SJVLS

SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS
2420 Mariposa Street · Fresno, CA 93721

Administrative Council
Agenda Packet
April 8, 2022

Friday, April 8, 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/admin220408

To call in and participate in the meeting:

Call: (559) 785-0133
Phone Conference ID: 412 341 064#

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, April 7, 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 March 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: Fresno County Cybersecurity Needs Assessment - Walden (Attachment 4)
3. Discussion and Action: Fiber Project: CENIC Year 8 – Christiansen/Nelson (Attachment 5)
4. Discussion and Action: Porterville Re-Opening Project – Christiansen/Nelson (Attachment 6)
5. Discussion and Action: Fiber Project: SPURR Master Contract for Router Upgrade License – Christiansen/Nelson (Attachment 7)
6. Discussion and Action: Budget Transfer for FY 2021-22 – Christiansen (Attachment 8)
7. Discussion: FY 2022-23 CLSA Plan of Service – Wymer

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Provided (Attachment 9)
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: May 6, 2022, via Teams.

G.   ADJOURNMENT

Meeting Adjournment.

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
March 11,2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:01 AM.
2. Roll Call
    i. Council present: Mary Leal (Coalinga/Huron),Mark Lewis (Kern County), Natalie Rencher (Kings County), Krista Riggs (Madera County), Janet Chase -Williams (Mariposa County), Amy Taylor (Merced County), Heidi Clark (Tulare City), Darla Wegener (Tulare Public), Sally Gomez (Fresno County), Jeannie Christiansen (SJVLS), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS).
    ii. Council absent: Raman Bath (Fresno County) and Vikki Cervantes (Porterville).
    iii. Guests: Julianna Robbins (California State Library) Kip Hudson (Hudson and Henderson), and Brian Henderson (Hudson and Henderson)
3. Introductions
    i. Staff introductions were conducted, Christiansen introduced Kip Henderson of Hudson and Henderson as the Fiscal Agent for SJVLS. They will be taking over the duties that have been provided to SJVLS by Jeannie Christiansen.
4. Agenda Adoption
    i. Motion to Adopt Agenda – Wegener (Tulare Public).
    ii. Seconded: Chase-Williams (Mariposa)
5. Public Comment- None.

B. CONSENT AGENDA

1. Motion to approve Consent Agenda as posted.
    i. Motion made by Lewis (Kern)
    ii. Seconded by Chase-Williams (Mariposa).

C. ITEMS FOR INFORMATION AND ACTION

1. Certification to continue virtual meetings.
    i. Motion made to continue virtual meetings and to recertify for another 30 days. Clark (Tulare City).
    ii. Second by Lewis (Kern County).

2. Wymer seeking approval for the rate increases per submission from $8.95 to $9.85 with Unique Management System (UMS). There has been no increase per Christiansen since 2015. Wymer stated if we do not accept it, we will need to do another RFP. Christiansen has reserves for everyone.
    i. Motion to Approve the rate increase Clark (Tulare City).
    ii. Seconded by Chase-Williams (Mariposa County).
3. Wymer seeking approval to submit the amended CLSA plan of service that was discussed at the February Meeting for the FY 2022-2023. It will 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.
    i. Motion to accept the CLSA Plan of Service Leal (Coalinga/Huron).
    ii. ii. Second by Lewis (Kern County).
4. Wymer seeking approval to use an additional $31,548 from Members of Tech Reserves for the Meraki Access Point License Renewal with reimbursement from CLSA allocation if amendment approved by CLSB. There was discussion on the report and Chris will add in Tulare Public information and Porterville is not included due to the fire.
    i. Motion made to approve with adding in Tulare City information. Wegener (Tulare Public).
    ii. Second by Clark (Tulare City).
5. Christiansen seeking approval of the budget resolution increasing FY 2021-22 appropriations and revenues for reimbursement of equipment order in the amount of $567.000. Clark confirmed that amount was being pulled from tech reserves. This will increase equipment budget from $3333,000 to $900,000 to support member's orders such as Porterville. The fall order equipment order invoices processed, and revenue reimbursemnt collected from the Member's Tech Reserve requires a budget resolution to amend the budget for the excess amounts ($35.000).
    i. Motion to approve increase in budget Lewis (Kern County).
    ii. Second by Clark (Tulare City).
6. Wymer and Nelson discussed on the Spring Equipment Order. Nelson reported that I might be hard to predict delivery and pricing, it is fluctuating daily right now. The issue is if we skip Spring that will delay even longer. Discussion on anything with the 5-year warranty and that it is expected to last that long, so if you have something older might be good to place an order. Council gave verbal consent to open Spring order.
7. Christiansen provided handouts for the Draft Budget Plan, Total funding for budget is $4,961,727 and CLSA membership fees are $1,915,096. Christiansen is seeking approval for the draft budget.
    i. Motion to approve the draft budget FY 2022-2023 Riggs (Madera County).
    ii. Second by Lewis (Kern County).

8. Discussion on CLSA Plan of Service will be brought back in April. Wymer will research potential uses for our CLSA allocation that are not needed to operate delivery services. He will obtain a quote for Backstage Library Work's "Change the Subject" service, which replaces offensive catalog subject heading terms with terms that are more culturally appropriate.

9. ECF decision and funding was discussed by Wymer. This was approved for submitting the request at our August 13, 2022, meeting. The participants were Coalinga-Huron, Kern, Madera, Merced, and Tulare Public. We will return next month for the approval of the ECF in the amount of $119,967.32.

    i. Motion to approve 1-3 of the recommended action Clark (Tulare City).
    ii. Second by Lewis (Kern County).

D. STAFF REPORTS

1. Chair
    i. No Report.

2. State Library
    i. Robbins presented the link to go to for information on State Library Grant and Funding Opportunities. https://www.library.ca.gov/grants/ .

3. Administrative Librarian
    i. Wymer provided an update on the meetings he attended in the previous month with the Shafter City Library, and the meeting of the library cooperative system chairs and administrators. In the meeting to discuss the Shafter City Library joining SJVLS, Shafter staff informed Wymer that they are committed to a 5-year contract for an ILS and are only interested in establishing a resource sharing agreement to borrower materials from SJVLS member libraries. SHVLS is unable to accommodate the request, so any further discussion with the City of Shafter is tabled until the end of Shafter's current ILS agreement. Wymer reported the meeting with the cooperative system chairs and administrators was very beneficial, it was a great opportunity to network and begin building relationships with the other cooperative systems and learn more about the history an organization and the cooperative systems in the state. Wymer also informed Admin Council that he received a request from Kern County regarding the participation in the Palace Project. Wymer has asked Nate Boyer and the Electronic Resources Committee to evaluate SJVLS's participation. The Cloud Library collection is a system-wide, shared resource, and before committing to the project, Wymer would like the committee to consider potential impacts on patron's access to e-resources. Would participation increase the amount of time patrons wait to use materials? Would it give them access to a wider range of items? Are there any licensing restrictions around allowing patrons from outside our cooperative system to use materials we purchase?

