



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street, Fresno, CA 93721

SJVLS Administrative Council Agenda Packet November 5, 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, November 5, 2021

Time: 9:30 a.m.

Meeting via Teams

For Information: (559) 600-6256

The public may participate by using the following URL:

<https://go.sjvls.org/admin211105>

To call in and participate in the meeting:

Call: (559) 785-0133

Phone Conference ID: 320 333 328#

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 October 8, 2021, Administrative Council Meeting. (Attachment 1)
2. Acceptance: Financial Update. (Attachment 2)

C. ITEMS FOR INFORMATION/ACTION

1. Approval: Issue RFQ for Independent Auditor Services – Wymer (Attachment 3)
2. Approval: Two Year Extension of EdTechnologyFunds Agreement – Wymer (Attachment 4)
3. Status Update: Fresno County Outsourcing Fiscal Controller and Accounting – Bath
4. Approval: Certification of Need to Continue Virtual Meetings – Wymer

D. STAFF REPORTS

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

E. DIRECTOR COMMENTS

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

F. CALENDAR ITEMS

1. Date and place of next Council Meeting: December 3, 2021, via Teams.

G. ADJOURNMENT

Meeting adjournment.



SJVLS Administrative Council Meeting

October 8, 2021

Draft Minutes

Meeting Minutes

A. Council Opening

- Amy Taylor (Merced County), called to order 10:01 AM

Council present: Raman Bath (Fresno County), 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), Mark Lewis (Kern), Andie Sullivan (Kern), Jeannie Christiansen (Fresno), Kevin Nelson (SJVLS), Nathan Boyer (SJVLS) and Chris Wymer (SJVLS).

Absent: Mary Leal (Coalinga/Huron).

Guests: Jody Thomas, (California State Library) and Erika Hawkyard (Tulare County).

2.) Introductions: Staff introductions.

3.) Adoption of Agenda: Motion to Adopt Agenda Clark (Tulare City), Second: Lewis (Kern).

4.) Public Comment: None.

B. Consent Agenda

1.) Motion to approve draft minutes of August 13, 2021, with amendments made and #2 Financials on Consent Agenda: Lewis (Kern), Second: Riggs (Madera).

C. Items for Information/ Actions.

1.) Erika Hawkyard gave an ERC presentation on digital reference. They worked on weeding first. Then worked on 3 areas. Streamlining digital collections to make it easier to navigate. Prioritized what the customer wants not what we want. The focus was for general knowledge. There were 3 bids for digital resource vendors, ProQuest, Ebsco,

and Gale which we went with. Some of the essential resources needed for reference questions were, Auto, Legal, Jobs, Language, Test Prep, and General. The conclusion is to pursue A La Carte options, declutter resources, focus on digital collection, and prioritize General Education. We need to revisit discussion on ADA and Spanish with Vendors.

2.) Chris presented the letter for retroactive letter of Agency SPURR for funding years 2023-2027. **Motion to approve retroactive letter by Clark (Tulare City): Second Lewis (Kern)**

3.) Chris seeking approval of Invoicing Policy and Procedures for E-Rate Services. It is review of the E-Rate Funding award on how to process reimbursements and monitor Service Provider Invoice Forms, and finally invoice reconciliation. Chris **Motion to approve Lewis (Kern): Second Wegener (Tulare County).**

D. Staff Reports

1. Chair: Amy Taylor (Merced), will be attending the CSLA Meeting on November 5th.

2. State Library – Jody Thomas

Building Forward Infrastructure Funding for California Libraries. Shall prioritize project requests submitted by local libraries in high-poverty areas of the state. No grant shall exceed \$10,000,000. Priority for the grants is for life-safety and other critical maintenance and infrastructure projects. They will support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after the supporting life-safety and other critical projects. Amy voiced concern over rural areas, Jodi will be following up on that issue. The preliminary application period is open until October 27, 2021.

Digital Learning Platforms for All California Public Libraries is rolling out. Chris discussed some authentication process. He will be attending the meeting coming up.

