



SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street • Fresno, CA 93721

Administrative Council Agenda Packet March 11, 2022

Friday, March 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/admin220311>

To call in and participate in the meeting:

Call: (559) 785-0133
Phone Conference ID: 765 921 528#

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, March 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 February 11, 2022, Administrative Council Meeting - (Attachment 1)
2. Approval: Financial Updates - (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. Discussion and Action: Certification of Need to Continue Virtual Meetings – Wymer (Attachment 3)
2. Discussion and Action: Approval to Accept Unique Management's Price Increase – Wymer (Attachment 4)
3. Discussion and Action: Approve Amended CLSA Plan of Service – Wymer (Attachment 5)
4. Discussion and Action: Meraki Access Point Renewal Temporary Withdrawal from Tech Reserves – Wymer (Attachment 6)
5. Discussion and Action: Approve Budget Resolution Increasing Budget – Christiansen (Attachment 7)
6. Discussion and Action: Spring Equipment Order – Wymer/Nelson
7. Discussion and Action: Approve FY 2022-2023 Draft Budget – Christiansen/Hudson Henderson (Attachment 8)
8. Discussion: FY 2022-2023 CLSA Plan of Service – Wymer/Christiansen
9. Discussion and Action: ECF Decision & Funding – Wymer (Attachment 9)

D. STAFF REPORTS

1. Chair
2. State Library
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: April 8, 2022, via Teams.

G. ADJOURNMENT

Meeting Adjournment.



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting February 11, 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), Mary Leal (Coalinga/Huron), Heidi Clark (Tulare City), Cervantes (Porterville) Wegener (Tulare County), Christiansen (SJVLS), Nelson (SJVLS), and Wymer (SJVLS).
 - ii. Council absent: Janet Chase-Williams (Mariposa).
 - iii. Guests: Julianna Robbins (California State Library).
3. Introductions
 - i. Julianna Robbins is now our representative with the California State Library. This is her 1st time at Admin Council.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Motion to adopt with amendment to #4 Clark (Tulare City).
 - ii. Seconded by: Lewis (Kern).
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of January 14, 2022.
 - i. Motion made by Lewis (Kern).
 - ii. Seconded by Bath (Fresno).
2. Motion to approve certification to continue virtual meetings.
 - i. Motion made by Lewis (Kern).
 - ii. Seconded by Bath (Fresno).
3. Motion to approve Financial Updates.
 - i. Motion made to approve Financials. Lewis (Kern).
 - ii. Seconded by Bath (Fresno).

C. ITEMS FOR INFORMATION AND ACTION

1. Discussion and Approval of Amended CLSA Plan of Service. We are proposing to draft an amendment to our CLSA Plan of Service to reallocate surplus funding into other funding categories, with and aim to use the surplus in a manner that benefits all members. Looking for permission to prepare amendment. We would bring back to Admin Council in March then to the State in April. There were no questions.

- i. Motion to approve by Clark (Tulare City).
 - ii. Seconded by Lewis (Kern).
- 2. Discussion and Approval of the Meraki Access Point License Renewal. 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. Wymer noted at the beginning of the agenda item that Kern County requested an additional 6 licenses, which increased the costs for a three-year renewal by \$978 and changed the figures presented in the agenda attachment. A three-year license renewal is quoted at \$48,248, 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. We would amend our CLSA Plan of Service and return for approval in March. The Discussion on Solution #1 to Amend CLSA Plan of Service-Use Savings from Delivery. Discussion on Solution #2 to use assigned fund balance.
 - i. Motion to Approve Solution #1 Clark (Tulare City).
 - ii. Seconded by Lewis (Kern County).
- 3. Discussion: Delivery Service Update. Wymer provided a copy of the letter signed by Fresno County Public Librarian, Raman Bath. It is to notify that Fresno will no longer provide premium service to any jurisdiction. They will continue to provide standard delivery services to all jurisdictions.

D. STAFF REPORTS

- 1. Chair
 - i. No Report.
- 2. State Library
 - i. Books to Action
 - ii. Dia de los Nino's
 - iii. LSTA 2022-23 Grant Program.
 - iv. Ebooks for ALL CA.
 - v. Home Connectivity Kits.
 - vi. Networking Conversations.
 - vii. Stronger Together: Out of School Time Grants.
 - viii. Funding Opportunities through the California State Library.
 - ix. California Library Literacy Services.
 - x. Digital Learning Platforms for all California Public Libraries.
 - xi. Building Forward Infrastructure Funding for California Libraries.
 - xii. California Libraries Lean (CALL).
 - xiii. Zip Books.
 - xiv. CopyCat Grants.
 - xv. Public Library Staff Education Program.
 - xvi. Developing Leaders in California Libraries.
- 3. Administrative Librarian
 - i. Wymer informed the Council that he's been working with Christiansen on getting budget documents together, including the budget amendment to pay for Meraki access point licenses as well as documenting member's elective subscription costs for the upcoming

- year's budget.
 - ii. Wymer reported that he's been working with David Franz and Ariel Dyer from the City of Shafter to initiate discussions about the City of Shafter joining SJVLS. Taylor and Wymer have a meeting with them on February 17th to start planning process.
 - iii. Wymer also updated the Council on efforts to hire a new System Administrator. His thought is to re-post the position as a Library Program Manager, to offer better compensation as well as providing a clearer description of the duties of the position.
- He also informed the Council that he's slowly working through the older files in the basement. He located copies of SJVLS minutes dating back to the late 1970's, eventually he'd like to digitize the minutes and make them public available.
- 4. SJVLS – System Administrator
 - i. Wymer informed the Council that the modifications to the Analytics extract approved at the previous meeting have been implemented. The Automation Committee finalized revisions to Borrower Registration Standards, and the updated standards are available on the intranet. There's also a word version that allows staff to customize the examples so they're specific to the local jurisdiction. He also informed the Council about a recent update to the mobile app that saves linked accounts created by patrons, even after the patron logs out of the app. Previously when a patron logged out all the links to other accounts were lost and had to be recreated. This will provide a much better user experience.
 - ii. Wymer informed the Council that Merced and Fresno Counties will be implementing the Overdrive Magazines eRC connector, and others can be added if they start a subscription.
 - iii. His final report was that the Library Card Order form will be opened on March 1, 2022, and close on April 1.
 - 5. Senior Network Systems Engineer
 - i. Nelson reported that things are still being held up due to equipment and delivery delays.
 - ii. Aaron is finishing up year 6 and has started year 7.

E. DIRECTOR'S COMMENTS

- 1. Rencher (Kings County) Thank you Chris for Borrow Registration, covered my staff on it section by section. Looking towards in person programming, by summer, please let Natalie know of any increases so she can budget. Going hybrid with Storytime and virtual. Focus on infrastructure Grant. Successful program in Hanford with local author over 100 people attended. We received \$10,000 from Anthem Blue Cross for iPads so rolling this out next month. Donation of \$6,000. Dr. Rencher will be walking across the stage next month in her cap and gown.
- 2. Wegener (Tulare City) Working on several grants, eBooks, and ESL. Got one of the Stronger Together Grants. Moving to a book locker system. Having interviews. Working with the State on the Infrastructure Grant. Tulare County has had an increase in property taxes.

3. Clark (Tulare City) Having a lot of staffing changes. Holly is getting ready to go out on maternity leave soon. Small adjustments for current mask mandates, which is supposed to be lifted next week. States in pretty good shape, about back at rate as before pre-Covid. Have a new person on our Advisory Board he will be attending his first meeting next week. Our winter reading program logged 42,000 minutes.
4. Riggs (Madera County) We are hoping to resume in house programming next week, looking at staff to see where they are comfortable. Ribbon cutting on bookmobile. Received 120 poles for the Story Walkathon, while I was out for the day, however we got it all unloaded and taken care of. The 1st one will be across the street at Courthouse Park. CSAC was here yesterday doing a video on the Backpack Literacy Program, that won the Innovation Award. Just hired a Community Resource liaison to work with Connect Vet and Social Services. Two Library Assistants were hired. Have had staff out due to Covid.
5. Lewis (Kern County) 19 out of 22 branches are back and opened. We have 3 branches we are working on. Working on Infrastructure Grant, some bids and working with grant writer. Mark is on vacation in Hawaii.
6. Bath (Fresno County) if anybody wants to do the Infrastructure Grant, it takes a long time. Outside consultant is a good idea.
7. Taylor (Merced County) Exciting BOS \$100,000 to construct a teen center. Recruitment Deputy County Librarian, send any good staff to apply. Wrap all design for bookmobile. Circulation is going back up.
8. Leal (Coalinga/Huron) Doing a lot of partnering, with a lot of events. Hope to start inhouse programming. Gearing up for Summer.
9. Cervantes (Porterville) No Report.
10. Chase- Williams (Mariposa County) No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. March 11, 2022, 10:00 am, via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 10:59 am.

