



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

SJVLS Administrative Council Agenda Packet June 11, 2021

TO THE PUBLIC:

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

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SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

Meeting Announcement

San Joaquin Valley Library System Administrative Council

Friday, June 11, 2021

Time: 10:00 a.m.

Meeting via Teams

The public may participate by using the following URL:

<https://go.sjvls.org/admin210611>

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 January 15, 2020 Administrative Council Meeting.** (Attachment 1)
- 2. Acceptance: Financial Update.** (Attachment 2)

C. ITEMS FOR INFORMATION/ACTION

- 1. System Delivery Services Audit Review by Chairperson & Funding Sources CLSA, Members Contribution and Fund Balance – Lewis**
- 2. Discussion and Approval: Madera delivery services contract with Fresno County Library – Lewis**
- 3. Discussion and Approval: CLSA Plan of Service FY 2021-2022 – draft submitted on June 3, 2021 Christiansen/Gomez** (Attachment 3)
- 4. Discussion and Approval: By-Laws effective July 2021 -Gomez** (Attachment 4)

5. **Status Update: Accounting, Bookkeeping and Controller Services** -Bath
6. **Status Update: Amended JPA Agreement and associated By-Laws** - Gomez
7. **Approval: Adjusted Recommended FY 2021-2022 Budget** – Christiansen (Attachment 5)
8. **Election of New SJVLS Chair for 2021-2022** (Attachment 6)

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.

F. CALENDAR ITEMS

1. Date and place of next Council Meeting:

G. ADJOURNMENT

Meeting adjournment.



SJVLS Administrative Council Meeting

April 16th, 2021

Draft Minutes

Meeting Minutes

A. Council Opening

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

Council present: Raman Bath (Fresno County), Sally Gomez (Fresno County), Mary Leal (Coalinga/Huron), 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), Joel Cadenasso (Fresno County), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

Absent: None.

Guests: None.

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

3.) **Adoption of Agenda: Motion to Adopt Agenda Chase- Williams (Mariposa)**
Second: Clark (Tulare City).

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

B. Consent Agenda

1.) Draft Minutes of March 12, 2021 **Motion made to adopt Leal (Coalinga/Huron)**
Second: Wegener (Tulare County).

C. Items for Information/ Actions.

1. Discussion and Approval: Bear 2015 Audit Outcome Payback USAC \$65,162.44.

Sally gave a background on how and when the audit started. It started back in December of 2019, and there were several things that they looked at and reviewed, including services provided billed, the consortium and the proof of payment.

We are working with Ed Technology and putting policies and procedures in place; however, we will need to pay the \$65,162.44 now. Seeking approval on assessment
Motion to approve payment Bath (Fresno County) Second: Cervantes (Porterville).

- 2. Discussion and Approval: Publish RFQ 21-002: Library Cards & Key Tags** Sally gave intro and stated that Chris has done a lot of work on this RFQ. Chris started with going over the Schedule 1 All jurisdictions for quantities using custom designs. Kern will follow up and Heidi needed a correction. Darla clarified that one side uniform and other is each jurisdiction own custom design. We need a quote for a premium and bare bone design. The more colors added the more the cost. Jeannie discussed what would give better price breaks and spoke to not worrying about exact quantities. Sally spoke on that her and Chris will continue to update the RFQ add the word possible per Darla in the wording on design to leave it more open. Chris explained that it was really hard to find information and product on durability and he has two different types. Teslan which is environmentally friendly and PCI which is what debit cards are made out of. Admin would like to do flexibility test, and price quote. Keychains are still very popular as well.

- 3. Discussion and Approval: Sole Source: Delinquent Account Collection Services looking for suspension of this source with Unique.** It was recommending 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 approve and authorize the Chairman to execute a retroactive agreement with the Unique Management services effective April 14, 2021 through April 13, 2028 for the term of 7 years and not to exceed \$280,000. **Motion made to approve by Leal (Coalinga/Huron) Second: Clark (Tulare City).**

- 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. Bear 2016 Audit outcome deduction for members associated with other grant award funding. We paid Telco related costs for Kern, Erate is net effect of grant award, CLSA or others source the paid any portion of bill. **Motion to approve application for Cenic Year 7 Wegener (Tulare County), Second: Leal (Coalinga/Huron).**

- 5. Cenic Year 7 Participant Selections and Funding Sources from Members. Motion to approve Wegener (Tulare Count), Second: Leal (Coalinga/Huron).**

- 6. Discussion and Approval: Publish RFQ: Accounting and Bookkeeping Services.** Jeannie is looking for approval to draft and post RFQ for services and to set timelines to return to the Board with a vendor recommendation for contractual terms of five years with 2 one-year renewal. Also approve and authorize the Interim SJVLS Administrator

and Library Business Manager to draft contract for term of seven years with legal counsel. Jennie reviewed all of the deadlines for the process. There will be no fiscal increase in the adopted budget with the recommended action. The past cost for the year 19-20 for Fresno Library accounting services were \$103,000. Outsourcing will improve staffing resources not subject to County of Fresno vacancies and funding strategies. This change would be a 6-to-12-month transition. Jeannie is looking for the approval to draft and post RFQ for services and to set timelines to return to the Board with vendor award recommendation for contractual terms of five year with two one-year renewal. Also to approve and authorize the Interim SJVLS Administrator and Library Business to draft contract for term of seven years with legal counsel. **Motion recommends of approval for RFQ review sent out. Cervantes (Porterville), Second: Leal (Coalinga/Huron).**

7. Status Update CLSA Service. Sally reported that the budget is a little under than last year and it is due on June 3rd to the State Library. Jeannie reported that the slight reduction is a little less than \$3,000, the intention is to utilize 100%. The State did not delay due date. Jeannie will refer to this later in item 12.

8. System Delivery Services & Funding Source. Jeannie presented the Delivery services for SJVLS Basic amount for \$202,000. The second was the approval of member contribution or use of Fund balance to fund the shortfall in CSLA allocation due to decrease in funding in FY 2020-2021 and in FY 2021-22. Jeannie asks how to cover the gap happening, if they would like to take from tech reserves. The cost is based on population. Fresno is due to being the contracted provider. Raman spoke on doing an assessment and should be doing this as it has not been done in many years. We now have mileage logs, and we have GPS in all vehicles. GPS data showed that we are underbilling members. Krista questioned about the last 10 years of being underbilled. Raman spoke on cost recovery, and that we move forward on GPS data this will provide accurate data. GPS versus mileage was less than 10% Raman was going to move forward as an administrative cost, but it wasn't and that is where we are. We do not need to do an audit. Mary questioned about the Fund Balance and if each district could decide on their own. Providing a monthly report or doing a yearly audit makes sense. Darla brought up the population problem and that it does not make sense. Budgets are going up all over the place. Madera costs keep changing, and Krista still has questions about the calculation. Krista inquired about why Madera is getting premium service, and whether it is correct. In 2009 Madera had trouble with budget and in desperation the other groups picked it up. Her concern is how things are being calculated and why they are being calculated the way they are. Janet also agreed for revamp, and in 2009 Madera budget was cut. Raman agreed that something did happen in 2008 and 2009. Madera's 1602 or 1603 makes no sense. Raman looks at other ways to provide delivery. Every jurisdictions cost needs to be reduced. Jeannie said Fund Balance is the best way to cover it now. We need the approve and direction from the Board on Madera Premium Delivery & Sorting Services. Delivery costs are \$26,000; reimbursement contract fee of

\$4,000. Darla spoke on supplementing for years and we need to really think about this and do we need to contract out. Janet stated we need to work out something, this is not working, and we need to help Madera out. Vicki spoke on when Fund Balance was 3 million when Brian Lewis was still here. The Fund Balance continues to grow, even as we deplete, it and we always are staying under balance. Our balance is about 4 million right now, per Jeannie. Krista brought up services during Covid, since we have not been getting our full services and ask if we can draw anything from there. Jeannie did look at utilization, during that time March thru May they had more of the route. Jeannie explained that it was already covered by grant funds. Krista ask if there was a breakdown of cost per system. Raman will work with Michelle to get that information for each jurisdiction. Darla wants to make sure what we are being charged for and what services we are getting. There is still a lot of information that needs to be shared before anything is approved. **Tabled till June.**

9. Assessment of Delivery Services System is tabled till June meeting

10. Discussion and Approval: Delivery Services Audit. Jeannie explained option to have Hudson Henderson and Company perform audit, but also discussed an in house, which Mark Lewis, Business Manager of Kern volunteered to do. **Motion to move for Mark Lewis of Kern County to perform audit Chase Williams (Mariposa) Second: Wegener (Tulare Public).**

11. Discussion and Approval: Outsourcing Controller Services and Amendment to Existing Documents. More discussion after June 15th with a draft JPA. Make it a longer meeting.

