget

**Due date: June 9, 2021**

Basic Delivery Fee	Recommended Budget	other costs impact	other costs impact	other costs impact						
	\$ 202,800	\$ 195,000	\$ 186,000	\$ 176,500						
Members	Remainder Due from Member	Remainder Due from Member	Remainder Due from Member	Remainder Due from Member	Board Approves Use of Fund Balance to Cover	Check Payment Member Increase Budget Documents	Pre-Paid Tech Reserve Available Balance	Members E Rate Disbursement FY 18-2019	Members E Rate Disbursement FY 19-2020	
Coalinga	\$ 936	\$ 843	\$ 734	\$ 620	\$ 936		\$ 56,585	16,000	\$ 15,000	
Fresno	\$ -	\$ -	\$ -	\$ -	excluded		excluded	excluded	excluded	
Kern	\$ 35,074	\$ 31,558	\$ 27,500	\$ 23,218	\$ 35,074		\$ 320,187	51,294	\$ 118,371	
Kings	\$ 5,872	\$ 5,283	\$ 4,604	\$ 3,887	\$ 5,872		\$ 208,136	5,949	\$ 40,000	
Madera	\$ 6,045	\$ 5,439	\$ 4,740	\$ 4,002	\$ 6,045		\$ 27,829	5,700	\$ 40,000	
Mariposa	\$ 691	\$ 621	\$ 541	\$ 457	\$ 691		\$ 30,319	30,000	\$ 30,000	
Merced	\$ 10,838	\$ 9,751	\$ 8,498	\$ 7,174	\$ 10,838		\$ 181,492	50,194	\$ 64,000	
Porterville	\$ 2,280	\$ 2,052	\$ 1,788	\$ 1,510	\$ 2,280		\$ 346,705	-	\$ -	
Tulare Co.	\$ 13,474	\$ 12,123	\$ 10,565	\$ 8,919	\$ 13,474		\$ 284,590	81,562	\$ 105,000	
Tulare Pub	\$ 2,593	\$ 2,333	\$ 2,033	\$ 1,716	\$ 2,593		\$ 10,443	11	\$ -	
Pending audit details					\$ -			(98,860)		
Total Offset Funding	\$ 77,803	\$ 70,003	\$ 61,003	\$ 51,503						
Total Offset CLSA										
Funding	\$ 124,997.00	\$ 124,997.00	\$ 124,997.00		77,803	-	1,466,286	141,849	412,371	
Total Funding Sources	\$ 202,800.00	\$ 195,000.00	\$ 186,000.00							

**Premium Services -  
Madera**

\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
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Note:

Members fiscal year 2018-2019 has other grants award funding paid telco related costs for Kern, Kings, Madera , Merced and Porterville.  
Madera telco costs in FY 19-2020 paid higher telco bill \$50K and prior year most of bill was funded by other grants.

## **Assessment of Delivery Services System**

### **San Joaquin Valley Library System & Fresno County Library Delivery Services**

April 8, 2020

Prepared by Jeannie Christiansen, Library Business Manager



## Introduction

On May 1, 2020, your Board approved and accepted Mr. Matthews Organizational report with recommendations to outsource delivery services, accounting services and a lease agreement. The goal of this review is to provide guidance to transition to an independent cooperative with operations separate from County of Fresno, a local government agency and a member of the cooperative.

The assessment is a review of efficiencies, effectiveness, and full costs recovery of contract services performed by Fresno County Library for SJVLS delivery services for basic headquarters and any member election for additional route. For this report, any additional services will be called Premium Services.

In addition, both Fresno County and SJVLS are facing recession times that calls on a review of key functions, and new solutions as good stewards of resources. An assessment has been performed toward these efforts.

Fresno County Library developed a delivery services division which consists of Fresno branches, SJVLS basic headquarters and premium services.

Basic headquarters services to nine members. Madera County has elected additional stops for Madera Ranchos, North Fork, Oakhurst, and Chowchilla.

This report summarizes historical costs, membership, and costs impact associated with the Delivery Services Assessment recommendations in the following areas:

The Business Manager gathered data for this project by:

- Interviewing Delivery Services Supervisor,
- Research on website,
- Review of Fresno County Delivery Task Force minutes,
- Cost studies on sorting of materials,
- Creation of tracking report for delivery drop off and pick up of crates during route,
- Conducting a survey of library consortia across California governed by State Librarian CLSA,
- Review of accounting records, financial statements and submitted services plan to State CLSA from 2005 to present,
- More in-depth review of accounting billing and collection from Fresno County to SJLVS basic and Madera premium,

- Research and review of Administrative Council minutes,
- Research and review of former Business Manager calculation of Madera premium services,
- Contracted other individuals to gather relevant information,
- Request from County Fleet department GPS records on six fleet vehicles that were available from December 2019 through February 2021,
- Analysis of GPS start and stop travel time and miles to determine the percentage of utilization between basic, premium, and county business,
- Discussion with SJVLS CPA firm, Hudson Henderson and Company Inc on audit services alternatives.

## Cooperative Delivery Services Across California -CLSA Service Plan

According to survey collected from California State Library Services Act (CLSA), the top five cooperatives based on total delivery costs are as follows:

COVID- 19 impacts the last quarter of the fiscal year.

			Reported Costs	COVID-19 impacts quarter 4
	Name	# of Jurisdictions	Total Deliver Cost FY 19/2020	Type of Delivery System: Contract, UPS or postal service
1	Pacific Library Partnership	33	\$ 159,972.00	Contracted (98.9%)/mail (1%)/other (.1%)
2	San Joaquin Valley Library System	10	\$ 159,540.00	Contracted van-Fresno County
3	North Net Library System	41	\$ 146,548.00	Contracted (91.99%/US mail (8%)/USPS (.01%)
4	49-99 Cooperative Library System	6	\$ 116,041.00	Contracted (100%)
5	Black Gold Cooperative Library System	6	\$ 88,772.00	Contracted (97%)/mail (2.5%)/other (.5%)

## Pre COVID-19: FY 2018-2019

			<b>Reported Costs</b>	<b>Pre-COVID-19</b>
	Name	# of Jurisdictions	Total Deliver Cost FY 18/2019	Type of Delivery System
1	Pacific Library Partnership	33	\$ 192,307.00	Contracted (98.9%)/mail (1%)/other (.01%)
2	San Joaquin Valley Library System	10	\$ 159,413.00	Contracted van-Fresno County
3	North Net Library System	41	\$ 146,548.00	Contracted (89.5%)/mail (10.4%)/UPSP (.1%)
4	Black Gold Cooperative Library System	6	\$ 98,400.00	Contracted (97%)/mail (2%)/USPS (.5%)/Other (.5%)
5	Southern California Library	38	\$ 90,000.00	Contracted (99%)/mail (1%)

Refer to the full report in Exhibit A.

## Consortia Across the US

Mr. Mathews consultant report dated May 2020 noted in the US survey by OCLC, about half of the consortia provided delivery services using a 3<sup>rd</sup> party to move materials under contract while the other half rely on their state library that contracts for statewide delivery of library materials. Almost all consortia report that the delivery of materials happens five days a week to all of their members. The average cost for delivery service is a bit over \$277,000.

Reference: Joseph Mathews and Carson Block Library Consultant Study April 2020, refer to Exhibit H, page 34-35  
Administrative Council agenda May 1, 2020.

Mr. Mathews Delivery Services recommendation: Contract out delivery services. The report is silent on the sorting services to prepare items for shipment.

## Summary of State Allocation CLSA & Recession Strategies– Funding Delivery & Other

In the past, SJVLS System secured consultant Management Partners concern about future and recession. They issued their report date November 9, 2012 (Exhibit B). At the time, due to cutbacks in State funding the consultant made

2021 Delivery Services Assessment

recommendations to increase revenues, focus on core services, to identify premium services and incorporate strategies of 7% annual membership due increase to offset the cut in CLSA allocation to fund delivery services.

The report reflects for the first-time funding for CLSA was eliminated and in FY 2012/13 funding was restored to a minimal level to meet a required match for federal funding: SJVLS allocation \$120,000.

The 2012 report noted a pattern similar to present:

- Fund balance reserves at \$4 million vs audited financial through FY 2018-19 at \$4,701,501.
- Members contributions has not been increased in at least ten years vs there remains a shift to focus on contracted services as a possible area of weakness in full reimbursement to Fresno County.

The board approved in Admin Council dated August 5, 2010 to adjust CLSA service plan to use allocation funds towards delivery and telecommunications (Exhibit C).