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Business Manager
Fresno County Fiscal Agent

SUBJECT: Financial Update Report

Recommended Action:

Approve acceptance of monthly financial update for the period of July 1, 2021, through February 28, 2022.

Fiscal Impact:

There is no fiscal impact associated with the recommended action. SJVLS JPA funds are held by Fresno County as the fiscal agent and provides contracted controller and accounting services. All County related costs associated with the fiscal administration are funded with funds set aside for planning and evaluation administration.

FINANCIAL UPDATE REPORT

A. FINANCIAL REPORTS

1. FY 2021/22 – As of February 28, 2022, Financial reported expenses are \$ 2,045,608. Overall expenses were underspent by 20% in comparison to the monthly benchmarks due to delays in Telecommunication charges.
2. Revenue Collected: \$2,452,863.47 represents 75% of collected funds. The billing to Members for Telecommunications will be processed in March 2022.

B. OUTSTANDING RECEIVABLE TOTAL: \$35,138

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 February 28, 2022.
2. Billed Fortinet of \$31,000 on 8/17/21. This has been paid in full as of February 28, 2022.
3. FY 2021/22 Electronic Resources totaling \$344,589 has been billed with a current outstanding balance of \$22,446.
4. Madera extra delivery invoice \$12,692

C. CLSA ALLOCATION UPDATE

1. On February 11, 2022, the Board approved an amendment to the operations service plan for a budget line transfer of funds from delivery to Meraki access points in the amount of \$31,548 and Online Materials Services in the amount of \$9,702 pending State approval of amended plan of service at April meeting. Members will pay a portion of the Meraki access points from Tech Reserves (\$16,700) and remainder from CLSA.
2. Expenses and Estimates: Total CLSA expenses estimated in the amount of \$235,800 with funding offset from CLSA \$235,672 and remainder from Fund balance \$128. For the Delivery service stops outside of CLSA funding, Madera has been billed based on route estimates of \$12,692, a slight decrease from budget estimate of \$13,000.
3. Funding Collected: CLSA award was increased from \$124,997 to \$235,672 in FY 2021/22. CLSA funds received from State as of January 26, 2022. The funds will be fully used.

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$157,255 with remaining unspent funds of \$34,158. This includes Additional Online Materials Resources in the amount of \$9,702 to be spent from CLSA funds was approved by the Board on February 11, 2022 pending State approval of the amended plan of service. 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).
 - iv. February notice – Fresno, Kings (\$228,845)

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

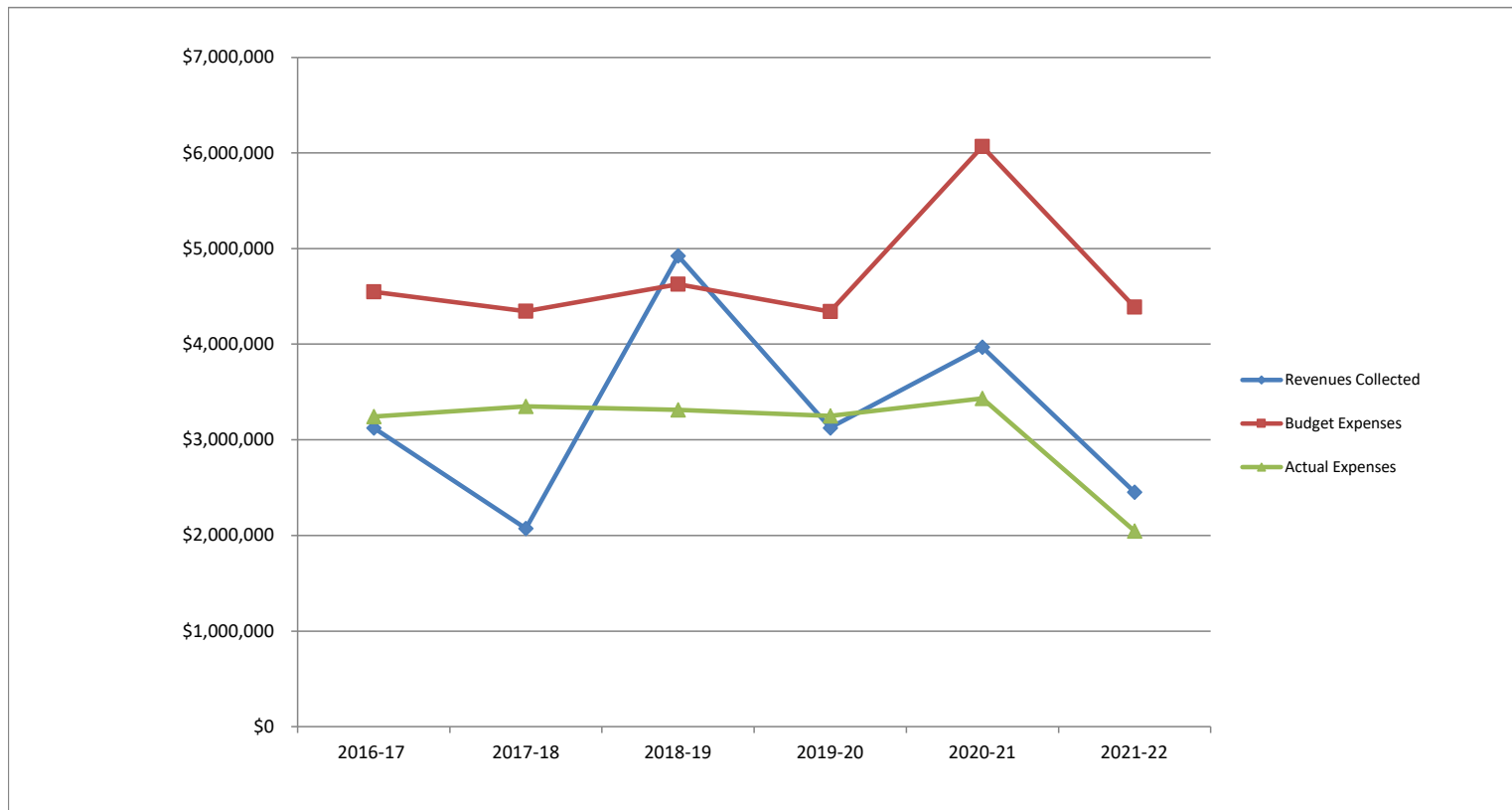
1. Total balance - \$3,929,572. Emailed to Admin Council
2. Under committed System projects
 - i. CENIC Year 7 estimates by participating member are listed for grand total of \$94,000 and Wi-Fi access points for each member for one year renewal \$16,700.

H. UNEARNED GRANT REPORT & Broadband Projects

1. There are no unearned grant awards available for year 6 and 7.
2. The CENIC Year 6 and 7 Project is still in progress. Total costs for sites completed is \$182,770. SJVLS submitted for application for possible CLS grant for 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
February 28, 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	\$3,929,572
Revenues Collected	\$3,123,740	\$2,074,018	\$4,922,374	\$3,125,520	\$3,967,778	\$2,452,863
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	\$2,045,608
% of Actual to Budget	71%	77%	72%	75%	57%	47%
\$ Unspent	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$2,632,193	\$2,340,689
% Unspent	29%	23%	28%	25%	43%	53%
	100%	100%	100%	100%	100%	100%



COUNTY OF FRESNO
Financial Information Systems

Monthly Dept Budget Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2022-02-28

Request: GLNF9119
 Layout: GLNF9002
 Scope: DBS
 Run Date: 3/2/2022

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	319,838.23	0.00	1,058,846.77	23%
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	197,421.89	0.00	156,205.11	56%
7250	Memberships	0.00	3,750.00	3,390.00	0.00	360.00	90%
7265	Office Expense	0.00	9,700.00	5,394.03	0.00	4,305.97	56%
7268	Postage	0.00	41,000.00	11,642.55	0.00	29,357.45	28%
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	3,173.43	0.00	6,826.57	32%
7295	Professional & Specialized Ser	0.00	1,618,399.00	937,498.87	0.00	680,900.13	58%
7296	Data Processing Services	0.00	4,107.00	1,835.01	0.00	2,271.99	45%
7325	Publications & Legal Notices	0.00	14,200.00	1,020.00	0.00	13,180.00	7%
7385	Small Tools & Instruments	0.00	541,029.00	423,487.76	0.00	117,541.24	78%
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	2,045,607.65	0.00	2,307,689.35	47%
2022 Total		0.00	4,353,297.00	2,045,607.65	0.00	2,307,689.35	47%

COUNTY OF FRESNO
Financial Information Systems

Departmental Revenue Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2022-02-28

