SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street · Fresno, CA 93721

Administrative Council
Agenda Packet
January 14, 2022

Friday, January 14, 2022
Time: 10 am
For information: (559) 600-6256
Meeting Online via Teams

The public may participate by using the following URL

https://go.sjvls.org/admin220114

To call in and participate in the meeting:

Call: (559) 785-0133
Phone Conference ID: 116 311 377#

TO THE PUBLIC:

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The disclosable public records related to this agenda are available for public inspection at:

Fresno County Public Library
Business Office
2420 Mariposa Street
Fresno, CA 93721

FOR THOSE WITH DISABILITIES:

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Fresno County Public Library at (559) 600-6237 no later than 10 am on Thursday, January 13, 2022.

SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street · Fresno, CA 93721

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment - The public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. Approval: Draft Minutes of December 17, 2021, Administrative Council Meeting. (Attachment 1)
2. Approval: Certification of Need to Continue Virtual Meetings.
3. Approval: Financial Updates. (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. Discussion and Approval: Upcoming Budget Year 2022-23 Membership Fee Rate – Christiansen (Attachment 3)
2. Discussion and Approval: SJVLS Style Guide – Wymer (Attachment 4)
3. Discussion and Approval: Modifying BC Analytics Data Extract – Wymer (Attachment 5)
4. Request for Direction: 3D Printers – Wymer (Attachment 6)
5. Discussion: Shafter City Library Request to Join SJVLS – Wymer
6. Discussion: Library Card Order – Wymer

D. STAFF REPORTS

1. Chair
2. State Library – Written report attached (Attachment 7)
3. Administrative Librarian
4. SJVLS – System Administrator
5. Senior Network Systems 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: February 11, 2022, via Teams.

G. ADJOURNMENT

Meeting Adjournment.

DATE: January 14, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen – Business Manager

SUBJECT: Financial Update Report

FINANCIAL UPDATES

A. FINANCIAL REPORTS

1. FY 2021/22 – As of December 31, 2021, Financial reported expenses are $1,530,678. Overall expenses were underspent by 15% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project cost. Revenues for the period ending December 2021 totaled $ 1,909,113.

B. OUTSTANDING RECEIVABLE TOTAL: $118,191

1. 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 November 30, 2021.
2. Billed Fortinet of $ 31,000 on 8/17/21 with a current outstanding balance of $6,200.
3. FY 2021/22 Electronic Resources totaling $344,589 has been billed with a current outstanding balance of $22,446.

C. CLSA ALLOCATION STATUS UPDATE

1. FY 2021/22 expenses through November 30, 2021, for CLSA claim $81,188 and Madera pending to be billed $5,344 or bill at a later date. We will return to the Board in February with additional updates.
2. CLSA award was increased from $124,997 to $235,672 in FY 2021/22. Reimburse claim submitted on December 8, 2021.

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $146,838 with remaining unspent funds of $35,532. The unused will be spent on Cloud Library.

E. LSTA – PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP) MLS FUNDING SUPPORT

1. FY 21-22 award of $9,385.
2. SJVLS Administration reimbursement of $835; $8,832 for program.
3. Award terms date range: July 1, 2021, to July 31, 2022.
4. The FY 21-22 PLSEP Grant has two participants.

F. TRANSFER OF OWNERSHIP

1. Statements have been sent to the following members:

      i.   September notice – Fresno ($3,443).
     ii.   November notice – Fresno, Merced ($76,791).
    iii.   December notice – Tulare Public ($3,746).

2. Costs listed above were deducted from the member's Tech Reserve.
3. There was no activity for the months of July, August, and October.

G. PRE-PAID TECH RESERVE

1. Total balance - $4,199,688. Emailed to Admin Council.
2. Under committed System projects
     i. CENIC Year 7 estimates by participating member is listed for grand total of $94,000.

H. UNEARNED GRANT REPORT

1. The CENIC Year 6 Project is still in progress. Total costs for sites completed is $182,770. 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
December 31, 2021
Fiscal Year 2021-22