Fiscal Year	State CLSA Funding	Tele/Other	Delivery Services	Included in Membership Fee Costs	Members Contribution Notice
2013/2014	\$ 125,780	\$ 125,780	\$ -	no	
2014/2015	\$ 125,909	\$ 100,727	\$ -	no	
2015/2016	\$ 125,244	\$ -	\$ 125,244	no	no
2016/2017	\$ 240,251	\$ 82,051	\$ 118,540	no	no
2017-2018	\$ 240,952	\$ 82,912	\$ 158,040	no	no
2018-2019	\$ 240,362	\$ 80,822	\$ 159,540	no	no
2019-2020	\$ 240,362	\$ 81,839	\$ 158,523	no	no
2020-2021	\$ 124,997	<i>cut funding</i>	\$ 125,244		general fund
2021-2022	\$ 124,997	<i>notice delay to August 2021</i>			yes-April 16, 2021

## Recommendations & Outcome Results of Assessment

1. Madera has had a separate route since 2004, then in 2013 SJVLS budget records transition the Madera route to be accounted for billing and collection.
  - a. Recommend for Admin Council to give direction if it shall be accounted for under SJVLS or County of Fresno to bill directly Madera.
  - b. Delivery Costs of County \$26,000; Madera reimburse fee \$4,000 (increase from \$1,602)
  - c. In past records of actual invoices and staff time the costs for UPS alternative solution were \$4,200-4,620 from fiscal year 2005-06 through 2010-11. In 2011, records reflect a decrease to \$1,602.
2. Increase in delivery and sorting services for upcoming year for

FCPL Route	
SJVLS Basic	<b>171,300.00</b>
SJVLS sorting fee	<b>31,500.00</b>
<b>SJVLS Basic</b>	<b>202,800.00</b>
Premium Madera	<i>pending solution</i>
Madera sorting fee	<b>4,633.00</b>
<b>Madera Premium</b>	<b>4,633.00</b>
<b>Grand Total System Actual Cost</b>	<b>405,600.00</b>

- During the review, we reviewed Pacific Library fiscal year 2020-21 budget for delivery services.
3. Sorting services account for a portion of delivery services outside miles and stops at each location. Since 2004 there is no reporting and tracking on a monthly basis. To improve transparency on the volume for basic and premium services, Fresno County Library delivery services division to send monthly report on sorting services. The new billing template will be used by accounting to bill and collect payment for services.
    - a. SJVLS basic \$31,424.10
    - b. Madera premium \$4,633.55
  4. The route records of fleet GPS and supervisor mileage records submitted confirm total contract consist of SJVLS basic 85.3% and Madera premium route 14.7%
  5. Recommend an annual report on the County actual costs, billing collected and true up to settle any balance due. The balance due will be at the discretion and approval between County Librarian and SJVLS Administrative Council.
  6. To manage costs, recommend alternative hybrid of a delivery program services.

## Utilization of Services Percentage

For the program review, County Fleet provided GPS reports that provide dates, driver time to locations, miles and start/end time from December 2019 through February 2021.

Premium Services: Madera County is the only Member using premium services to delivery materials to branches.

Outcome of data:

Madera County Library percentage of route ranges from 13.6 -14.7% and during the initial COVID months 21.1%. The GPS reports answers the inquiry if System route utilization has been restored to Basic and Premium.

COVID			
Most Recent Period	Dec 2020-Feb 2021	12 Month Period	Dec 2019 - Nov 2020
Contract Users	% of GPS Miles	Contract Users	% of GPS Miles
SJVLS Basic	85.3%	SJVLS Basic	85.8%
Madera Premium	14.7%	Madera Premium	14.2%
	100.0%		100.0%

**Pre-COVID Percentage of Total SJVLS Miles: (Dec 2019 to Feb 2020)**

Pre-COVID 1 quarter	
Contract Users	% of GPS Miles
SJVLS Basic	86.4%
Madera Premium	13.6%
	100.0%

### **Total SJVLS Miles percentage**

Partial Routes Back Up		COVID Initial period Mar-May		COVID Jun - Aug		COVID Sep - Nov	
Contract Users	% of GPS Miles	Contract Users	% of GPS Miles	Contract Users	% of GPS Miles		
SJVLS Basic	78.9%	SJVLS Basic	86.1%	SJVLS Basic	88.3%		
Madera Premium	21.1%	Madera Premium	13.9%	Madera Premium	11.7%		
	100.0%		100.0%		100.0%		

The comparison of GPS data percentage compared to Supervisor records of mileage and percentage as close.

### **Comparison Against Delivery Supervisor Mileage Records**

Review Supervisor's annual mileage report grouped by month with total of all miles and SJVLS route miles. Fresno County Library bill for reimbursement based on the percentage of route miles for SJVLS basic.

FY 2017-2018 Annual & Weekly Mileage Reports						
Madera premium route						
			Miles	%		
	Basic HQ Delivery		38,462	86%		
	Total Madera Premium		6,197	13.9%		
		Total SJVLS Miles	44,659	100%		
		Total County All Miles	80,352			
			56%	Total SJVLS/Madera percentage of operations miles.		
FY 2018-2019 Annual & Weekly Mileage Report						
Madera premium percentage based on route miles of SJVLS annual miles: 61,698/9122						
			Miles	%		
	Basic HQ Delivery		9,122	14.8%		
	Total Madera Premium		52,576	85.2%		
		Total SJVLS Miles	61,698			
		Total County All Miles	92,506			
			67%	Total SJVLS/Madera percentage of operations miles.		

## Program Assessment

According to Fresno County subcommittee Delivery Task Force minutes January 2009, Mr. Crosby states the System Delivery basic services is only to headquarters of each member library and then each member is responsible to delivery these materials internally to their branches. Madera County Library contract with Fresno County for delivery to their branches (Exhibit D).

### Delivery Services:

County use over 50% of driver supervisor, drivers, and fleet resources for SJVLS System.

Driver time on route, driver time at each stop for pick up and drop off and return to base miles prorated based on the total number of stops for the day.

### Fleet Equipment

Four out of six used for System basic and premium services. In two years, Fleet department will replace two delivery vans. Pre COVID-19 fleet costs \$113,980 and COVID-19 year fiscal year 2019-2020 costs \$98,264.68 Current year costs through December 31, 2020 in the amount of \$44,700.



Delivery & Sorting Contract Costs**Delivery Division Actual Costs by Customer**

Type	FY 17 - 18	FY 18-19	FY 19-20	FY 20-21
Total Division Costs	567,506.25	561,048.41	547,381.19	560,000
Budget				560,000
Pacific Library Partnership Division				
Costs other cooperative reviewed			796,077.00	705,254
Contracted Portion of Delivery			204,840.00	207,232
FCPL Route	369,982.57	335,797.17	360,272.90	
SJVLS Basic	174,075.65	196,174.48	163,938.81	171,300.00
SJVLS sorting fee	30,000.00	30,000.00	31,424.00	31,500.00
<b>SJVLS Basic</b>	<b>204,075.65</b>	<b>226,174.48</b>	<b>195,362.81</b>	<b>202,800.00</b>
Premium Madera	23,448.02	29,076.76	23,169.49	<i>pending solution</i>
Madera sorting fee	4,600.00	4,600.00	4,633.00	4,633.00
<b>Madera Premium</b>	<b>28,048.02</b>	<b>33,676.76</b>	<b>27,802.49</b>	<b>4,633.00</b>
<b>Grand Total System Actual Cost</b>	<b>431,599.33</b>	<b>481,425.72</b>	<b>413,895.10</b>	<b>405,600.00</b>
SJVLS Paid	158,040.00	159,540.00	158,522.89	62,302.24
Offset CLSA Funding	158,040.00	159,540.00	159,413.00	124,997.00
Member Contribution	-	-	-	
Madera Premium Paid			1,602.00	1,602.00

Sorting Services:

As a part of the assessment, Library added a procedure for Delivery Supervisor and staff to account for sorting and route drop off and pick up of crates. Cost study by Delivery Supervisor from February 7 through 13 assists in the determination of fee rate of \$1.49.

Two months of actual 2021 data:

<b>Sorting</b>	<b>Feb 2021</b>	<b>Mar 2021</b>
Basic Services	\$ 2,299.07	\$ 2,938.28
<b>Annual Estimate</b>		<b>\$ 31,424.10</b>
<b>Sorting</b>	<b>Feb 2021</b>	<b>Mar 2021</b>
Premium Service Madera	\$ 339.37	\$ 390.38
<b>Annual Estimate</b>		<b>\$ 4,633.55</b>

#### Finding:

Lack of written documentation and JPA is silent on the System delivery services contract with Fresno County for basic and enrollment in premium services. In the 2012 consultant report and presentation to Council during 2018 did not identify premium delivery services and sorting as a part of program.

During the review of budget worksheets, in FY 2013-14, there is notation for the SJVLS Total Delivery Fee \$146,960. The details in the calculation when compared to recent tracking of sorting indicates Madera County premium fee \$1,600 or \$1,603 excludes costs of sorting \$4,633.55 and driver's time on route.

Weekly Contract Fee		
	FY 2013-2014	FY 2014-2015
Basic SJVLS	\$ 2,795.33	\$ 3,068.08
Premium Madera	\$ 30.83	\$ 30.83

#### Sorting Services

An alternative solution to delivery system program in managing delivery outcomes and costs shall include if sorting services will be contracted out or maintain as a billable contract services by Fresno County Library.