12. Approval to Adopt Recommended FY 2021 -2022 Budget. Jeannie went over the budget handouts and it was decided that it would be adopted pending any changes after June 15th. **Motion to approve budget to use fund balance. Adopt pending any changes in June for Delivery Services. Leal (Coalinga/Huron), Second: Clark (Tulare Public).**

D. Staff Reports

1. Chair: No Report.

2. State Library: Jody provided update through email to Admin Council.

- The first is that we are halfway through the Public Library Directors 'Forum, with two more sessions to go. Please join I on the next two Thursday afternoons at 3:00 PM.

- Second on is on making sure that you saw Rebecca Wendt's email that went out on the directors list recently. On Build Back Boldly, the deadline is important deadline date to pay attention.

3. Administrative Librarian – Sally Gomez – No Report.

4. SJVLS – System Administrator - Chis Wymer.

- Working with SirsiDynex, Shupe is reviewing some small points and by June meeting will have agreement for approval and signature.
- We received a Public Records request from the Innovative Interface for the RFP
- We will be implementing Rivers next week.
- Reminder of maintenance on Sunday. Most services will be down.

5. Senior Network System Engineer – Kevin Nelson.

- Maintenance we will be adding hardware. That router has been up for 6 years, and it has been a beast.

E. Directors Comments.

Mark Lewis (Kern) Monday, it starts 50% capacity at all branches with no time limit, no quarantine, no temp check, programming. Welcome back FOL and volunteers. Donations will be taken again. Restroom and water fountains will be in use. Self-wiping station.

Heidi Clark (Tulare City) Opened last week, at 25% capacity, public welcome, no in person programming. We are bringing services back little by little.

Amy Taylor, (Merced County) We moved into red tier this week to the 7 branches that have been doing curbside. We need to hire extra help staff. We promoted, several people, and have new staff. We are doing inhouse training. We have used Niche Academy and Ryan Dowd training courses.

Darla Wegener, (Tulare County) Soft opening in May, we will not advertise until June, and no programming until Fall. Maybe some outdoor stuff with movies.

Raman Bath (Fresno County) June 15th, full blown, we have been open with basic restriction. We will be lifting some things.

Natalie Rencher (Kings County) We are doing all county soft opening, opened doors last Tuesday not completely until June. Retail model, no sitting, no computers, no bathrooms, and no water fountains. All branch staff is happy to serve the public. No face to face and programming.

Mary Leal (Coalinga/Huron) We are at 40 % capacity, social distancing, restrooms open, seating available.

F. Calendar Item.

June 11th, 10-1 PM CLSA narrative due June 3rd. using all money for services.

G. Adjournment 12:55 PM.

Consent Agenda Item
Financial Narrative Report-Christiansen
June 11, 2021

Status Updates

1. Financial Reports
 - a. FY 2020/21 As of May 31, 2021, Financial reported expenses are \$ 2,576,132 an increase of \$ 906,855 from March 2021. Overall expenses were under spent by 50% in comparison to the monthly benchmarks due to delays in Telecommunication grant award for year 6, Califa telecommunication quarter 3 charges and lower computer service project cost. Revenues for the period ending May 31, 2021 totaled \$ 2,382,209. Fund balance withdrawal in the amount of \$194,103.
2. Outstanding Receivable Total: paid in full.
 - a. 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.
 - b. Billed Fortinet of \$ 31,000 on 8/13/20 and has been paid in full.
 - c. FY 2020/21 Electronic Resource has been paid in full:
Fresno \$ 300,000
 - d. Horizon Upgrade Build Contingency Reserve Deposit \$ 160,000 was billed on 9/10/2020 and has been paid in full.
 - e. FY 2020/21 Telco \$685,111 billed to Members on 12/22/2020 and has been paid in full.
3. CLSA Allocation-Status Update, (Attachment 2 – Item 3)

Allocation funds System Delivery Services for basic delivery contracted with Fresno County. FY 2020/21 expenses to date total \$103,055 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.
4. Online Materials -Status Update (Attachment 2 – Item 4)

Online Materials expenses to date total \$174,435 with \$7,935 remaining funds to be spent by June 30.

5. LSTA-Public Library Staff Education Program (PLSEP) MLS Funding Support
 - a. Reimbursements totaling \$4,284 have been made as of March 5, 2021.
 - b. FY 20-21 award of \$10,969 received
 - c. SJVLS Administration reimbursement of \$997
 - d. Award terms date range July 1, 2020 to August 31, 2021
 - e. The FY 20-21 PLSEP Grant has two participants.
6. Transfer of Ownership Statements have been sent to the following members:
 - September notice Fresno (\$4,851)
 - February notice Fresno (\$19,327)
 - March notice Fresno, Merced, Porterville, Tulare County (\$175,146)
 - April notice Fresno, Tulare Public (\$13,012)
 - May notice Fresno (\$4,872)

Cost listed above has been deducted from the member's Tech Reserve.

There was no activity for the months of July, August, October, November, December, and January.

7. Pre-paid Tech Reserve Report – Total Balance \$3,558,032. Emailed to Admin Council.
8. Unearned Grant Report (narrative)