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	$4,199,688
Revenues Collected	$3,123,740	$2,074,018	$4,922,374	**$3,125,520**	**$3,967,778**	**$1,909,113**
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**	**$1,530,678**
% of Actual to Budget	71%	77%	72%	75%	57%	35%
$ Unspent	$1,302,171	$994,855	$1,312,214	$1,089,316	$2,632,193	$2,855,619
% Unspent	29%	23%	28%	25%	43%	65%
	100%	100%	100%	100%	100%	100%
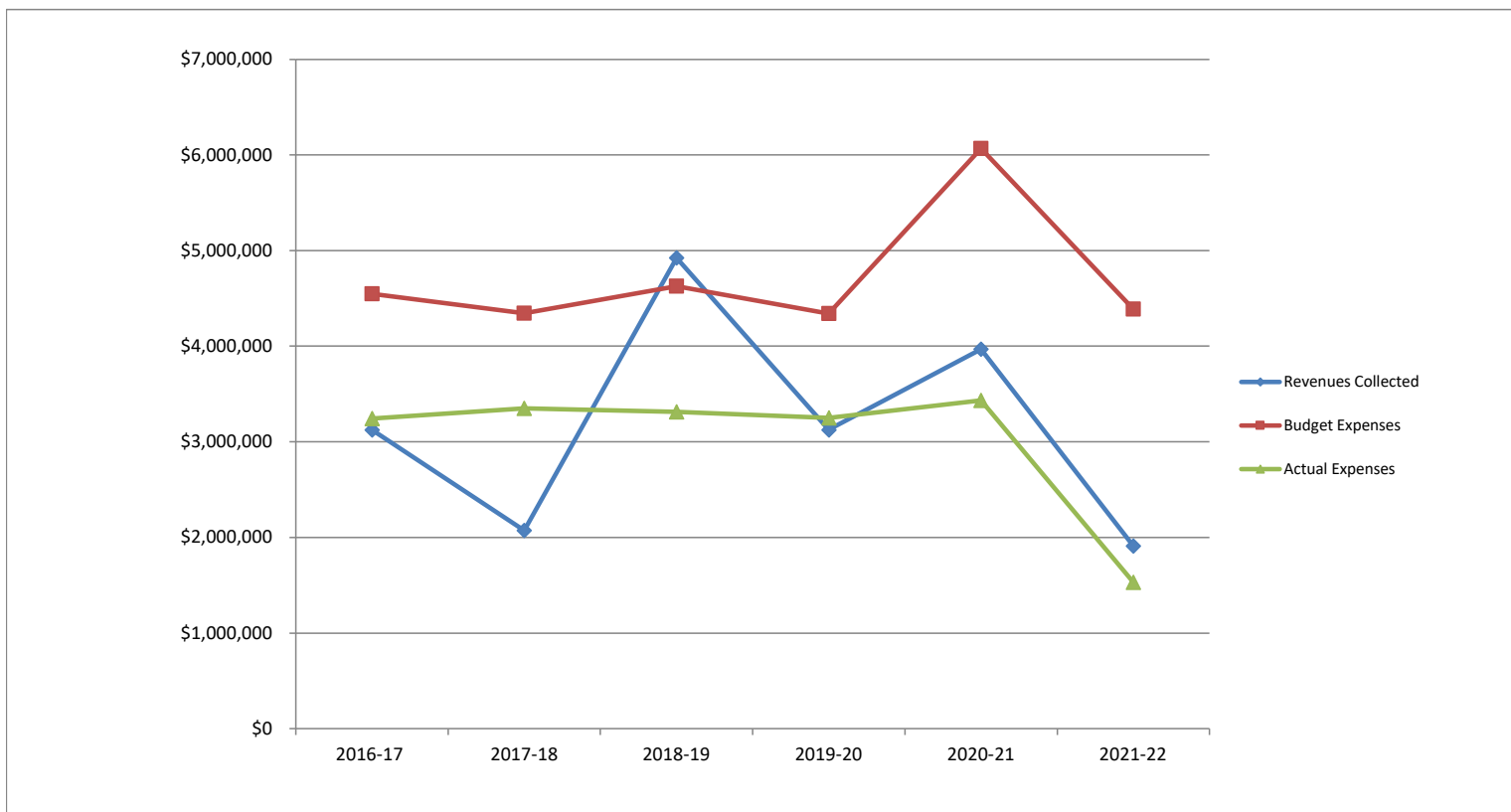
Financial Position Report

Appropriations, Revenue and Net Fund Balance

For the Period Ending December 31, 2021

Fund 4835

Org 9625

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%	50%
7000	Services & Supplies	$4,353,297	$4,386,297	$1,530,678		35%	50%
7800	Other Charges		$0			0%	50%
7295	SJVLS Professional Services		$0			0%	50%
8000	General Fixed Assets		$0			0%	50%
	Total Appropriations	$4,353,297	$4,386,297	$1,530,678	$0	35%	50%
	Sum of Pivot Tables Financials	$ -	$ -	$1,530,678			
	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%	50%
5039	SJVLS Tech Reserve Charges	$544,553	$544,553	$120,510		22%	50%
3380	Interest Tech Reserve Fund	$69,096	$69,096	$2,469		4%	50%
5800	Miscellaneous Revenue			$0		0%	50%
5501	Telephone Services			$0		0%	50%
5504	Telephone Services-Non County	$534,755	$534,755	$0		0%	50%
4375	Grant-PLSEP Scholarship	$20,000	$20,000	$9,385		47%	50%
4841	SJVLS Member Contributions	$1,789,808	$1,789,808	$1,740,749		97%	50%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	$162,819	$276,435	$0		0%	50%
	Total Revenues	$3,157,031	$3,270,647	$1,909,113	$0	58%	50%
	Sum of Pivot Tables Financials	$0	$0	$1,909,113			
	Variance	3,157,031	3,270,647	0.00			
					-$378,435		

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-) Decrease Cash in Fund (+)	$1,196,266	$1,115,650	-$378,435	-$378,435	

		# of PPs	# of Mos.
Benchmark		13	6

Financial Comments:

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

COUNTY OF FRESNO
Financial Information Systems

Monthly Dept Budget Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2021-12-31

Request: GLNF9119
Layout: GLNF9002
Scope: DBS
Run Date: 1/4/2022

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	274,576.60	0.00	1,104,108.40	20%
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	185,456.71	0.00	168,170.29	52%
7250	Memberships		0.00	3,750.00	3,390.00	0.00	360.00	90%
7265	Office Expense		0.00	9,700.00	5,394.04	0.00	4,305.96	56%
7268	Postage		0.00	41,000.00	6,635.63	0.00	34,364.37	16%
7286	PeopleSoft Human Resources Chg		0.00	2,000.00	1,309.77	0.00	690.23	65%
7287	PeopleSoft Financials Chg		0.00	10,000.00	2,392.07	0.00	7,607.93	24%
7295	Professional & Specialized Ser		0.00	1,618,399.00	791,208.46	0.00	827,190.54	49%
7296	Data Processing Services		0.00	4,107.00	1,303.11	0.00	2,803.89	32%
7325	Publications & Legal Notices		0.00	14,200.00	375.00	0.00	13,825.00	3%
7385	Small Tools & Instruments		0.00	541,029.00	144,092.99	0.00	396,936.01	27%
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	91,193.03	0.00	157,606.97	37%
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	1,530,677.67	0.00	2,822,619.33	35%
		2022 Total	**0.00**	**4,353,297.00**	**1,530,677.67**	**0.00**	**2,822,619.33**	**35%**