Developing Leaders in California Libraries team (DLCL) is excited to announce we have been funded for another year. We encourage you to apply, deadline it today October 8th at 5:00 PM.

Stronger Together: Improving Library Access. Brought this to the group's attention. Completed applications are due by Monday, November 15, 2021.

Copycat Grants are coming up and watch for them.

Jodie will be taking the concerns she has heard back and will follow up.

3. Administrative Librarian – Chris Wymer.

Submitted PSLEP application we had 3 staff that could receive the award.

Finalized Aliant insurance coverage.

Nathan working on finalize logo and also putting together a style guide.

4. SJVLS – System Administrator - Chis Wymer.

Working on consistency for the children catalog. I will record demo and put up on the source so you may watch at your leisure.

Reviewing and updating borrow registration to get consistency and work correctly.

5. Senior Network System Engineer – Kevin Nelson.

Still moving forward on CENIC installs, hit a snag and working with AMS.

Cost of everything has pretty much doubled. Everything is more, and it is across the board. Please look on the source for more info.

E. Directors Comments.

Heidi Clark – Tulare City. We are 90% are open. We did extend hours and are open 1 night a week. September 25th we did Passport Express fair it was a great success. We processed 65 applications. We are back at full staff and reevaluating. We have our Spooktacular Event coming on October 31st there will be indoor/outdoor events.

Vikki Cervantes – Porterville. Nothing seems to be moving very fast. We have been paying on a lease since January at a facility but not in it. The contractor has done now work yet. We have been looking at furniture. The City Council did approve assessment needs report and it was accepted at the August 17th meeting. On September 7th they empowered the Library Facility Committee to move. We have been processing new materials and it gives us hope.

Mark Lewis – Kern. Beale Library is now open after getting new carper and removing some unused shelving and adding some computers. We are looking at all our branches to see what is needed. We have some HVAC units that need to be replaced. We do have a County Consultant to put together request.

Krista Riggs – Madera. Madera has been busy. They are getting ready to launch the bookmobile. It will start with the Westside branches 1st then the Eastside. We got an extension on the Backpack program, it started in Lavina and Raymond. We received a grant from the State Library for Story Walk. We are hoping to start soon, and it will help

with Community Engagement. We are open but no inside programing, yet We are doing story times and robotics outside.

Darla Wegener – Tulare County. We will have the Book Festival Virtual on October 22nd and 23rd. We are working on a massive Library Assistant hiring soon. Visalia Branch is being included in a solar and LED program. We are still on COVID hours.

Raman Bath – Fresno County. We have been normal since June 15th. Down 2/3rd of librarian. Full service, following Cal Osha. Having some difficulty with mask issues and public, mostly over children.

Natalie Rencher – Kings County. We are still in the midst of hiring extra help. We had about 150 applications for Library Assistant. We have been busy with writing grants locally and working FOL on this. We will be doing a Fall 2-day Booksale, modified with FOL.

Amy Taylor – Merced County. Back to open full hours, programs are growing. We use the same guidelines as Fresno on mask wearing. We just completed our Strategic Plan and will send it to the Board of Supervisors for approval. We are putting in a teen space and will be working to get community donations.

F. Calendar for next meeting on November 5, 2021, via **Teams**.

G. Adjournment 11:08 PM.

Consent Agenda Item

Acceptance of Financial Update Report-Christiansen

November 5, 2021

Status Updates

1. Financial Reports

FY 2021/22 As of October 31, 2021, Financial reported expenses are \$ 937,657. Overall expenses were underspent by 12% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project cost. Revenues for the period ending October 2021 totaled \$ 1,798,093.

2. Outstanding Receivable Total: \$118,191

a. FY 2021/22 Member Fees, Postage, and Smart Net totaling \$ 1,769,999 was billed on 8/17/2021 with a current outstanding balance of \$111,991 as of October 31, 2021.

b. Billed Fortinet of \$ 31,000 on 8/17/21 with a current outstanding balance of \$6,200

c. FY 2021/22 Electronic Resource has been paid in full:

Fresno \$ 300,000

Mariposa \$5,000

3. CLSA Allocation-Status Update, (Attachment 2 – Item 3)

FY 2021/22 expenses to date total \$48,205 with projected expenses through October 31, 2021 of \$64,863. CLSA award was increased from \$124,997 to \$235,672 in FY 2021/22.