4. SJVLS – System Administrator
    i. Wymer informed Admin Council the OverDrive Magazines ERC connectors are now live. Patrons from Fresno and Merced Counties can search for and download OverDrive Magazine content directly in the catalog and mobile app. He also informed Admin Council that Mike

Drake has been working with Kern County staff to improve the Comres Enterprise instance. After he finishes with their requests he will begin working with Coalinga and Merced to update their instances as well. He also informed Admin Council that planning has begun to upgrade the Jasper Reports Server in order to continue providing database usage statistics. Lastly, he informed Admin Council that on Sunday he will be performing a modified version of Kern's relief of accountability. This is a new script that hasn't been run on the live database in the past, so he wanted all the directors to be aware in case something breaks.

5. Senior Network Systems Engineer
    i. Nelson reported that not much going on working on CENIC bids for year 6., we have 2 new branches. Yosemite Branch only received some upgrades as there is no circuit. The is a little shakeup at CENIC changing a vendor to CTC Technology more information on this in April.

E. DIRECTOR'S COMMENTS

1. Riggs (Madera County) Not too much to report, budget time. The has been some talk of a new library in Fairmead, the money would come through the High-Speed Rail project. It would be something like the Teague branch in Fresno County. The community could really use it.

2. Wegener (Tulare Public) We are hiring still due to ARPA funding. Celebration on World Book Day theme will be cultural. Will be attending PLA. Visalia branch is getting some improvements, LED lighting, solar panels, and also some outside work. We made the news on 1000 books before kindergarten program. as done some improvements.

3. Clark (Tulare City) Working on our Zip Book Grant, in testing phase should get going by end of the month. Molly leaving for maternity leave April 1st. We have two vacancies, and one is starting so that will leave just one vacancy. Community Services working on a Master Plan and the Library was included in that. We are bringing back Garden Festival the first weekend in April.

4. Leal (Coalinga/Huron) We sponsored the swamp ride and that was a success and fun, it coincided with the Mardi Gras celebration. It was half haunted house have Pirates of the Caribbean. We are open and back to normal and people are coming in.

5. Lewis (Kern)Working on finishing infrastructure grants. Opening all branches by April. Some have been closed for two years now.

6. Gomez (Fresno County) We are getting back into hiring process. Branches are struggling. We are starting out with librarians; we have 7 to fill. There are a lot of staff to fill in.

7. Taylor (Merced County) Working on hiring, and training. We are working on getting back to letting public in and that is good. Have a handrail project that has been going on 4 months. Working on new Circ desks for some branches,

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
    i. April 8, 2022, via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:32 AM.

DATE:	April 8, 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 March 31, 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 March 31, 2022, Financial reported expenses are $ 2,337,503. Overall expenses were underspent by 28% in comparison to the monthly benchmarks due to delays in Califa quarterly telecommunication charges, delivery, and fiber upgrade project costs for total $350,000.
2. Revenue Collected: $2,549,248 represents 66% of collected funds. The billing to Members for Telecommunications was processed in March 2022. Due to the timing of the Board meeting, the final revenue report for March was not available from Fresno County ACTTC.

B. OUTSTANDING RECEIVABLE TOTAL: $557,201
1. FY 2021/22 Member Fees, Postage, and Smart Net totaling $ 1,769,999 was billed on August 17, 2021. This has been paid in full as of March 25, 2022.
2. Billed Fortinet of $31,000 on 8/17/21. This has been paid in full as of March 25, 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. This has been paid in full as of March 25, 2022.
5. FY 2021/22 Telco billing totaling $534,755 was billed on March 15, 2022 with a current outstanding balance of $534,755 as of March 25, 2022.

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 $163,505 with remaining unspent funds of $28,567. 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 has been fully expended by March 24, 2022.
2. March expenditures submitted for reimbursement. SJVLS Administration reimbursement of $853; $8,532 disbursement to two participants in the program.
3. Award terms date range: July 1, 2021 through July 31, 2022.
4. PLSEP funds received from State as of December 30, 2021.
5. PLSEP Mid Project Financial Report due to the State no later than April 15, 2022.

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, January, and March.
4. The board approved March 11 an increase in budget appropriation to support member's spring equipment order.

G. PRE-PAID TECH RESERVE
1. Total balance - $3,928,936. Emailed to Admin Council
2. Under committed System projects
3. 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. Fiber Project CENIC Year 6 is in the final stages. Total project costs for sites completed is $176,296. Fiscal will be sending statements to Fresno, Kern, Kings, Mariposa and Merced no later than June 2022.
3. Fiber Project Year 7. In progress. The Board approved on April 16, 2021 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.

Financial Position Report

Appropriations, Revenue and Net Fund Balance

For the Period Ending March 31, 2022

Fund 4835

Org 9625

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 3-31-22	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		$0			0%	75%
7000	Services & Supplies	$4,333,297	$4,943,912	$2,328,971		47%	75%
7000	Other Charges - PLSEP expenses	$20,000	$9,385	$8,532		91%	75%
7295	SJVLS Professional Services		$0			0%	75%
8000	General Fixed Assets		$0			0%	75%
	Total Appropriations	$4,353,297	$4,953,297	$2,337,503	$0	47%	75%
			$600,000	**$2,337,503**			
	Variance			**$0**			

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 3-31-22	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	$36,000	$36,000	$36,000		100%	75%
5039	SJVLS Tech Reserve Charges	$544,553	$1,111,553	$412,438		37%	75%
3380	Interest Tech Reserve Fund	$69,096	$69,096	$58,860		85%	75%
5800	Miscellaneous Revenue			$0		0%	75%
5501	Telephone Services			$0		0%	75%
5504	Telephone Services-Non County	$534,755	$534,755	$56,145		10%	75%
4375	Grant-PLSEP Scholarship	$20,000	$20,000	$9,385		47%	75%
4841	SJVLS Member Contributions	$1,789,808	$1,789,808	$1,740,749		97%	75%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	$162,819	$276,435	$235,672		85%	75%
	Total Revenues	$3,157,031	$3,837,647	$2,549,248	$0	66%	75%
	Sum of Pivot Tables Financials			**$2,549,248**			
	Variance			**0.00**			
					-$211,745		

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-) Decrease Cash in Fund (+)	$1,196,266	$1,115,650	-$211,745	-$211,745	

		# of PPs	# of Mos.
Benchmark		16	9

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

San Joaquin Valley Library System
Revenue and Expenses Trends - Annual
March 31, 2022
Fiscal Year 2021-22

Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Tech Reserve Available Balance	$2,589,868	$2,473,397	$2,676,754	$3,061,626	$4,014,129	$3,928,936
Revenues Collected	$3,123,740	$2,074,018	$4,922,374	**$3,125,520**	**$3,967,778**	**$2,549,248**
Budget Expenses	$4,545,929	$4,343,965	$4,626,402	$4,339,757	$6,066,145	$4,953,297
Actual Expenses	$3,243,758	$3,349,110	$3,314,188	**$3,250,441**	**$3,433,952**	**$2,337,503**
% 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	$2,615,794
% Unspent	29%	23%	28%	25%	43%	53%
	100%	100%	100%	100%	100%	100%
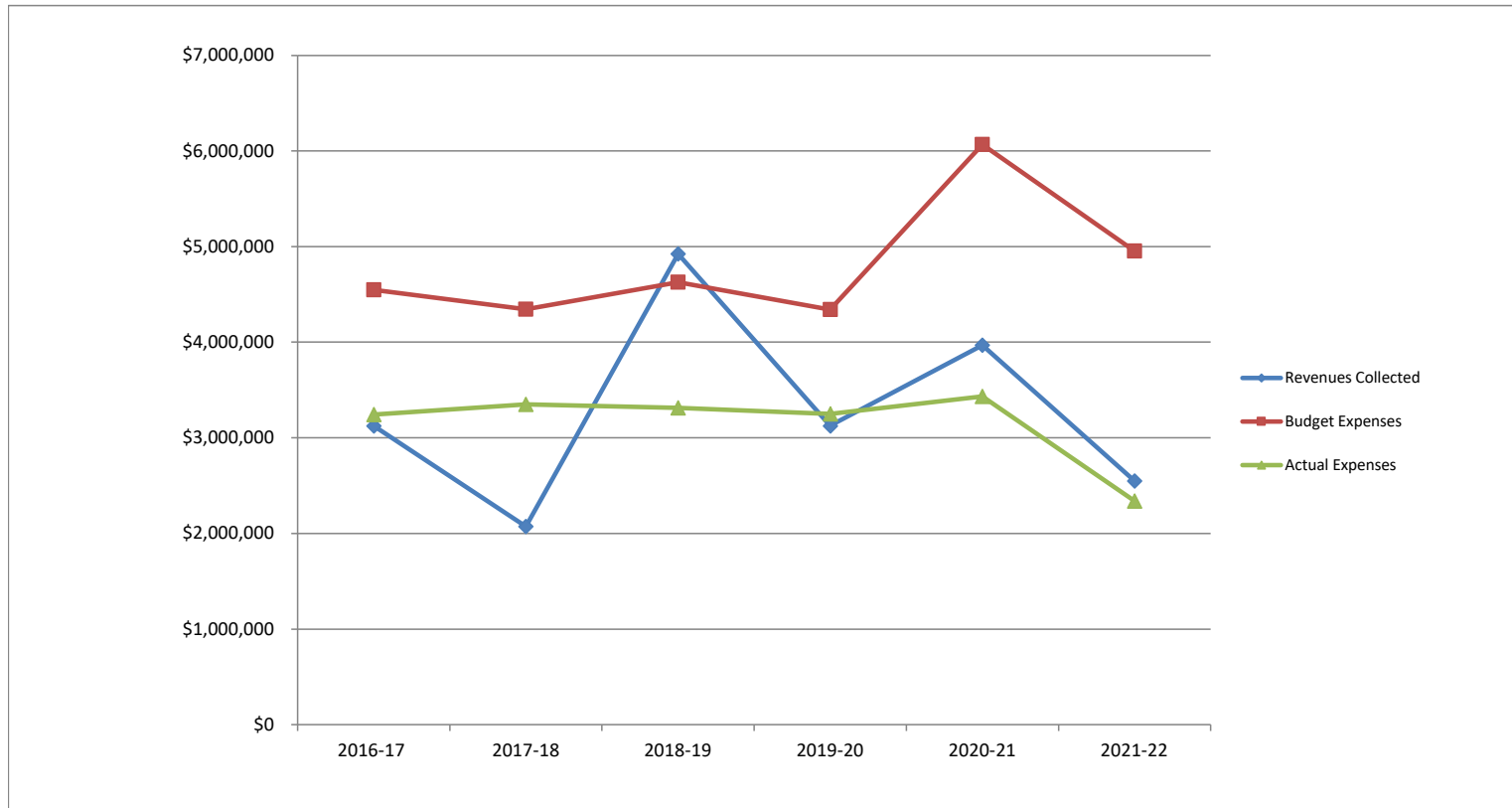
COUNTY OF FRESNO
Financial Information Systems

Departmental Budget Status
Dept 9625 - San Joaquin Valley Library-JPA
Period Ending 2022-03-31

Request: GLNF9002
Layout: GLNF9002
Scope: DBS
Run Date: 3/24/2022

Account		Program	Adopted Appropriations	Adjusted Appropriations	Year-To-Date Expenditures	Year-To-Date Encumbrances	Remaining Appropriations	% Used
FISCAL YEAR 2022								
7040	Telephone Charges		0.00	1,378,685.00	559,287.56	0.00	819,397.44	41%
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	201,655.89	0.00	151,971.11	57%
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	3,555.47	0.00	6,444.53	36%
7295	Professional & Specialized Ser		0.00	1,618,399.00	943,725.51	0.00	674,673.49	58%
7296	Data Processing Services		0.00	4,107.00	2,119.46	0.00	1,987.54	52%
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	438,238.96	0.00	102,790.04	81%
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	8,707.00	0.00	44,793.00	16%
7416	Trans & Travel County Garage		0.00	248,800.00	125,531.71	0.00	123,268.29	50%
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	2,337,503.17	0.00	2,015,793.83	54%
	2022 Total		**0.00**	**4,353,297.00**	**2,337,503.17**	**0.00**	**2,015,793.83**	**54%**
	Pending Budget Resoluiton			33,000.00				
	Pending Budget Resoluiton			567,000.00				
	Processing by Auditior's Office			4,953,297.00				

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   3/31/2022

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 (Apr - June)	Total Projected Expenses	Unspent	Comments
Delivery	215,800	235,800	194,550	112,752	33,048	48,750	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	7,421	2,020	3,251	12,692	308	Direct bill to Madera
Grand Total	**215,800**	**248,800**	**248,800**	**120,173**	**35,068**	**52,001**	**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)
       $ 128   Withdrawal of Fund Balance reserves for shorfall
  Extra Delivery Stops
 Total Projected Expenses $ 12,692
  Revenue Collected: $ (12,692)
       $ (0)