COUNTY OF FRESNO
Financial Information Systems

Departmental Revenue Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2021-12-31

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	69,096.00	2,469.23	66,626.77	69,096.00	66,626.77	4%
		0.00	0.00	0.00	69,096.00	2,469.23	66,626.77	69,096.00	66,626.77	4%
3575	State-Other	0.00	0.00	0.00	162,819.00	0.00	162,819.00	162,819.00	162,819.00	0%
		0.00	0.00	0.00	162,819.00	0.00	162,819.00	162,819.00	162,819.00	0%
4375	Federal Grants	0.00	9,385.00	(9,385.00)	20,000.00	9,385.00	10,615.00	20,000.00	10,615.00	47%
		0.00	9,385.00	(9,385.00)	20,000.00	9,385.00	10,615.00	20,000.00	10,615.00	47%
4841	Other Governmental Agencies	0.00	0.00	0.00	1,789,808.00	1,740,749.00	49,059.00	1,789,808.00	49,059.00	97%
		0.00	0.00	0.00	1,789,808.00	1,740,749.00	49,059.00	1,789,808.00	49,059.00	97%
5039	Other Agencies Services	0.00	6,442.20	(6,442.20)	651,297.00	120,509.72	530,787.28	651,297.00	530,787.28	19%
5040	Other Cty Dpts Services	0.00	0.00	0.00	0.00	36,000.00	(36,000.00)	0.00	(36,000.00)	n/a
5504	Tele Servs-Servs-Non County	0.00	0.00	0.00	570,755.00	0.00	570,755.00	570,755.00	570,755.00	0%
		0.00	6,442.20	(6,442.20)	1,222,052.00	156,509.72	1,065,542.28	1,222,052.00	1,065,542.28	13%
	9625 DEPARTMENT TOTAL	**0.00**	**15,827.20**	**(15,827.20)**	**3,263,775.00**	**1,909,112.95**	**1,354,662.05**	**3,263,775.00**	**1,354,662.05**	**58%**

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   12/31/2021

Operations Type	Adopted Budget	Budget (revised 8/13/21)	Total Expenses	Pending Expenses December	Estimate Charges (Jan - June)	Total Projected Expenses	Unspent Estimate June 2022	Comments
Delivery - Basic HQ	215,800	235,800	81,188	16,238	97,426	194,852	40,948	CLSA award increased from $124,997 to $235,672
Delivery -Madera Extra		13,000	5,344	1,069	6,413	12,825	175	
Grand Total	**215,800**	**248,800**	**86,532**	**17,306**	**103,838**	**207,677**	**41,123**	

Budget amendment approved: August 13, 2021

Total Delivery System $ 263,300   Delivery and sorting for Basic HQ, Madera extra stops and crate replacement if any.

Revenue Collected: $ (235,672) State disbursement $235,672 has not been received.
Revenue Collected: $ (13,000) Pending.   Collection from Madera County for $13,000
Revenue Collected: $ (14,628) Withdrawal of Fund Balance reserves for shorfall
                    $ (263,300)

Note: CLSA Savings Unspent $40,948
Return to Board in February to discuss CLSA amendment to reallocated savings to other operational expenses.
The savings to be determined and presented at the February Admin Council.

Pending Billing: December 2021 $ 16,238 Basic HQ
January 2022 through June 2022 $ 16,238 average monthly estimate
                                 $ 97,426 Project Expenses

Online Materials
Financial Update
Report Date   12/31/2021

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	18,874	2,126	
Pronuniciator	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**	**146,838**	**35,532**	

Note: The Unused $35,532 will be spent on Cloud Library.

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	**$ 182,370**	**$ 146,838**	**$ 35,532**

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

DATE: January 14, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen – Business Manager

SUBJECT: Upcoming Budget Year 2022-2023 Membership Fee Rate

RECOMMENDED ACTIONS

1. **APPROVE INCREASE IN MEMBERSHIP FEE RATE BY 7%, FOR A TOTAL INCREASE AMOUNT OF $125,287**
2. **RESTORE BILLING PORTERVILLE FOR MEMBERSHIP FEE IN 2022-2023. ANTICIPATE RE-OPENING IN TEMPORARY LOCATION BEFORE JULY 1, 2022.**

DISCUSSION

Approval of the action will establish the Membership Fee for the upcoming budget year to support the development of operational budget in the amount of $2,369,470 and the funding sources to be collected.

In August 2020 and November 2020, the board approved to delay Membership Fee collection based on prorated based upon Porterville re-opening in a new location. Staff will return to board with specific updates prior to July 1, 2022.

FISCAL IMPACT

The additional increase in the rate will continue to support 80.8% of operational costs which includes inflation estimates. Total operational budget costs will be funded from three sources Membership Fee, Fund balance and interest earned on CLSA allocation.

ATTACHMENT

The attachment provides the details on Membership Fee history, related support documents and figures for each member to include in their budget.

