



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street • Fresno, CA 93721

Administrative Council Agenda Packet February 11, 2022

Friday, February 11, 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/admin220211>

To call in and participate in the meeting:

Call: (559) 785-0133
Phone Conference ID: 638 477 346#

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, February 10, 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 January 14, 2022, 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: Amend CLSA Plan of Service – Wymer (Attachment 3)
2. Discussion and Approval: Meraki Access Point License Renewal - Wymer (Attachment 4)
3. Discussion: Delivery Services Update – Wymer (Attachment 5)

D. STAFF REPORTS

1. Chair
2. State Library – Written report attached (Attachment 6)
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: March 11, 2022, via Teams.

G. ADJOURNMENT

Meeting Adjournment.



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

January 14, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10 am.
2. Roll Call
 - i. Council present: Bath (Fresno County), Lewis (Kern County), Rencher (Kings County), Riggs (Madera County), Taylor (Merced County), Cervantes (Porterville) Wegener (Tulare County), Roache (Tulare City), Christiansen (SJVLS), Nelson (SJVLS) and Wymer (SJVLS).
 - ii. Council absent: Leal (Coalinga/Huron), Chase-Williams (Mariposa County), Clark (Tulare City).
 - iii. Guests: Strege (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Motion to adopt with amendment to # 6 Cervantes, (Porterville).
 - ii. Seconded: Lewis (Kern),
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of December 17, 2021.
 - i. Motion made by Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern County).
2. Motion to approve certification to continue virtual meetings.
 - i. Motion made by Cervantes (Porterville).
 - ii. Seconded by Lewis (Kern County).
3. Christiansen provided handouts on Financials.

C. ITEMS FOR INFORMATION AND ACTION

1. Upcoming Budget Year 2022-23 Membership Fee Rate - Christiansen
 - i. Christiansen presented the upcoming Budget year 2022-2023 Membership Fee Rate, seeking approval to increase the fee rate by 7% for a total increase amount of \$125,287. To restore billing Porterville for membership fee in 2022-2023. Anticipating re-opening in temporary location before July 1, 2022. Jeannie based these calculations off the population from the State website. Jeannie will share the link for information.
 1. Motion to approve by Lewis (Kern County).
 2. Seconded by Riggs (Madera County).
2. SJVLS Style Guide – Wymer
 - i. Wymer presented the information on the San Joaquin Valley Library System Style Guide. SJVLS is looking for consistency and easily identifiable communication. The manual contains guidelines and examples of acceptable and approved use of the San Joaquin Valley Library Systems logo, graphical elements, and brand identity.
 1. Motion to Approve San Joaquin Valley Library System Style Guide by Wegner (Tulare County).
 2. Second by Lewis (Kern County).
3. Modifying BC Analytics Data Extract – Wymer
 - i. Wymer presented the proposal for modifying Analytics Data Extract. The 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 the CEP subscription. There is no cost to the change, and we can modify and extract one a year. This change has benefits to all the SJVLS members, Wymer will be following up with Rencher, she would like a quote, and cc Brian Martin. This does come with some risks associated with this change. Reports will need to be carefully controlled.
 1. Motion to approve Taylor (Merced County).
 2. Second: Bath (Fresno County).
4. Request for Direction: 3D Printers – Wymer
 - i. Wymer requested direction on 3D printers, it was discussed and decided to use up what we had. It was discussed how super sensitive they are and that they are not that user friendly. SJVLS purchased them with a LSATA grant. Wymer explained they are getting older and in need of some repair. Council discussed how they really are not being used. Bath suggested just using up what we have and then revisiting. We can always budget in if we need to. Wymer will revisit at a later date.
5. Shafter City Library Request to Join SJVLS – Wymer

- i. Discussion on request from Bakersfield College Library, to have Shafter Library to join SJVLS. Wymer is seeking input from Council. Cervantes, said cost analysis, circ numbers and other factors need to be brought back to Council, by someone from that jurisdiction, then council can review. State Library would need to approve the request. Wymer is going to reach out to Diane Satchwell, when Merced joined. Cervantes stated different ILS and might be a big weeding process as well, before joining. Jeannie can run numbers after Aerial provided them to Wymer. Taylor brought up having a meeting with Aerial, and Wymer along with someone from the City of Shafter.
- 6. Library Card Order – Wymer
 - i. Wymer brought Library Card orders up for discussion. Lucus Color Card reached out with an amended quote due to changes in economy and supply chain. It has really impacted their profit margins. They provided a modified pricing list. It impacts small orders more, than larger quantity. Wymer went over deadlines as to when to place orders or changes.
 - 1. Motion made to accept amended quote from Lucus Color Card by Bath (Fresno County).
 - 2. Second: Cervantes (Porterville).