Request: GLNF9016
Layout: GLNF9016
Scope: DBS
Run Date: 03/02/2022

Account	Current Period			Year-To-Date			Fiscal Year		
	Estimated	Actual	(Over)/Under	Estimated	Actual	(Over)/Under	Estimated	Uncollected	Col Pct
3380 Interest	0.00	0.00	0.00	69,096.00	31,947.23	37,148.77	69,096.00	37,148.77	46%
	0.00	0.00	0.00	69,096.00	31,947.23	37,148.77	69,096.00	37,148.77	46%
3575 State-Other	0.00	0.00	0.00	162,819.00	235,672.00	(72,853.00)	162,819.00	(72,853.00)	145%
	0.00	0.00	0.00	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	268,689.83	(268,689.83)	651,297.00	399,110.24	252,186.76	651,297.00	252,186.76	61%
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	268,689.83	(268,689.83)	1,222,052.00	435,110.24	786,941.76	1,222,052.00	786,941.76	36%
9625 DEPARTMENT TOTAL	0.00	268,689.83	(268,689.83)	3,263,775.00	2,452,863.47	810,911.53	3,263,775.00	810,911.53	75%

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

2/28/2022

Operations Type	Adopted Budget	Budget (revised 8/13/21)	Budget (revised 2/11/22) pending State approval April 2022	Total Expenses	Pending Expenses	Estimate Charges (Mar - June)	Total Projected Expenses	Unspent	Comments
Delivery	215,800	235,800	194,550	95,852	31,498	67,200	194,550	-	CLSA award increased from \$124,997 to \$235,672
Wifi Access renewal			31,548	-	-	31,548	31,548	-	pending State approval of amended CLSA plan of service
Online Materials			9,702	-	-	9,702	9,702	-	pending State approval of amended CLSA plan of service
	CLSA Service Plan (Amended)		235,800				235,800	-	
Delivery - Madera Extra		13,000	13,000	6,284	2,169	4,239	12,692	308	Direct bill to Madera
Grand Total	215,800	248,800	248,800	6,284	2,169		248,492	308	

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.

Basic Delivery

Total Projected Expenses 235,800

Revenue Collected: \$ (235,672) State disbursement \$235,672 has not been received.

\$ 128 Withdrawal of Fund Balance reserves for shortfall

Extra Delivery Stops

Total Projected Expenses \$ 12,692

Revenue Collected: \$ (12,692) Pending. Collection from Madera County for \$13,000

\$ -

CLSA Amended Service Plan:

Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for two years of the three-year term for Wifi Access renewal (\$31,548) and Online Materials services (\$9,702)

Pending Billing Summary:

January 2022-February 2022

\$ 31,498 Basic HQ

March 2022 through June 2022

\$ 16,800 average monthly estimate

\$ 67,200 Project Expenses

Online Materials
Financial Update
Report Date

2/28/2022

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	8,950	21,050	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
Additional Online Materials Resources	9,702		9,702	see note 1 CLSA Amended Service Plan
ERC Committee -	-		-	see note 2
Grand Total	192,072	157,914	34,158	see note 3

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	\$ 192,072	\$ 157,914	\$ 34,158

CLSA Amended Service Plan :

Note: On February 11, 2022 the Board approved to amend CLSA Plan of Service to utilize savings for Online Materials services (\$9,702) and two years of the three-year term for Wifi Access renewal (\$31,548)

ERC Committee Note:

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

Total Unspent Note:

The Unused \$34,158 will be spent on Cloud library

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Certification of Need to Continue Virtual Meetings

BACKGROUND

March 4 – Governor Newsom declared a State of Emergency for COVID 19.

Executive Order N-29-20 authorized exceptions to the Brown Act to allow virtual public meetings. Executive Order N-08-21 extended the previous order until 9/30/21.

AB 361 amended the Brown Act to make it easier to hold virtual meetings during declared emergencies, like the pandemic. The bill was signed 9/15/21 and went into effect immediately. The amended regulations clarify the rules and restrictions on the use of teleconferencing to conduct meetings. Previously, paragraph 3 of subdivision b in Gov Code section 54953, allowed meetings to be held through teleconference if:

- Agendas were posted at all teleconference locations
- Each teleconference location is identified in the notice and agenda of the meeting
- Each teleconference location shall be accessible to the public.
- A quorum of members of the legislative body shall participate from locations within the boundaries of the territory that the body exercises jurisdiction.

Paragraph 1 of subdivision e exempts those requirements, if:

- The meeting is held during a proclaimed state of emergency and local officials have imposed or recommended measures to promote social distancing.
- The meeting is held during a proclaimed state of emergency holds a meeting for the purpose of determining, by majority vote, whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The proclaimed State of Emergency is still active, even after most of the COVID-related Executive Orders were rescinded.

QUESTIONS FOR DISCUSSION

- Does your jurisdiction have any imposed or recommended measures in place to encourage social distancing?
- Is your library recommending or implementing any measures to promote social distancing? What is your approach to programming and story times?
- Would meeting in person present any imminent risks to the health or safety of attendees?

OUTCOME:

Motion:

Second:

_____PASSED

_____REJECTED

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Unique Management System Rate Increase

RECOMMENDED ACTION:

1. Approve the rate increase per submission from \$8.95 to \$9.85 with Unique Management System (UMS).

Approval of the recommended action will increase the cost per submission to Unique by a total of \$0.90.

ALTERNATIVE ACTION(S):

There are no alternative actions. Our agreement with Unique, SJ2022-01 states “Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which System agrees to pay.”

FISCAL IMPACT:

There is a price increase of \$.90 cents in debt collection services paid by Members with the recommended action. The approval of rate increase will allow SJVLS authority to pay the invoice expense and collection funding reimbursement from participating member’s pre-paid tech reserves account. Sufficient appropriations will be included in subsequent fiscal years.

DISCUSSION:

Admin Council approved a new 3-year agreement with Unique Management for Collection Services on April 16, 2022, for 6 of SJVLS’s members. Their services have resulted in a higher return of lost materials than only using overdue notices.

PRIOR AGENDA REFERENCE:

SJ2022-01 was approved as Item #3 at the April 16, 2021, Administrative Council Meeting.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment - Amended Attachment A to SJ2022-01

Motion:

Second:

_____ PASSED

_____ REJECTED

PROCUREMENT AGREEMENT NUMBER: SJ2022-01
Unique Management Services, Inc.
March 7, 2022

ATTACHMENT "B" – PRICE INCREASE AMENDMENT

Past due borrower accounts will be assigned to Unique Management Services for collection based on criteria agreed upon between the member library, the SYSTEM and Unique Management Services. Any library may withdraw accounts at any time. Unique Management Services may proceed with whatever steps are necessary and lawful for collection of the accounts. System warrants to Unique Management Services the accuracy of the information furnished to them on accounts submitted.

Data will be submitted electronically, with all automated data reporting managed by System.

System will be billed once per month for the previous month's total submissions at the rate of **\$9.85** for each account submitted. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which System agrees to pay. Performance reports and correspondence on individual accounts will be sent to the participating library.

GUARANTEE

Budget Neutrality: Unique Management Services guarantees not to charge, in collection fees, more than the amount of money recovered plus amounts waived. System understands that Unique Management Services will make adjustments to invoices for the difference between collection fees and the total money received plus amounts waived on accounts submitted to keep the service budget neutral. This will be based on (1) billings to date, (2) cumulative cash recovered, and (3) cumulative amounts waived. (See Conditions for qualifications)

CONDITIONS

To qualify for budget neutrality guarantee, library must have an acceptable fine structure as determined by Unique Management Services, library must submit accounts with fines only balances, accounts submitted must contain a \$10.00 processing fee, and be no more than 60 days past due at time of submission.

For San Joaquin Valley Library System

For Unique Management

Amy Taylor
Chair
2420 Mariposa St
Fresno, CA 93721-2285

Nicole Atkins
President, CEO
119 E. Maple St
Jeffersonville, IN 47130

Date: _____

Date: _____

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Amended CLSA Plan of Service

RECOMMENDED ACTION:

1. Approve the submission of the amended CLSA Plan of Service for FY 2022-2023.

Approval of the recommended action will allow the Administrative Librarian to submit the amended CLSA Plan of Service to the California Library Services Board for approval at their April meeting.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

The amended Plan of Service will reduce our allocation of CLSA funding for Delivery Services costs from \$235,672 to \$194,442, which reflects the actual costs of running System Delivery. The \$41,250 will be reallocated to Telecommunications and E-Resources. The Telecommunications budget line will be increased to \$31,548, and the E-Resources budget line will be increased to \$9,702.

DISCUSSION:

At the February 11, 2022, meeting, Administrative Council approved drafting an amended CLSA Plan of Service to reallocate funding to help offset the cost of a 3-year license renewal for Meraki Access Points and to increase funding for the system-wide CloudLibrary subscription. This was done to utilize the excess CLSA funds not required to operate System Delivery and to obtain favorable license renewal costs versus paying for a single year license renewal.