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 :
    February 2022-March 2022 $ 33,048 Basic HQ
    April 2022 through June 2022 $ 16,250 average monthly estimate
                   $ 48,750 Project Expenses

Online Materials
Financial Update
Report Date   3/31/2022

Funding Source: Membership

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000	21,000	-	
Pronuniciator	31,620	28,000	3,620	
Cengage	60,500	60,449	51	
Gale	30,000	30,265	(265)	Education and Career module with Gale
E-Resources Other	30,000	14,542	15,458	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**	**163,505**	**28,567**	see note 3

	Budget Amount	Total Expenses	Unspent
Total Funding Sources:	$ 192,072	$ 163,505	$ 28,567

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 $28,567 will be spent on Cloud library

DATE: April 8, 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: April 8, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: County of Fresno – Sheri Walden

SUBJECT: Cybersecurity Needs Assessment

RECOMMENDED ACTION:

1. Authorize the County of Fresno's ITSD Department and contractor, B. Riley Advisory Services authority to work with SJVLS's IT staff in conducting empirical testing on the SJVLS network system.

Approval of the recommended action will allow the County of Fresno's ITSD Department and contractor, B. Riley Advisory Services the authority to work with SJVLS's IT staff to plan a range of empirical tests to observe departmental recognition and response efforts when faced with a realistic (but no impact) set of realistic attacks, including phishing/social engineering and penetration testing. If approved, the exercises are anticipated to take place between April and May of 2022.

ALTERNATIVE ACTION(S):

The Council may deny the request to perform the proposed cybersecurity assessment of the library network.

FISCAL IMPACT:

The cost for the associated testing services will be borne by the County of Fresno.

DISCUSSION:

Fresno County has engaged B. Riley Advisory Services to conduct a comprehensive cybersecurity needs assessment that will provide an independent view of the County's current security posture, capabilities, and challenges, generate recommendations for remediating risks and closing security gaps, and provide the County with a Strategic Cybersecurity Plan for developing and improving its overall cybersecurity program. The Information Security and Technology teams in Fresno County follow good cybersecurity practices, but the County faces a challenge from the uneven embrace of, and compliance with central efforts to keep County data and systems as secure as possible from cyber incidents that can impact sensitive County data, operations, and government functions. It is anticipated that this work will help guide the County toward better cybersecurity risk management commensurate with the threat environment Fresno County realistically faces. Twenty (20) county departments will participate in a six-step project approach:

1. <u>IT Assessment</u> – Review the perspective of the IT Department's cyber posture and the central issues, challenges, and successes in the adoption of the Counties cybersecurity program.

2. <u>Department Assessments</u> – To get the operational perspective of each department relative to mission, essential functions and processes, and the systems and data required to support those processes, to ascertain cybersecurity implications to their capacity to deliver essential services.

3. <u>Tabletop Exercises</u> – To "test" departmental capabilities around cyber incident response and operational recovery, we will facilitate tabletop exercises with ten (10) County departments to observe actual response capabilities and practices during simulated cyber events.

4. <u>Empirical Testing</u> – In parallel with the tabletop exercises, we will execute a range of empirical tests at selected departments, including phishing/social engineering, penetration testing to document system vulnerability, and a malware simulation.

5. <u>Plan Development</u>
   a. A "dashboard" to graphically communicate department level cybersecurity maturity with a plan for closing gaps, vulnerabilities, and improving practices, with a high-level timeline and order of magnitude levels of effort, elapsed time, and cost.
   b. A Strategic Cybersecurity Plan that accommodates the flexibility inherent in County departmental structure, culture, jurisdictional realities, and its risk management strategy.

<u>Remediation Validation</u> - Validate the progress made by the County on security improvements and update the dashboard to support regular progress assessments that show period-over-period improvement by the County.

This agenda item is requesting approval for the testing associated with item #4 Empirical Testing, specifically the phishing/social engineering and penetration testing.

PRIOR AGENDA REFERENCE:

N/A

ATTACHMENTS INCLUDED AND/OR ON FILE:

N/A

Motion: _____   Second: _____

_____ PASSED   ____ REJECTED

DATE: April 8, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Business Manager, Fresno County Fiscal Agent
                             Kevin Nelson, Senior Network Systems Engineer

SUBJECT: Fiber Project: CENIC Year 8

RECOMMENDED ACTION:

1. Approve System participation in CENIC Year 8 Broadband Initiative in upcoming fiscal year.
2. Authorize to collect bids, execute contract for E-rate and other related documents for eligible members.
3. Authorize the Administrative Librarian, or designee, to submit appropriate forms.
4. Authorize Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget.

Approval of the recommended action will allow SJVLS to work with Ed Technology, CENIC and Califa to collect bids, review with Members, and process paperwork to participate in Year 8. The last recommended action allow staff to work with Fiscal Agent to provide discounted costs to prepare to return to board with budget resolution to increase appropriations and estimated revenues collection from Tech Reserves will be included in the recommended Budget FY 2022-23.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, eligible members are unable to improve high-speed broadband at select locations.

FISCAL IMPACT:

There is no increase in membership fee. The project expenses will be funded by E-Rate and Member's Tech Reserves. Eligible Member have sufficient Tech Reserve balance due to deposits of prior year e rate disbursements to fund these opportunities. The approval will allow staff to collect bids and return to board with costs to include in Budget FY 2022-23.

DISCUSSION:

Staff will return to the board with updates.

PRIOR AGENDA REFERENCE:

None

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Fiber Project Cenic Year 8

Motion: _____   Second: _____

_____ PASSED   ____ REJECTED

SAN JOAQUIN VALLEY LIBRARY SYSTEM
FY 2022-2023
FIBER PROJECT CENIC YEAR 8

Eligible Members

Year 8 RFP action	System name (if applicable)	Jurisdiction name	Outlet name	Desired speed	Current speed (only if upgrading)	Notes/Comments	Costs (to pay out)
Add new site	SJVLS	Kern County Library	Boron Branch	100 Mb		100 Mb, 1 Gb	TBD
Add new site	SJVLS	Kern County Library	Buttonwillow Branch	100 Mb		100 Mb, 1 Gb	TBD
Upgrade existing site	SJVLS	Kern County Library	California City Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD
Upgrade existing site	SJVLS	Kern County Library	Northeast Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD
Add new site	SJVLS	Kern County Library	Wofford Heights Branch	100 Mb		100 Mb, 1 Gb	TBD
Add new site	SJVLS	Mariposa County Library	Yosemite Branch	100 Mb	1.5 Mb	100 Mb, 1 Gb.	TBD
		Comments:	Any hub site handoff will work if that's what they need.				TBD
Upgrade existing site	SJVLS	Merced County Library	Livingston Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD
Upgrade existing site	SJVLS	Merced County Library	Santa Nella Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD
Add new site	SJVLS	Porterville Public Library	Porterville Public Library	1 Gb		100 Mb, 1 Gb	TBD
Upgrade existing site	SJVLS	Tulare County Library	Pixley Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD
Upgrade existing site	SJVLS	Tulare County Library	Terra Bella Branch	100 Mb	10 Mb	100 Mb, 1 Gb	TBD