D. STAFF REPORTS

- 1. State Library – Please refer to your handout.
 - i. Zip Books.
 - ii. Ebooks for All CA.
 - iii. Home Connectivity Kits.
 - iv. Networking Conversations.
 - v. Stronger Together: Out of School Time Grants.
 - vi. CopyCat Grants.
 - vii. California Library Literacy Services.
 - viii. Digital Learning Platforms for All California Public Libraries.
 - ix. Building Forward Infrastructure Funding for California Libraries.
 - x. California Libraries Learn (CALL)
 - xi. Developing Leaders in California Libraries.
- 2. Chair
 - i. No Report.
- 3. Administrative Librarian
 - i. Wymer provided an update on the project to secure e-rate funding for bookmobiles. Our e-rate consultant is almost finished drafting the mini-bid RFP, and Wymer anticipates receiving a copy to review by next Friday. Once the RFP has been released, Wymer is going to schedule a meeting of the interested members, SJVLS staff and our e-rate consultants to establish a timeline for the project going forward.

- ii. Wymer informed Admin Council that he and Taylor were contacted by Carol Frost to discuss setting up a meeting of the Chairs and Administrators of the California Cooperative Library Systems in early February to discuss the future path of libraries in the state. The meeting will occur in early February, and Wymer will provide a report of what is discussed.
 - iii. Wymer's final update related to the hiring of a new System Administrator. The position was posted in November, and 8 candidates applied. After receiving the written questions portion of the hiring process, the candidate pool was reduced to 3. During the interviews, there was one candidate that the hiring committee believe would be a good fit for the position and a job offer was extended. Unfortunately, the candidate declined the job offer.
- 4. SJVLS – System Administrator
 - i. Wymer informed the Council that the Automation Committee recently reviewed borrower registration data entry standards to make clarifications on changes to fields since its last revision. Automation Committee approved the new standards at their meeting on January 12, and Wymer is working to update The Source as well as provide copies of the standards to the JSAs. In addition, the Automation Committee approved a modification to the borrower registration view to remove Parent/Guardian fields that are no longer used. The modification will occur on Sunday, January 16.
 - ii. On Tuesday, January 18, the web version of the catalog will be upgraded to the newest version. Wymer provided an overview of new features, which include a new ERC connector to include OverDrive Magazine content in catalog search results. Another new feature is a synonym file that helps link related search terms together to create a better search experience.
 - iii. The final update related to the ILS is a new modification to bib usage stat period, making stat periods 6 months instead of 12 months. Bib usage stats track the number of times an item linked to a bib record checked out a location. Previously, usage stats were tracked from July 1- June 30, preventing us from reporting on popular titles in a calendar year (January 1 – December 31). The change to 6-month stat periods allows us to report usage in both fiscal years and calendar years, providing the members with more flexibility in reporting popular titles.
- 5. Senior Network Systems Engineer
 - i. Nelson reported that we are experiencing supply chain problems. The good thing is we are not in dire need of anything right now. Some dates are over a year out.