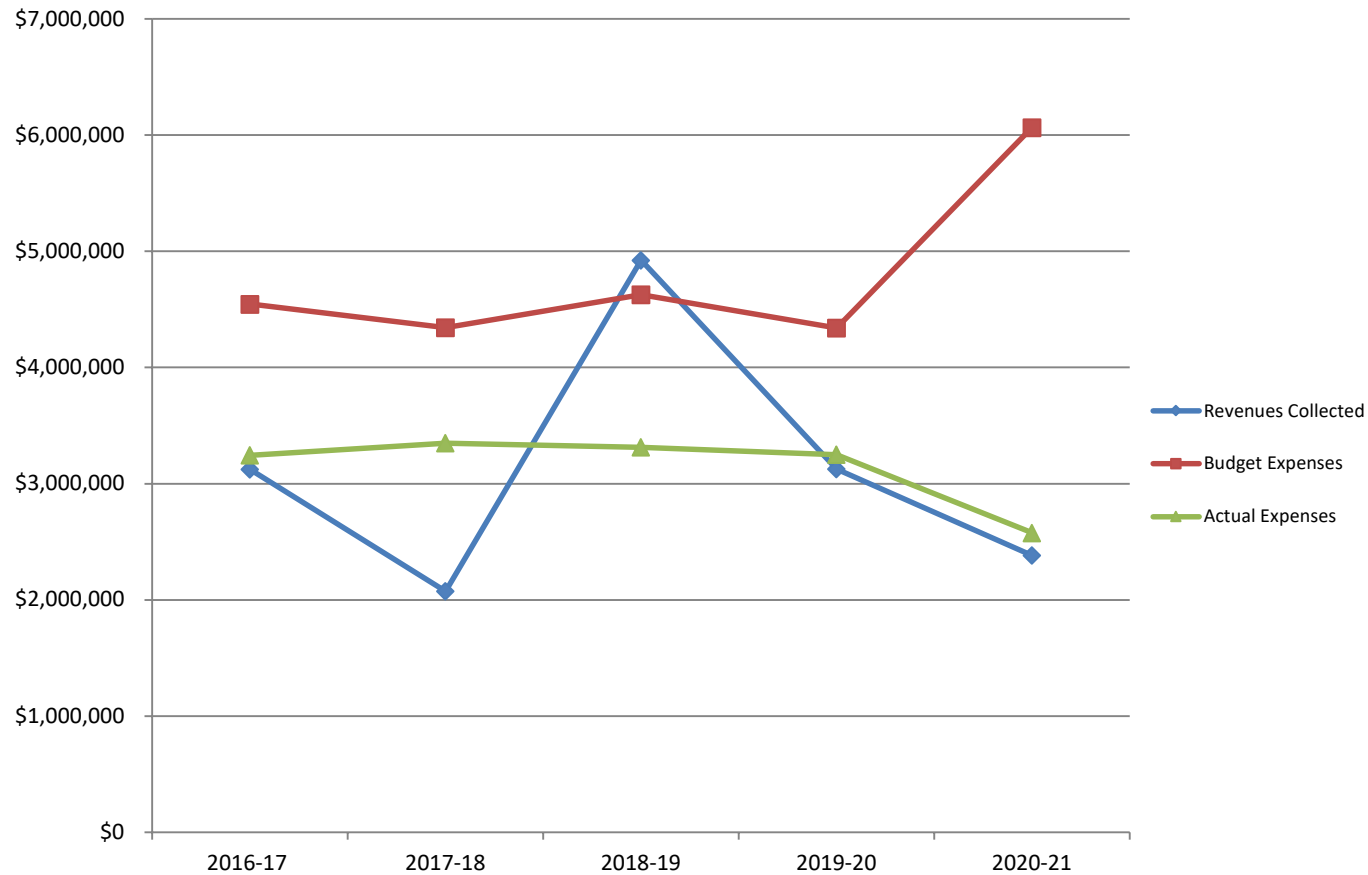
There is a remaining balance of grant not utilized in the amount of \$44,298.10. The funds have been committed towards Telco project Year 6 for cabling, wired and wireless equipment project estimated at \$70,910.45 and remainder is funded by Fund Balance as approved by Board.

Board approved on April 16 for SJVLS participation in Cenic Year 7 in the upcoming fiscal year. Staff will return to the board in fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating member's tech reserves.

San Joaquin Valley Library System
Revenue and Expenses Trends - Annual
May 31, 2021
Fiscal Year 2020-21

Financial Report
Attachment 2

Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21
Tech Reserve Available Balance	\$2,589,868	\$2,473,397	\$2,676,754	\$3,061,626	\$3,558,032
Revenues Collected	\$3,123,740	\$2,074,018	\$4,922,374	\$3,125,520	\$2,382,029
Budget Expenses	\$4,545,929	\$4,343,965	\$4,626,402	\$4,339,757	\$6,066,145
Actual Expenses	\$3,243,758	\$3,349,110	\$3,314,188	\$3,250,441	\$2,576,132
% of Actual to Budget	71%	77%	72%	75%	42%
\$ Unspent	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$3,490,013
% Unspent	29%	23%	28%	25%	58%
	100%	100%	100%	100%	100%



Financial Position Report

Fund 4835

Appropriations, Revenue and Net Fund Balance

Attachment 2

Org 9625

For the Period Ending May 31, 2021

Account #	Financial Report- from GNLFF 9119 Expenditures	Adopted Appropriations	Adjusted Appropriations as of 5-31-21	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	92%
7000	Services & Supplies	\$6,134,719	\$6,066,145	\$2,576,132		42%	92%
7800	Other Charges		\$0			0%	92%
7295	SJVLS Professional Services		\$0			0%	92%
8000	General Fixed Assets		\$0			0%	92%
	Total Appropriations	\$6,134,719	\$6,066,145	\$2,576,132	\$0	42%	92%

Sum of Pivot Tables Financials \$ 6,066,145.00 \$ 6,066,145.00 \$2,576,132 \$ 3,490,012.73 Unspent

Variance 68,574 - \$0

Account #	Financial Report- from GNLFF 9016 Revenues	Adopted Revenues	Adjusted Revenues as of 5-31-21	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$40,000	\$40,000	\$40,000		100%	92%
5039	SJVLS Tech Reserve Charges	\$571,140	\$571,140	\$250,639		44%	92%
3380	Interest Tech Reserve Fund	\$70,000	\$70,000	\$73,277		105%	92%
5800	Miscellaneous Revenue			\$0		0%	92%
5501	Telephone Services			(\$132,535)		100%	92%
5504	Telephone Services-Non County	\$787,107	\$787,107	\$252,285		32%	92%
4375	Grant-PLSEP Scholarship	\$30,000	\$30,000	\$10,969		37%	92%
4841	SJVLS Member Contributions	\$1,789,807	\$1,789,807	\$1,740,749		97%	92%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$2,357,133	\$2,242,056	\$146,645		7%	92%
	Total Revenues	\$5,645,187	\$5,530,110	\$2,382,029	\$0	43%	92%

Sum of Pivot Tables Financials \$5,530,110 \$5,530,110 \$2,382,029
Variance 115,077 0 0.00

\$194,103

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-) Decrease Cash in Fund (+)	\$489,532	\$536,035	\$194,103	\$194,103	
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Benchmark	# of PPs	# of Mos.
	23	11

Financial Comments:

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

Monthly Dept Budget Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2021-05-31

Request: GLNF9119
Layout: GLNF9002
Scope: DBS
Run Date: 6/2/2021

Account	Program	Adopted Appropriations	Adjusted Appropriations	Year-To-Date		Remaining Appropriations	% Used
				Expenditures	Encumbrances		
FISCAL YEAR 2021							
7040	Telephone Charges	0.00	3,045,000.00	550,405.44	0.00	2,494,594.56	18%
7101	General Liability Insurance	0.00	4,000.00	4,000.16	0.00	(0.16)	100%
7175	Property Insurance	0.00	700.00	2,386.71	0.00	(1,686.71)	341%
7205	Maintenance-Equipment	0.00	350,304.00	260,508.45	0.00	89,795.55	74%
7250	Memberships	0.00	4,250.00	3,340.00	0.00	910.00	79%
7265	Office Expense	0.00	13,300.00	5,120.37	0.00	8,179.63	38%
7268	Postage	0.00	37,000.00	17,052.43	0.00	19,947.57	46%
7286	PeopleSoft Human Resources Chg	0.00	1,988.00	1,163.28	0.00	824.72	59%
7287	PeopleSoft Financials Chg	0.00	10,000.00	2,217.18	0.00	7,782.82	22%
7295	Professional & Specialized Ser	0.00	1,642,078.00	1,274,113.85	0.00	367,964.15	78%
7296	Data Processing Services	0.00	163,900.00	2,427.39	0.00	161,472.61	1%
7325	Publications & Legal Notices	0.00	10,000.00	7,366.30	0.00	2,633.70	74%
7385	Small Tools & Instruments	0.00	493,325.00	269,736.26	0.00	223,588.74	55%
7406	Library Materials	0.00	500.00	0.00	0.00	500.00	0%
7412	Mileage	0.00	2,800.00	0.00	0.00	2,800.00	0%
7415	Trans, Travel & Education	0.00	63,000.00	14,308.50	0.00	48,691.50	23%
7416	Trans & Travel County Garage	0.00	191,600.00	111,904.95	0.00	79,695.05	58%
7430	Utilities	0.00	32,400.00	32,400.00	0.00	0.00	100%
7565	Countywide Cost Allocation	0.00	0.00	17,681.00	0.00	(17,681.00)	n/a
7000	Services And Supplies	0.00	6,066,145.00	2,576,132.27	0.00	3,490,012.73	42%
2021 Total		0.00	6,066,145.00	2,576,132.27	0.00	3,490,012.73	42%