PRIOR AGENDA REFERENCE:

February 11, 2022, Administrative Council Agenda Packet.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Amended CLSA Plan of Service

Motion:

Second:

_____ PASSED

_____ REJECTED



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

California State Library
Sacramento
March 2022

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

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

1. System Information – Due September 8, 2021
2. Demographics of System Service Area – Due June 3, 2021 **ALREADY COMPLETED**
3. Budget:
 - C&D Service Program Budget Request and Budget Summary – Due September 8, 2021
UPDATE WITH NEW BUDGET NUMBERS
 - System Detailed Budget – Due September 8, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due September 8, 2021 **PLEASE AMEND AND HIGHLIGHT CHANGES FROM ORIGINAL**
5. Future Plans for Cooperative System – Due September 8, 2021 **PLEASE UPDATE IF NECESSARY**

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2021/2022:

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

August 24- September 7, 2021

October 12 – October 26, 2021

January 11 – January 25, 2022

April 26 - May 10, 2022

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information

FY 2021/2022

System Name: San Joaquin Valley Library System			
Director: Sally Gomez, Interim Administrator		Email: Sally.Gomez@fresnolibrary.org	
Address: 2420 Mariposa Street		City: Fresno	State: Zip: CA 93721
Phone: (559) 600-6237		Fax:	

System Chair for FY 2021/2022 (if known): Amy Taylor, Merced County Librarian	Fiscal Agent: Fresno County
--	--------------------------------

Date approved by Administrative Council: August 13, 2021
--

X	
Signature of System Administrative Chair for FY 2021/2022	
Date	
Print Name: Amy Taylor, SJVLS Chair, Merced County Librarian	

Conditions of Award

1. Accounting
Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.
2. Budget adjustments within approved programs
Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

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

3. Earning interest
Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2021).
4. Personal memberships and travel
Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.
5. Credit line
Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

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

As appropriate, this disclaimer should be added:

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

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

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

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, September 8, 2021

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

Section Definitions

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

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.
- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.
- e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.
- f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

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

System Detailed Budget – Due at the State Library by Wednesday, September 8, 2021

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they

are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions

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

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

Program Definition

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

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

Other Definitions

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

Grand Total System Budget

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

,

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

System Administration

(a) Personnel (Salaries & Personnel)

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

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

Total (b)	\$

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

Total of (c)	\$

Total of (a-c) \$

Baseline Budget

(d) Operations	
1. Office supplies	\$
2. Duplication/Photocopy	\$
3. Training (C&D program related)	\$
4. E-Resources (Enki, Zinio, OverDrive, etc.) - eBook and eAudiobook purchases for our system-wide CloudLibrary collection	\$9,702
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)	\$ 194,422
6. System van/vehicle (fuel/insurance/maintenance)	\$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	\$31,548
Specify what funds were used for: Meraki Access Point License Renewals	\$31,548
8. Resource Sharing (Zipbooks, Link+, document depository)	\$
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	\$
Total of (d)	\$235,672

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

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund	
	\$
Total of (a-e)	\$235,672

2021/2022 AMENDED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
PC&E	
Indirect	
Sub-total	
Operations	\$235,672
Equipment	
Sub-total	
TOTAL	\$235,672

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

Funding for Communications and Delivery – FY 2021/2022

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

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	900,000		900,000
b. Non-public libraries in System area			
TOTAL			900,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			4
d. Frequency/schedule of physical delivery service			2-3 days/week
e. Percentage of items to be physically delivered by:			
U.S. Mail	UPS	System Van	Contracted Van
%	%	%	100%
			Other %

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

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) by residents of System member libraries	155 Titles Purchased
g. Percentage of CLSA funds to be spent on e-resources?	4.1%
h. Percentage of CLSA funds to be used for Broadband technology improvements	13.38%

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

CLSA allocated funds will be used to provide broadband improvements at the following library branches:

Huron, Auberry, Bear Mountain, Big Creek, Caruthers, Easton, Firebaugh, Fowler, Fresno Central, Gillis, Laton, Mendota, Orange Cove, Parlier, Piedra, Politi, Reedley, Shaver Lake, Teague, Tranquillity, West Fresno, Beale, Boron, Buttonwillow, California City, Frazier Park, Holloway, Kern River Valley, Mojave, Ridgecrest, Taft, Tehachapi, Armona, Avenal, Corcoran, Hanford, Kettleman City, Lemoore, Stratford, Chowchilla, Madera, Madera Ranchos, North Fork, Oakhurst, El Portal, Mariposa, Red Cloud, Wawona, Yosemite, Atwater, Delhi, Dos Palos, Gustine, Hilmar, LeGrand, Livingston, Los Banos, Merced, Santa Nella, Snelling, Winton, Alpaugh, Dinuba, Earlimart, Exeter, Farmersville, Ivanhoe, Lindsay, London, Orosi, Pixley, Springville, Strathmore, Terra Bella, Three Rivers, Tipton, Visalia, Woodlake, Tulare Public Library.

Section 2

(Please, highlight the amended changes from the original plan of service; complete only the questions impacted by your changes.)

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

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

The total Communication and Delivery budget is \$2,005,221 of SJVLS Total Adopted Budget \$4,386,297. With the increase of CLSA funds, the primary use of CLSA funds will be to support System delivery services and related supplies in the amount of \$261,800 that consists of \$261,800 in contract services. Total System Delivery costs in the amount of \$261,800 is funded by CLSA \$235,672 and collection from local members fees in the amount of \$26,128. Because of the importance of these services to the patrons of San Joaquin Valley Library System, we are proposing to use 100% of the CLSA funding in the amount of \$235,672 to support 90% Delivery services.

While Delivery services are considered an integral part of SJVLS, it is important to continuously review and analyze policies, procedures, and opportunities for improvements. The San Joaquin Valley Library System is currently undertaking such a review to determine whether there are opportunities for cost savings or

improvements in efficiency, while also ensuring that services and member fees are being allocated and distributed in the most equitable manner. In this way, we can evaluate how well we are meeting community needs and ensuring that our system members are receiving the best return on their investment.

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

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

March 2022 Amendment

The San Joaquin Valley Library System serves a diverse population that is spread over 300 miles from El Portal in Mariposa County to Boron in Kern County. In all of the 10 jurisdictions that make up the San Joaquin Valley Library System, the branches are spread throughout urban and rural areas, with patrons who have a diverse range of needs. To meet those needs, the San Joaquin Valley Library System operates a wide area network providing internet access to patrons, including wireless internet access, a shared catalog of materials and online resources, and contracts to provide delivery services to facilitate lending materials between our member libraries.

In our initial Plan of Service, San Joaquin Valley Library System intended to spend 100% of our CLSA allocation, \$235,672, to support system-wide delivery services. However, analysis of our actual costs to operate the delivery system for the first 7 months of the year, projects the costs for operating delivery at \$194,422. This represents 82% of our CLSA allocation.

To further support our members and their communities, we are requesting to reallocate the remaining \$41,250 not needed to fund delivery services. The remaining funds would be reallocated as follows:

- \$31,548 reallocated to Telecommunications, this represents 14% of our CLSA allocation.
- \$9,702 reallocated to E-Resources, this represents 4% of our CLSA allocation.

The \$31,548 for Telecommunications would be combined with \$16,700 in local funding to purchase 3-year licenses for wireless internet access points at the 79 locations where we manage wireless internet access for our members. This supports the needs of the community because the library is often one of, if not the only source of reliable internet access, especially in our rural communities.

The \$9,702 for E-Resources would be combined with \$51,000 in local funding to purchase e-Book and e-Audiobook titles for our system-wide CloudLibrary collection. The additional purchases support our communities by providing our patrons with access to a larger array of titles that meet their education or recreational reading interests.

In order to evaluate that the purchases of access point licenses meet the needs of the community, San Joaquin Valley Library System staff will review wireless internet usage statistics and survey library directors and staff. For the E-Resources purchases, we will also review usage statistics and conduct surveys of library staff and patrons.

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

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

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

~~Yes. Total System Delivery costs in the amount of \$261,800 is funded by CLSA \$235,672 and collection from local members fees in the amount of \$26,128. Because of the importance of these services to the patrons of San Joaquin Valley Library System, we are proposing to use 100% of the CLSA funding in the amount of \$235,672 to support 90% Delivery services.~~

Yes. San Joaquin Valley Library System is utilizing \$16,700 in local funding to supplement the \$31,548 in telecommunications for the purchase of 3-year licenses for wireless internet access points. Local funds will provide funding for 1 year of the 3-year license purchase.

In addition, San Joaquin Valley Library System is utilizing \$51,000 in local funding to supplement E-Resources purchases for our system-wide CloudLibrary collection.

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

~~None this year due to cuts in CLSA funding and local fees committed towards EResources.~~

The San Joaquin Valley Library System provides all of our members with access to a system-wide e-Book and e-Audiobook platform, Bibliotheca's CloudLibrary. This year's allocation of \$9,702 will provide approximately 275 additional e-Book and e-Audiobook for our patrons.

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

SJVLS System Delivery supports three separate delivery modules throughout the service area: Basic, Madera premium and Fresno HQ.

The basic HQ module deliver materials three times per week to all headquarter libraries. Premium module delivers twice a week to Madera County for additional route to serve four branches one day a week for interlibrary materials. Fresno HQ is the portion of total services performed by Fresno County as the contract van.