E. DIRECTOR'S COMMENTS

1. Rencher (Kings County) Working on two applications for Infrastructure Grants. We have a new CAO, Ed Hill he was the previous Director of Public Health. We are working on staying proactive with the surge in Covid cases. I just met with staff prior to this meeting, and we will continue to use what we have in place. Our leadership Team met yesterday, and they are helping with keeping the community going. Our Mobile Library had a deadline hang-up and we started working with Farber, they have been a tremendous help. We hope to have it ready by summer.
2. Wegener (Tulare County) We are having quite a few staff out with Covid or cold like symptoms, so we may be moving back on some services. Cases have more than doubled over the last two weeks.
3. Roache (Tulare City) They lost a staff member to Visalia; however, they filled the vacancy within house staff, and it was also a promotion.
4. Riggs (Madera County) Plugging away did have a bit of Covid surge with staff, but we are moving forward. We have been lucky to avoid supply issues. We will have our Ribbon Cutting for the Mobile Library on the 25th. Working on the Strategic Plan and it has all been approved by our Board. Reminder that CLA is looking for presenters from the Central Valley.
5. Lewis (Kern County) We have hired quite a bit of new staff and will reopen four branches. We have had some staffing issues due to Covid. Working on some Infrastructure Grants.
6. Gomez (Fresno County) We have had some staff out due to Covid related issues, but not bad, we are monitoring closely. We have all branches open at this time. Some of our mountain branches have had some temporary closures due to weather. Our Public Service Manager has left us and taken a position with the State Library so we will be filling that position.
7. Taylor (Merced County) We are getting a new CEO, Raul Mendez. We have been lucky so far with Covid and keeping everyone safe. We have received a Copycat Grant. Our bookmobile has been delayed as well. Farber is helping us as well. WE are working on the design process for the wrap right now and that is exciting.
8. Leal (Coalinga/Huron) No Report.
9. Cervantes (Porterville) No Report.
10. Chase-Williams (Mariposa County) No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
2. February 10:00 AM, via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:45 AM.

DATE: February 11, 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 January 31, 2021, Financial reported expenses are \$ 1,597,042. Overall expenses were underspent by 22% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project cost. Revenues for the period ending January 2022 totaled \$ 2,184,174.

B. OUTSTANDING RECEIVABLE TOTAL: \$22,446

1. FY 2021/22 Member Fees, Postage, and Smart Net totaling \$ 1,769,999 was billed on 8/17/2021. This has been paid in full as of January 31, 2022.
2. Billed Fortinet of \$31,000 on 8/17/21. This has been paid in full as of January 31, 2022.
3. FY 2021/22 Electronic Resources totaling \$344,589 has been billed with a current outstanding balance of \$22,446.

C. CLSA ALLOCATION UPDATE

1. FY 2021/22 expenses through December 31 for CLSA claim \$95,852 projected expenses \$207,550.
2. CLSA award was increased from \$124,997 to \$235,672 in FY 2021/22. CLSA funds received from State as of January 26, 2022.

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$152,255 with remaining unspent funds of \$30,115. The unused amount 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.
5. PLSEP funds received from State as of December 30, 2021.

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, October, and January.