#### Alternative Hybrid Delivery Program Services

Recommend exploring alternatives.

In 2008, an article in the Library Journal reported Booklyn Public Library may be the first library in the country to use UPS, rather than a local or internal courier system (Exhibit E). In the review of Fresno County Library records, they implement a pilot with UPS for Madera County. Most counties have an existing County wide purchasing agreement with UPS. UPS service requires a selection on the number of stops for a basic monthly fee plus package delivery not based on weight.

A challenge in private carrier services is the fee rate structure based on the route, crate size and weight (Exhibit F).

## Fiscal Accounting Review

During review of County records vs SJVLS records it has been discovered the former accountant did not bill 4<sup>th</sup> quarter of Delivery Services division costs or reconcile fleet equipment actual costs for full reimbursement. The lack of SJVLS Administrator since 2015 as well as turnover in Library staff along with no policy and procedures on the aspects of Delivery Services for contractual services has been problematic.

## Contractual Fee Calculation History

2013 budget documents and minutes acknowledge the expectation of sorting services as a part of delivery services and to be for reimbursement. Below is notation from former Business Manager budget worksheets.

Sorting	\$	30,700.00	FY 11-12 <b>\$115,893</b> for System Delivery Route. <b>\$30,700</b> for sorting. <b>\$1,603</b> for Madera Special Route, charged to Madera via Membership Fee. See FY 2010-11 Delivery Cost Calculation Worksheets. <b>Remember to budget same amt. in Org 75110100, Acct. 5039.</b>
Premium Madera	\$	1,603.00	
Basic SJVLS	\$	114,657.00	
	\$	146,960.00	

Error in former Managers calculation.

Weekly Contract Fee			
		FY 2013-2014	FY 2014-2015
	Basic SJVLS	\$ 2,795.33	\$ 3,068.08
	Premium Madera	\$ 30.83	\$ 30.83
Inaccurate Contract Fee Calculation			
Did not include fleet equipment costs			

#### Premium Delivery Services – Madera (four additional stops; one day a week and other schedule adjustments)

The Madera premium calculation in the amount of \$30.80 weekly/annually \$1,602 for a route to four branches did not include sorting services, fleet equipment costs and driver's time on route.

Fresno County Measure B sales tax since 2003 has supplemented funding the premium delivery service to Madera County. The SJVLS 1979 agreement states Fresno County shall not be required to incur any expense for which funds have not been provided in the System's budget.

The former Business Manager in memo dated 2008 removed cost recovery for driver sorting, no charge for miles to two locations and supervisory coordination (Exhibit G). In 2014-2015 SJVLS budget documents the worksheets reflect Madera premium service for \$1,602 added to their membership due. In fiscal year 2019-2020, to improve transparency and tracking Madera is billed separately for the contract service.

#### Basic Delivery Services - HQ

Prior to 2015 the former staff billed and collected a one- time payment from SJVLS with no reconciliation or review of Delivery Services Supervisor mileage records and percentage of time on basic, premium, and county services. Under new accounting supervision beginning in 2016, Delivery Services Supervisor submitted mileage total and percentages which was used to bill SJVLS System for basic services.

## Fiscal Under Collection of Actual Charges

Recommendation: Review and discussion on settlement and reimbursement of true up costs for basic and premium services from offset funding source such as fund balance reserves or prepaid tech reserves. Council review to approve reimbursement to Fresno County Library for the recent two fiscal years.

Basic Delivery Services				
Fiscal Year	Total Actual Costs	% of Total Costs	Balance Due	Finding
2016-2017	no determination	86.1%		Accountant stop collection at the max of CLSA funding
2017-2018	\$ 174,075.65	86.1%	16,035.65	Accountant didn't bill 4th qtr.
2018-2019	\$ 196,174.48	85.2%	36,634.49	Accountant didn't bill 4th qtr.
2019-2020	\$ 163,938.81	85.5%	5,415.92	Didn't bill for Delivery Supervisor
	<b>Total Due</b>		<b>\$ 58,086.05</b>	

Premium Delivery Services		Madera		
Basic Delivery Services				
Fiscal Year	Total Actual Costs		Balance Due	Finding
2017-2018	\$ 28,048.02	13.9%	28,048.02	Nitta errors in annual fee \$1,602
2018-2019	\$ 33,676.76	14.8%	33,676.76	
2019-2020	\$ 27,802.49	14.5%	27,802.49	
	<b>Total Due</b>		<b>\$ 89,527.27</b>	

## Governing Documents

The 1979 agreement:

Section 10, Financing of System: a) sources of funding: The System's source of revenue shall include: all State allocation, contributions from parties to this agreement, as necessary, for the operation of the System, any other monies.

Section 10, Financing of System: c) contributions from participants

section 11 Administration of the System language states Fresno County is hereby designated fiscal agent for the System, Fresno County staff shall receive all funds accruing to the System, hold such monies in trust for the System, and pay and distribute such monies to the parties or contractors providing goods or services in accordance .... Fresno County shall not be required to incur any expense for which funds have not been provided in the System's budget.

### REFERENCE MATERIAL:

Agenda August 16, 2019

Agenda September 13, 2019

Agenda May 1, 2020

Agenda September 7, 2007

County of Fresno Auditor-Controller Audit FY 2005-2006 dated

EXHIBITS A - G

California Library Services Act  
 Cooperative Library Systems  
 Budget by Fiscal Year (Three Years)  
**Review of Delivery Services Alternatives**  
 CLSA System -Level Program  
 Report to California Library Services Act

		<b>Reported Costs</b>	<b>COVID-19 impacts quarter 4</b>	
		Total Deliver Cost	Type of Delivery	
Name	# of Jurisdictions	FY 19/2020	System: Contract, UPS or postal service	Comments
1 Pacific Library Partnership	33	\$ 159,972.00	Contracted (98.9%)/mail (1%)/other (.1%)	Delivery budget \$204,840
2 San Joaquin Valley Library System	10	\$ 159,540.00	Contracted van-Fresno County	
3 North Net Library System	41	\$ 146,548.00	Contracted (91.99%/US mail (8%)/USPS (.01%)	Delivery budget \$148,388
4 49-99 Cooperative Library System	6	\$ 116,041.00	Contracted (100%)	Link+
5 Black Gold Cooperative Library System	6	\$ 88,772.00	Contracted (97%)/mail (2.5%)/other (.5%)	
Southern California Library	38	\$ 67,161.00	Contracted (99%)/Mail (1%)	Delivery budget \$75,000
Inland Library System	19	\$ 27,870.00	Other (100%)	Delivery budget \$30,000
Serra Cooperative Library System	13	\$ 10,887.00	Contracted (100%)	Delivery budget \$26,000
Santiago Library System	10	\$ -	Other (100%)	E-resources and Audit

		<b>Reported Costs</b>	<b>Pre-COVID-19</b>	
		Total Deliver Cost	Type of Delivery	
Name	# of Jurisdictions	FY 18/2019	System	Comments
1 Pacific Library Partnership	33	\$ 192,307.00	Contracted (98.9%)/mail (1%)/other (.01%)	
2 San Joaquin Valley Library System	10	\$ 159,413.00	Contracted van-Fresno County	
3 North Net Library System	41	\$ 146,548.00	Contracted (89.5%)/mail (10.4%)/UPSP (.1%)	
4 Black Gold Cooperative Library System	6	\$ 98,400.00	Contracted (97%)/mail (2%)/USPS (.5%)/Other (.5%)	
5 Southern California Library	38	\$ 90,000.00	Contracted (99%)/mail (1%)	every other day
49-99 Cooperative Library System	6	\$ 58,720.00	Contracted (100%)	
Inland Library System	19	\$ 43,125.00	contracted (85%)/other (15%)	
Serra Cooperative Library System	13	\$ 22,350.00	contracted (97%)/mail (2%)/USPS (1%)	
Santiago Library System	10	\$ -	mail (1%)/other (99%)	resources/Audit



November 9, 2012

Mr. Brian Lewis  
Chair  
San Joaquin Valley Library System  
200 West Oak Avenue  
Visalia, CA 93291

Dear Mr. Lewis:

Management Partners is pleased to transmit this report containing the results of our evaluation of services of the San Joaquin Valley Library System. The purpose of the evaluation is to provide the Administrative Council with objective information regarding SJVLS services and operations.

The effects of the Great Recession on state and local governments throughout the country have been hard and SJVLS is no exception. The recommendations contained in this report are intended to help the SLVLS deal with its current financial situation while looking to the future. Since the System staffing is currently very lean and the operations are efficient, the recommendations primarily address ways to increase revenue and focus on core services. We have identified several options for funding that Administrative Council members can consider moving forward, but none will be easy.

We appreciate the assistance of the SJVLS staff and Administrative Council members throughout this study. Based on the feedback we received from the draft report, we have made some changes to the text and added two recommendations. We look forward to discussing the report during the Administrative Council meeting on November 16.

Sincerely,

A handwritten signature in dark ink, appearing to read "Amy Cohen Paul". The signature is fluid and cursive, with the first name "Amy" being the most prominent.