Account	Current Period			Year-To-Date			Fiscal Year		
	Estimated	Actual	(Over)/Under	Estimated	Actual	(Over)/Under	Estimated	Uncollected	Col Pct
3380 Interest	0.00	0.00	0.00	70,000.00	73,276.96	(3,276.96)	70,000.00	(3,276.96)	105%
	0.00	0.00	0.00	70,000.00	73,276.96	(3,276.96)	70,000.00	(3,276.96)	105%
3575 State-Other	0.00	21,638.60	(21,638.60)	2,242,056.00	146,645.18	2,095,410.82	2,242,056.00	2,095,410.82	7%
	0.00	21,638.60	(21,638.60)	2,242,056.00	146,645.18	2,095,410.82	2,242,056.00	2,095,410.82	7%
4375 Federal Grants	0.00	0.00	0.00	30,000.00	10,969.00	19,031.00	30,000.00	19,031.00	37%
	0.00	0.00	0.00	30,000.00	10,969.00	19,031.00	30,000.00	19,031.00	37%
4841 Other Governmental Agencies	0.00	0.00	0.00	1,789,807.00	1,740,749.00	49,058.00	1,789,807.00	49,058.00	97%
	0.00	0.00	0.00	1,789,807.00	1,740,749.00	49,058.00	1,789,807.00	49,058.00	97%
5039 Other Agencies Services	0.00	7,077.68	(7,077.68)	571,140.00	250,638.99	320,501.01	571,140.00	320,501.01	44%
5040 Other Cty Dpts Services	0.00	0.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00	100%
5501 Telephone Services-Services	0.00	(132,535.41)	132,535.41	0.00	(132,535.41)	132,535.41	0.00	132,535.41	n/a
5504 Tele Servs-Servs-Non County	0.00	115,179.23	(115,179.23)	787,107.00	252,285.23	534,821.77	787,107.00	534,821.77	32%
	0.00	(10,278.50)	10,278.50	1,398,247.00	410,388.81	987,858.19	1,398,247.00	987,858.19	29%
5800 Other Miscellaneous	0.00	(2,832.00)	2,832.00	0.00	0.00	0.00	0.00	0.00	n/a
	0.00	(2,832.00)	2,832.00	0.00	0.00	0.00	0.00	0.00	n/a
9625 DEPARTMENT TOTAL	0.00	8,528.10	(8,528.10)	5,530,110.00	2,382,028.95	3,148,081.05	5,530,110.00	3,148,081.05	43%

Admin Council Board Report
CLSA Status Report

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

Report Date

5/31/2021

Operations Type	Adopted Budget	Amendment State Reduced Funding	Budget (revised)	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	171,500	(46,503)	124,997	103,055	21,942	124,997	-	Budget transfer of \$46,503 from CLSA to Delivery passed 8/7/20
Grand Total	240,074	(115,077)	124,997	103,055	21,942	124,997	-	

Upcoming Year Allocation: \$ 122,056
Decrease by \$ (2,941)

Online Materials
Financial Update
Report Date

5/31/2021

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	21,000	-	
Pronunciator	31,620	28,000	3,620	
Cengage	60,500	58,975	1,525	New Cengage contract upcoming Budget Year \$60,500
Gale: Testing and ERC	30,000	29,850	150	Education and Career module with Gale
E-Resources Other	30,000	27,360	2,640	formerly covered by CLSA; orders pending in next quarter
Other: Califa Quipu E Card Registration	9,250	9,250	-	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
Grand Total	182,370	174,435	7,935	Funds to be spent in the last quarter

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

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 182,370	\$ 174,435	\$ 7,935



**CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET**
For use with 2021/2022 Communication & Delivery Program

California State Library
Sacramento
April 2021

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2021/2022 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 3, 2021
2. Demographics of System Service Area – Due June 3, 2021
3. Budget:
 - C&D Service Program Budget Request and Budget Summary – Due June 3, 2021
 - System Detailed Budget – Due September 3, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2021
5. Future Plans for Cooperative System – Due June 3, 2021

Once you have completed the process, please email your Plan of Service and Budget Request to Natalie Cole at natalie.cole@library.ca.gov.

Dates for physical delivery counts – FY 2021/2022:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2021/2022, due at the State Library on September 1, 2022. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2021

October 12 – October 26, 2021

January 11 – January 25, 2022

April 26 - May 10, 2022

If you have any questions about any portion of the process, please do not hesitate to contact Natalie Cole at natalie.cole@library.ca.gov or at 916-701-6694.

System Information

FY 2021/2022

System Name: San Joaquin Library System			
Director: Sally Gomez, Interim Administrator		Email: Sally.Gomez@fresnolibrary.org	
Address: 2420 Mariposa Street		City: Fresno	State: Zip: CA 93720
Phone: (559) 600-6237		Fax:	

System Chair for FY 2021/2022 (if known): Amy Taylor, Merced County Librarian	Fiscal Agent: Jeannie Christensen
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Date approved by Administrative Council: June 11, 2021
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X	
Signature of System Administrative Chair for FY 2021/2022	
Date	
Print Name: Amy Taylor, SJVLS Chair, Merced County Librarian	

Conditions of Award

1. Accounting

Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs

Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest

Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 3, 2021).

4. Personal memberships and travel

Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line

Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

“This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board.”

As appropriate, this disclaimer should be added:

“The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred.”

This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives

Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Demographics of System Service Area

System Population Profile, FY 2021/2022

Total Population of System Service Area: 3,036,497

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	549355	19%
Institutionalized	35650	1.2%
Aged (65+)	356631	12%
Children & Youth:	226307	8%
• Under 5		
• 5 to 9	232395	8%
• 10 to 14	254214	9%
• 15 to 19	223366	8%
Handicapped	352989	12%
Speakers of limited English or English as a Second Language	528029	20%
Non-English Speaking	1215468	47%
Ethnicity	154048	5%
• Black		
• Hispanic	1683401	57%
• Asian	210913	7%
• Native American	85792	.3%
• Other (two or more races)	92688	3%
Geographically Isolated (RURAL) * see note	449780	15%
Functionally Illiterate	788588	27%
Shut-In	91094	3%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

U.S. Census Bureau, ACS Demographic and Housing Estimates, 2019 ACS 1-Year Estimates Data Profiles

<https://api.census.gov/data/2019/acs/acs1>

Urban and Rural Housing 2010: DEC Summary File 1

California: 2000, Census 2000 Profile

Annual Disability Statistics Compendium, 2019 State Report for County-Level Data: Prevalence
(disabilitycompendium.org/compendium/2019-state-report-for-county-level-data-prevalence)

U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, 2003
National Assessment of Adult Literacy

Describe briefly how this data will be used to plan CLSA-funded services:

The San Joaquin Valley Library System has traditionally used these figures to plan allocations of CLSA funds to the underserved. The limited level of State funds makes that impractical. At present, these funds are being applied to delivery to provide the largest possible benefit to the SJVLS service population.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, June 3, 2021

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions

As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.
- e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.
- f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

The total of a-e must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Thursday, September 3, 2021

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions

As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

- a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.
- d. **Interest** - enter all interest earned on System funds.
- e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.
- f. **Total budgeted** - is the sum of Columns a through e.

Program Definition

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

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resources or Resource Sharing.