4. Online Materials -Status Update (Attachment 2 – Item 4)

Online Materials expenses total \$133,436 with remaining unspent funds of \$48,934.

5. LSTA-Public Library Staff Education Program (PLSEP) MLS Funding Support

FY 20-21 Final Report and FY 21-22 System application have been submitted to the State.

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

- September notice Fresno (\$3,443)

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

There was no activity for the months of July, August, October.

7. Pre-paid Tech Reserve Report – Total Balance \$4,295,502. Emailed to Admin Council.

Under Committed System Projects: The Cenic Year 7 estimated by participating member is listed for grand total \$94,000.

8. Unearned Grant Report

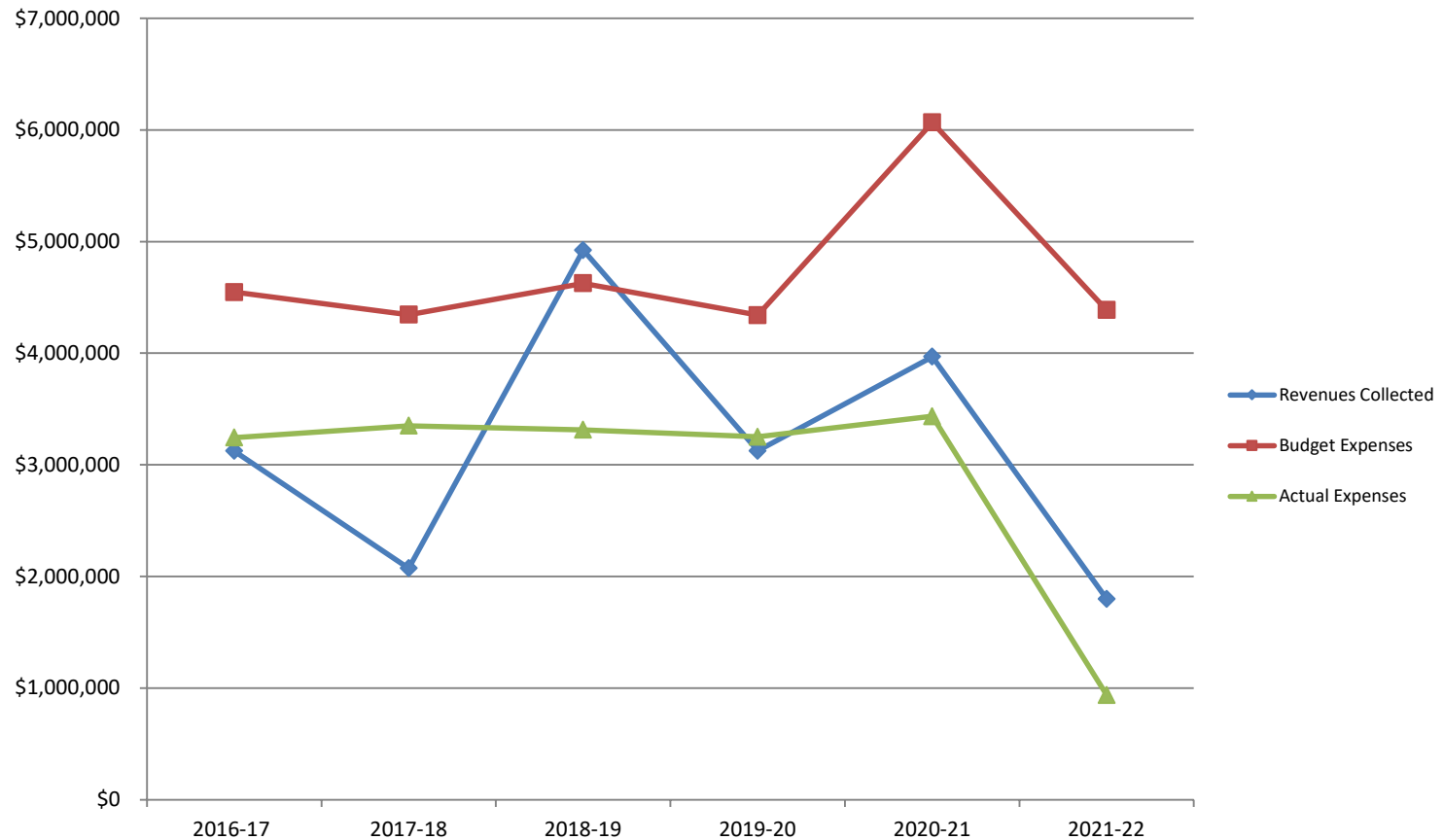
The CENIC Year 6 Project is still in progress. Total costs for sites completed is \$176,589. Funding provided by remaining grant balance in the amount of \$63,504 and E-Rate reserves. Telco project Year 6 consisted of cabling, wired and wireless equipment project.