Amy Cohen Paul  
Corporate Vice President



## Analysis and Recommendations

The purpose of this service evaluation is to provide the Administrative Council with objective information regarding SJVLS services and operations. The results are organized in three primary sections below.

- System Finances
- System Technology
- System Resource Sharing Services

Management Partners thoroughly reviewed SJVLS operations, staffing and budget and found that it is operating in a very cost-effective, efficient way. During the past few years the Administrative Council has reduced costs by eliminating services (e.g., reference support to member libraries), reducing services (e.g., inter-library delivery) as well as by eliminating 2.2 full-time equivalent (FTE) staff positions, leaving only seven FTE.

### ***System Finances***

In the past, SJVLS has received income from both state and local sources. The California Library Services Act, administered by the California State Library, provided partial funding for all of the regional cooperative library systems. Funds for communications and delivery, for system-level reference services, for the mandated System Advisory Board and for administration were distributed on a formula basis among the CLSA systems. In addition, transaction-based reimbursements (TBR) were made to lending libraries for all inter-library loans to other California public libraries and to lending libraries for direct (over the counter) loans made to non-residents when they loan more items than their residents borrow directly from other libraries. In SJVLS, most loans were ILLs because of the distance between the member jurisdictions.

As mentioned previously, CLSA funding has been declining for a number of years. In FY2011/12, for the first time funding for CLSA was eliminated from the budget. In FY2012/13, funding was restored at a minimal level to meet a required match for federal funding. SJVLS received only \$120,000 for system support services. For the second year fiscal year, there is no

funding for TBR. In past years, TBR funds have been as much as \$1.2 million because of the high number of ILLs resulting from the shared ILS.

SJVLS, like a number of other CLSA systems, found that state funding was insufficient to support its resource-sharing mission and the shared ILS and its members have contributed local funding for operations through annual member contributions. In addition, member libraries pay SJVLS for supplies such as library cards and barcodes. Most libraries have placed funds in a technology reserve with SJVLS for replacement of computers and other equipment located in their libraries and for a share of the capital costs for planned replacement of the ILS or its components.

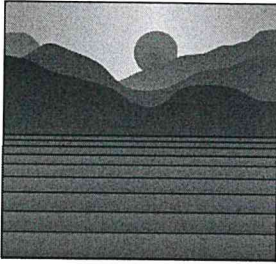
The SJVLS budget for FY2012/13 is \$3.6 million. Of that amount, approximately \$2.95 million is for operating costs for the ILS, for the data communications network, and for inter-library delivery. Member contributions for operating costs for computer operations are based on a formula established some years ago and totaled \$865,532 in FY2012/13.

Three equally weighted factors determine each member's percentage share of the total membership contribution. These factors are percent of total population served, percent of total volumes owned, and percent of total library circulation. Member contributions for other SJVLS services, such as delivery, communications and administration are shared based on each library's population and totaled \$412,261 in FY2012/13. Member contributions have not been increased in at least ten years.

For several years, the SJVLS libraries have pooled their TBR to partially fund the costs of the shared ILS and the telecommunications network that connects the libraries to the ILS and to build up a fund balance in the event that CLSA funding was decreased or eliminated due to the ongoing state government funding reductions. This has proven to be a prudent decision of the System's Administrative Council.

As of June 30, 2012, the System had \$4 million in its fund balance. In FY2012/13, \$1.2 million of that was budgeted to close the gap caused by the loss of state funding. At this rate the fund balance will be nearly depleted at the end of FY2014/15. A plan to increase ongoing local funding needs to be developed and implemented to sustain services.

Tables 3 and 4 show two potential scenarios for raising membership fees over three- and five-year periods, respectively. Both scenarios use the current membership formula for each library and increase member contributions to compensate for loss of state funding. Both scenarios assume no increase in costs during the period. They are provided as



**SJVLS Administrative Council  
5 August 2010**

**Minutes**

A special teleconference meeting of the SJVLS Administrative Council was held on Thursday, August 5, 2010. The meeting was convened at 10:01 a.m.

**Council members present:** Jacque Meriam (Merced), Deb Janzen (Fresno), Vikki Cervantes (Porterville), Louise Hodges (Kings), Michael Stowell (Tulare Public), Janet Chase-Williams (Mariposa), Linda Sitterding (Madera)

**Council members excused:** Carol Kreamer (Coalinga)

**Council members absent:** Diane Duquette (Kern), Brian Lewis (Tulare County)

**Staff present:** Jeff Crosby (SJVLS)

**Others present:** None

**Call to Order:** The meeting was called to order by Jacque Meriam, Chair.

**Roll Call:** The chair performed a roll call to verify the presence of a quorum.

**Adoption of Agenda:** The agenda was approved as presented. Porterville moved. Madera second.

**Comments from the Public:** None.

**Items For Information/Action:**

**Approve Amendment to CLSA Plan of Service for FY 2010-2011**

Crosby explained that this adjustment to the Plan of Service budget would place additional CLSA funds into communications and delivery, and reduce the funding to the System Advisory Board. This will prevent SJVLS from returning unused CLSA funds in FY 2010-2011.

Council approved the budget change and instructed staff to adjust the budget accordingly. Mariposa moved. Porterville second.

**Calendar Items:** Next Meeting is scheduled for September 10, 2010 at Tulare.

**Adjournment:** The meeting adjourned at 10:08 a.m.

**Delivery Task Force Committee  
Meeting Minutes  
Sunnyside Library, January 14, 2009  
3 – 5 p.m.**

**Present:**

<b>Pat Pondexter</b>	<b>Deborah Janzen</b>	<b>Kelly Barile</b>	<b>Martha Connor</b>
<b>Pat Anderson</b>	<b>Lyn MacEachron</b>	<b>Sherry McNab</b>	<b>Jeff Crosby</b>

**Meeting Topics:**

- **Improve efficiency of library delivery system**
- **Reducing operating costs (while maintaining service standards)**
- **Tour of delivery hub**
- **Selecting Project Manager**
- **Determining means of communication**
- **Review & complete Work form 1 (Workload Analysis Project Overview)**
- **Review Work form 3 (Determining Who does what)**

Pat Pondexter led the discussion, asking for ideas.

**K. Barile and D. Janzen**

- Explained the current delivery hub sorting process...procedures it takes before delivering to outlying branches.
- Gave delivery schedules to all committee members of all the 5 Fresno County drivers: Travis, Matt, David, Joy & Albert. Described territories covered. Mentioned the number of times a week, deliveries were made to all branches and Counties.
- Explained, at delivery hub, 3 aides' work sorting and receiving. Driver, Albert is based at hub, overseeing receiving, sorting. He does drive some library delivery routes, as well.
- There are 5 vans total.
  1. Each van has the capacity to hold up to 65- 75 crates.
  2. One (Central-based) van is used for mail runs.
  3. Four are used at Sunnyside delivery hub for delivery runs.

- Special delivery runs are made to/from Fresno County libraries for:
  1. FOL (Friends of the Library) donations. (Cardboard boxes of all sizes are delivered back to FOL Sunnyside.)
  2. Gift books and withdrawn books delivered to Central Library.
  3. Story boxes delivered to and from all Fresno libraries.
  4. TBC's picked up and delivered to branches.
  5. Tax forms delivered to branches
  6. Shipment overflow

J. Crosby

- Remarked that Merced County Libraries have a large collection of very old books that other library jurisdictions do not have. Merced is a great resource for requests.

Question: Who pays for delivery services?

Answer: All SJVLS members, plus  
the State of California pays for 10% of costs:  
(for libraries that do not charge fees to non members).

J. Crosby

Explained that the System Delivery route is only to headquarters of each member library. Kern County, Tulare County, Merced County, Mariposa County, Kings County, Fresno County, Coalinga, Porterville Libraries then deliver to their own branches. Madera County Library contracts with Fresno County for delivery to their branches.

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Delivery Task Force Committee Meeting January 14, 2009

S. McNab

- Presented a new idea for SJVLS member libraries: No sorting or minimal sorting is necessary at the Sunnyside Delivery hub center.
- Each county/system member is assigned a specific, colored crate.
- Have all library counties' branch staff, presort by putting all returns/requests
  1. In "red" crates representing: Kern County Library branches.
  2. In "yellow" crates " : Mariposa County Library branches.
  3. In "green" crates " : Kings County Library branches.
  4. In "gray" crates " : Merced County Library branches.
  5. In "black" crates " : Madera County Library branches.

ABOVE # 1 – 5: County libraries: **NO HUB sorting** necessary. Just pick up & deliver.

6. In "white" crates – shared, representing: Tulare County & Tulare Public.
7. In "multi-colored" crates – shared, representing: Coalinga/Porterville
8. In "blue" crates representing: Fresno County Library branches.

LIST # 6 – 8: County libraries listed: Minimal HUB sorting necessary.

The drivers can easily distinguish the different counties by the defined colored crates.  
No chance of county identification signs, taped to the crates, to come off (during handling and shipment).