Other Definitions

Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget

The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

Encumbered Funds from Prior Year

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

C&D Service Program Budget Request FY 2021/2022 (Section 18745)

System Administration

(a) Personnel (Salaries & Personnel)

<u>Classification</u>	<u>FTE/NO of positions</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
	/	\$	\$	\$
	/	\$	\$	\$
	/	\$	\$	\$
	/	\$	\$	\$
	/	\$	\$	\$
Total of (a)	/	\$	\$	\$

(b) Planning, Coordination, & Evaluation (PC&E)

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	\$

(c) Indirect Cost (Do not include PC&E and provide description of services)

(c) Indirect Cost (Do not include PC&E and provide description of services)	
Total of (c)	\$

Total of (a-c) \$

Baseline Budget**(d) Operations**

1. Office supplies	\$
2. Duplication/Photocopy	\$
3. Training (C&D program related)	\$
4. E-Resources (Enki, Zinio, OverDrive, etc.)	\$
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) System Delivery – Contract County of Fresno	\$122,056
6. System van/vehicle (fuel/insurance/maintenance)	\$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	\$
Specify what funds were used for:	\$
8. Resource Sharing (Zipbooks, Link+, document depository)	\$
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	\$
Total of (d)	\$

(e)Capital Outlay

1. Equipment (specify)	\$	
2. Equipment revolving fund	\$	
Total of (e)	\$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund

	\$
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Total of (a-e)	\$122,056
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2021/2022 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
PC&E	
Indirect	
Sub-total	
Operations	\$122,056
Equipment	
Sub-total	
TOTAL	\$122,056

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

Funding for Communications and Delivery – FY 2021/2022

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library		900,000	900,000
b. Non-public libraries in System area			
TOTAL		900,000	900,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			3
d. Frequency/schedule of physical delivery service			3 days/week
e. Percentage of items to be physically delivered by:			
U.S. Mail	UPS	System Van	Contracted Van
%	%	%	100%
			Other %

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) by residents of System member libraries	N/A
g. Percentage of CLSA funds to be spent on e-resources?	N/A
h. Percentage of CLSA funds to be used for Broadband technology improvements	N/A

- i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?
(please list)

N/A

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

The San Joaquin Valley Library System serves a diverse population that is spread over 300 miles from El Portal in Mariposa County to Boron in Kern County. In all of the 10 jurisdictions that make up the San Joaquin Valley Library System, the branches are spread throughout urban and rural areas. In order for this system to work efficiently and effectively to meet the needs of its patrons, a strong delivery system is necessary.

Costs continue to rise for Delivery services. The proposed 21/22 SJVLS budget includes \$202,800 for Delivery. Because of the importance of these services to the patrons of San Joaquin Valley Library System, we are proposing to use 100% of the CLSA funding in the amount of \$122,056 to support Delivery services.

While Delivery services are considered an integral part of SJVLS, it is important to continuously review and analyze policies, procedures, and opportunities for improvements. The San Joaquin Valley Library System is currently undertaking such a review to determine whether there are opportunities for cost savings or improvements in efficiency, while also ensuring that services and member fees are being allocated and distributed in the most equitable manner. In this way, we can evaluate how well we are meeting community needs and ensuring that our system members are receiving the best return on their investment.

San Joaquin Valley Library System staff, business manager, contractor's (Fresno County) delivery manager and supervisor, and fiscal staff from current library chair, Kern County Library, make up the committee that is undertaking this endeavor.

Moving forward, future assessments will include surveying member library directors to assess ongoing needs. This ongoing assessment, paired with quantitative data (delivery statistics), will help determine whether costs are appropriate for the services and whether services are being carried out in the most efficient way; and this will determine whether the funding has met the needs of the community.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

The C&D funds are disbursed system-wide. SJVLS does not allocate funds to specific libraries.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

Total CSLA funding \$122,056 represents approximately 2% of our total communication and delivery costs. Local member funds will be used to support SJVLS' remaining communication and delivery costs. Members have allocated funding for this cost in their local budgets.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

Due the CLSA budget cut, System is funding e-resources from Membership Dues allocated to invest in digital resources in the amount of \$185,970.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

SJVLS continues to deliver materials three times per week to all headquarter libraries. This delivery model continues unchanged because of the continued demand of our customers. Most delivery is via vans and drivers contracted through Fresno County Library. We are currently undertaking a review and assessment of our Delivery model, as noted in item 1 above. Any future changes to the Delivery model are pending the outcome of our review and assessment.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The current average is approximately 16 cents per item. Because SJVLS runs a shared ILS, branch library staff time to process items for delivery is minimal, so administrative funding is not applied. The primary cost is the central sorting of items from bins to the appropriate jurisdiction and the actual delivery time.

7. Will the System be using any of the communications funding to address broadband connectivity issues?
If so what were the funds used for and what were the connectivity issues?

Due the budget cut in CLSA allocation, no portion of funding will be used for connectivity.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

The San Joaquin Valley Library System is continuing with its transition to its new network model with CENIC in an effort to increase bandwidth and decrease costs. This is an ongoing, multiyear transition due to the cost required for installation and other fees involved. To carry out this effort, we have leveraged opportunities with grants and e-rate funding. Our priorities for the network are to grow the network into sustainable robust infrastructure with the flexibility to change with technology and time or membership. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment has been purchased through a combination of grant funds and individual member's budgets and Tech Reserve accounts. SJVLS takes advantage of e-rate discounts and Califa discounts to purchase and install the infrastructure necessary to implement CENIC and E-rate Category 2 related work, and members continue to budget for future costs.

The shared library management platform (Horizon) continues to be the central priority for SJVLS and a new contract is currently underway. After an RFP process that allowed SJVLS to explore other products, the decision was made to continue with SirsiDynix and Horizon. This will help maintain continuity and stability for our users.

In addition, SJVLS continues to improve its existing digital collections platform.

Future planning for SJVLS will include working on a new Strategic Plan to include goals and strategies regarding service, resource sharing, technology, training, fiscal stability, and improving and promoting the network.

It is important to note that SJVLS is in its second year without a fully dedicated SJVLS Administrative Librarian. While current efforts focus on maintaining a strong system of services for the members, the expectation is that once a dedicated, permanent Administrative Librarian is in place, moving forward with new goals and strategic planning will be a top priority.

Attachment 4
Board Agenda Item #4

DATE: June 11, 2021
TO: SJVLS Administrative Council
SUBMITTED BY: Jeannie Christiansen, Library Business Manager
SUBJECT: ByLaws Effective July 2021

RECOMMENDED ACTION(S):

- 1. Approve and adopt Bylaws effective upon execution to give guidance for upcoming fiscal year and future.**
- 2. Authorized the SJVLS Administrator and Chairperson to work with SJVLS legal representative to review and make recommendations to further improve bylaws enhance the current board approved 1979 agreement;**
- 3. Approved and authorized the Chairperson and SJVLS Administrative Librarian to sign bylaw resolution upon completion of changes**

Approval of the recommended action will adopt amended by-laws effective for new fiscal year to facilitate the operations of the Administrative Council, financial reporting business, records retentions of minutes and resolutions and the active committees of the San Joaquin Valley Library System (SJVLS).

Article V of 2018 Bylaws states may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the members where notice of the amendment has been included in the agenda for the meeting and the test submitted with the agenda.

Authorize designee to collect any changes collected by Board and legal to execute amended bylaw.

Please review and give feedback:

ATTACHMENT:

- 4a Summary of Proposed Bylaw Outline
- 4b Proposed Bylaws FY 21-22

FISCAL IMPACT:

There is no fiscal impact with the action.

DISCUSSION:

The propose bylaws amendment to reflect and/or provide guidance of the business, financial reporting, acknowledge active sub committees, record retention for agenda item and signed budget resolution by Chairperson. From a practical standpoint, the corporate bylaws serve more as an internal roadmap for directors, officers, members, and direction to independent fiscal agent services.

Changes in Articles

From: Articles I – VII Residual Powers

To: Article I – IX and resolution signature page for Chairperson and SJVLS Administrative Librarian.

The Summary of Proposed Bylaw lists the changes by each article.