ACTION

MOTION		SECOND	
APPROVED		DENIED	

Membership Fees History

Presented annually to Admin Council in November to approved the rate prior to budget development

Fiscal Year		Membership Fee	% of Increase (2)			Portion of Total Budget (Operational Costs)	% Funding	Delivery (funded by CLSA)		Madera Extra Delivery (paid by Madera)
FY 2014-2015		$ 1,452,289		loop in online materials	$	2,463,943	58.9%	$ -		
FY 2015-2016		$ 1,549,473	7%		$	2,729,785	56.8%	$ 125,244		
FY 2016-2017		$ 1,507,387	-3%	switch to direct billing for Telco	$	2,197,807	68.6%	$ 118,540		
FY 2017-2018		$ 1,507,387	0%		$	2,244,496	67.2%	$ 158,040		
FY 2018-2019		$ 1,507,387	0%		$	2,326,854	64.8%	$ 159,413		
FY 2019-2020	1 & 2	$ 1,662,904	10%		$	2,709,980	61.4%	$ 177,840		
FY 2020-2021		$ 1,789,809	8%		$	2,342,580	76.4%	$ 173,100		
FY 2021-2022		$ 1,789,809	0%		$	2,341,330	76.4%	$ 235,672	$	13,000
FY 2022-2023		**$ 1,915,096**	**7%**	**$ 125,287**	$	2,369,470	80.8%	$ 240,000	$	-
FY 2023-2024		pending			$	2,381,131		$ 240,000	$	-

Note:

1	1,612,904	*less Fresno Member adjustment ($50,000) to increase*	1,562,904

2 The Membership Fee increase of $125, 287 will be applied to Member's based on recent population ratio.
  The Total Fee consists of baseline costs at FY 13-14 Membership Rate/ratio share plus increase in fees from FY 2015-16.
  In May 2019 the Admin Council decline the transition of Membership Fee based on today's costs and shift of ratios
  per consultant recommendations In May 2020.

3 Recommend increase (7 percent) as stated approved Strategic Plan. $ 125,287

4 Operational costs exclude telecommunications, delivery, network projects, technology replacement, technology upgrades
  and future grant projects.

SJVLS Budget

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

	Prior Year FY 20-21	FY 21-22	Year 1 Upcoming Year Total Costs FY 22-23	Year 2 Upcoming Year Total Costs FY 23-24
Recommended Budget to Adopt	6,066,145.00	$4,353,297	$ 4,230,440.00	$ 4,242,811.00

1. Summary of SJVLS Operational Budget - Core

	Prior Year FY 20-21	FY 21-22	FY 22-23	FY 23-24	Contribution Method
System Operations	$1,222,434	$1,207,544	$1,226,094	$1,230,419	Tripartite
Planning & Evaluation	$442,876	$431,709	$435,465	$438,435	Population ratio
Cataloging Services	$95,600	$102,300	$108,060	$108,600	Population ratio
Note 1: added in EzProxy annual fee					Population ratio
Fresno as Cat Center	$3,000	$3,000	$2,000	$2,000	Population ratio
Online E Resources Materials	$185,970	$185,970	$185,970	$185,970	Population ratio
Note 2: Board voted for no committee allocation this year to manage increases to Online Materials					
Telecommunications core	$392,700	$410,807	$411,881	$415,707	Population ratio
Membership Costs	**$2,342,580**	**$2,341,330**	**$2,369,470**	**$2,381,131**	

2. Summary of Offset Funding Sources

Membership Fees	$1,789,809	$1,789,809	$1,915,096	pending
Fund Balance Withdrawal	$482,771	$481,521	$384,374	pen
Interest Earned	$70,000	$70,000	$70,000	$70,000
CLSA Allocation (beyond delivery)	$0	$0		
Total Funding Sources	**$2,342,580**	**$2,341,330**	**$2,369,470**	**$70,000**

Contribution Membership Fee by Member
Guideline: JPA agreement, page 7, line 8, c) Contribution from Participants

| | | | | | Total Fee | $ | 1,915,096 |
| | | | | | Increase Amount | $ | 125,287 |

Members	State Certified Population 6-1-2020	State Certified Population 1-1-2021	Contribution Ratio	Increase Fee Share	FY 15-16 Membership Fee	Current Membership Fee	Upcoming Membership Fee (increase on prior yr)	change
Coalinga	24,498	24,152	0.77%	$ 962.18	$ 20,480	$ 22,633	$ 23,595	$ 962
Fresno	990,451	1,002,529	31.88%	$ 39,939.22	$ 684,600	$ 757,577	$ 797,516	$ 39,939
Kern	897,225	893,745	28.42%	$ 35,605.43	$ 377,598	$ 444,577	$ 480,182	$ 35,605
Kings	153,608	152,543	4.85%	$ 6,077.08	$ 65,139	$ 73,886	$ 79,963	$ 6,077
Madera	158,147	158,474	5.04%	$ 6,313.36	$ 70,373	$ 83,254	$ 89,567	$ 6,313
Mariposa	18,067	18,037	0.57%	$ 718.57	$ 22,697	$ 32,805	$ 33,524	$ 719
Merced	283,521	284,836	9.06%	$ 11,347.43	$ 94,890	$ 116,244	$ 127,591	$ 11,347
Porterville	59,655	59,571	1.89%	$ 2,373.22	$ 40,047	$ 49,060	$ 51,433	$ 2,373
Tulare Co.	352,488	481,733	15.32%	$ 19,191.50	$ 131,708	$ 158,392	$ 177,584	$ 19,192
Tulare Pub	67,834	69,246	2.20%	$ 2,758.65	$ 41,942	$ 51,381	$ 54,140	$ 2,759
			0.00%	$ -	$ -	$ -	$ -	$ -
Total Members	**3,005,494**	**3,144,866**	100.00%	**125,287**	$ 1,549,474	$ 1,789,809	$ 1,915,096	$ 125,287

Increase in population 139,372

	State Certified Population 6-1-2020	State Certified Population 1-1-2021
Kern	917,553	914,193
City of Shafter	(20,328)	(20,448)
	897,225	893,745