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

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

7. Will the System be using any of the communications funding to address broadband connectivity issues?

If so, what were the funds used for and what were the connectivity issues?

San Joaquin Valley Library System will be using \$31,548 of our CLSA allocation to assist with the purchase of 3-year license renewals for wireless access points at the member library branches where we manage wireless internet access for our

members. Without these licenses we would be unable to offer wireless internet to patrons when they're visiting the library.

Future Plans for Cooperative System

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

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

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

In addition, SJVLS continues to improve its existing digital collections platform. Future planning for SJVLS will include outsourcing Fiscal consultant, working on a new Strategic Plan to include goals and strategies regarding service, resource sharing, technology, training, fiscal stability, and improving and promoting the network.

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

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Meraki Access Point Temporary Withdrawal from Tech Reserves

RECOMMENDED ACTION:

1. Approve withdrawing an additional \$31,548 from Members Tech Reserves for the Meraki Access Point License Renewal with reimbursement from CLSA allocation if amendment approved by CLSB.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. Not approving this action will result in a disruption in wifi access at library branches throughout the system.

FISCAL IMPACT:

Approving this action will increase deductions from Member's Tech Reserve accounts in the amount of \$31,548. The additional withdraw amounts from each Member's Tech Reserve are detailed in the table below:

Member	Number of APs	Cost	Add'l Withdraw Amount
Coalinga-Huron	4	\$652	\$272
Fresno	76	\$12,388	\$7,750
Kern	48	\$7,824	\$5,542
Kings	23	\$3,749	\$2,499
Madera	25	\$4,075	\$2,717
Mariposa	20	\$3,260	\$2,173
Merced	34	\$5,542	\$3,695
SJVLS	1	\$163	
Tulare County	49	\$7,987	\$5,162

DISCUSSION:

At the February 2022 meeting Admin Council approved purchasing 3-year licenses for access points using a combination of Tech Reserve and CLSA funding. Using CLSA funding requires approval from the California Library Services Board to amend our Plan of Service. The next CLSB meeting is scheduled for early April, while our licenses expire on March 25. Waiting for CLSB approval would result in a disruption of patron wifi access throughout the system. To prevent the disruption, SJVLS staff are requesting approval to withdraw the full costs of the 3-year licenses from Member's Tech Reserves. If the amended Plan of Service is approved, the additional amounts listed in the above table would be deducted from the CLSA allocation and deposited into Member's Tech Reserves.

PRIOR AGENDA REFERENCE:

Agenda, February 11, 2022, Meraki Access Points License Renewal

ATTACHMENTS INCLUDED AND/OR ON FILE:

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Business Manager
Fresno County Fiscal Agent

SUBJECT: Budget Resolution Increasing Budget

RECOMMENDED ACTION:

1. Approve budget resolution increasing FY 2021-22 appropriations and revenues for reimbursement of equipment order in the amount of \$567,000

Approval of the recommended action will increase the budget due to the inflation in costs and revenue collection from the Member's tech reserves related to computer equipment and peripherals for the current fiscal year. The estimate will cover the existing need (\$35,000) and support anticipated orders to be purchased (\$532,00). The will amended total equipment budget at \$900,000 that consists of adopted and budget resolution.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the budget will be overspent for the Fall order and unable to purchase orders for remainder of current fiscal year.

FISCAL IMPACT:

The approval will increase budget expense line to support equipment orders on behalf of Members and increase in revenues collection reimbursement from participating Member's pre-paid tech reserves account for the current year. Sufficient appropriations will be included in subsequent fiscal years in the amount of \$900,000.

DISCUSSION:

The budget resolution will increase the equipment budget from \$333,000 to \$900,000 to support member's orders such as Porterville. The fall order equipment order invoices processed, and revenue reimbursement collected from the Member's Tech Reserve requires a budget resolution to amend the budget for the excess amounts (\$35,000).

PRIOR AGENDA REFERENCE:

Agenda, April 16, 2021, FY 2021-22 adopted budget

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment 7 – Budget Resolution

Motion:

Second:

_____ PASSED

_____ REJECTED

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

ADJUSTMENT

1. Adopt budget resolution to increase expenditures for the total costs \$567,000 to support equipment orders for members.
2. Adopt budget resolution to increase revenues collection reimbursement from participating Member's pre-paid tech reserves account.

Current adopted appropriations and estimated revenues for	333,000
Adopt Resolution increasing appropriations and estimated revenues for	567,000
TOTAL	\$900,000

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	96250130	Operations	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7385	Small Tools & Equipment	\$567,000
TOTAL SERVICES AND SUPPLIES			\$567,000
TOTAL APPROPRIATIONS			\$567,000

REVENUE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250130	Operations	
ACCOUNT	5039	SJVLS Tech Reserves -Equipment Hardware	\$567,000
TOTAL REVENUES			\$567,000
TOTAL ESTIMATED REVENUES			\$567,000

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS). March 11, 2022

APPROVED: _____
 CHAIRMAN OF THE BOARD

DATE: _____

**SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2022-2023**

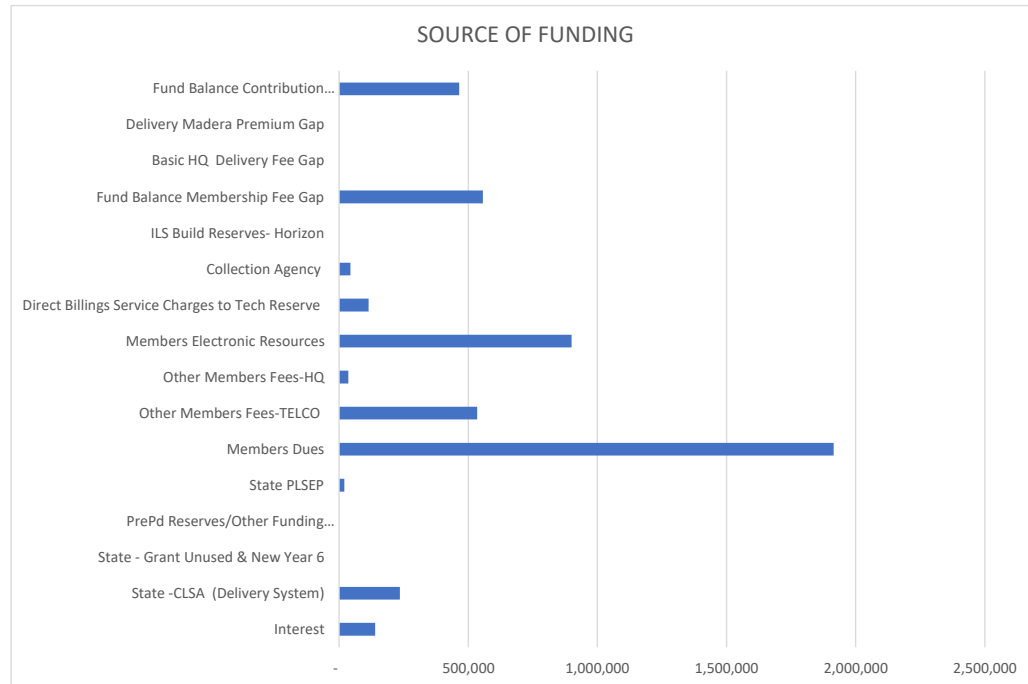
Draft Budget Plan - Admin Council March 11, 2022