D. Janzen, P. Pondexter, K. Barile

- Discussed certain "number factors."
  1. Costs
  2. Quantity
  3. Availability of crates' colors
- The Delivery Task Force Committee members thought this idea could work with all SJVLS members. J. Crosby said, he would present the branches' presorting process to other counties.

K. Barile and D. Janzen

- Conducted a tour of the Sunnyside Delivery Hub (located in the back of the Sunnyside Library).

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Delivery Task Force Committee Meeting January 14, 2009

K. Barile and D. Janzen

- Gave a thorough explanation of the delivery hub methods: Why particular libraries were placed adjacent to each other on shelving units. She discussed coding of existing SJVLS member libraries, using “blue crates” for other County headquarters’ deliveries.
- Explained why the delivery hub is so crowded. The current (peach colored) shelving is inadequate and antiquated.
- Hub does have newer, gray, metal shelving units – 3 shelves tall. These are relatively inexpensive and very efficient for sorting. The delivery hub needs more of these.
- Deborah mentioned that she would be interested in the Delivery Task Force Committee help in redesigning, a more efficient layout of the delivery hub space.
- Kelly told committee members, she’d like all blue SJVLS marked crates to be used for a pilot test of the new pre-sort process:
- All KERN County items are to be placed in these special blue crates from Fresno County regional branches + Central Library only. Typeset or write KERN COUNTY on large labels. These labels should be taped onto these crates each day.
- Kelly will e-mail delivery staff as well as all regional branches’/Central Circ staff in regard to this new procedure.

P. Pondexter

- Asked Deborah Janzen if she would be the Project Manager
- She asked Sherryn McNab if she would be the Note taker.  
Both accepted.

D. Janzen

- Said, she would make a Delivery Task Force Committee folder and place it on the J Drive (in the Committees folder). All meeting minutes will be posted to this folder.
- Deborah will e-mail all committee members when and where the next meeting will be held, in two weeks, from present date.
- It was decided that all future meetings would be held at a different library; committee members will be able to view how the library’s work room is set up (for additional pre-sorting needs).

Meeting notes submitted by S. McNab – January 18, 2009





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Home

## Aiming To Move Materials Faster, Brooklyn Public Library Chooses UPS

*Norman Oder -- Library Journal, 10/24/2008*

- In-house system led to large backlogs
- UPS does it overnight
- Increased cost, says library, pays off in circ

While numerous library consortia use commercial couriers like UPS for interlibrary loan, the Brooklyn Public Library may be the first library in the country to use UPS, rather than a local or internal courier system, to move materials around its branches.

BPL's internal delivery system, which used six trucks and dedicated staff, frequently got backed up, Natalie Caruso, Library Circulation Leader, told *LJ*. Turnaround time was at best three days, given that materials all went back to the Central Library; it frequently reached seven days, if materials were not picked up in the morning and/or were mishandled in the tight workspace, and could take up to two weeks.

Caruso estimated that ten percent of materials would be misplaced, and backlogs caused by winter weather and the holidays sometimes led to six-week delays. "We had clear vision of our loading dock maybe two months out of the year," she said.

### The UPS change

No longer. On May 1, the library began a three-month pilot with UPS, which assigned a different truck to each of BPL's 60 branches. "The results were astounding," Caruso said. "We're able to get material into the hands of the patron in 24 hours." Now BPL receives only 100 to 120 boxes at Central—the location's holdings—rather than 500, since UPS, which takes library packages to its sorting facility, delivers them the next day to the assigned location. Staffers who formerly drove trucks and sorted materials now work as sorters full-time.

"To my knowledge no one else" uses an overnight commercial system, Valerie Horton told *LJ*. She is executive director of CLiC, the Colorado Library Consortium, which hosts the Moving Mountains Project's Clearinghouse of Resources on Physical Delivery of



Materials. "There are many systems that use regional carriers to do internal delivery. But I had never heard of an overnight carrier doing internal delivery before I talked to Brooklyn." (Here's a presentation she did on the varieties of courier service.)

### **Growing circ**

While BPL wouldn't provide specific numbers, "we spend less to use UPS for this level/amount of delivery than we would if we ran it ourselves," spokeswoman Stefanie Arck told LJ. "We have aggressive circulation goals (19 million by next year) so getting these materials to our customer in a timely manner is key for us and UPS can deliver that." BPL, which formerly limited users to five holds per card, now allows ten.

One criticism about commercial courier systems is that the packaging can be wasteful. BPL uses canvas bags and plastic totes specially designed for library use. At the Moving Mountains symposium in September on library courier service, Caruso said representatives of some other large urban libraries were "very, very interested," <sup>in UPS</sup> because local vendors generally can't dedicate specific times or a whole truck to the library.

### **Aiming To Move Materials Faster, Brooklyn Public Library Chooses UPS**

*Date: Oct 24, 2008 | Author: Norman Oder*

**Aiming To Move Materials Faster, Brooklyn Public Library Chooses UPS** Norman Oder --  
Library Journal...commercial couriers like UPS for interlibrary loan, the Brooklyn Public Library may be the first library in the country...  
<http://www.libraryjournal.com/article/CA6608541.html>

From: movingmountains-bounces@swonlibraries.org on behalf of Lori Bowen Ayre [lori.ayre@galecia.com]  
Sent: Tuesday, August 10, 2010 5:06 PM  
To: Valerie Horton  
Cc: movingmountains@swonlibraries.org  
Subject: Re: [Moving Mountains] How much does delivery cost per piece?

Hi Valerie,

I want to urge you to to be careful about putting too much emphasis on per piece costs because different scenarios require a different metric. Some libraries should be compared based on a per stop cost (lots of stops but not the higher volumes).

To really compare apples to apples, it would be great if everyone would share their per piece and per stop costs and then also how many stops they do per year and how many items they do per year.....now that would get very interesting!

Lori Ayre

On Tue, Aug 10, 2010 at 11:44 AM, Valerie Horton <VHorton@clicweb.org> wrote:

>  
>  
> I've been in a couple of discussions lately about how much we are  
> spending per piece for library deliver. Distance and volume have the  
> biggest impact on price. With higher volume and shorter distances  
> being most cost effective. The old shipping adage holds true; the  
> more you ship the less each piece costs to ship.  
>  
>  
>  
> Bruce Smith (WI) and I believe by the time you add in all costs for  
> USPS Media Mail you're somewhere around \$3.70-\$4.00 per one-way piece shipment.  
>  
>  
>  
> Several Colorado libraries have calculated that using the Colorado  
> Library Courier costs them around \$.25 per piece, but those are the  
> larger libraries who move 6,000 to 17,000 a month. In my analysis of  
> the smallest libraries (moving 5 to 10 items a month), I found our  
> service cost libraries closer to \$1.00 per piece. However, Colorado does have a  
50% state subsidy!  
>  
>  
>  
> What about internal public library branch delivery costs? I'm  
> guessing the range is probably between \$.05 and \$.25 with larger  
> systems having less cost per item. Here are some estimates I've collected.  
>  
>  
>

> Denver Public Library: "Quick arithmetic has us at around \$0.04 per  
> item to deliver. 2008 had us at 7,053,090 pieces of material  
> circulated divide this into the sum of annual salaries plus costs to  
> operate the trucks... round everything ... [You get] \$0.0425/item."  
> Mike Eitner, DPL  
>  
>  
>  
> "Madison Public Library (MPL) = 7 cents per item shipped (\$190,000  
> divided by 2.8 million items shipped). 9 locations served with 6,600  
> annual stops made covering 38,000 miles. By population, this would be  
> considered a medium sized public city branch system.  
>  
>  
>  
> Dane County (includes MPL) = 12 cents per item shipped (\$575,000  
> divided by  
> 5 million items shipped). 27 locations served with 16,600 annual stops  
> made covering 136,000 miles. By population, this could be considered  
> a larger sized public city branch or a medium sized consolidated county system.  
>  
>  
>  
> South Central Library System (7 counties including Dane) = 15 cents  
> per item shipped (\$986,000 divided by 6.6 million items shipped). 64  
> locations served with 24,500 annual stops made covering 305,000 miles.  
> By population we are a medium sized regional system." Bruce Smith  
> (2009 prices)  
>  
>  
>  
> Please share any piece cost information you may have. Valerie  
>  
>  
>  
>  
>  
> Valerie Horton  
>  
> Executive Director  
>  
> Colorado Library Consortium (CLiC)  
>  
> 7400 E. Arapahoe Rd #75  
>  
> Centennial, CO 80112  
>  
> 303-422-1150; 888-206-2695  
>  
> vhorton@clicweb.org

```
> www.clicweb.org  
>  
>  
>  
>  
> What's Next ?!   I bet I can find a 1,000,000,000 people who think  
> libraries are important.  JOIN NOW:  
> http://www.facebook.com/clicweb?ref=ts#!/group.php?gid=110609512299912  
> &ref=nf  
>  
>  
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>  
>  
_____  
> MovingMountains mailing list  
> MovingMountains@swonlibraries.org  
> https://www.swonlibraries.org/mailman/listinfo/movingmountains  
>  
>
```