DATE: April 8, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Business Manager, Fresno County Fiscal Agent
                      Kevin Nelson, Senior Network Systems Engineer

SUBJECT: Porterville Re-Opening Project

RECOMMENDED ACTION:

1. Retroactively authorize Fiber Project for Porterville Re-Opening in the amount of $100,000 effective January 31, 2022.
2. Approve and authorize the Chairman to submit SJVLS grant application to California State Library (CSL) for possible revenue funding to reconnect Porterville.
3. Approval budget resolution increasing FY 2022-23 appropriations and estimated revenues for the communication phase of project in the amount of $62,000.

Approval of the retroactive recommended action will support System's purchase order issued over the past two months to begin process to order construction related items (access points, cabling and switching) and data drop in the amount of $38,000. The communication phase for circuit in the amount of $62,000 (includes contingency for possible inflation increases) will be budgeted in the upcoming recommended budget per budget resolution. Grant application will be submitted, and staff will return to board for acceptance of grant award and revenue funding.

ALTERNATIVE ACTION(S):

There are no other viable alternative options.

FISCAL IMPACT:

There is no increase in Membership Dues. The approval will establish the project expense line to support securing equipment and revenue collection from Porterville's Tech Reserves pending approval of CSL grant incurred in current year FY 21-22 $38,000. The budget resolution allows for sufficient appropriations and estimated revenues to be included Adjusted budget FY 2022-23 in the amount of $62,000.

DISCUSSION:

The budget resolution will increase draft budget ($4,961,727) to include the fiber project for Porterville ($62,000).   Vendor AMS.net created project number 94184 upon receipt of System issued purchase order number 2122028 and 2122032.

PRIOR AGENDA REFERENCE:

Agenda, March 11, 2022, FY 2022-23 Draft Budget ($4,961,727)

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Budget Resolution Porterville Re-Opening

Motion: Second:

_____ PASSED   ____ REJECTED   21

SAN JOAQUIN VALLEY LIBRARY SYSTEM

STATE OF CALIFORNIA
FY 2022-23
INCREASING PREMILINARY BUDGET
FY 2022-23 APPROPRIATIONS & ESTIMATED REVENUES
AGENCY FUND 4835

ADJUSTMENT

1. Adopt budget resolution to increase expenditures for the total costs $62,000 to support paying for cost associate with Project Porterville re-opening communication phase.
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	62,000
Adopt Resolution increasing appropriations and estimated revenues for	62,000
TOTAL	$ 62,000

BUDGET RESOLUTION – PORTERVILLE RE-OPENING

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

EXPENDITURE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7385	Small Tools & Equipment	$ 62,000
TOTAL SERVICES AND SUPPLIES			$ 62,000
TOTAL APPROPRIATIONS			$ 62,000

REVENUE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
ACCOUNT	5039	SJVLS Tech Reserves -Equipment Hardware	$ 62,000
TOTAL REVENUES			$ 62,000
TOTAL ESTIMATED REVENUES			$ 62,000

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS). April 8, 2022

APPROVED: _____   DATE: _____

      CHAIRMAN OF THE BOARD

DATE: April 8, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Jeannie Christiansen, Business Manager, Fresno County Fiscal Agent
                     Kevin Nelson, Senior Network Systems Engineer

SUBJECT: Fiber Project: SPURR Master Contract for Router Upgrade License

RECOMMENDED ACTION:

1. Approve System participation in SPURR Program for Router License Upgrades effective July 1, 2022, in the amount of $29,478.57.
2. Retroactively approve the Administrative Librarian or their designee, to sign 470 forms and related documents for discounted equipment and services under SPURR Form 470 220002709.
3. Approve and authorize acceptance of estimated revenues funding from e rate category 2 funding and individual member's Tech Reserves.
4. Approval budget resolution increasing FY 2022-23 appropriations and estimated revenues in the amount of $29,478.57.

Approval of the recommended action will allow System to purchase equipment to optimize routers performance to sites listed in attachment.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, unable to upgrade routers for sites.

FISCAL IMPACT:

There is no increase in membership fee. The project expenses will be funded by E-Rate and Member's Tech Reserves in the $29,478.57. Eligible Member have sufficient Tech Reserve balance due to deposits of prior year e rate disbursements to fund these opportunities.

DISCUSSION:

The budget resolution will increase draft budget ($4,961,727) to include the project for licenses ($29,478.57).   Vendor AMS.net created project number 96810.

PRIOR AGENDA REFERENCE:

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

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Budget Resolution SPURR Router Upgrade License

Motion: Second:

_____ PASSED   ____ REJECTED

SAN JOAQUIN VALLEY LIBRARY SYSTEM
STATE OF CALIFORNIA
FY 2022-23
INCREASING PREMILINARY BUDGET
FY 2022-23 APPROPRIATIONS & ESTIMATED REVENUES
AGENCY FUND 4835

ADJUSTMENT

1. Adopt budget resolution to increase expenditures for Router License Upgrades effective July 1, 2022, in the amount of $29,478.57.
2. Adopt budget resolution to increase revenues collection reimbursement from participating Member's pre-paid tech reserves account and e-rate funding in the amount of $29,478.57.

Current adopted appropriations and estimated revenues for	29,478.57
Adopt Resolution increasing appropriations and estimated revenues for	29,478.57
TOTAL	$ 29,478.57

BUDGET RESOLUTION SPURR ROUTER UPGRADE LICENSE

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

EXPENDITURE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
7000-SERVICES AND SUPPLIES			
ACCOUNT	7385	Small Tools & Equipment	$29,478.57
TOTAL SERVICES AND SUPPLIES			$29,478.57
TOTAL APPROPRIATIONS			$29,478.57

REVENUE			
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
ORGANIZATION	96250300	Telecommunication Fiber Projects	
ACCOUNT	5039	SJVLS Tech Reserves -Equipment Hardware	$29,478.57
TOTAL REVENUES			$29,478.57
TOTAL ESTIMATED REVENUES			$29,478.57

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS).   April 8, 2022

APPROVED: _____   DATE: _____
            CHAIRMAN OF THE BOARD

Project	**SPURR Router License**		**Total Project Cost**
	Router Upgrade Licenses (Booster & Performance)		**29,479**
Vendor	**AMS. Net**	SPURR program effective date: July 1, 2022	
	Project ID 96810	Quote Amount	29,478.57