G. PRE-PAID TECH RESERVE

1. Total balance - \$4,198,262. Emailed to Admin Council

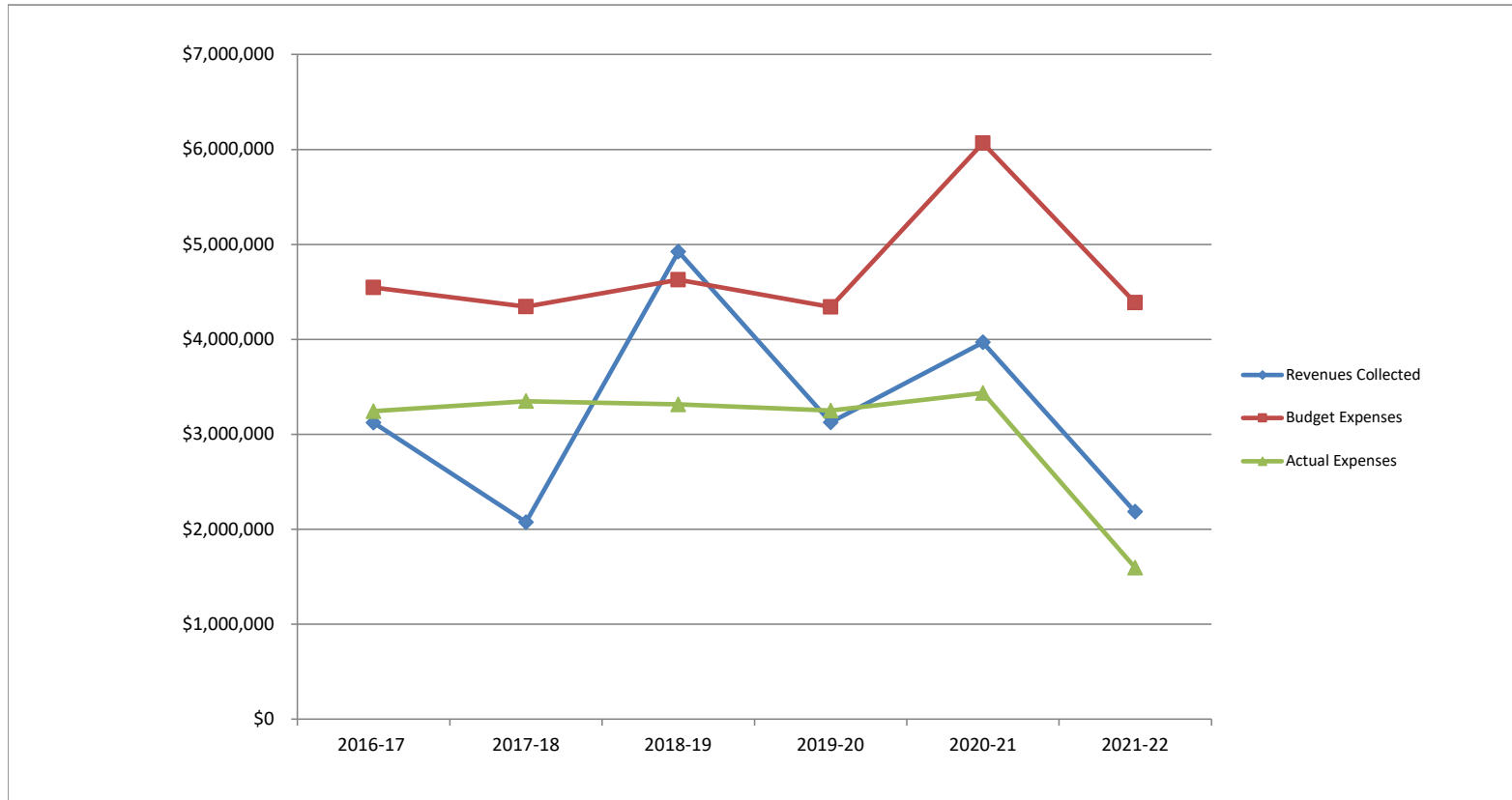
2. Under committed System projects
 - i. CENIC Year 7 estimates by participating member are listed for grand total of \$94,000 and Wi-Fi access points for each member for one year renewal \$16,700.

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.
 - i. 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 the fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating members' 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
January 31, 2022
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	\$4,198,262
Revenues Collected	\$3,123,740	\$2,074,018	\$4,922,374	\$3,125,520	\$3,967,778	\$2,184,174
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	\$1,597,042
% of Actual to Budget	71%	77%	72%	75%	57%	36%
\$ Unspent	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$2,632,193	\$2,789,255
% Unspent	29%	23%	28%	25%	43%	64%
	100%	100%	100%	100%	100%	100%



Financial Position Report
Appropriations, Revenue and Net Fund Balance
For the Period Ending January 31, 2022

Fund 4835

Org 9625

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 1-31-22	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	58%
7000	Services & Supplies	\$4,353,297	\$4,386,297	\$1,597,042		36%	58%
7800	Other Charges		\$0			0%	58%
7295	SJVLS Professional Services		\$0			0%	58%
8000	General Fixed Assets		\$0			0%	58%
	Total Appropriations	\$4,353,297	\$4,386,297	\$1,597,042	\$0	36%	58%