Draft Members to Budget
FY 2022-2023
Membership & Telecommunications

Members to Budget Amount

Members	Upcoming Membership Fee	SmartPay Merchant fee	Teleco	Other Fee digitial connector, etc	Smartnet HQ	Fortinet HQ	Total Bill (Budget)	Prior Year	Difference
Coalinga	23,595		7,500		900	3,000	34,995	34,233	762
Fresno	797,516		153,000	2,330	900	3,000	956,746	916,907	39,839
Kern	480,182	750	95,000		900	3,000	579,832	550,327	29,505
Kings	79,963		34,700		900	3,000	118,563	115,086	3,477
Madera	89,567		40,300		900	3,000	133,767	133,354	413
Mariposa	33,524		34,000		900	3,000	71,424	71,805	(381)
Merced	127,591		70,000		900	3,000	201,491	192,244	9,247
Porterville	51,433		TBD		900		52,333	49,060	3,273
	note: We anticipate Portervill has resume services for 12 months								-
Tulare Co.	177,584		100,000		900	3,000	281,484	267,392	14,092
Tulare Pub	54,140		255		900	3,000	58,295	57,636	659
									-
Total Members	**1,915,096**		**534,755**	**2,330**	**9,000**	**27,000**	**2,488,931**	**2,388,044**	**100,887**

Net Effect Three Years

Members	Prior Year FY 2020-21	Teleco Current Year	Savings	FY 22-23 Esitmate TELCO	Change	Past Savings & Upcoming Change
Coalinga	16,488	7,500	(8,988)	7,500	-	(8,226)
Fresno	197,294	153,000	(44,294)	153,000	-	(4,455)
Kern	162,436	95,000	(67,436)	95,000	-	(37,931)
Kings	43,552	34,700	(8,852)	34,700	-	(5,375)
Madera	49,674	40,300	(9,374)	40,300	-	(8,961)
Mariposa	43,374	34,000	(9,374)	34,000	-	(9,755)
Merced	76,920	70,000	(6,920)	70,000	-	2,327
Porterville	0	0		TBD		3,273
			-		-	-
Tulare Co.	119,936	100,000	(19,936)	100,000	-	(5,844)
Tulare Pub	265	255	(10)	255	-	649
					-	-
Total Members	**709,939**	**534,755**	**(175,184)**	**534,755**	**-**	**(74,297)**

San Joaquin Valley Library System Style Guide

Introduction

This manual was created to help create and manage consistent and easily identifiable communication on behalf of the San Joaquin Valley Library System. The manual contains guidelines and examples of acceptable and approved use of the San Joaquin Valley Library System's logo, graphical elements, and brand identity. The parameters contained within this manual are intended for official communication efforts. Unofficial and casual communication are not expected to strictly follow these guidelines. If you have questions about this guide or developing communication materials outside of these guidelines, contact the Web Development Librarian. REVISE: Within this guide you will find directions for:
· Incorporating SJVLS's official fonts, colors, and logo into documents
· Creating materials consistent with SJVLS's standard color palette
· Working with templates
· Communication within appropriate style guidelines

Mission / Vision Statement
Transforming Communities through Shared Resources and Member Connections (approved by Admin Council 4/18/18)

Naming Conventions

Referring to the San Joaquin Valley Library System:

- First Reference: San Joaquin Valley Library System
  When appropriate, include the initialism in parentheses (SJVLS) immediately following the full name. Use the abbreviation instead of the full name in subsequent instances within the same document.
- Secondary References: SJVLS or System

Referring to the System Office:
- First Reference: San Joaquin Valley Library System Office / SJVLS Office
- Secondary Reference: System Office

Referring to the Member Libraries:

Use the formal names of member libraries in the first reference. Thereafter, refer to member libraries using their common names or abbreviations (see parentheses below). When referring generally or collectively to other member libraries within the System, the "l" should be lowercase. Example: The **Kern County Library** recently expanded Bookmobile services to include more stops. Other **libraries** in the System also offer Bookmobile services.

- Coalinga-Huron Library District (Coalinga or CHLD)
- Fresno County Public Library (Fresno County, Fresno, or FCPL)
- Kern County Library (Kern County or Kern)
- Kings County Library (Kings County or Kings)
- Madera County Library (Madera County or Madera)
- Mariposa County Library (Mariposa County or Mariposa)
- Merced County Library (Merced County or Merced)
- Porterville City Library (Porterville)
- Tulare County Library (Tulare County)
- Tulare Public Library (Tulare Public)

General Writing Guidelines

Clear and consistent writing contributes to successful communication and strong branding.

Voice

Know your audience (member library staff, library community, library patrons, public) and use appropriate tone. Keep your language simple and understandable for all audiences. Avoid using library jargon and abbreviations, unless specifically writing for library staff/library community or the terms will be easily understood. Use active voice with strong verbs.

Abbreviations, acronyms, and initialisms

Spell out a full name the first time it is used with the abbreviation, acronym, or initialism following in parentheses. Then freely use the shortened version in the body copy.
Example: San Joaquin Valley Library System (SJVLS)

Short and Simple Language

Keep words, sentences, and paragraphs simple for the cleanest writing. Use shorter words rather than long words.
Examples: "use" instead of "utilize," "now" instead of "currently"

Spacing

Avoid using two spaces after a sentence. Use only one space.

Symbols

In body text, use "percent" instead of the % symbol. The symbol may be used in headlines, charts, and tables.

In body text, use "and" instead of the ampersand (&) unless the ampersand is part of the official name of a company, book, song, etc.

Miscellaneous

Web is capitalized (shorthand for World Wide Web), but website is not. Neither is webcam, webmaster, webcast, or webinar.

Use email, not e-mail (AP style approved in 2011).

ZIP code is all caps; it is an acronym for Zone Improvement Plan.