PRIOR AGREEMENT/REFERENCE MATERIAL:

November 20, 1979 Agreement

Agenda Item #6, March 2, 2018

Action	Approve_____	Deny_____
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Summary of Proposed By-Law Changes JPA Agreement 1979

Overview

The bylaws have not been reviewed annually or updated since 1998. The focus has been on broader JPA amendment and the bylaws which resulted in Organizational Consultant and former SJVLS Administrator to draft an amendment.

From time to time there may be disagreement among the JPA members regarding activities and Administrative Council assigning projects to both Administrative and Fiscal-Controller management handled by member (Fresno Library) of the Library Cooperative agency entity.

Change from 2018 general articles I -VII to separate articles to improve layout and roadmap to parties.

Problem Statement

What problem do you try to solve?

From a practical standpoint, the corporate bylaws serve more as an internal roadmap for directors, officers, and member from actual practices to financial reporting obligations. In addition, add in clear direction on resolutions and other actionable items to improve record retention of authorized items signed Chairperson for agreed contractual agreement with County of Fresno, vendors, or budget adjustments. Added sections to tie acknowledge CA government legal codes that is lacking in the 1979 agreement under fiscal agent. Add legal reference about Joint Powers Agreements under CA government code 6500-6539.6

Outline:

Preamble

No change

Article I. Name

Added paragraph for execution date and identify the former bylaws replaced.

Article II –Objectives

Acknowledge education code and Cooperative California Government code, sections 6500-578

Article III – Membership

Separate section no longer under article I. Add in State Library certification, compliance with ED Code sections.

Article IV Governance Structure

Added 4.3 to include Council Chair and SJVLS Administrative Librarian

Article V Meeting

Add in language to mirror the expectations expressed by Board, strategic goals assigned and CA government code.

Change to from May to June for annual meeting and build in the specific expectations for agenda items for discussion.

Section 4 System Administration

Identify the role of SJVLS Administrative or the designee for vacant position. If neither a contract is in force nor personnel are employed, the Chair or designee Fresno County Public Library Associate Librarian shall assume the duties usually assigned to the SJVLS Administrative Librarian.

Meetings of the Council or Committee meetings may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act.

Add Section 2 Financial Reports to Board

Added clarity and reference CA government code to compliment JPA section 11 for fiscal agent/fiduciary as an independent reporting function not under the supervision or direction of Administrative Council or Fresno County Librarian as in past practice.

Section 9 Minutes – added clarity since SJVLS staff is inconsistent on the website management on the available posting for three years and minutes kept on file.

Article VI Resolutions

Add in expectation for record retention and documentation of board approved actions signed by Chairperson and held for a period to ten (10) years.

Article VII Execution of Documents

In the past some documents are signed by Library Business Manager, Administrator and/or Chairperson.

Article VII Insurance

To document the actual practice by Administrator to secure annual liability or property coverage.

Article IX Amendment and Adoption of Bylaws

Improve language if by majority vote, when and number of days to handout five (5) days in advance instead of three days in advance to a meeting. Existing bylaws has no requirement for pre-review.

Add in language for bylaws records retention.

Add Approved Resolution Signature Page: Add in language for signatory page by Chairperson and SJVLS Administrator along with Board agenda date and agenda item number. Past bylaws do not contain any reference to Board dates or parties.

Matrix Summary of Bylaws

Proposed 2021	2018 Bylaws	Comments
Preamble	Preamble	No change
Separate article for each item	Article I -membership, proxy, officers and duties.	
Create a separate article #2 - IX		
	Article I Committees Membership, Term, meeting Brown Act and Duties of Chair and Quorum	
	Article III Notices in accordance with Brown Act	
	Article IV -missing	missing
	Article V - Amendment	
	Article VI Withdrawal	
	Article VII Residual Power	
Resolution signature page: Chairperson and Administrative Librarian		

**BYLAWS
OF THE
SAN JOAQUIN VALLEY LIBRARY SYSTEM
JOINT POWER AGREEMENT
AMENDED**

PREAMBLE

These By-Laws are adopted to facilitate the operations of the Administrative Council and the Committees of the San Joaquin Valley Library System (SJVLS). SJVLS conducts its business under the terms of various agreements among the parties and the California Library Service Act (CLSA).

Article I. Name

The Joint Powers Agreement of the San Joaquin Valley Library System dated **June 11, 2021** ("Agreement"), establishes a Joint Powers Authority to be known as the San Joaquin Valley Library System (SJVLS) REPLACES ADOPTED BYLAWS MARCH 2, 2018.

Article II. Objectives

SJVLS is a Regional Library Network as defined in Education Code Section 18810(s) and a library system within the meaning of Education Code section 18740. The objectives of SJVLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement, Authority: Section 18724, Education Code. Reference: Section 18720 and 18724, Education Code.

Article III. Membership

Any member of San Joaquin Valley Library System is any public library agency presently operating a public library system eligible to join Cooperative Library Systems as specified in the California Library Services Act (hereinafter, "Public Library") is eligible to join SJVLS.

A Public Library may join SJVLS upon the application of its governing body showing its agreement to abide by all the terms of the Joint Powers Agreement and these Bylaws, and upon a majority approval vote of the SJVLS Administrative Council; whereupon, said applicant shall be a member of SJVLS ("Member"). Public Library Certification. Upon the authorization by the jurisdictional governing body, the head librarian of each public library wishing to participate in the programs of the Act must file a certification of compliance with provisions of the Act. This certification shall remain in effect until the library jurisdiction no longer complies with the stated provisions. The certification shall specifically include compliance with Education Code Sections 18703(c) and

18724(e)(d). If the library or jurisdiction is no longer in compliance, the head librarian of each Member shall notify the Administrative Council and State Library Cooperative Board no later than thirty days following such a change in compliance status. Authority: Section 18724 and 18725, Education Code, Reference: Sections 18703 and 18724, Education Code.

California Government code section 6503. Contents of agreement. The agreements shall state the purpose of the agreement or the power to be exercised. They shall provide for the method by which the purpose will be accomplished or the manner in which the power will be exercised.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall comprise the Library Directors or duly authorized alternate of each Member. The duly authorized alternate shall be noted in writing and accepted by Council.

Participation of Council Member

- 4.1 If a Member misses two (2) consecutive Administrative Council meetings, they will lose voting status on all administrative actions and attention of the appropriate authority of that party and/or governing body.
- 4.2 Member will regain voting status after they have attended one meeting, in person or by proxy.
- 4.3 Member may designate a proxy to attend a meeting in their stead; designation must be by written notice to the Council Chairperson and SJVLS Administrative Librarian contracted with Fresno County.

Section 2. Administrative Council Duties

It shall be the responsibility of the Council to:

- a. oversee and administer the business of SJVLS;
- b. formulate policy and goals;
- c. hire an SJVLS Administrative Librarian and operations staff contracted through Fresno County
- d. adopt an CLSA annual plan of service
- e. Contributions from Participants
- f. adopt an annual budget
- g. elect a Chair-Elect who shall be Vice-Chair.

Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

The fiscal year of SJVLS will be July 1 to June 30.

Section 3. Council Officers

Chair

- 3.1 The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's year of service as Vice-Chair.
- 3.2 The Chair shall hold office for one year or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. No elected officer shall be eligible to serve more than three (3) consecutive terms in the same office.
- 3.3 It shall be the duty of the Chair to preside at meetings of the Council; lead the discussion of strategic priorities, review of the CLSA service plan in advance to meetings, to prepare the agendas for meetings of the Council in consultation with the SJVLS Administrative Librarian;
- 3.3 Preparation of strategic plan and goals
- 3.4 Review of Information Technology Strategic plan and assigned funding reserves.
- 3.4 To execute contracts and other instruments on behalf of SJVLS as authorized by the Council;
- 3.6 To appoint committees as authorized by the Council; and to represent SJVLS as occasion demands.
- 3.7 Acceptance of Committee annual reports from Electronic Resources, and Automation committee.

If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for one year or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the year following his or her year of service as Vice-Chair. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Administrative Council shall appoint a Chair-Elect.