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 1-31-22	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$36,000	\$36,000	\$36,000		100%	58%
5039	SJVLS Tech Reserve Charges	\$544,553	\$544,553	\$130,420		24%	58%
3380	Interest Tech Reserve Fund	\$69,096	\$69,096	\$31,947		46%	58%
5800	Miscellaneous Revenue			\$0		0%	58%
5501	Telephone Services			\$0		0%	58%
5504	Telephone Services-Non County	\$534,755	\$534,755	\$0		0%	58%
4375	Grant-PLSEP Scholarship	\$20,000	\$20,000	\$9,385		47%	58%
4841	SJVLS Member Contributions	\$1,789,808	\$1,789,808	\$1,740,749		97%	58%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$162,819	\$276,435	\$235,672		85%	58%
	Total Revenues	\$3,157,031	\$3,270,647	\$2,184,174	\$0	67%	58%

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-)	\$1,196,266	\$1,115,650	-\$587,132	-\$587,132	
Decrease Cash in Fund (+)					

Benchmark		# of PPs	# of Mos.
		13	7

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 2022-01-31

Request: GLNF9119
 Layout: GLNF9002
 Scope: DBS
 Run Date: 2/2/2022

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	296,098.72	0.00	1,082,586.28	21%
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	185,587.46	0.00	168,039.54	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	8,062.01	0.00	32,937.99	20%
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	2,768.35	0.00	7,231.65	28%
7295	Professional & Specialized Ser	0.00	1,618,399.00	807,426.56	0.00	810,972.44	50%
7296	Data Processing Services	0.00	4,107.00	1,573.01	0.00	2,533.99	38%
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	145,460.75	0.00	395,568.25	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	107,495.85	0.00	141,304.15	43%
7430	Utilities	0.00	35,000.00	26,250.00	0.00	8,750.00	75%
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	1,597,041.78	0.00	2,756,255.22	37%
2022 Total		0.00	4,353,297.00	1,597,041.78	0.00	2,756,255.22	37%

COUNTY OF FRESNO
Financial Information Systems

Departmental Revenue Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2022-01-31

Request: GLNF9016
Layout: GLNF9016
Scope: DBS
Run Date: 02/02/2022

Account	Current Period			Year-To-Date			Fiscal Year		
	Estimated	Actual	(Over)/Under	Estimated	Actual	(Over)/Under	Estimated	Uncollected	Col Pct
3380 Interest	0.00	29,478.00	(29,478.00)	69,096.00	31,947.23	37,148.77	69,096.00	37,148.77	46%
	0.00	29,478.00	(29,478.00)	69,096.00	31,947.23	37,148.77	69,096.00	37,148.77	46%
3575 State-Other	0.00	235,672.00	(235,672.00)	162,819.00	235,672.00	(72,853.00)	162,819.00	(72,853.00)	145%
	0.00	235,672.00	(235,672.00)	162,819.00	235,672.00	(72,853.00)	162,819.00	(72,853.00)	145%
4375 Federal Grants	0.00	0.00	0.00	20,000.00	9,385.00	10,615.00	20,000.00	10,615.00	47%
	0.00	0.00	0.00	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	9,910.69	(9,910.69)	651,297.00	130,420.41	520,876.59	651,297.00	520,876.59	20%
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	9,910.69	(9,910.69)	1,222,052.00	166,420.41	1,055,631.59	1,222,052.00	1,055,631.59	14%
9625 DEPARTMENT TOTAL	0.00	275,060.69	(275,060.69)	3,263,775.00	2,184,173.64	1,079,601.36	3,263,775.00	1,079,601.36	67%

Online Materials
Financial Update
Report Date

1/31/2022

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	60,449	51	
Gale	30,000	30,265	(265)	Education and Career module with Gale
E-Resources Other	30,000	3,291	26,709	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	152,255	30,115	

Note: The Unused \$30,115 will be spent on Cloud library

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 182,370	\$ 152,255	\$ 30,115

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

DATE: February 11, 2022
 TO: SJVLS Administrative Council
 SUBMITTED BY: Chris Wymer, Administrative Librarian
 SUBJECT: Amend CLSA Plan of Service

BACKGROUND:

This year's CLSA funding amount is \$235,672, and our Plan of Service outlines that SJVLS intends to use all the funding to support contracted delivery services. As of January 31, 2022, delivery services cost estimates for the entire fiscal year are \$194,996, leaving of surplus of approximately \$41,250 that can be reallocated to other CLSA funding categories. In order to reallocate CLSA funds into other categories, we need to submit a request to amend our Plan of Service and get approval to change our planned expenditures.