Dates

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec. When using the month alone or only with a year, spell out the entire month.
Examples:
Jan. 1, 2022
July 1, 2022
January
January 2022

Dates should be given in [day] (comma) (space) [month] (space) [numerical date] (comma) [year] format. Unless the date is referring to a date outside the current year, the year is not necessary. Always spell out the entire day of the week. If room allows, spell out the entire month's name.
Examples:
Thursday, Dec. 4
Monday, February 28, 2022

Times

Use lowercase with periods for a.m. and p.m. to indicate morning or evening. Do not use :00 when the time is on the hour. Do not use leading zeroes. Avoid using "noon" or "midnight. If a time range falls entirely in the morning or evening, use a.m. or p.m. only once.
Examples:
10:30 a.m.
11:15 a.m.
2 p.m.
12 p.m.

If both date and time are presented on the same line, separate dates and times with a bullet.
Example:
Thursday, Sept. 4 · 5 p.m.

When naming files to include dates, numbers should be used instead of formal names, according to the format yyyy_mm_dd. Leading zeroes are acceptable in naming files.

Example:
2021_12_01

Numbers

Always spell out numbers zero through nine. Use numerals for numbers 10 and above. Spell out numbers at the beginning of a sentence, except in dates.
Example:

Three hundred people attended the event.
2020 was a stellar year.

Always use Arabic numerals, without st, nd, rd, or th, unless those abbreviations are part of an official name. If writing about an anniversary or occurrence, spell out the number with modifier.
Example:
San Joaquin Valley Library System's fortieth year of service
San Joaquin Valley Library System's 50th Anniversary

Phone Numbers

Write phone/fax numbers as (xxx) xxx-xxxx. Example: (630) 279-8696

Addresses

Compass directions should be written out. Do not use quotation marks around numbered or lettered street names. Post Office Box addresses should be abbreviated as P.O. Box.

2420 Mariposa Street · Fresno, CA 93721
200 West Oak Avenue · Visalia, CA 93291
475 North M Street · Tulare, CA 93274
305 North 4th Street · Coalinga, CA 93210
P.O. Box 395 · Yosemite, CA 95389

Color Palette

To maintain visual consistency across publications and presentations, SJVLS relies on the specific color palette shown below. As color is an important part of the System's visual identity, it is essential to reproduce colors accurately. Web and digital files use the hex values. Printed materials use either the CMYK or RGB values. Professional print projects should use CMYK, or as directed by the vendor.

Note: Colors vary depending on how they are used. Colors appear lighter on screens than in print. Even across devices, there will be color variations. Colors will appear darker on uncoated paper than on glossy.

Primary Color Palette

C:65 M:20 Y:100 K:4
R:105 G:154 B:63
Hex: #8ABD5D

C:51 M:5 Y:83 K:0
R:138 G:189 B:93
Hex: #699A3F

C:66 M:57 Y:58 K:37
R:75 G:77 B:76
Hex: #4B4D4C

C:56 M:47 Y:47 K:13
R:114 G:116 B:115
Hex: #727473

C:0 M:40 Y:100 K:0
R:255 G:166 B:8
Hex: #FFA608

Typography

Typography is an important part of visual communication. Using the same fonts will ensure consistency of design and the messages imparted by that design throughout the organization.

Primary typefaces

Adobe Fonts	**Google Fonts**
Interstate	Overpass
Rockwell	Sanchez
Montserrat	Montserrat

Interstate and Rockwell are available via Adobe Fonts and a license is required for use. Overpass and Sanchez are freely available via Google Fonts and may be used as alternatives to the Adobe fonts. Montserrat is available from both Adobe and Google. We recommend the following applications:

Interstate / Overpass for mastheads, titles, and headlines

Rockwell / Sanchez for text headlines and subheadlines

Montserrat for body copy (light) and occasional third-level subheadlines (semibold)

Font Sizes: Standard font sizes vary depending on specific usage; find specific size requirements in individual template files or in the Templates section of this guide [Templates will be listed here, as they're created]. The text below provides an indication of how specific text appears in this document.

Headlines: 24 pt Overpass

Text Headlines: 18 pt Rockwell

Subheadline: 14 pt Rockwell

Subheadline: 12 pt Montserrat (semibold)

Body copy: 10-12 pt Montserrat (light)

Visual Identity: The Logo

Primary Logo

Except when specified, text and graphics are a single unit and should not be used independently of each other

Placement

All publicity and materials must include the logo on the top of the page. The logo should always be aligned with the top left-hand corner, flush, for all formal documents. SJVLS reserves the right to alter this placement for special publicity considerations.

Size

The logo should never be smaller than 1.00" wide for readability.

Clearance Area

The area around the logo should never conflict with or overlap the logo. Appropriate spacing required.

Improper Use

Although there is flexibility when using the logo, it is important that the logo and the brand it represents is not mistreated.