The Board approved on April 16 for SJVLS participation in Cenic Year 7 in the upcoming fiscal year with equipment recommendations in the amount of \$94,000. 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. Members elected to use a portion of recent e-rate disbursement as Committed towards year 7. Please refer to Tech Reserve if a participating member.

San Joaquin Valley Library System
Revenue and Expenses Trends - Annual
October 31, 2021
Fiscal Year 2021-22

Financial Report
Attachment 2

Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Tech Reserve Available Balance	\$2,589,868	\$2,473,397	\$2,676,754	\$3,061,626	\$4,014,129	\$4,346,690
Revenues Collected	\$3,123,740	\$2,074,018	\$4,922,374	\$3,125,520	\$3,967,778	\$1,798,093
Budget Expenses	\$4,545,929	\$4,343,965	\$4,626,402	\$4,339,757	\$6,066,145	\$4,386,297
Actual Expenses	\$3,243,758	\$3,349,110	\$3,314,188	\$3,250,441	\$3,433,952	\$937,657
% of Actual to Budget	71%	77%	72%	75%	57%	21%
\$ Unspent	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$2,632,193	\$3,448,640
% Unspent	29%	23%	28%	25%	43%	79%
	100%	100%	100%	100%	100%	100%



Financial Position Report
Appropriations, Revenue and Net Fund Balance
For the Period Ending October 31, 2021

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 8-31-21	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	33%
7000	Services & Supplies	\$4,353,297	\$4,386,297	\$937,657		21%	33%
7800	Other Charges		\$0			0%	33%
7295	SJVLS Professional Services		\$0			0%	33%
8000	General Fixed Assets		\$0			0%	33%
	Total Appropriations	\$4,353,297	\$4,386,297	\$937,657	\$0	21%	33%

Sum of Pivot Tables Financials \$ - \$ - \$937,657

Variance 4,353,297 4,386,297 \$0

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 8-31-21	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$36,000	\$36,000	\$36,000		100%	33%
5039	SJVLS Tech Reserve Charges	\$544,553	\$544,553	\$18,874		3%	33%
3380	Interest Tech Reserve Fund	\$69,096	\$69,096	\$2,469		4%	33%
5800	Miscellaneous Revenue			\$0		0%	33%
5501	Telephone Services			\$0		0%	33%
5504	Telephone Services-Non County	\$534,755	\$534,755	\$0		0%	33%
4375	Grant-PLSEP Scholarship	\$20,000	\$20,000	\$0		0%	33%
4841	SJVLS Member Contributions	\$1,789,808	\$1,789,808	\$1,740,749		97%	33%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$162,819	\$276,435	\$0		0%	33%
	Total Revenues	\$3,157,031	\$3,270,647	\$1,798,093	\$0	55%	33%

Sum of Pivot Tables Financials \$0 \$0 \$1,798,093

Variance 3,157,031 3,270,647 0.00

-\$860,435

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-)	\$1,196,266	\$1,115,650	-\$860,435	-\$860,435	
Decrease Cash in Fund (+)					