Details on budgeted and actual costs for delivery services are located in Attachment 2 – Financial Updates in this agenda packet.

PROPOSED SOLUTION:

We are proposing to draft an amendment to our CLSA Plan of Service to reallocate surplus funding into other funding categories, with an aim to use the surplus in a manner that benefits all members. The Administrative Librarian and Business Manager will identify potential uses of the surplus funding and return to the Administrative Council with a draft Plan of Service amendment for their consideration at the next meeting.

OUTCOME:

Motion:

Second:

_____PASSED

_____REJECTED

DATE: February 11, 2022
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer, Administrative Librarian
SUBJECT: Meraki Access Points License Renewal

BACKGROUND:

SJVLS provides wireless internet access for patrons at most of our member's library branches. The wireless access points were purchased with grant and e-rate funding but require annual license renewals to continue using the equipment. This year's license renewal was more expensive than anticipated, totaling \$8,474.90 than the amount budgeted.

We currently have \$16,700 budgeted for a one-year license renewal, and the quoted renewal costs are \$25,174.90, or \$86.81 per license. A three-year license renewal is quoted at \$47,270, or \$163.00 per license, which would be a cost of \$54.33 per year. SJVLS staff are recommending purchasing a three-year license, because it will provide a significant savings to members, in the amount of \$9,248.

PROPOSED SOLUTION:

There are two potential solutions to pay for a three-year renewal. They are presented below.

Solution 1: Amend CLSA Plan of Service – Use Savings from Delivery

The first option for paying for the three-year license renewal is to request to amend our CLSA Plan of Service and use a combination of CLSA and Pre-Paid Tech Reserve funds. With current estimates, we are on pace to have \$41,250 remaining in CLSA funding beyond the costs of operating delivery services, which would be sufficient to pay for the license renewal.

If approved, the costs of the three-year renewal would be funded as follows:

- \$16,700 from Members Committed System Reserves.
- \$30,570 from CLSA funding.

SJVLS will submit a request to modify our CLSA Plan of Service, amending our budget under Operations to include the budget line detail for the telecommunications costs (\$30,570). At the same time, we would request to allocate the remaining savings to Online Materials (\$10,680).

The "Request for Adjustment – Budget Line Transfer" included in this attachment would be submitted.

Solution 2: Use Assigned Fund Balance

The second option for paying for the three-year license renewal is to use funding from Members Committed Systems Reserves. SJVLS will withdraw each member's actual costs based on the number of installed access points from collected Pre-Paid Tech Reserves System Committed Projects.

If approved, SJVLS will submit a request to increase FY 2021-22 Appropriations and Estimated Revenues to account for the renewal. Expenditures would be increased to reflect the total costs of \$42,270, and revenue collection would be increased by \$30,570. The withdraw of funds will be based on the actual number of Wifi access points in use by each Member, as shown on

the spreadsheet later in this attachment. SJVLS's access point would be funded through Assigned Fund Balance.

The "Increasing FY 2021-22 Appropriations & Estimated Revenues" included in this attachment would be submitted.

OUTCOME:

Motion:

Second:

_____PASSED

_____REJECTED

Agenda: Approval to Amend Meraki Access Points Term and Costs

Funding Options: Member Committed Tech Reserves or CLSA allocation

Member	Number of APs	Decommisioned	Unit Price	Cost by Member	Partial Costs Withdrawal Tech Reserve
New Quote \$47,270					Target \$16,700
TularePublic	16		\$ 163	\$ 2,608	\$ 869
Coalinga-Huron	4		\$ 163	\$ 652	\$ 380
Fresno	76		\$ 163	\$ 12,388	\$ 4,638
Kern	42	6	\$ 163	\$ 6,846	\$ 2,282
Kings	23		\$ 163	\$ 3,749	\$ 1,250
Madera	25		\$ 163	\$ 4,075	\$ 1,358
Mariposa	20		\$ 163	\$ 3,260	\$ 1,087
Merced	34		\$ 163	\$ 5,542	\$ 1,847
Porterville	0		\$ 163	\$ -	\$ -
	PVL has 0 licenses because we already removed theirs from Meraki's dashboard. The new APs and their licenses are a part of the AMS quote for the new PVL location. So we don't need to account for it in this renewal.				
Tulare County	49		\$ 163	\$ 7,987	\$ 2,825
SJVLS HQ	1		\$ 163	\$ 163	\$ 163
290 Total Quantity			Total	\$ 47,270	\$ 16,700
Quote #Q-00059937; 2/4/2022					