- Do not distort, stretch, or manipulate the logo.
- Do not recreate the logo in different colors.
- Do not recreate the logo or alter the typeface.
- Do not alter the alignment of the logo.
- Do not use text or logo independent of each other.
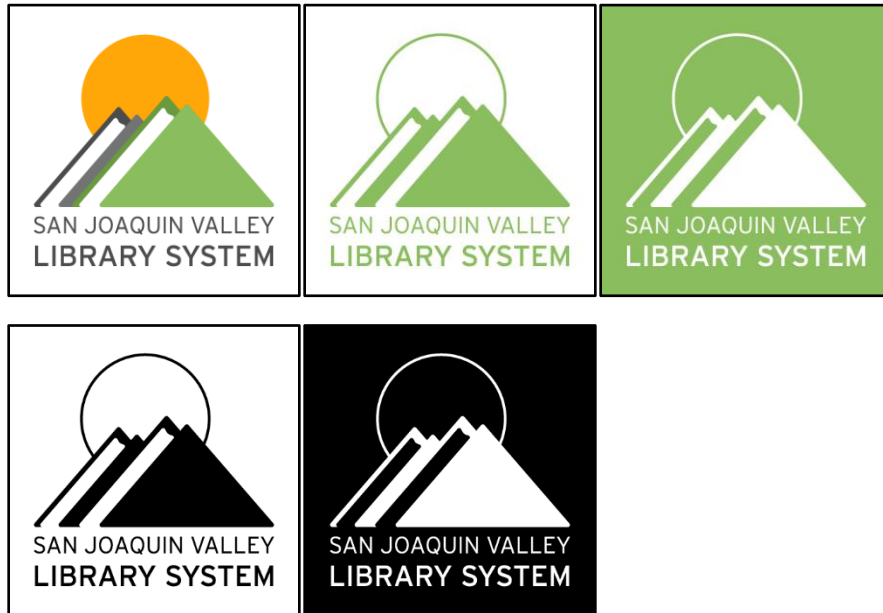
Recommended Resolutions

- Print: 300 dpi
- Web: 72 dpi

Logo Variations:

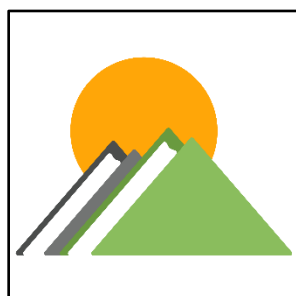**Primary Logo** – for desktop website headers and letterhead

Secondary Logo – for business cards, mobile website header

Submark – for social media (probably not for us), website footer, small print pieces, possibly business cards

Favicon – for website URL tab

Color variations – for special uses, events, and occasions. These are only intended for use as website headers and are only presented in full-color options

Future Projects

Templates [provide templates for commonly-used documents]

Branded templates have been created for often-used assets.

[List will be updated as templates are created.]

Footer

All publicity and materials include a footer that identifies all SJVLS members.

Web Style Guide

[Will be developed after this guide is approved.]

Graphic Elements

[This will be updated as graphic elements are identified.]

DATE:	January 14, 2022
TO:	Administrative Council
SUBMITTED BY:	Chris Wymer, Administrative Librarian
SUBJECT:	Modifying Analytics Data Extract

BACKGROUND

At the beginning of the new Master Agreement with SirsiDynix, Merced County purchased an additional service, the Community Engagement Platform (CEP). CEP is a marketing automation platform that helps libraries develop, maintain, and automate email marketing and events calendars to stay in touch with their patrons. One of the key features of the platform is an integration with Horizon that allows library staff to develop criteria to decide if, and when, emails are sent to patrons.

For example, a library could create a "re-connect" campaign that sends emails to patrons who haven't visited a branch in the last 6 months. CEP would query borrowers in Horizon, find those that match the criteria for the campaign, and send an email based on a template staff create.

To build dynamic lists for automated emails, CEP utilizes our reporting layer, BlueCloud Analytics, to query patron records, locate those that meet the campaign's criteria, and extract the data to insert into emails. Currently, our reporting platform does not extract personal identifiable information, to reduce the number of systems storing patron information and mitigate the risks of a data breach. While this reduces SJVLS's potential risk, it also limits the potential applications of Merced's new subscription, because patron information is currently not available.

PROPOSED SOLUTION

This proposal seeks permission to modify the BlueCloud Analytics data extract process to include personal identifiable information, to allow Merced to utilize the full potential of their CEP subscription.

There would be no budgetary impact to this change, we can modify the extract one a year without charge. This change has benefits to all SJVLS members. It enables the ability to create more in-depth patron reports, and locate errors in borrower records, and potentially generate notices to patrons.

There are some risks associated with this change. PII would be stored in a 3rd-party system. SirsiDynix has measures in place to secure data and prevent breaches and meets industry standards. There's also the risk of staff reporting on large amounts of PII, so access to PII reports would need to be carefully controlled.

ACTION

MOTION		SECOND	
APPROVED		DENIED	

DATE:	January 14, 2022
TO:	Administrative Council
SUBMITTED BY:	Chris Wymer, Administrative Librarian
SUBJECT:	Request for Direction – 3D Printers

BACKGROUND

SJVLS owns two 3D printers that were purchased with LSTA grant funds. The grant period ended in 2017, and at that time Admin Council approved a 3D Printer Policy aimed at sharing the printers between the members for use in the course of their work, including programming. Members could request to borrower a 3D printer for up-to one month at a time.

To continue to provide 3D printers for member jurisdictions to borrow, SJVLS will need to either: begin to purchase replacement parts and spares for the existing printers, or budget to replace the 3D printers with newer models. SJVLS staff are requesting direction on the future of the 3D printers in the consortia and have identified the following possibilities.

1. Continue to lend 3D printers to members using the current printers provided through the LTSA grant. Doing so will require SJVLS to locate and procure replacement parts to ensure the older printers continue to operate and an acceptable level.
2. Purchase new 3D printers with specifications that will make it easy to transport them between SJVLS Headquarters and the member library requesting to borrow it.
3. Discontinue providing 3D printers.

FINANCIAL IMPLICATIONS

If the Administrative Council elects to continue the program using the existing 3D printers, SJVLS would need funding to obtain spare parts to keep the printers in a working condition. Those parts include new print beds and print nozzles.

If the Administrative Council elects to continue the program, but upgrade the 3D printers to new models, SJVLS would need funding to replace our existing 3D printers.

If the Administrative Council elects to discontinue the program, there would be no budgetary impact. Ownership of the existing 3D printers could be transferred to interested members.