Benchmark		# of PPs	# of Mos.
		9	4

Financial Comments:

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

Account	Program	Adopted Appropriations	Adjusted Appropriations	Year-To-Date		Remaining Appropriations	% Used
				Expenditures	Encumbrances		
FISCAL YEAR 2022							
7040 Telephone Charges		0.00	1,378,685.00	78,922.19	0.00	1,299,762.81	6%
7055 Food		0.00	500.00	0.00	0.00	500.00	0%
7101 General Liability Insurance		0.00	4,100.00	4,350.34	0.00	(250.34)	106%
7175 Property Insurance		0.00	3,000.00	1,324.92	0.00	1,675.08	44%
7205 Maintenance-Equipment		0.00	353,627.00	185,435.31	0.00	168,191.69	52%
7250 Memberships		0.00	3,750.00	3,390.00	0.00	360.00	90%
7265 Office Expense		0.00	9,700.00	3,259.24	0.00	6,440.76	34%
7268 Postage		0.00	41,000.00	3,939.77	0.00	37,060.23	10%
7286 PeopleSoft Human Resources Chg		0.00	2,000.00	0.00	0.00	2,000.00	0%
7287 PeopleSoft Financials Chg		0.00	10,000.00	1,359.22	0.00	8,640.78	14%
7295 Professional & Specialized Ser		0.00	1,618,399.00	531,257.07	0.00	1,087,141.93	33%
7296 Data Processing Services		0.00	4,107.00	772.62	0.00	3,334.38	19%
7325 Publications & Legal Notices		0.00	14,200.00	300.00	0.00	13,900.00	2%
7385 Small Tools & Instruments		0.00	541,029.00	52,698.68	0.00	488,330.32	10%
7406 Library Materials		0.00	200.00	0.00	0.00	200.00	0%
7412 Mileage		0.00	1,700.00	0.00	0.00	1,700.00	0%
7415 Trans, Travel & Education		0.00	53,500.00	175.00	0.00	53,325.00	0%
7416 Trans & Travel County Garage		0.00	248,800.00	52,972.97	0.00	195,827.03	21%
7430 Utilities		0.00	35,000.00	17,500.00	0.00	17,500.00	50%
7565 Countywide Cost Allocation		0.00	30,000.00	0.00	0.00	30,000.00	0%
7000 Services And Supplies		0.00	4,353,297.00	937,657.33	0.00	3,415,639.67	22%
2022 Total		0.00	4,353,297.00	937,657.33	0.00	3,415,639.67	22%

Admin Council Board Report CLSA Status Report

Budget Resolution passed 8/13/21 to increase Delivery budget from \$215,800 to \$248,800

Report Date 10/31/2021

Operations Type	Adopted Budget	Budget (revised 8/13/21)	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	215,800	248,800	48,205	16,658	64,863	183,937	CLSA award increased from \$124,997 to \$235,672
Grand Total	215,800	248,800	48,205	16,658	64,863	183,937	

Online Materials
Financial Update
Report Date

10/31/2021

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	5,472	15,528	
Pronunciator	31,620	28,000	3,620	
Cengage	60,500	60,449	51	
Gale	30,000	30,265	(265)	Education and Career module with Gale
E-Resources Other	30,000		30,000	formerly covered by CLSA
Califa- Quipu E Card Registration	9,250	9,250	-	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-		-	see note below
Grand Total	182,370	133,436	48,934	

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

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 182,370	\$ 133,436	\$ 48,934

Board voted April 16, 2021, no committee allocation this year to manage increases to Online Materials on-going costs.

Board Agenda Item

DATE: November 5, 2021
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer, Administrative Librarian
SUBJECT: Publish RFQ -Independent Auditor
RECOMMENDED ACTION(S):

- 1. Approve and authorize Administrative Librarian to publish and post Request for Quotes (RFQ) to provide audit services with term five years**
- 2. Approve and authorize chairman to execute final review of RFQ documents and timelines for posting on website.**

The recommended agreement is for five-year contract with two renewal periods for independent audit and preparation of audited financial statements. The audited financials demonstrate compliance with generally accepted accounting principles. The prior agreement term with Hudson and Henderson expired with audit of fiscal year 2019-20. Hudson met its obligation and present the audit financial on June 11, 2021.