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MovingMountains mailing list  
MovingMountains@swonlibraries.org  
<https://www.swonlibraries.org/mailman/listinfo/movingmountains>

MADERA COUNTY LIBRARY  
SPECIAL DELIVERY  
Correction of Delivery Charge  
7-17-08

**Six Years**

Fiscal Year	Special Delivery Charge	Cost of Living Increase	Corrected Amount	Over (Under)
2003-04	\$4,222	0.0227	\$2,414	(\$1,808)
2004-05	\$4,222	0.0268	\$2,469	(\$1,753)
2005-06	\$4,279	0.0339	\$2,535	(\$1,744)
2006-07	\$2,550		\$2,621	\$71
2007-08	\$2,828		\$2,899	\$71
2008-09	\$3,254		\$1,543	(\$1,711)
<b>Grand Total</b>	<b>\$21,355</b>		<b>\$14,481</b>	
			Total	<u>(\$6,874)</u>

1 Direct staff to refund to Madera

2 Madera elected to apply to SJVLS -Pre  
Paid Tech Reserve account for Madera

Comment from current Business Manager dated 2/10/2021

**Note 1**

Library Driver shares during this time frame, items were shipped by UPS carrier instead of library drivers. Drivers prepared for items for UPS shipment (pre sort & labels)

**Note 2 by Jeannie**

Former Business Manager did not use actual costs.

For fiscal 2003-004 through 2005-06, he used prior calculation times increase by fiscal year.

Beginning FY 2005-06: prior year 2,621 \* .00339 COL = \$2,535 through 2005-06

**Note 3:**

Former removed for the \$4,222 fee Library Driver's staff time for preparation of UPS paperwork and sorting packages for shipping to Madera

Former Business Manager removed the Delivery staff preparation fee to paperwork and presort for packages.

Each location: 12 items per locatoin  
# of extra stops: 4  
# of months in year 12  
Total Volume 576  
Per cost rate of \$4.22

**DeliveryStaff Prep \$ 2,430.72 annual fee**

**Note 4**

Fiscal year 2008-09 fee in the amount of \$1,543 is not full actual fees paid to County vendor UPS in the amount of \$1,555

Note # 2

SJVLS  
 CALCULATION OF SPECIAL DELIVERY COST  
 FOR MADERA COUNTY LIBRARY  
 For FY 06-07  
 7/7/2008

<u>Special Delivery Service Provided Per Week</u>	<u>Round Trip Mileage</u>	<u>Driver Labor Hours</u>	
Round trip mileage to Oakhurst	0	0.25	Fill in amounts
Round trip mileage to North Fork	0	0.25	Fill in amounts
Round trip mileage to Chowchilla	32.55	0.75	Fill in amounts
Round trip mileage to Madera Ranchos	4.83	0.25	Fill in amounts
Total	37.38	1.50	

TOTAL NUMBER OF WEEKS (Enter Here)

26

**LABOR**

Annual Cost of Driver	\$40,131	Enter annual cost of driver FY 06-07
Number of hours per year	2,080	
Cost per hour	\$19.29	
Number of Driver hours per week	1.50	
Cost of labor per week	\$28.94	
<b>Number of weeks of service</b>	<b>52</b>	
<b>Total Annual Cost for Labor</b>	<b>\$1,505</b>	

**DELIVERY TRUCK COST**

Cost per mile for delivery truck	\$0.574
Number of miles traveled per week	37.38
Cost per week	\$21.46
<b>Number of weeks of service</b>	<b>52</b>
<b>Total Annual Cost for Mileage</b>	<b>\$1,116</b>

Total Annual Cost of Weekly Service

\$2,621

A

Note 2<sup>13</sup>

DATE: September 10, 2008

TO: Candie Ramirez, Supervising Account Clerk

FROM: Steve Nitta, Library Business Manager

SUBJECT: Refund of Special Delivery Charge

Please post a \$6,874 Technology Reserve contribution for Madera County Library Effective 7-1-08.

This contribution represents Madera County Library's refund for overcharges of the annual special delivery fee from FY 2003-04 to FY 2008-09. Madera has elected to contribute this refund to its Technology Reserve account.

**Attachment 8**  
**Board Agenda Item**

DATE: April 16, 2021  
TO: SJVLS Administrative Council  
SUBMITTED BY: Jeannie Christiansen, Library Business Manager  
SUBJECT: Discussion & Approval: Audit Services – Hudson Henderson & Company Inc. CPA firm.

RECOMMENDED ACTION(S):

**1. Presentation of audit services options.**

If the board is interested in a formal audit review of Delivery Services Assessment performed by Library Business Manager, Hudson Henderson & Company Inc is available to prepare the two options:

Agreed Upon Procedure Engagement	Price range \$5,000 - \$9,500
----------------------------------	-------------------------------

Examination Audit	Price range \$10,000 – 18,000
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An agreed-upon procedure engagement is one in which a CPA is engaged by a client to issues a report of findings based on specific procedure performed about Delivery Services policies and procedures.

Examination Audit is to conduct more in-depth review of provided assessment, work papers and obtain evidence. Auditors consider the propositions before them, obtain evidence, and evaluate the propositions in their auditing report.

FISCAL IMPACT:

There is no increase in Membership Dues with the recommended action. The audit will be financed with fund balance reserves or the budget savings under Evaluation and Management.

DISCUSSION:

On May 1, 2020, your Board approved and accept Mr. Matthews Organizational report with recommendations to outsource delivery services, accounting services and development of lease agreement. The goal of this organizational review was to provide recommendations for transition of key areas currently provided by County of Fresno Public Library, a local



government agency and member of the cooperative, as the contract vendor. As a result staff began the process to update and or transition services.

July – September 2020, the Principal Librarian for Materials Collection and Delivery Service began discussion to establish a process to review basic and extra route services to Madera County.

On January 7, 2021 Business Manager contacted Madera County to provide upcoming premium delivery services charges from \$1,600 to \$10,380. This led to a group discussion with Delivery Services, Business Manager and Madera Member. Parties directed Business Manager to conduct a further consultation with delivery services staff on the variables not previously identified in providing services for sorting and driver's time traveling to route stops.

On February 4, 2021 Madera member requested an audit of the delivery practices and concerns that a private vendor would not be able to raise costs \$10,380, an increase of 549%.

On March 12, 2021 your board directed to complete the Delivery Assessment and impact to Member's contribution to offset the decrease in CLSA funding.

March 12, 2021 through April 8, 2021 the Business Manager conducted a review of GPS travel and start/stop time for all fleet vehicle from December 2019 – February 2021 as well as prior board minutes, budget records, delivery supervisor mileage records, CLSA service plans across the State, and accounting records.

April 6, 2021 Business Manager held a discussion with SJVLS contract vendor Hudson Henderson and Company Inc. for audit options for SJVLS Administrative Council.