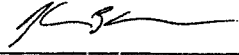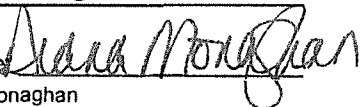| **Member**	**Branch**	Cisco 4321 **License need**	**Cost (w tax)**
	Quantity: 6 Boost License		
Fresno	Firebaugh	Boost	1,143.55
Fresno	Kerman	Boost	1,143.55
Kings	Kettleman City	Boost	1,143.55
Kings	Lemoore	Boost	1,143.55
Merced	Los Banos	Boost	1,143.55
Merced	Winton	Boost	1,143.55
	Quantity: 39 Performance License		
Coalinga	Huron	Performance	579.93
Fresno	Caruthers	Performance	579.93
Fresno	Easton	Performance	579.93
Fresno	Kingsburg	Performance	579.93
Fresno	Laton	Performance	579.93
Fresno	Mendota	Performance	579.93
Fresno	Mosqueda	Performance	579.93
Fresno	Orange Cove	Performance	579.93
Fresno	Parlier	Performance	579.93
Fresno	Pinedale	Performance	579.93
Fresno	Riverdale	Performance	579.93
Fresno	Sanger	Performance	579.93
Fresno	Selma	Performance	579.93
Fresno	Talking Book	Performance	579.93
Fresno	West Fresno	Performance	579.93
Kern	Arvin	Performance	579.93
Kern	Baker Street	Performance	579.93
Kern	Delano	Performance	579.93
Kern	Frazier Park	Performance	579.93
Kern	Holloway Gonzales	Performance	579.93
Kern	Lamont	Performance	579.93
Kern	McFarland	Performance	579.93
Kern	Rathbun	Performance	579.93
Kern	Tehachapi	Performance	579.93
Kern	Wasco	Performance	579.93
Kern	Wilson	Performance	579.93
Kings	Avenal	Performance	579.93
Kings	Stratford	Performance	579.93
Madera	Chowchilla	Performance	579.93
Madera	Madera Ranchos	Performance	579.93
Merced	Gustine	Performance	579.93
Merced	Hilmar	Performance	579.93
Tulare County	Earlimart	Performance	579.93
Tulare County	Ivanhoe	Performance	579.93
Tulare County	Orosi	Performance	579.93
Tulare County	Springville	Performance	579.93
Tulare County	Three Rivers	Performance	579.93
Tulare County	Tipton	Performance	579.93
Tulare County	Woodlake	Performance	579.93
			29,478.57

SPURR
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1850 Gateway Boulevard. Suite 235, Concord, Ca 94520 | 925.743.1292 | spurr.org

AUTHORIZATION TO ORDER (ATO) UNDER SPURR MASTER CONTRACT (SMC)

SPURR Master Contract: SMC-TN-049   **Vendor: AMS.NET, Inc.**

RFP Title: <u>2022 Network Infrastructure Equipment and Services</u>

RFP Issued: <u>10/27/2021</u>   E-Rate Category: <u>2</u>

SPURR Form 470: <u>220002709</u>   Participant Form 470, if referenced: _____

Awarded Services covered by <u>SMC-TN-049:</u> Listed in the SMC and on page 2 of this ATO

Awarded Services ordered through this ATO: See attached line item description or quote file

Services Order Date: <u>TBD</u>   Scheduled Services Start Date: <u>7/1 2022</u>

Total Order Value: $<u>29,478.57</u>

Capitalized terms not defined in this ATO have the meanings ascribed to them in the above-referenced RFP and SMC. Participant confirms that it has agreed to buy from Vendor, and Vendor confirms that it has agreed to sell to Participant, the Awarded Services specified in this ATO, pursuant to the RFP, the SMC, and the attached General Terms and Conditions <u>(February 10, 2022 revision).</u>

Please submit a PDF file of the completed ATO to SPURR at <u>service@spurr.org</u> or to SPURR's designated agent not later than thirty (30) days after Participant and Vendor reach agreement on quantities and delivery terms for Awarded Services and not later than the Order Due Date. SPURR will review and send an accepted ATO to Participant and Vendor for their files.

An ATO is not valid for purchase of Awarded Services until the ATO has been accepted by SPURR, as evidenced by SPURR's execution of the ATO.

Participant Authorization	Vendor Authorization
Participant: San Joaquin Valley Library System	Vendor: AMS.NET, Inc.
Street Address: 2420 Mariposa Street	Street Address: 502 Commerce Way
City, St, Zip: Fresno, Ca 93721	City, St, Zip: Livermore, Ca 94551
Contact Name: Kevin Nelson	Contact Name: Greg Jaramishian
Contact Title: Network Administrator	Contact Title: Regional Manager
Contact Phone: (559) 600-6284	Contact Phone: (925) 245-6132
Contact Email: Kevin.nelson@sjvls.org	Contact Email: gjaramishian@ams.net
Authorized Signature: _____	Authorized Signature: _____
Print Name: Kevin P. Nelson	Print Name: Diana Monaghan
Print Title: Senior Network Systems Engineer	Print Title: Secretary
Date: 03/22/2022	Date: 3/22/22

SPURR Acceptance
Authorized Signature: _____   Date: _____   Michael Rochman   Managing Director

SMC-TN ATO form v2022Feb10

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General Terms and Conditions, February 8, 2022 revision

A. BACKGROUND OF PROGRAM

1. SPURR is a Joint Powers Authority formed by California public school districts, county offices of education, and community college districts pursuant to California's Joint Exercise of Powers Act.

2. SPURR aggregates purchasing power and expertise for member and non-member facilities across California.

3. In its Telecom & Networking Program, SPURR aggregates purchasing power and expertise for telecommunications, Internet access, and internal connections equipment goods and services.

4. The Schools and Libraries Program of the Universal Service Fund, commonly known as "E Rate," is administered by the USAC-SLD under the direction of the FCC and provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications, Internet access, and internal connections equipment.

5. SPURR has established contracts for Services through issuance of the RFP described on the cover page of this ATO. SPURR invited qualified vendors to submit pricing for specified Services in response to the RFP, posted various print and online notices of the RFP, and posted on the USAC-SLD Website an E-Rate Form 470 Application in connection with the RFP.

6. SPURR stated in the RFP that the pricing, terms, and conditions of any award pursuant to the RFP would be made available to Eligible Entities to allow them to purchase Service through SPURR as a procurement vehicle.