Approve Budget Graphs

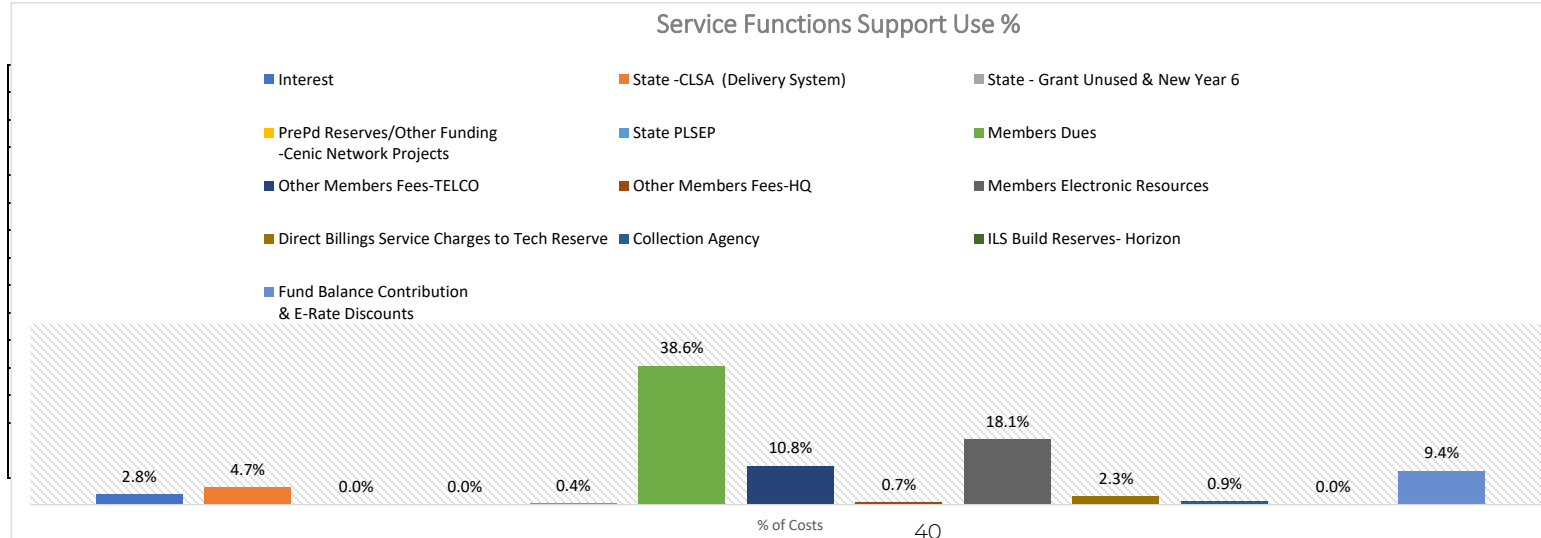
Source of Funding	Amount
Interest	140,000
State -CLSA (Delivery System)	235,672
State - Grant Unused & New Year 6	-
PrePd Reserves/Other Funding -Cenic Network Projects	-
State PLSEP	20,000
Members Dues	1,915,096
Other Members Fees-TELCO	534,755
Other Members Fees-HQ	36,000
Members Electronic Resources	900,000
Direct Billings Service Charges to Tech Reserve	114,000
Collection Agency	44,000
ILS Build Reserves- Horizon	-
Fund Balance Membership Fee Gap	556,959
Basic HQ Delivery Fee Gap	-
Delivery Madera Premium Gap	-
Fund Balance Contribution & E-Rate Discounts	465,245
Total Funding for Budget	4,961,727

Membership Fees 1,915,096

% of Total Budget (Membership) 38.6%



CLSA 235,672 4.75% Grant/Interest 160,000 3%
Direct Charges Telco/Other 1,628,771 33% of Budget 71.4%



SAN JOAQUIN VALLEY LIBRARY SYSTEM**FY 2022-2023****Draft Budget Plan - Admin Council March 11, 2022**

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

	Current Costs FY 21-22	Upcoming Year Total Costs	\$ Change	% Change
CLSA Service Plan- Delivery & Other	235,672.00	235,672.00	-	
Public Library Education (PLSEP)	9,836.00	20,000.00	10,164.00	
Membership Operations	\$2,341,330	\$2,612,055	270,725.00	
Additional: Member Selection/Direct Charges	1,766,459.00	\$2,094,000	327,541.00	
Total Budget	4,353,297.00	4,961,727.00	608,430.00	14%

Budget Highlights

1. Summary of SJVLS Operational Budget - Core

	Current Costs FY 21-22	Upcoming Year Total Costs	\$ Change	% of Total Costs
System Operations	\$1,207,544	\$1,303,119	\$95,575	50%
<i>Note: Network & Librarian staffing wage increase</i>				
Planning & Evaluation	\$431,709	\$608,525	\$176,816	23%
<i>Note: Contract Services for two years of audit financials, legal and accounting</i>				
Cataloging Center	\$102,300	\$108,060	\$5,760	4%
<i>Note : added in EzProxy annual fee</i>				
Fresno as Cat Center	\$3,000	\$3,000	\$0	0%
Online E Resources Materials	\$185,970	\$189,970	\$4,000	7%
<i>Note : Increase Cengage by \$4,000 for general & Peterson's test package</i>				
Telecommunications core	\$410,807	\$399,381	(\$11,426)	15%
	\$2,341,330	\$2,612,055	\$270,725	
Delivery (excluded, see #6 CLSA				
Membership Costs	\$2,341,330	\$2,612,055	\$270,725	100%
		Increase by	11.6%	

2. Summary of Offset Funding Sources

Membership Fees	\$1,789,809	\$1,915,096	\$125,287	73%
Fund Balance Withdrawal	\$552,772	\$556,959	\$4,187	21%
Interest Earned	\$70,000	\$140,000	\$70,000	5%
CLSA Allocation (beyond delivery)	\$0	\$0	\$0	0%
Total Funding Sources	\$2,412,581	\$2,612,055	\$199,474	

3. ILS System

	Current Costs FY 21-22	Upcoming Year Total Costs	\$ Change
<i>Note:</i>			
SirsiDynix total budget is listed on three separate lines			
SirsiDynix	\$130,000	\$135,000	
Kids Catalog and Red Hat Renewal	\$3,000	\$3,000	
Merced Community Engagement		\$7,050	
eRC Connector OverdriveMazazines		\$3,400	
SirsiDynix One Time Fee ERC Connector : Fresno	\$2,330	\$1,400	
	\$135,330	\$149,850	\$14,520

4. Staff Training and Volunteer

Staff training	\$32,500
Training Other: Central Valley Get Involved Regional Network	\$1,000
Board approved on 1/11/2019 System to donate \$1,000	\$33,500

5. System Info Tech Plan

System Committed Tech Reserves by each Member (done)	\$765,736
withdrawal for Access Point renewal in three years	
withdrawal if participation on Cenic Broadband project, staff will return to board	
System Assigned Fund Balance	\$2,000,000
	\$2,765,736

6. Grants Network Technology/Broadband

Excluded in draft budget. Staff will return to Board for approval.	none to report
--	----------------

7. System Basic Delivery Services - Funded by CLSA (Cooperative Service Plan Due Jun 3 annually)

Other Operations Category - CLSA Pending Board discussion and direction	\$30,672
---	----------

8. Equipment Orders - Fall & Spring

Fresno member for equipment \$450,000 and AWE \$60,000. Other members \$390,000	\$900,000
---	-----------

Members to Budget - FY 2022-2023

Members to Budget (Rev 2.9.22)

Membership & Telecommunications

Membership Rate Increase \$125,287 for Total \$1,915,096; Approved by Admin Council January 14, 2022

Other Charges: Additional Direct Charge to Budget

Summary Report

	Member's Budget Total Amount	(B) Change from January Handout	(D) Adjusted Impact of (A) - Correction (Population Update to Tulare County)
Members			
Coalinga	35,035	34,995	40
Fresno	959,351	956,746	1,706
Kern	581,353	579,832	1,521
Kings	118,823	118,563	260
Madera	134,037	133,767	270
Mariposa	71,454	71,424	30
Merced	210,726	201,491	485
Porterville	52,435	52,333	102
	-		-
Tulare Co.	276,952	281,484	(4,532)
Tulare Pub	58,412	58,295	117
	-		
	2,498,579	2,488,930	(0)

Details of Future Invoices Costs To Budget

	Upcoming Membership Fee Approved 1/14/22	SmartPay Merchant fee & Other	Smartnet HQ	Fortinet HQ	eRC Connector Freegal	eRC Connector Overdrive Mazazines	Commuity Engagement	Invoice (August 2022)	Teleco (Feb 2023)
Members									
Coalinga	23,635		900	3,000				27,535	7,500
Fresno	799,223	128	900	3,000	1,400	1,700		806,351	153,000
Kern	481,703	750	900	3,000				486,353	95,000
Kings	80,223		900	3,000				84,123	34,700
Madera	89,837		900	3,000				93,737	40,300
Mariposa	33,554		900	3,000				37,454	34,000
Merced	128,076		900	3,000		1,700	7,050	140,726	70,000
Porterville	51,535		900					52,435	-
	note: We anticipate Porterville has resume services for 12 months							-	
Tulare Co.	173,052		900	3,000				176,952	100,000
Tulare Pub	54,257		900	3,000				58,157	255
Total Members	1,915,096	878	9,000	27,000	1,400	3,400	7,050	1,963,824	534,755

AR Billing-Timeline	Invoice #1	Invoice #1	Invoice #2	Invoice #2	Invoice #2	August Invoice #1 additions	August Invoice #1 additions	Total August Invoice #1 & 2	Feb
---------------------	------------	------------	------------	------------	------------	-----------------------------------	-----------------------------------	--------------------------------	-----

	Prior Year FY 2020-21	Teleco Current Year	Savings
Members			
Coalinga	16,488	7,500	(8,988)
Fresno	197,294	153,000	(44,294)
Kern	162,436	95,000	(67,436)
Kings	43,552	34,700	(8,852)
Madera	49,674	40,300	(9,374)
Mariposa	43,374	34,000	(9,374)
Merced	76,920	70,000	(6,920)
Porterville	0	0	
Tulare Co.	119,936	100,000	(19,936)
Tulare Pub	265	255	(10)
Total Members	709,939	534,755	(175,184)

FY 22-23 Esitmate TELCO	Change
7,500	-
153,000	-
95,000	-
34,700	-
40,300	-
34,000	-
70,000	-
TBD	
100,000	-
255	-
	-
534,755	-

Members to Budget -
FY 2022-2023

Pending
 Member's Pre Paid Election

Pre Paid Direct Charges Optional Selection _TBD for Adopted Budget

If interested, please email with your selection.