SAN JOAQUIN VALLEY LIBRARY SYSTEM**STATE OF CALIFORNIA****FY 2021-22****REQUEST FOR ADJUSTMENT – BUDGET LINE TRANSFER****AGENCY FUND 4835****IN THE AMOUNT OF \$41,250**

The Wifi Access renewal amended for three-year term in the amount of \$47,270. Funding from Members Committed System Reserves (\$16,700) and CLSA (\$30,570). Transfer the additional CLSA savings from delivery to Online Materials Services (\$10,680).

ADJUSTMENT

1. Amend CLSA plan of service budget for \$41,250 to change under Operations the budget line detail to include telecommunications and online materials.
2. Adopt budget resolution request for transfer expenditure from 96250200 to 96250300 and 96250800.
3. Adopt budget resolution authorizing Auditor-Controller to process budget line transfer for the increase in expenditures for access points and online materials.
4. Revenue collection from withdrawal of funding from Tech Reserves Committed System for the portion of Access Point by each member costs in the amount of \$16,700 and CLSA \$30,570.

CLSA amendment of operational expense from delivery services to telecommunication Meraki license and online materials. The Wifi Access renewal amended for three-year term in the amount of \$47,270. The annual renewal will be funded by offset from CLSA for two years of the additional terms (\$30,570) and Committed System reserves in the Pre-Paid Tech Reserves for one year term (\$16,700). In past years, the Wifi access points license were funded by State Broadband grants.

BUDGET RESOLUTION

It is ordered that the Auditor-Controller/Treasurer-Tax Collector is authorized to increase appropriations and estimated revenues for Organization as follows:

TRANSFER FROM			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250200	Delivery Services System	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7416	Transportation Travel	(\$41,250)
TOTAL SERVICES AND SUPPLIES			(\$41,250)
TOTAL APPROPRIATIONS			(\$41,250)

TRANSFER TO			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunications	
ACCOUNT	7205	Maintenance of Equipment -increase total expense to \$47,270	\$30,570
ORGANIZATION	96250800	Online Materials	
ACCOUNT	7295	Prof Fees – Ebooks Bibliotheca	\$10,680
TOTAL SERVICES AND SUPPLIES			\$41,250
TOTAL APPROPRIATIONS			\$41,250

THE FOREGOING was passed and adopted by the following vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS).

APPROVED: _____
CHAIRMAN OF THE BOARD

DATE: _____

SAN JOAQUIN VALLEY LIBRARY SYSTEM**STATE OF CALIFORNIA
FY 2021-22****INCREASING FY 2021-22 APPROPRIATIONS & ESTIMATED REVENUES****AGENCY FUND 4835**

The Wifi Access renewal amended for three-year term in the amount of \$47,270. SJVLS will increase appropriations for the Meraki Wifi Access Point renewal for three-year term for total costs. The change of renewal term from one year to three years will include a savings of \$9,248.

ADJUSTMENT

1. Adopt budget resolution to increase expenditures for the total costs \$47,270.
2. Adopt budget resolution to increase revenue collection for additional \$30,570 for offset funding \$47,270. Funding from Members Committed System Reserves full costs and Assigned Fund balance for SJVLS access point. The agency will withdraw from collected Pre-Paid Tech Reserves System Committed Projects. The withdrawal of funds will be based on actual Wifi access points by Member.

The monies are not included in the adopted budget for the additional two-year term.