7. SPURR evaluated all responses which complied with the terms of the RFP, using the following criteria:

   - Price: 40%
   - Prior Experience -Technical: 25%
   - Understanding of Specified RFP Needs: 20%
   - Management Capabilities/Company Capacity: 10%
   - Prior SPURR Program Experience: 5%
   - TOTAL: 100%

8. SPURR selected Vendor for an award under the RFP for the Awarded Services and entered into the SMC to evidence the pricing, terms, and conditions of that award.

9. As stated in the RFP, the SMC will be made available to Eligible Entities for the purchase of Awarded Services.

10. To confirm Participant's request to buy, and Vendor's agreement to sell, Awarded Services using the SMC, Participant and Vendor must complete and execute an ATO for such Awarded Services and submit that ATO to SPURR.

11. An executed ATO represents an authorization for a Participant to make a purchase under this SMC and does not, in and of itself, represent an obligation for Participant to make a purchase. Participant and Vendor may agree on contingencies applicable to delivery of and payment for Awarded Services, including but not limited to timing or funding contingencies.

12. The Services Start Date and the Order Due Date are set forth in the SMC.

B. PARTICIPANT AGREES AS FOLLOWS:

1. Participant accepts the terms and conditions of the RFP and the SMC related to any Awarded Services to be purchased by Participant.

2. Participant agrees to provide any information reasonably requested by SPURR to verify Awarded Services purchased by Participant from Vendor.

3. Participant agrees that it is responsible for (a) conducting their own due diligence regarding the suitability of Vendor, Awarded Services, and this SMC for Participant's needs and cost-requirements, including but not limited to its procurement rules and cost-effectiveness requirements, (b) documenting the Awarded Service quantities, total costs, and delivery terms specific to Participant, and (c) if Participant is seeking E-Rate discounts, completing E-Rate Form 471 and any other E-Rate procedures and filings (except for the RFP and SPURR's E-Rate Form 470 referenced above) necessary for Participant to obtain E-Rate discounts.

4. Participant agrees that SPURR is not responsible for payment for any Awarded Services ordered requested by Participant.

5. For purposes of compliance with California "prevailing wage" law, Participant is responsible for informing Vendor of the locations where work may be performed and any pertinent wage determination documentation.

C. VENDOR AGREES AS FOLLOWS:

1. Vendor affirms the applicability of the terms and conditions of the RFP and the SMC to the Awarded Services referenced in this ATO.

2. Vendor agrees to promptly report to SPURR any revisions to the line item Project description attached this ATO.

3. The "Total Order Value" stated on the cover page of this ATO includes Awarded Services subject to the Administrative Fee and certain pass-through items (e.g., sales tax) not subject to the Administrative Fee.

4. As part of its reporting obligations to SPURR under the SMC, Vendor agrees to provide SPURR with a reasonably detailed report of the Awarded Services referenced in this ATO that are subject to the Administrative Fee and any related pass-through costs not subject to the Administrative Fee.

1   SMC-TN ATO form v2022Feb10

DATE: April 8, 2022

TO: SJVLS Administrative Council

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

SUBJECT: Budget Transfer for FY 2021-22

RECOMMENDED ACTION:

1. Approve and authorize Chairman to sign Budget Transfer #2 transferring FY 2021-22 appropriations for the following:
    a. Fiber project Porterville re-opening in the amount of $38,000 due to additional project under cost center Telecommunication Fiber Projects, GL 7385.
    b. EZproxy renewal in the amount of $ 1,300 due to increase in price for total cost $ 7,000 under cost center Cataloging Services, GL 7295.
    c. Alliant Insurance renewal in the amount of $ 300 due to increase in liability insurance for total cost $4,400 under cost center Planning and Evaluation, GL 7101.

Approval of the recommended actions will transfer expenses between general ledger accounts for the combine total amount $39,600 for the above items.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the budget will be overspent in the budget line detail by expense line.

FISCAL IMPACT:

There is no increase in Membership Dues. The approval will increase budget expense line to support processing invoices to pay vendor for services. The offset funding are Membership dues and billing Porterville Tech Reserve for reimbursement for fiber related projects. Sufficient appropriations will be included in subsequent fiscal year.

DISCUSSION:

Due to increase in prices and fiber project for re-opening Porterville, we request a budget transfer number 2 to adjust appropriation within the current fiscal year budget.

PRIOR AGENDA REFERENCE:

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

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Budget Line Transfer

Motion: Second:

_____ PASSED   _____ REJECTED

SAN JOAQUIN VALLEY LIBRARY SYSTEM

STATE OF CALIFORNIA
FY 2021-22
BUDGET LINE TRANSFER #2
AGENCY FUND 4835

ADJUSTMENT

Budget Transfer #2 in the amount of $39,600 transfers expenses between general ledger accounts transferring FY 2021-22 appropriations for the following:

a. Fiber project Porterville re-opening in the amount of $38,000 due to additional project under cost center (96250400) Telecommunication Fiber Projects, GL 7385.
b. EZproxy renewal in the amount of $ 1,300 due to increase in price for total cost $ 7,000 under cost center (96250600) Cataloging Services, GL 7295.
c. Alliant Insurance renewal in the amount of $ 300 due to increase in liability insurance for total cost $4,400 under cost center (96250400) Planning and Evaluation, GL 7101.

BUDGET RESOLUTION – BUDGET LINE TRANSFER

It is ordered that the Auditor-Controller/Treasurer-Tax Collector is authorized adjusted appropriations as follows:

TRANSFER FROM		EXPENSES	
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
7000-SERVICES AND SUPPLIES			
ORGANIZATION	96250300	Telecommunication Fiber Projects- Project Year 6	
ACCOUNT	7385	Small Tools & Equipment	$- 38,000
ORGANIZATION	96250400	Planning & Evaluation	
ACCOUNT	7415	PLSEP Training & Expenses	$- 1,600
TOTAL SERVICES AND SUPPLIES			$- 39,600
TOTAL APPROPRIATIONS ADJUSTED			$- 39,600

TRANSFER TO		EXPENSES	
FUND NO.	4835	San Joaquin Valley Library System, JPA	
SUBCLASS	10000		
7000-SERVICES AND SUPPLIES			
ORGANIZATION	96250300	Telecommunication Fiber Projects	
ACCOUNT	7385	Small Tools & Equipment	$ 38,000
ORGANIZATION	96250600	Cataloging Services	
ACCOUNT	7295	Professional Services	$ 1,300
ORGANIZATION	96250400	Planning and Evaluation	
ACCOUNT	7101	General Liability Insurance	$ 300
TOTAL SERVICES AND SUPPLIES			$ 39,600
TOTAL APPROPRIATIONS ADJUSTED			$ 39,600

THE FOREGOING was passed and adopted by the vote of the Board SAN JOAQUIN VALLEY LIBRARY SYSTEM (SJVLS).   April 8, 2022

APPROVED: _____   DATE: _____
CHAIRMAN OF THE BOARD

California State Library, Library Development Services
April 1, 2022

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

Building Forward Infrastructure Funding for California Libraries
The first round of applications for this program closed on **March 21, 2022**.