Members	Pre Paid Patron Notice	Electronic Resources	Other Selections	Total
Coalinga				-
Fresno		510,000		510,000
Kern				-
Kings				-
Madera				-
Mariposa				-
Merced				-
Porterville				-
Tulare Co.				-
Tulare Pub				-
Total AR Billing	-	510,000	-	510,000

DATE: March 11, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: ECF Decision & Funding

RECOMMENDED ACTION:

1. Approve to participate and proceed in Emergency Connectivity Fund in the amount of \$119,967.32.
2. Approve and authorize Administrative Librarian, or their designee to execute documents related to decision letter and effective July 1, 2021.
3. Authorize Administrative Librarian and Business Manager to develop budget resolutions and purchasing processes and present to the board for approval at the next meeting.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. Rejecting the funding would deny half our members the ability to pursue projects that are beneficial to their patrons.

FISCAL IMPACT:

Accepting this funding will increase revenues and expenditures from participating member's Tech Reserve accounts. Currently SJVLS is unsure of the reimbursement method that will be used. One option is a BEAR form, which requires either the purchases to be made up-front and then request reimbursement from USAC or requesting the funding up-front and purchases must be made within 30 days of receiving funds. This would result in increased expenditures from participating member's Tech Reserves. The second option is a SPI form, which allows the service provider to invoice USAC for reimbursement of eligible equipment and services. This would avoid the need to increase revenues and expenditures in participating Member's Tech Reserves, but it's not known at this time if all the service providers offer a SPI option.

DISCUSSION:

Administrative Council approved submitting the funding request at the August 13, 2022, meeting. ECF Funding provides libraries with funding to purchase laptops, hotspots, and equipment to provide wireless internet access to patrons. Half of SJVLS's members elected to participate, the members are Coalinga-Huron, Kern, Madera, Merced, and Tulare Public. We will return to the board at the next meeting with specifics regarding budget resolutions and purchasing procedures.

PRIOR AGENDA REFERENCE:

Agenda, August 13, 2021, Item #5 – Emergency Broadband Connectivity Fund, Authorization to designee to sign and remit with deadlines

ATTACHMENTS INCLUDED AND/OR ON FILE:

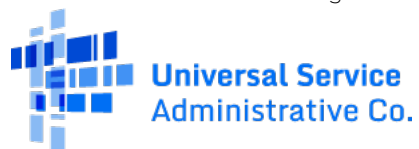
Decision Letter
Project Summary

Motion:

Second:

_____ PASSED

_____ REJECTED



March 7, 2022

ECF Funding Commitment Decision Letter

2021

Contact Information:

Ingrid Goodman
 SAN JOAQUIN VALLEY LIBRARY SYS
 2420 MARIPOSA ST
 FRESNO CA 93721 - 2204
igoodman@edtechnologyfunds.com

ECF FCC Form 471: ECF202111595

BEN: 144077

Obligation File: 11

Application Nickname: FY2021_ECF_Devices_Services

Totals

Total Committed	\$119,967.32
------------------------	---------------------

What is in this letter?

Thank you for submitting your Emergency Connectivity Fund (ECF) funding application.

Attached to this letter, you will find the funding statuses for the ECF FCC Form(s) 471, Services Ordered and Certification Form, referenced above.

The Universal Service Administrative Company (USAC) is sending letters to both the associated applicant and the service provider(s) so that you can work together to complete the funding process.

Next Steps

Submit Requests for Reimbursement to the Emergency Connectivity Fund (ECF) Portal.¹

The Commission in the *Emergency Connectivity Fund Report and Order* provided two ways for applicants to be able to invoice for eligible equipment and services through the Emergency Connectivity Fund Program.² Applicants and service providers, who agree to invoice on behalf of the applicant(s), are allowed to submit ECF Program requests for reimbursement.

¹ The *Emergency Connectivity Fund Report and Order* directed USAC to make the invoicing system available 15 days after the issuance of the first wave of commitments for the Emergency Connectivity Fund Program. *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, Report and Order, FCC 21-58, para. 98 (rel. May 11, 2021) (*Emergency Connectivity Fund Report and Order*) If your funding commitment was released as part of the first wave, you may need to wait 15 days prior to submitting your request for reimbursement. USAC will announce when the invoicing system is available and requests for reimbursement can be submitted.

² *Emergency Connectivity Fund Report and Order*, at para.93.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

- **If you (the applicant) are invoicing:** After receiving the ECF-supported eligible equipment and/or services, you will file the [ECF FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form to invoice for reimbursement of the ECF-supported eligible equipment and/or services. If you request reimbursement prior to paying your service provider(s), you will be required to provide verification that you paid your service provider(s) within 30 days of receipt of funds.
- **If your service provider(s) is invoicing:** The service provider(s) must provide the ECF-supported eligible equipment and/or services and then file the [ECF FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice for reimbursement for the ECF-supported eligible equipment and/or services provided.

Applicants and service providers, who agree to invoice on behalf of the applicant(s), must provide invoices detailing the items purchased, along with the requests for reimbursement. In general, any request for reimbursement submitted without the necessary information will be rejected with an explanation as to the deficiency, and the funding recipient will need to timely resubmit its invoice submission in order to receive reimbursement.

Notice on Rules and Requirements

The applicants' receipt of funding commitments is contingent on their compliance with all federal, statutory, regulatory, and procedural requirements of the ECF Program and the FCC's rules. This also includes the certifications under penalty of perjury contained in their funding application(s). Funding recipients are subject to audits and other reviews that the Commission and other appropriate authorities may undertake periodically to ensure that committed funds are being used in accordance with such requirements and for their intended purpose. Please see paragraphs 116-134 of the Commission's *Emergency Connectivity Fund Report and Order* for more information regarding the Program's documentation, certification, and audit requirements.

As referenced in paragraph 101 of the *Emergency Connectivity Fund Report and Order*, attached to this letter is the full text of Appendix A to 2 CFR Part 170, which provides additional information about the reporting requirements for reporting executive compensation (through <https://www.sam.gov>) and subaward activity (through <http://www.fsrc.gov>) under the Federal Funding Accountability and Transparency Act of 2006 as amended by the Digital Accountability and Transparency Act of 2014 (collectively the Transparency Act or FFATA/DATA Act) for award and subaward payments that equal or exceed \$30,000.

On behalf of the FCC, USAC may be required to reduce or cancel funding commitments that were not issued in accordance with these requirements, whether due to action or inaction of USAC, the applicant, or the service provider. The Commission and other appropriate authorities may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 30 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request. **Please note that this is shorter than the deadline for appeals in the E-Rate Program.**



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

Note: The Federal Communications Commission (FCC) will not accept appeals of ECF Program decisions that have not first been submitted and addressed in the Emergency Connectivity Fund (ECF) Portal. However, if you are seeking a waiver of ECF Program rules, you must submit your request directly to the FCC and not in the ECF Portal. Waivers of the ECF Program rules cannot be addressed within the ECF Portal.

- **To submit an appeal that is not a waiver**, visit the Appeals section in the [Emergency Connectivity Fund \(ECF\) Portal](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit the ECF Program's [website](#) for additional information on submitting an appeal, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit your request to the FCC in proceeding number WC Docket No. 21-93 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For all appeals and waivers, be sure to keep a copy of your entire appeal or waiver document, including any correspondence and documentation, and provide a copy to the affected service provider(s).

ECF Funding Commitment Decision Overview

2021

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
ECF2190016881	Kajeet, Inc.	\$6,359.00	\$6,359.00	Funded
ECF2190016904	CDW Government LLC	\$23,068.20	\$23,067.98	Funded
ECF2190016938	CDW Government LLC	\$19,223.50	\$19,223.31	Funded
ECF2190016954	RCN Communications	\$2,374.24	\$2,374.24	Funded
ECF2190016989	CDW Government LLC	\$5,767.05	\$5,766.99	Funded
ECF2190016785	T-Mobile USA, Inc.	\$15,136.80	\$15,136.80	Funded
ECF2190016969	T-Mobile USA, Inc.	\$36,057.00	\$36,057.00	Funded
ECF2190019526	Kajeet, Inc.	\$11,982.00	\$11,982.00	Funded



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016881	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$6,359.00
Total Charges		\$6,359.00	
Committed Amount		\$6,359.00	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	Kajeet, Inc.
SPIN (498ID)	143034849

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

MR1: The FRN make and model was modified from 50 SmartSpots - V400, DLBUNL1YT1 to Kajeet SmartSpot, v400 to agree with the applicant documentation.