**PRIOR AGREEMENT/REFERENCE MATERIAL:**

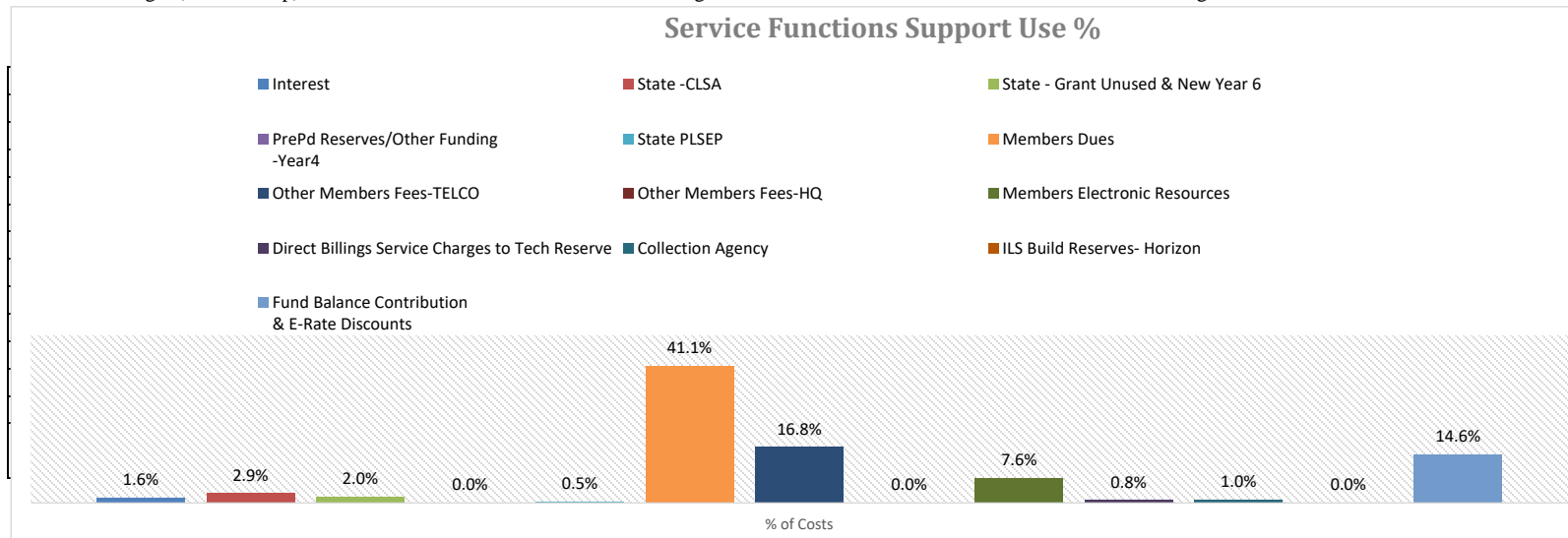
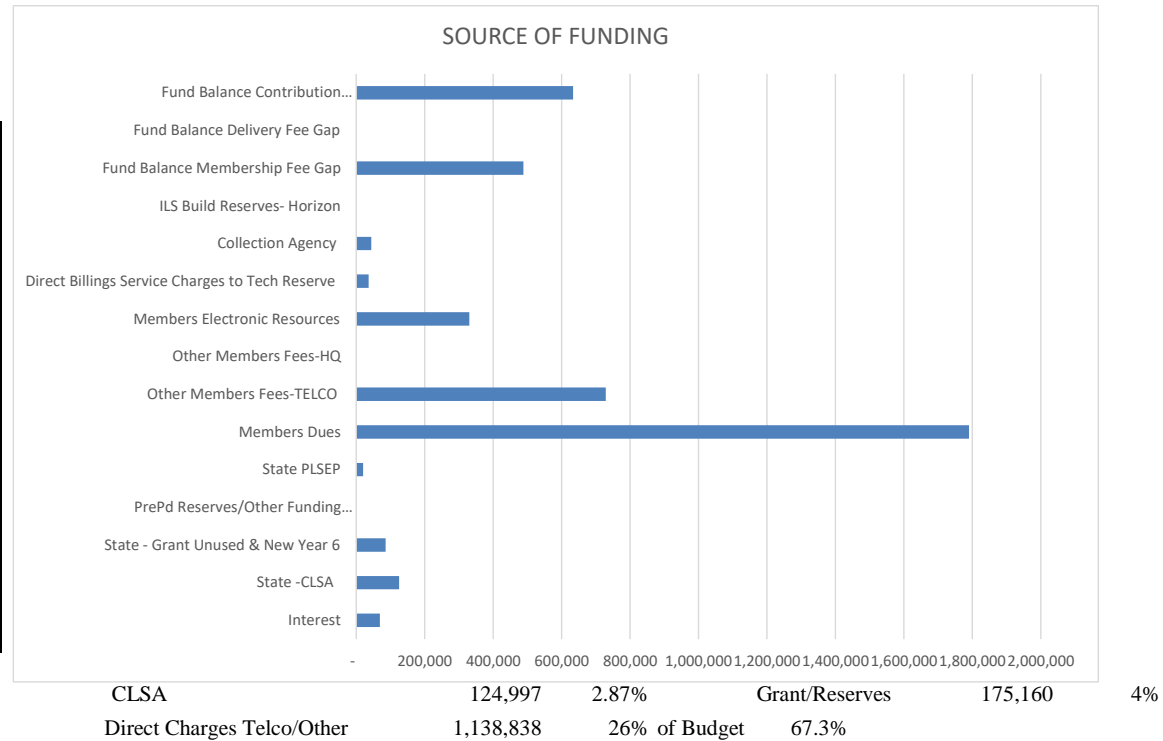
Delivery Services Assessment presented April 16, 2021.

Action:	Approve		Deny	
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**SAN JOAQUIN VALLEY LIBRARY SYSTEM**  
**FY 2021-2022**  
**Adopt Budget - April 16, 2021**

Approve Budget Graphs

Source of Funding	Amount
Interest	69,096
State -CLSA	124,997
State - Grant Unused & New Year 6	86,064
PrePd Reserves/Other Funding -Year4	-
State PLSEP	20,000
Members Dues	1,789,808
Other Members Fees-TELCO	728,776
Other Members Fees-HQ	-
Members Electronic Resources	330,000
Direct Billings Service Charges to Tech Reserve	36,046
Collection Agency	44,000
ILS Build Reserves- Horizon	-
Fund Balance Membership Fee Gap	488,121
Fund Balance Delivery Fee Gap	-
Fund Balance Contribution & E-Rate Discounts	633,589
<b>Total Funding for Budget</b>	<b>4,350,497</b>
Membership Fees	1,789,809
<b>% of Total Budget (Membership)</b>	<b>41.1%</b>



**Membership****Board approved November 6, 2020****Draft Budget approved January 15, 2021****Adopt Budget - April 16, 2021**

Recommended Budget for Approval

**Budget Recommend****Budget Highlights****1**\$ 4,350,497 **Seek Approval**

Fiscal Year History	Budget Amount	\$ Change	% Budget Change
Budget FY 2017/2018	4,343,965.00	(201,964.00)	-4%
Budget FY 2018/2019	4,626,402.00	282,437.00	7%
Budget FY 2019/2020	4,339,757.00	(286,645.00)	-6%
Budget FY 2020/2021	6,066,145.00	1,726,388.00	40%
Draft Budget FY 21/22	4,350,497.00	(1,715,648.00)	-28.3%

1a. Budget change

\$ (1,715,648) decrease need over prior year  
 -28.3% percentage of change  
 Related to complete NRC costs for telecommunication

2. Membership Total Fee

\$ 1,789,809 **Board approved November 2020****Seek Board approval: to begin process and finalized the TELCO and related projects by Feb 2019.**

1 Approve to Adopt Budget \$ **4,350,497**  
 with \$30,000 Online allocation to sub committee deleted as approved on January 15, 2021  
 Reduced from draft budget \$ 4,358,046 \$ **(7,549)**

\$ -

3. Approve training plan and authorize designee for further scholarship protocols \$ **33,500**  
 Increase by \$500 for online training module for staff

4. Approve preparation of application for CLSA budgetary dollars \$ **124,997**  
 application window: August - September 2021

5. Approve submission of application and administration of PLSEP grant \$ **20,000**

6. Approve the submission of grant application for Year 7 \$ **121,321**  
 Members may use e rate disbursement deposited in Pre Paid Tech Reserves  
 to pay associated fees for NRC and equipment selections.

7

\$ -

8. Info Tech Plan: Continue Assigned Funding

**Assign SJVLS Fund Balance**Board approved BAI #3, September 25, 2020 \$ **2,000,000****Committed Tech Reserves \$800,000 & Assigned Fund Balance \$1,800,000**

9. Approve to schedule retreats with Attorney, Consultant and Directors for JPA, service contracts, and by-laws  
 Three agreements are outstanding \$ **14,200**

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

**SJVLS Budget**

Total Budget (Membership costs + Telco/other direct projects).

	Current Costs FY 20-21	Upcoming Year Total Costs	\$ Change	% Change
Recommended Budget to Adopt	6,066,145.00	\$4,350,497	(\$1,715,648)	-28%

## 1. Summary of SJVLS Operational Budget - Core

	Current Costs FY 20-21	Upcoming Year Total Costs	\$ Change	% of Total Costs	
System Operations	\$1,222,434	\$1,194,844	(\$27,590)	51%	
Planning & Evaluation	\$442,876	\$451,709	\$8,833	19%	
Cataloging Center	\$95,600	\$101,600	\$6,000	4%	Increase in salary/attorney/ ExProzy
<i>Note 1: added in EzProxy annual fee</i>					
Fresno as Cat Center	\$3,000	\$3,000	\$0	0%	
Online E Resources Materials	\$185,970	\$185,970	\$0	8%	
<i>Note 2: Board voted for no committee allocation this year to manage increases to Online Materials</i>					
Telecommunications core	\$392,700	\$410,807	\$18,107	17%	increase in Ed Technology
	<u>\$2,342,580</u>	<u>\$2,347,930</u>	<u>\$5,350</u>		
Delivery (excluded, see #6 CLSA)					
<b>Membership Costs</b>	<b>\$2,342,580</b>	<b>\$2,347,930</b>	<b>\$5,350</b>	100%	
				0.2%	

## 2. Summary of Offset Funding Sources

Membership Fees	\$1,789,809	\$1,789,809	\$0	76%
Fund Balance Withdrawal	\$552,772	\$488,121	(\$64,651)	21%
Interest Earned	\$70,000	\$70,000	\$0	3%
CLSA Allocation (beyond delivery)	\$0	\$0	\$0	0%
<b>Total Funding Sources</b>	<b>\$2,412,581</b>	<b>\$2,347,930</b>	<b>(\$64,651)</b>	