The RFQ for independent auditor begins with fiscal year 2020-21 through 2024-25 plus two optional renewal period for audit of fiscal year 2025-26 and 2026-27 with audit field work not to exceed 75 professional staff hours.

We will return to the board with status update and additional details on timelines for RFQ.

FISCAL IMPACT:

The recommended bidder selection will include budget appropriation to cover the costs associated with these audits. The fees are a part of SJVLS Membership.

PRIOR AGREEMENT/REFERENCE MATERIAL:

Agenda June 11, 2021 – presentation and acceptance of audited financial statement FY 2019-20.

Action	Approve_____	Deny_____
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Board Agenda Item

DATE: November 5, 2021
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer, SJVLS Administrative Librarian
SUBJECT: Retroactive Agreement with Ed Technology for E Rate Related Services
RECOMMENDED ACTION(S):

- 1. Recommend retroactive Agreement with Ed Technology Funds, a division of Sutherland Consulting Group, for optional two-year renewal effective October 1, 2021 through September 30, 2023. Current term expired September 30, 2021.**
- 2. Approve and authorize the Chairman to sign renewal amendment.**

The recommended agreement is to exercise the optional extension on contract in writing by both parties for E Rate services. There is no other viable option for System e-rate consulting and program compliance.

FISCAL IMPACT:

The contract is included in Membership Fee for System Members. There are sufficient budget monies to cover the cost of inflation increase to amendment in the amount \$5,474; first renewal period \$2,680 and second renewal period \$2,794. There is no increase in adopted budget with the recommended action.

PRIOR AGREEMENT/REFERENCE MATERIAL:

Agenda September 2019

Action	Approve_____	Deny_____
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Amendment to Agreement
Extension of Terms & Compensation
Contract for Professional Services Relating to E-Rate

This amendment, referred to as Amendment I, is made and enter into this October 1, 2021, by and between the San Joaquin Valley Library System ("Customer") and Ed Technology Funds, Inc (a division of Sutherland Consulting Group) known as Ed Technology Funds. The customer and Ed Technology agree as follows:

The exercise the optional two one-year extensions and fee increases.

II. TERM

Extension of Terms:

Additional two-year renewal effective October 1, 2021 through September 30, 2023. The contact can be extended annually if mutually agreed on in writhing by both parties in 2023. Current term expired September 30, 2021

IV. COMPENSTATION

Ed Technology Funds shall bill Customer on a quarterly basis in advance for basic professional service with a fee increase for each year. There is no change in compensation for other rates set forth in Compensation Section.

Current quarterly fee \$ 14,850

Percentage Increase 4.5% and Fee by renewal period as follows.

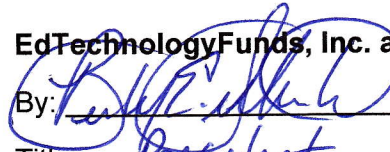
Extension period: October 1, 2021 through September 30, 2022 – 4.5% increase for quarterly billing \$15,520; annual amount \$62,080.

Extension period: October 1, 2022 through September 30, 2023- 4.5% increase for quarterly billing \$16,218 for annual amount \$64,8874.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment I to Agreement retroactive to October 1, 2021.

Presented to Administrative Council on November 5, 2021

EdTechnologyFunds, Inc. a division of Sutherland Consulting Group

By:  Name: Beverly Sutherland

Title: President

Date: 10-29-2021

San Joaquin Valley Library System

By: _____

Date: _____

Amy Taylor, Chairperson SJVLS

By: _____

Date: _____

Chris Wymer, SJVLS Administrative Librarian

Address and contact information:

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Altadena, CA 91001

Phone: (888) 379-7538

Website: www.edtechnologyfunds.com

Email: bsutherland@edtechnologyfunds.com

Accounting info:

96250300; Professional Services