MR2: The FRN make and model was modified from 50 SmartSpots - SS0SS, DLBUNL1YT1 to Kajeet SmartSpot, 055 to agree with the applicant documentation.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016904	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$23,067.98
Total Charges		\$23,068.20	
Committed Amount		\$23,067.98	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

FRN Line Item # 1 was for both Connected Devices and Taxes/Fees and was split to agree with the applicant documentation. The new FRN Line Item # for Recycling Fee is 2 for the amount of \$240, and the new FRN Line Item # for Sales Tax was for the amount of \$1,739.78. The products remaining in the original FRN Line Item # are connected devices for the amount of \$21,088.20. As a result, the total funding amount was reduced from \$23,068.20 to \$23,067.98.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016938	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$19,223.31
Total Charges		\$19,223.50	
Committed Amount		\$19,223.31	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

FRN Line Item # 1 was for both Connected Devices and Taxes/Fees and was split to agree with the applicant documentation. The new FRN Line Item # for Recycling Fee is 2 for the amount of \$200, and the new FRN Line Item # for Sales Tax is #3 for the amount of \$1,449.81. The products remaining in the original FRN Line Item # are connected devices for the amount of \$17,573.50. As a result, the total funding amount was reduced from \$19,223.50 to \$19,223.31.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016954	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$2,374.24
Total Charges		\$2,374.24	
Committed Amount		\$2,374.24	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	RCN Communications
SPIN (498ID)	143049412

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

Approved as submitted.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016989	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$5,766.99
Total Charges		\$5,767.05	
Committed Amount		\$5,766.99	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

FRN Line Item # 1 was for both Connected Devices and Taxes/Fees and was split to agree with the applicant documentation. The new FRN Line Item # for Recycling Fee is #2 for the amount of \$60.00 and the new FRN Line Item for Sales Tax is #3 for the amount of \$434.94. The products remaining in the original FRN Line Item # are connected devices for the amount of \$5,272.05. As a result, the total funding amount was reduced from \$5,767.05 to \$5,766.99.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016785	Service Type Services	Status Funded
-----------------------------	---------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$15,136.80	Total Eligible One Time Charges	\$0.00
Total Charges		\$15,136.80	
Committed Amount		\$15,136.80	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	T-Mobile USA, Inc.
SPIN (498ID)	143026181

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

Approved as submitted.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190016969	Service Type Services	Status Funded
-----------------------------	---------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$36,057.00	Total Eligible One Time Charges	\$0.00
Total Charges		\$36,057.00	
Committed Amount		\$36,057.00	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	T-Mobile USA, Inc.
SPIN (498ID)	143026181

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

Approved as submitted.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

FRN ECF2190019526	Service Type Services	Status Funded
-----------------------------	---------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$11,982.00
Total Charges		\$11,982.00	
Committed Amount		\$11,982.00	

Dates	
Service Start Date	7/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	Kajeet, Inc.
SPIN (498ID)	143034849

Consultant Information	
Consultant Name	Ingrid Goodman
Consultant's Employer	Sutherland Consulting Group, Inc. DBA EdTechnologyFunds, Inc.
CRN	16060507

Funding Commitment Decision Comments

Approved as submitted.



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

- i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR § 170.320;
- ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards), and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and,
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards) and,



BEN Name: SAN JOAQUIN VALLEY
LIBRARY SYS
BEN: 144077

ECF FCC Form 471: ECF202111595

Obligation File: 11

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. § 551(1) and further clarified by 5 U.S.C. 552(f).
2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization; and
 - iv. A domestic or foreign for-profit organization
3. *Executive* means officers, managing partners, or any other employees in management positions.
4. *Subaward:*
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.331).
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
5. *Subrecipient* means a non-Federal entity or Federal agency that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)).

[2 CFR Part 170; 85 FR 49526, Aug. 13, 2020]

San Joaquin Valley Library System
Quote Summary
8/10/2021

Library	Vendor	Device/Service	Quantity	Cost per	MRC	One Time Charge	Total	Budget	Overage	EST. Out of Pocket	Contract/Agreement Term
Coalinga	T-Mobile	Hot Spots-4G LTE Mobile Internet Data	40	\$29.75	\$1,190.00	\$0.00	\$14,280.00	\$0.00	\$0.00	\$0.00	24 months
	T-Mobile	MBB - Franklin T9 - One time Charge	40	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$0.00	
	T-Mobile	One time credit	40	\$0.00	\$0.00	-\$3,600.00	-\$3,600.00	\$0.00	\$0.00	\$0.00	
		Taxes	0	\$0.00	\$0.00	\$856.80	\$856.80	\$0.00	\$0.00	\$0.00	
				\$29.75	\$1,190.00	\$856.80	\$15,136.80	\$0.00	\$0.00	\$0.00	

Library	Vendor	Device/Service	Quantity	Cost per	MRC	One Time Charge	Total	Budget	Overage	EST. Out of Pocket	Contract/Agreement Term
Kern	Kajeet	50 SmartSpots - 25 on ATT, 25 on Verizon	50	\$334.61	\$0.00	\$16,730.50	\$16,730.50	\$12,500.00	\$4,230.50	\$4,230.50	12 months
		ATT	25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Verizon	25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Taxes	0	\$0.00	\$0.00	\$391.75	\$391.75	\$0.00	\$391.75	\$391.75	
				\$334.61	\$0.00	\$16,730.50	\$16,730.50	\$12,500.00	\$4,622.25	\$4,622.25	

Library	Vendor	Device/Service	Quantity	Cost per	MRC	One Time Charge	Total	Budget	Overage	Out of Pocket	Contract Term
Madera	CDWG	Lenovo 14w Gen 2	60	\$351.47	\$0.00	\$21,088.20	\$21,088.20	\$24,000.00	\$0.00	\$0.00	None
		RECYCLING FEE 4" TO LESS THAN 15"	60	\$4.00	\$0.00	\$240.00	\$240.00	\$0.00	\$0.00	0	
		Taxes	0	\$0.00	\$0.00	\$1,739.78	\$1,739.78	\$0.00	\$0.00	0	
					\$0.00	\$23,067.98	\$23,067.98	\$24,000.00	\$0.00	\$0.00	

Library	Vendor	Device/Service	Quantity	Cost per	MRC	One Time Charge	Annual Total	Budget	Overage	Out of Pocket	Contract Term
Merced	T-Mobile	Chromebook-4G LTE Mobile Internet Data)	50	\$29.75	\$1,487.50	\$0.00	\$17,850.00	\$0.00	\$0.00	\$0.00	24 months
	T-Mobile	Hot Spots4G LTE Mobile Internet Data)	50	\$29.75	\$1,487.50	\$0.00	\$17,850.00	\$0.00	\$0.00	\$0.00	
	T-Mobile	MBB - Franklin T9 - One time Charge	0	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	
	T-Mobile	One time credit	0	\$0.00	\$0.00	-\$4,500.00	-\$4,500.00	\$0.00	\$0.00	\$0.00	
	T-Mobile	CradlePoint	1	\$29.75	\$29.75	\$0.00	\$357.00	\$0.00	\$0.00	\$0.00	
		Taxes	0	\$0.00	\$0.00	\$2,163.48	\$0.00	\$0.00	\$0.00	\$0.00	
					\$3,004.75	\$2,163.48	\$36,057.00	\$0.00	\$0.00	\$0.00	
	CDW	Lenovo 14w Gen2	50	\$351.47	\$0.00	\$17,573.50	\$17,573.50	\$20,000.00	\$0.00	\$0.00	None
		Recycling	50	\$4.00	\$0.00	\$200.00	\$450.00	\$0.00	\$0.00	\$0.00	
		Taxes			\$0.00	\$1,449.81	\$1,449.81	\$20,000.00	\$0.00	\$0.00	
				\$355.47	\$0.00	\$17,773.50	\$19,473.31	\$20,000.00	\$0.00	\$0.00	
	RNC	CradlePoint	1	\$0.00	\$0.00	\$1,685.00	\$1,685.00	\$400.00	\$1,285.00	\$1,285.00	None
		Dome for Cradlepoint	1	\$0.00	\$0.00	\$499.00	\$499.00	\$0.00	\$499.00	\$499.00	
		Taxes	0	\$0.00	\$0.00	\$169.26	\$169.26	\$0.00	\$0.00	\$0.00	
						\$2,353.26	\$2,353.26	\$400.00	\$1,784.00	\$1,784.00	
	Total						\$57,883.57	\$20,400.00	\$1,784.00	\$1,784.00	

Library	Vendor	Device/Service	Quantity	Cost per	MRC	One Time Charge	Total	Budget	Overage	Out of Pocket	Contract Term
Tulare	CDW	Lenovo 14w Gen2 3000 series	15	\$351.47	\$0.00	\$5,272.05	\$5,272.05	\$6,000.00	\$0.00	\$0.00	None
		Recycling	15	\$4.00	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00	
		Taxes	0	\$0.00	\$0.00	\$434.94	\$434.94	\$0.00	\$0.00	\$0.00	
						\$5,766.99	\$5,766.99	\$6,000.00	\$0.00	\$0.00	

Est Total	Est Budget	Est. Overage	EST. Out of Pocket
\$118,585.84	\$82,900.00	\$6,406.25	\$6,406.25