Current adopted appropriations and estimated revenues for	\$16,700
Adopt Resolution increasing appropriations and estimated revenues for	\$30,570
TOTAL	\$47,270

BUDGET RESOLUTION

It is ordered that the Auditor-Controller/Treasurer-Tax Collector is authorized to increase appropriations and estimated revenues as follows:

EXPENDITURE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7205	Maintenance of Equipment	\$30,570
TOTAL SERVICES AND SUPPLIES		Increase total expense to \$47,270	\$30,570
TOTAL APPROPRIATIONS			\$30,570

REVENUE			
Increase existing collection from \$16,700 to \$47,270 for total System Committed Reserve Deduction by Member based on actual Wifi access points.			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunications	
ACCOUNT	5039	SJVLS Tech Reserves -System Committed Reserves	\$30,407
ACCOUNT	2231	Assigned Fund Balance	\$163
TOTAL SERVICES AND SUPPLIES			\$30,570
TOTAL APPROPRIATIONS			\$30,570

THE FOREGOING was passed and adopted by the following vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS).

APPROVED: _____
CHAIRMAN OF THE BOARD

DATE: _____



County of Fresno

FRESNO COUNTY PUBLIC LIBRARY

February 7, 2022

Christopher Wymer, Administrative Librarian
San Joaquin Valley Library System
2024 Mariposa Street
Fresno, CA 93721

Re: Delivery Services

This letter is to notify SJVLS that as of July 1, 2022, Fresno County Public Library will no longer be offering premium delivery services. We will, however, continue the standard delivery to each jurisdiction's headquarter location up to three times per week.

Please let me know if you have any questions.

Sincerely,

Raman Bath, County Librarian
Fresno County Public Library

cc: Krista Riggs, Library Director
Madera County Library

California State Library, Library Development Services Cooperative System Report, February 11, 2022

Book to Action

The California State Library is pleased to offer Book to Action, a Library Services and Technology Act (LSTA) funding opportunity for public libraries to provide book-themed programming to encourage lifelong learning. Book to Action 2021 initiatives tackle important issues in the community and encourage reading, community discussion, and action.

For instructions and the application, please visit our [Book to Action webpage](#). The opportunity **closed February 8, 2022**.

Día de los Niños

The application period is currently open for California public libraries to apply for and receive cost reimbursement to provide Día de los Niños events and activities in your local communities. “Día” is a multicultural experience for young children and their families that focuses on inclusion and promotes culture, language, and books for our multicultural and multilingual families.

In collaboration with the California State Library, the Southern California Library Cooperative will provide opportunity amounts of \$500 per library outlet, and jurisdictions may apply for multiple outlets. For complete details, including access to a list of resources to help plan Día events and a link to the online application form, please visit the [Día de los Niños webpage](#). Completed applications are due by **Friday, February 18, 2022**.

LSTA 2022-23 Grant Program

The online application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now live on the California State Library website!

<https://www.library.ca.gov/grants/library-services-technology-act/competitive/>

The application deadline is **March 1, 2022**. The timeline, instructions, application materials, and link to the online application are all available on the site. Email ltagrants@library.ca.gov for more information.

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.

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, February 16**, 2022 from 3:30 to 5:00 p.m. We'll be introducing The Palace Project, the new e-book program through the California State Library. There will also be time for networking discussions. Please register using [this form](#), which provides space for directors to suggest topics of interest. The Palace Project discussion includes:

- What is the shared e-book library?
- The State Library's commitment to the project
- Overview of the project
- Perspectives from local libraries
- How to get started with your library

More context on project can be found on the [State Library's press release on the e-book library](#).

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.

California Library Literacy Services

For current CLLS programs, the required 2021-2022 mid-year report and 2022-2023 pre-application will be combined this year. The report is now open in Counting Opinions and will close February 28, 2022. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for more information. Thirty-two libraries received Round I funding for ESL services in January. 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.

Zip Books

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 can be found at [Zip Books - California State Library](#). Award notification for Round 2 applications are anticipated to be sent out February 2022. For questions, please contact zipbooks@library.ca.gov

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. Intent to fund notification sent Dec 2021 to early January 2022 and award packets are sent January-February 2022. Report forms can be found at [Manage Your Current Grant - California State Library](#) (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

Public Library Staff Education Program

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 plsep@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/>