Section 4. System Administration

The Council shall provide for administration of the system either by contracting with an agency or company or by employing personnel to conduct the business of SJVLS and serve as SJVLS Administrative Librarian. The SJVLS Administrative Librarian shall be responsible for administration of all SJVLS services and activities that have not been assigned to Members or constituent libraries.

The SJVLS Administrative Librarian shall be responsible for the preparation of documents, grant applications and reports, and unless such duties are performed by a

treasurer or a Certified Public Accounting firm, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required. After the final budget is adopted the SJVLS Administrative Librarian shall notify each library participant of its required contribution and that such contributions are due.

It shall also be the duty of SJVLS Administrative Librarian to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council meetings; to certify official documents of the Council; and to maintain such official records as are required.

The SJVLS Administrative Librarian shall maintain an office that will be the principal office for the transaction of the SJVLS business.

If neither a contract is in force nor personnel are employed, the Chair or designee Fresno County Public Library Associate Librarian shall assume the duties usually assigned to the SJVLS Administrative Librarian.

Section 5. Committees and Boards

Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-9 of these Bylaws. Each Member will have representatives.

5.1 Electronic Resource Committee

5.2 Automation Committee

5.3 Catalog Center Committee

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent or member libraries that are not members of Council.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least four (4) times yearly but no less often than bi-monthly, in order to evaluate the progress and goals of SJVLS, to adopt an annual budget and plan of service, set the priorities for fiscal year and to conduct elections for Chair Elect.

Annual meeting shall occur in the month of June. The annual standard agenda business to occur are election of Chair, strategic priorities, information technology

service plan priorities and summary of active contractual agreements.

Meetings of the Council or Committee meetings may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the Executive Director/Administrative Librarian.

Authority: Section 18724, Education Code. Reference: Section 18720 and 18724, Education Code.

Section 2. Financial Reports to Board

The annual audited statements and financials report shall be submitted to the board under consent section of regular meetings in accordance with California government code 6505 and 6505.5 for strict accountability of all funds and transactions recorded in financial statements and annual audited of financial statements. A report thereof shall be filed as public records and also with the county auditor (Fresno County Auditor Controller-Treasurer Tax Collector) of the county where the home office of the joint powers authority is located.

Contract Services with Fresno County Public Library, Membership Contribution rate and sources of funding shall be presented to the Council in November.

Budget cycle begins in January for tentative budget and prior to July1 of each the Administrative Council shall adopt a budget in accordance with JPA agreement Section 10: Financing of System.

Section 3. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 4 . Special Meetings

The Chair of the Council may call special meetings. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 5. Notice

Notice and agenda of each regular Council meeting shall be in writing and transmitted to each member at **least five (5) days prior to each meeting and published on SJVLS website seventy-two (72) hours in advance of the meeting.** In cases of an emergency, notice and agenda shall be published seventy-two (72) hours in advance of the meeting.

Section 6. Quorum

At any regular Council meeting, a simple majority of the total membership shall constitute a quorum.

Section 7. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the SJVLS Administrative Librarian or Chair may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Section 8. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 9. Minutes

- A. A complete set of minutes as approved by the Council shall remain on file at the principal office of SJVLS, and shall be open to inspection by any person at all reasonable times during office hours.
- B. The approved minutes of every Council meeting shall be made available by posting on the SJVLS website for a period of at least three years.

Section 10. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each member library. Each member library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the Chairperson and shall remain on file at the principal office of SJVLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. A copy of fiscal related resolutions shall be filed with agency acting as Treasurer/Controller. Copies of

any resolution shall be provided to any Council member upon request for a period up to ten (10) years.

Article VII. Execution of Documents

The Administrative Council may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of SJVLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind SJVLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VII. Insurance

SJVLS shall maintain certificates of insurance evidencing the required coverage under this paragraph. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to SJVLS of any pending change in the limits of liability or of any cancellation or modification of the policy.

SJVLS, 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 agreement or Joint Powers Agreement (JPA) throughout the term of the Agreement.

A. Liability Insurance

SJVLS shall take out and maintain during the life of this Agreement such Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy shall be issued on a per occurrence basis

Such liability policy shall also provide errors and omissions coverage for all members of the Council. Except to the extent required by Article 14, SJVLS, alone or through insurance, shall be responsible for defending claims against SJVLS.

B. Professional Liability Insurance

If SJVLS employs licensed professional staff in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence, Three Million Dollars (\$3,000,000) annual aggregate shall be maintained. Such liability policy shall also provide errors and omissions coverage for all individual members of the Council.

C. Workers' Compensation and Employer's Liability Insurance

SJVLS shall have in effect during the entire life of this agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage as required by California law.

- D. Property Insurance: SJVLS shall acquire and maintain all-risk property insurance to cover full replacement value of all SJVLS equipment and property. Such insurance shall include but not be limited to fire and extended coverage, business interruption and extra expense.

Article IX. Amendment and Adoption of Bylaws

These Bylaws may be amended or repealed by majority vote at the annual meeting or any regular meeting of the Council at which a simple majority of Council members eligible to vote is represented and is a part of the agenda for the meeting.

These Bylaws, and any Bylaws, which may be adopted, shall be distributed within seven working days in advance of their adoption to each Council member and to the Executive Director/Administrative Librarian, and to such other persons, firms or agencies as may request them.

Records retention of Bylaws shall keep in its principal office the original, available on SJVLS website or a copy of these Bylaws as amended or otherwise altered to date, certified by the Chairperson and SJVLS Administrative Librarian, which shall be open to inspection by any person at all reasonable times during office hours.

APPROVED RESOLUTION

SJVLS ADMINSTRATIVE COUNCIL

DATED: _____

BY: _____
Chairperson

By: _____
SJVLS Administrative Librarian

Board Agenda date: June 11, 2021

Agenda Item number: #4

**SAN JOAQUIN VALLEY LIBRARY SYSTEM
BY-LAWS**

ADOPTED MARCH 2, 2018

PREAMBLE

These By-Laws are adopted to facilitate the operations of the Administrative Council and the Committees of the San Joaquin Valley Library System (SJVLS). SJVLS conducts its business under the terms of various agreements among the parties and the California Library Services Act.

ARTICLE I ADMINISTRATIVE COUNCIL

The business of SJVLS is conducted by the Administrative Council ("Council") as authorized by the Joint Powers Agreement of 2016 (JPA) and the California Library Services Act; and by Committees which are created by the Council. THE COUNCIL SHALL HAVE THE POWERS GRANTED IT BY THE JPA, THE CALIFORNIA EDUCATION CODE (§18700 ET SEQ.) AND THE CALIFORNIA GOVERNMENT CODE (§6500 ET SEQ.) ANY PUBLIC AGENCY WHICH HAS THE POWER TO PROVIDE LIBRARY SERVICES WITH SAN JOAQUIN COUNTY MAY JOIN SJVLS UPON APPLICATION OF ITS GOVERNING BODY AND UPON CONSENT OF THE COUNCIL PROVIDED THAT SUCH AGENCY HAS AGREED TO ABIDE BY ALL THE TERMS OF THE JPA AND THESE BYLAWS.

1.1 Council Membership

The member representative is the MEMBER'S library director, or his or her authorized designee.

1.1.1 If a Member misses two (2) consecutive Administrative Council Meetings, they will lose voting status on all administrative actions.

1.1.2 Members will regain voting status after they have been in attendance at one meeting, in person or by proxy.

1.1.3 Members may designate a proxy to attend a meeting in their stead; designation must be by written notice to the Council Chair and the Administrative Librarian for voting privileges of proxy to be recognized. If no written notice is received, the designate will be considered a Guest without voting rights.

1.2 Meetings

Each meeting of Council shall be in accordance with the BROWN ACT and shall be held according to the schedule adopted by the Council, BUT NO LESS OFTEN THAN BI-MONTHLY.