RECOMMENDED TIMELINE

If the 3D printing program continues, the Administrative Librarian will return to the Council with estimated costs associated with the selected direction at the March 2022 meeting. The recommended action would be implemented in the 2022-23 fiscal year.

MOTION		SECOND	
APPROVED		DENIED	

California State Library, Library Development Services
Cooperative System Report, January 14, 2022

Zip Books
The California State Library invites all CA public libraries to apply for funding to establish a Zip Books program. The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. Program information and application can be found at Zip Books - California State Library

To apply for Zip Books funding, please use the Submittable application link at California State Library Application Manager - 2021-22 Zip Books Application R2 (submittable.com) Applications are due into Submittable by **January 14, 2022 5 p.m.**

Libraries new to Zip Books can request up to $35,000. Please note: For California libraries that previously had a Zip Books program and weren't able to apply in the first round in November 2021, we invite you to apply for this second round of funding. For Zip Books questions, please contact Lena Pham at lena.pham@library.ca.gov

Ebooks for All CA

The State Library recently announced an ARPA grant to Black Gold to purchase an eBook collection and eBook platform for every public library in CA. This project will bring more eBooks to every California library card holder, but more importantly provide an infrastructure through which libraries can purchase materials that can be shared between library jurisdictions across the entire state.

This topic was recently discussed at the December's Library Director's Networking Call. Right now, there is an initial cohort that is forming to beta test the process for CA. In March, it is expected that the process will be streamlined and open for all for a rolling, open onboarding. Contact arpa@library.ca.gov for further details.

Home Connectivity Kits

Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice and headsets.

Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next 2 months. Contact arpa@library.ca.gov for more information.

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Networking Conversations

Networking conversations for California libraries continue, and we encourage you to register to attend. Directors' calls occur once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled.

We hope you will participate in the next public library directors networking call on **Wednesday, January 19**, 2022 from 3:30 to 5:00 p.m. We're sending out this save-the-date notice a bit early, as this call is an important one where you'll have the chance to offer your thoughts on the next five-year LSTA plan.

Join Linda Braun and Sandra Hughes Hassell to actively engage and share your thoughts about the development of the next California State Library LSTA five year plan. At this session, Linda and Sandra will ask library directors to contribute ideas and opinions on significant issues related to the future of public libraries. You will have the chance to consider and talk with each other and Linda and Sandra about organizational opportunities and concerns and the role of the State Library in addressing and supporting those. Please register using this form.

Stronger Together: Out of School Time Grants

The California State Library is pleased to announce that the Stronger Together: Out of School Time Grants opportunity is officially open. This grant opportunity is designed to support and expand the critical role that libraries play for children and teens when they are out of school. Funded projects are encouraged to focus on one of the following topics:

- Social-emotional development
- Workplace preparedness of teens
- Youth voice and leadership
- Academic / technological advancement of youths
- A replication project of a previous Shared Vision grant (see opportunity page for details)

For full grant and application details, please visit the opportunity webpage. An information session will be held on January 12, 2022 at 10am (Register here). Completed applications are due by **Friday, February 11, 2022 at 5pm.** Contact strongertogether@library.ca.gov with any questions.

Funding opportunities through the California State Library

Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities.

CopyCat Grants

Copycat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. The call for 2021/22 applications have closed and applications were reviewed by a panel. Award news sent Dec 2021 to early January 2022. Report forms can be found at Manage Your Current Grant - California State Library (look under "CopyCat" section). For questions, contact copycat@library.ca.gov

California Library Literacy Services

For current CLLS programs, the 2021-2022 mid-year report and 2022-2023 pre-application will be combined this year, and is projected to open later in January and to be due in February. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for more information. Round I applications

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for ESL funds closed Dec. 24, 2021, and Round II applications (for ESL services starting July 2022) will open this spring.

Digital Learning Platforms for All California Public Libraries.
We are hoping the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare are being set up on your websites. The vendors have contacted the identified library staff with information needed for set up. Each platform has a different access model. The link to information sessions, marketing materials, and FAQs is https://my.nicheacademy.com/callacademy/course/39032. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov. NOTE: If you did not register interest in accessing LinkedIn due to connection issues with SIP2 or Patron API, please contact jen.lemberger@library.ca.gov. We are working on a solution.

Building Forward Infrastructure Funding for California Libraries
The Building Forward infrastructure grant program was made possible by the California Budget Act for the 2021-2022 fiscal year, which contains $439 million in one-time funds to create an equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.

As stated in SB 129, Section 215 the California State Library:

1. Shall prioritize project requests submitted by local libraries in high-poverty areas of the state. No grant amount shall exceed $10,000,000.
2. Shall prioritize grants for life-safety and other critical maintenance and infrastructure projects.
3. May support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

A link to a recorded information session is available at:
https://www.library.ca.gov/grants/infrastructure/

The preliminary application period, which was an optional step in applying, closed October 27, 2021. Next steps will be announced shortly. If you have questions, please email BuildingForward@library.ca.gov.

California Libraries Learn (CALL)
California Libraries Learn is busier than ever. Start planning your team's professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and cohort-based continue.
CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please subscribe today. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy. This year, CALL's special focus areas are, as requested by CA library staff: mental health and workplace wellbeing; customer service; equity, diversity, inclusion, and belonging; and community engagement.

Public Library Staff Education Program

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The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Information can be found at Public Library Staff Education Program - California State Library. 2021/22 PLSEP grant report information can be found at Manage Your Current Grant - California State Library For questions, please contact Lena.pham@library.ca.gov

Developing Leaders in California Libraries
In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the Leadership training program, the Developing Leaders in California Libraries project is offering a series of "My Leadership Journey" webinars open to all staff to attend.

For more information on upcoming events and previous MLJ recordings, please visit https://claleadership.org/webinars/

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