## 3. ILL System

	Current Costs FY 20-21	Upcoming Year Total Costs	
<i>Note:</i>			
SirsiDynix total budget is listed on three separate lines			
SirsiDynix Row 5	\$154,000	\$130,000	
Add ons selections, if any Row 6	\$3,000	\$0	
SirsiDynix One Time Fee ERC Row 24	\$2,330	\$1,381	
Connector : Fresno			<i>decrease by</i>
	<u>\$159,330</u>	<u>\$131,381</u>	<u>(\$27,949)</u>

## 4. New Vendor - Implementation Costs (Funded from Info Tech Plan)

System Committed Tech Reserves by each Member (\$800,000 on account)	\$0	<i>pending</i>
ILS Replacement Fund (pending Admin long term strategy for building reserves)	\$0	
Match from Assigned Fund Balance	\$0	
<i>Note 3: Funding by Member's Committed System Reserves to implement Community Engagement Platform, if selected.</i>		
<i>Staff will return to board for approval at a later date if selected per minutes from January 15, 2021 attachment 8.</i>		
	<u>\$0</u>	

## 5. Grants Network Technology/Broadband

<b>Year 7; Prelim estimate</b>	Current Costs FY 20-21	Upcoming Year Total Costs	Pending Equipment Grant
<b>Circuit construction non recurring costs</b>			
Members selections		\$121,321	
Cabling & Other: SJVLS Grant \$44,298	\$44,298		<i>Funded by Yr3 remainder</i>
Cabling & Other: Other \$41,766	\$41,766		<i>Funded by CAT 2 remainder</i>
Year 6: Match to E Rate Eligible portion of Project	\$35,257		<i>Pending outcome of Equipment grant award</i>
NRC & Disconnects - Telco	\$2,000,000	\$0	
<i>Note that CENIC will invoice Califa \$75,681.64 for the "Year 6" circuit NRC construction fees and we will pay that invoice directly from your grant award total.</i>			
	<u>\$2,121,321</u>	<u>\$0</u>	

## 6. CLSA Strategy for upcoming application and Delivery Services

Actual Delivery System Services	<u>\$173,100</u>	<u>\$202,800</u>
<i>Note 4: Return to Board with System Delivery Assessment review and strategies for funding shortfall.</i>		

## Basic Membership

## 1. Summary of SJVLS Operational Budget - Core

	Current Costs FY 20-21	Upcoming Year Total Costs	\$ Change	% of Total Costs	Contribution Method
System Operations	\$1,222,434	\$1,194,844	(\$27,590)	51%	Tripartite
Planning & Evaluation	\$442,876	\$451,709	\$8,833	19%	Population ratio
Cataloging Center	\$95,600	\$101,600	\$6,000	4%	Population ratio
Fresno as Cat Center	\$3,000	\$3,000	\$0	0%	Population ratio
Online E Resources Materials	\$185,970	\$185,970	\$0	8%	Population ratio
Telecommunications core	\$392,700	\$410,807	\$18,107	17%	Population ratio
	<u>\$2,342,580</u>	<u>\$2,347,930</u>	<u>\$5,350</u>		
Delivery (excluded, see #6 CLSA Membership Costs)	<u>\$2,342,580</u>	<u>\$2,347,930</u>	<u>\$5,350</u>	100%	

## Population Based Costs

Total of Costs Based on Population Ratios, excludes Delivery. In FY 2013 budget documents they included Delivery & charged Fresno Library the contrat provider of the services.

	Current Costs FY 20-21	Upcoming Year Total Costs
Total Costs	\$1,120,146	\$1,153,086

Contribution based on Population Ratio			
Members		State Certified Population 6-1-2020	Contribution Ratio
Coalinga		\$24,498	0.81%
Fresno		\$990,451	32.73%
Kern		\$917,553	30.32%
Kings		\$153,608	5.08%
Madera		\$158,147	5.23%
Mariposa		\$18,067	0.60%
Merced		\$283,521	9.37%
Porterville		\$59,655	1.97%
Tulare Co.		\$352,488	11.65%
Tulare Pub		\$67,834	2.24%
			0.00%
<b>Total Population of Members</b>		<b>\$3,025,822</b>	<b>100.00%</b>

Costs based on Population		Costs based on Other		Board approve No 2020		
Members	Contribution Costs	Contribution Costs	Total Fees		Membership Fee	Gap in Fees
Coalinga	\$9,336	\$14,816	\$24,152		\$22,633	(\$1,519)
Fresno	\$377,443	\$481,436	\$858,879		\$757,577	(\$101,302)
Kern	\$349,663	\$292,875	\$642,538		\$444,577	(\$197,961)
Kings	\$58,537	\$57,654	\$116,191		\$73,886	(\$42,305)
Madera	\$60,267	\$57,718	\$117,985		\$83,254	(\$34,731)
Mariposa	\$6,885	\$21,206	\$28,091		\$32,805	\$4,714
Merced	\$108,045	\$79,142	\$187,187		\$116,244	(\$70,943)
Porterville	\$22,733	\$38,450	\$61,184		\$49,060	(\$12,124)
Tulare Co.	\$134,327	\$119,313	\$253,640		\$158,392	(\$95,248)
Tulare Pub	\$25,850	\$32,234	\$58,084		\$51,381	(\$6,703)
	\$0				\$0	\$0
<b>Totals</b>	<b>\$1,153,086</b>	<b>\$1,194,844</b>	<b>\$2,347,930</b>		<b>\$1,789,809</b>	<b>(\$558,121)</b>
<b>Membership Costs</b>		<b>\$2,347,930</b>			Interest Earned	\$70,000
<b>Operational</b>					Fund Balance Withdrawal	\$488,121

## Tripartite

System Operations

	Current Costs FY 20-21	Upcoming Year Total Costs
System Operations	\$1,222,434	\$1,194,844

FY 2020-2021		
(A) Tripartite		
Members	Contribution Costs	Ratios
Coalinga	\$14,816	1.24%
Fresno	\$481,436	40.29%
Kern	\$292,875	24.51%
Kings	\$57,654	4.83%
Madera	\$57,718	4.83%
Mariposa	\$21,206	1.77%
Merced	\$79,142	6.62%
Porterville	\$38,450	3.22%
Tulare Co.	\$119,313	9.99%
Tulare Pub	\$32,234	2.70%
		100.00%
<b>Totals</b>	<b>\$1,194,844</b>	

## SAN JOAQUIN VALLEY LIBRARY SYSTEM

FY 2021-2022

Membership Fees:

Other Fees:

Board approved November 6, 2020

Table for March 2021

Three separate billing periods: August, September and January

Members

Budget

	FY 2019-2020			96250300	96250300		96250130	Members	Prior Year		Tech Reserve	Members
	Total			Actual allocation	Actual allocation		Postage				or Electronic	
	Member Charges			Core	Core		Budget				Resources	
	portion of Pooled			(Note 1)	Communi-		(Note 2)				Members	
		Direct Charges			Direct Cisco SmartNet HQ							
MEMBER	Membership	Transparency	RBDigital Connector	Direct TELCO	Fortinet HQ Annual Maintenance	Patron Notices	Sum Total Fee	Prior Year Budget	difference		Based on Tech Report	Total Member Invoice
Coalinga	22,633			16,488	900	3,100	100	43,221	45,173	(1,952)	-	43,221
Fresno	757,577		2,330	172,886	900	3,100	-	936,793	975,159	(38,366)	300,000	1,236,793
Kern	444,577	750	-	162,436	900	3,100	6,000	617,763	629,675	(11,912)	-	617,763
Kings	73,886			46,000	900	3,100	2,500	126,386	126,438	(52)	-	126,386
Madera	83,254	1,600		49,615	900	3,100	1,800	140,269	140,328	(59)	-	140,269
Mariposa	32,805			43,374	900	3,100	1,000	81,179	83,217	(2,038)	-	81,179
Merced	116,244			81,888	900	3,100	2,000	204,132	210,051	(5,919)	-	204,132
Porterville	49,060			Membership prorated based on reopening	-	-	-	49,060	53,317	(4,257)	-	49,060
Tulare Co.	158,392			119,824	900	3,100	5,000	287,216	287,328	(112)	-	287,216
Tulare Pub	51,381			265	900	3,100	2,000	57,646	58,639	(993)	-	57,646
TBD-Allowable Costs				-						-		-
Totals	1,789,809	2,350	2,330	692,776	8,100	27,900	20,400	2,543,665	2,609,324	(65,661)	300,000	2,843,665

Invoice #1-August

depends: Jan 1 or  
Feb 2022

Invoice #1-August

Invoice #1-August

Invoice #1-August

Invoice #2  
SeptMembers  
Future Bill

## Note:

1. Membership increased by 0%; same levels.
2. No member contribution collected (\$160,000) due to Board approved assigned fund balance to Info Tech System Committed Project.
3. Members to budget with their County Administrative Office for two types: Membership and Telco/NRC install & hardware direct costs for locations and SmartNet for headquarters.
4. Members may elect during next fiscal year any additional contributions/deductions from Pre Paid Tech Reserves. Notify Library Business Manager
5. No member contribution collected (\$160,000) due to Board approved assigned fund balance to Info Tech System Committed Project.