1.3 Officers and Duties

1.3.1 The Council will appoint a Chair and Vice Chair. The Secretary shall be the SJVLS Administrator.

1.3.2 The duties of the Chair shall be to preside at all Council meetings, represent SJVLS in the library community, make any appointments authorized by Council, and perform any other duties assigned by the JPA, State Law, or by the Council.

1.3.3 The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence.

1.3.4 The duties of the Administrator will be to record all minutes, maintain all correspondence and publish all notices as may be required.

1.4 Election of Officers

The Officers shall be nominated and elected annually at the May meeting to take office at the next regular meeting, and to serve for one (1) year, or until their successors have been elected.

1.5 Quorum

A simple majority of the members shall constitute a quorum.

1.6 Fiscal Year

The fiscal year of SJVLS will be JULY 1 TO JUNE 30.

ARTICLE II COMMITTEES

Committees are created by the Council to conduct SJVLS business and assist the Council in the provision of System services. Both Standing and Ad Hoc Committees may be created by the Council. Current standing committees include the Electronic Resources Committee and the Automation Committee.

2.1 Membership

The membership shall be limited to one representative from each member library who has been appointed by the member library's director, and one representative of the System staff. The member may be the same person or different persons from each library system.

Alternates may be appointed and additional members may be appointed as authorized by Council.

Directors may also opt to not assign a representative to a specific committee. In the case the director will be asked to appoint a contact to whom the committee will send information, actions and recommendations to the Administrative Council resulting from committee meetings. This contact is not a voting member and shall not count against the number necessary to determine a quorum.

2.2 Terms of Office

Each member library representative shall serve at the pleasure of the Library Director. Each System Staff representative will serve as appointed by the Managing Director of SVJLS.

2.3 Meetings

Each meeting of a Committee shall be in accordance with the Brown Act as it may be amended by the State of California. Parliamentary Authority shall, WHERE NOT DICTATED BY THE BROWN ACT OR OTHER LAWS, be AS DESCRIBED IN Roberts Rules of Order(current edition) and shall be held according to the schedule adopted by the Committee.

2.4 Officers and Duties

2.4.1 The Chair of each Committee shall be appointed by the Council.

- 2.4.2 The duties of the Chair shall be to preside at all Committee meetings, make any appointments authorized by the Committee, and perform any other duties assigned by the JPA, State Law, or by the Administrative Council.

2.5 Quorum

A simple majority of the members OF EACH COMMITTEE shall constitute a quorum FOR THAT COMMITTEE TO CONDUCT BUSINESS.

ARTICLE III NOTICES AND PARLIAMENTARY AUTHORITY

THE NOTICING AND CONDUCT OF ALL meetings OF THE COUNCIL AND OF ANY STANDING COMMITTEE will be in accordance with the Brown Act as it may be amended by the State of California. Parliamentary Authority shall, WHERE NOT DICTATED BY THE BROWN ACT OR OTHER LAWS, be AS DESCRIBED IN Roberts Rules of Order(current edition).

ARTICLE V AMENDMENT

These By-Laws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the members where notice of the amendment has been included in the agenda for the meeting and the text submitted with the agenda.

ARTICLE VI WITHDRAWAL

ANY AGENCY WISHING TO WITHDRAW FROM MEMBERSHIP MUST PROVIDE THE COUNCIL WITH WRITTEN NOTICE OF INTENT TO DO SO BY DECEMBER 31 OF THE YEAR PRIOR TO WITHDRAWAL, WHICH SHALL OCCUR EFFECTIVE THE FOLLOWING JULY 1.

ARTICLE VII RESIDUAL POWER

ALL POWERS GRANTED SJVLS BY THE JPA AND APPLICABLE LAWS AND NOT MENTIONED HEREIN SHALL REMAIN WITH THE COUNCIL.

DATE: June 11, 2021

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Library Business Manager

SUBJECT: Approval: Adjusted Recommended FY 21-2022 Budget

RECOMMENDED ACTION(S):

1. **Approval to adjust budget for Delivery Services for System and Madera routes. Fresno Library is not a participating member in System program;**
2. **Approval to adjust for the contract rate presented by Kern chairperson;**
3. **On April 16, 2021, Board approved budget in the amount of \$4,124,497 excluding Delivery Services costs.**

Approval of the recommended action will authorize adjustment to Adopt Budget for Fiscal Year 21-2022 effective July 1.

REFERENCES TO AGREEMENT:

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: b) Budget Cycle: *Prior to July 1 of each year the Administrative Council shall adopt a final budget for the expenditures of the System during the fiscal year.*

Section 10, Financing of System: c) *contributions from participants Contributions from each participant may be required for the operation of the SYSTEM. If so, the proportionate contribution made by each participant is to be computed based on the same percentage its population bears to the population contained within the entire System.*

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

Action	Approve_____	Deny_____
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Membership Board approved November 6, 2020

Budget Recommend Adopt Budget - April 16, 2021

Adjusted Budget to Adopt For Board presentation on June 11, 2021

Recommended Budget for Approval

Budget Highlights

1	\$ 4,350,497	Seek Approval		
<u>Fiscal Year History</u>	<u>Budget Amount</u>	<u>\$ Change</u>	<u>% Budget Change</u>	
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

Summary of approve budget

1 Approve to Adopt Budget	\$ 4,350,497	
less Delivery 2nd Review	\$ (226,000)	
Total Adopted	\$ 4,124,497	
3. Approve training plan and authorize designee for further scholarship protocols Increase by \$500 for online training module for staff	\$ 33,500	
4. Approve preparation of application for CLSA and revenue allocation up to Approval for Chairperson and SJVLS Administrator to submit budget by deadline of June 2.	\$ 124,997	
5. Approve submission of application and administration of PLSEP grant	\$ 20,000	
6. Approve the submission of grant application for Year 7 Members may use e rate disbursement deposited in Pre Paid Tech Reserves to pay associated fees for NRC and equipment selections.	\$ 121,321	
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 by Board on April 16, 2021, excluded Delivery charges pending return to board on June 11

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%	Increase in salary/attorney/
Cataloging Center	\$95,600	\$101,600	\$6,000	4%	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)					
Membership Costs	<u>\$2,342,580</u>	<u>\$2,347,930</u>	<u>\$5,350</u>	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%
Total Funding Sources	<u>\$2,412,581</u>	<u>\$2,347,930</u>	<u>(\$64,651)</u>	

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

Year 7; Prelim estimate	Current Costs FY 20-21	Upcoming Year Total Costs	Pending Equipment Grant
Circuit construction non recurring costs			
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>	

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%	
	<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%	
Total Population of Members	\$3,025,822	100.00%	

Costs		Costs		Board approve No 2020		
based on Population		based on Other				
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
Totals	\$1,153,086	\$1,194,844	\$2,347,930		\$1,789,809	(\$558,121)
Membership Costs		\$2,347,930			Interest Earned	\$70,000
Operational					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		
Members	Contribution Costs	(A) Tripartite
		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%
Totals	\$1,194,844	

revenue shall include:

1. All State appropriations made to the System by the State of California pursuant to Chapter 4 of Part 11 of Division 1 of the California Education Code (Section 18700 et seq.).
2. Contributions from parties to this agreement, as necessary, for the operation of System.
3. Any other monies, including those received from the federal government to carry out the purposes of the System.

(b) Budget Cycle:

1. Prior to January 30th of each year the Administrative Council shall adopt a tentative budget for the expenditures of the System during the succeeding fiscal year and the local contribution of each library participant will be submitted to the respective parties for review.
2. After March 1 but prior to April 1, of each year, the Administrative Council shall adopt a preliminary budget for the expenditures of the System during the succeeding fiscal year.
3. Prior to July 1 of each year the Administrative Council shall adopt a final budget for the expenditures of the System during the fiscal year. The final budget shall be based on the

San Joaquin Valley Library System
Chair Rotation Schedule

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