There is $439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:
1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated.

Awards are expected to be announced in Spring 2022. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is $10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library's website at www.library.ca.gov/grants/infrastructure

California Public Libraries Survey (PLS) results available
The FY20-21 data have been submitted to IMLS, and the dataset is available for download on the State Library's statistics page. The pandemic affected every aspect of library service, and the data reflect this. Despite reduce access by the public to closed library buildings, libraries continued to circulate materials, answer reference questions, offer virtual and some in-person programming, circulated self-directed activities, loaned laptops and hotspots, and continued to provide wifi access to Californians.

Every three years, libraries are asked to submit salary ranges for a variety of library positions, and this subset of data is also available on the stats page or from this link. FY20-21 Salary Survey Results.

California State Library Parks Passes Coming This Month
Through a partnership with California State Parks and the California State Library, free State Parks vehicle-day use passes will be available for circulation at all branches of public libraries in California. Each library jurisdiction will receive their first round of passes by April 4, with the second round arriving by mid-April, to help Californians access beautiful parks, lakes, beaches, and monuments in the State Parks system for free. Each jurisdiction will receive at least 3

passes per outlet and should make passes available at all branches, with a focus on pass distribution to underserved communities. FAQs, research, and general information are on our website at https://www.library.ca.gov/services/to-libraries/parks-pass/. More resources, including a marketing toolkit, will be added as they are finalized next week. Join the listserv to hear how others are using the passes, program resources, and updates.

In addition to circulating the passes, we are hoping that libraries get creative with promoting parks and the outdoors. Funding opportunities will be opening April 4 to support programming and outreach to complement the passes and encourage park access equity (see what your local state park is here). For more information about the grant, register for our grant information session. For a showcase of programming ideas on April 6, register here.

For more information, please contact parkspass@library.ca.gov.

NASA@ My Library
There are two N@ML events coming up: Our Blue Planet: EARTH webinar and the NASA@ My Library is conducting a Reading Challenge this May 2022! Registration information is below.

Our Blue Planet: EARTH Webinar
Date: March 23, 2022
Time: 1:00 pm - 2:00 pm Mountain Time
Description: Oceans define our home planet, covering the majority of Earth's surface and driving the water cycle that dominates our land and atmosphere. Join *STAR Net* and Dr. Michael Wood, a NASA Postdoctoral Program fellow in the Sea Level and Ice Group as we explore how Earth's oceans are changing and how that impacts Earth as a global, dynamic system.

Whether or not your library is participating in the Collaborative Summer Library Program's 2022 theme "Oceans of Possibilities" this webinar can help prepare you to engage your patrons in discussions about the future of our planet, and even worlds beyond our planet! We will also be sharing resources about other ocean worlds that span our Solar System and beyond. Register at Our Blue Planet: EARTH – STAR Library Network (starnetlibraries.org)

Look Up! Step Back in Time with the James Webb Space Telescope Challenge
Event Date: May 1, 2022–May 31, 2022
Registration Date: Register your library to participate in the Telescope Challenge anytime before May 2022!
Description: This challenge is designed to help readers explore the science behind NASA's newest space telescope mission, the James Webb Space Telescope. Throughout the challenge, readers will have access to virtual resources like articles and videos about space science to gain new skills and explore educational and career pathways in Earth and Space Science. All public libraries in the U.S. are eligible to join the challenge and will have a chance to win backpacks filled with STEM-related materials and a telescope! Fill out the form to register for the challenge and subscribe to updates at NASA @ My Library Reading Challenge (beanstack.com)

Reading challenges are a great way to engage patrons and encourage learners of all ages to read. Reading challenges vary from participating in a state or national summer reading challenge, utilizing reading challenge software like Beanstack or READSquared, or simply providing a list of books and activities to your patrons. To aid you in putting together any kind of reading challenge at your library, STAR Net has assembled a list of resources to help you integrate science readings and activities into your upcoming reading challenges! Read more at the blog post: Building a science-focused reading challenge? Check out these great resources! – STAR Library Network (starnetlibraries.org)

Networking Conversations
Networking conversations for library directors continue once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next library directors' call will be the Public Library Directors Forum. **The Forum will take place on three Wednesdays in April (April 13, 20, and 27) from 2pm to 5pm**.

Please join us at the 2022 Public Library Directors Forum featuring keynote speaker Ozy Aloziem and a series of working sessions with colleagues!

Keynote Speaker and Working Sessions: Ozy Aloziem, MSW
Ozy Aloziem is a social work scholar who is deeply committed to research, social justice and advocacy. She is a well-regarded skilled facilitator, a Tedx speaker and has served as a racial equity & racial healing consultant. Ozy is leading a national environmental scan of public libraries for Denver Public Library where she is using her qualitative and quantitative research talents to conduct a mixed-method research project in order to determine practical, effective models that libraries can implement to ensure that people from populations historically underrepresented in librarianship can join and grow in the field. Ozy is a 2021 Library Journal "Movers & Shakers" award winner for her racial equity research and advocacy.

Serving Decarcerated Populations
The Forum will include interactive sessions to explore reentry services to decarcerated populations and how inclusion for this underserved group aligns with library values.

LSTA Five Year Plan
Join the five-year planning team to learn what's been discovered during conversations with library staff and program partners. Let the team know what you think about areas that are rising to the top including capacity, leadership, responsiveness, data, sustainability, and communication. Consider the State Library's vision, mission, and values for the next five years and make sure your voice is heard before the plan is finalized. This session is essential for the next five year plan.

We ask all registrants to please attend all sessions if you are able to. Register today!
Registration link:
https://us06web.zoom.us/meeting/register/tZIqcumqpjspEtLL6GotDrvdk_DOzrRNib0F

Home Connectivity Kits

Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice, and headsets. Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next 2 months. Contact arpa@library.ca.gov for more information.

California Library Literacy Services

The California legislature approved $15 million in ESL funding for CLLS libraries, to be spent over five years. Thirty-two libraries received Round I funding for ESL services in January. Round II ESL applications (for ESL services starting July 2022) opened March 1, 2022 and will close **April 15, 2022**. We anticipate that the annual (2022/2023) funding application for all returning CLLS programs will open on April 7 and be due on May 20, 2022. This application will include adult literacy services, family literacy services, and ESL (ESL only for programs that received Round I funding in 2021/2022). Estimated award amounts will be provided by the State Library for adult literacy and family literacy services. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information.

Developing Leaders in California Libraries

In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the leadership training program, the Developing Leaders in California Libraries project is offering a series of "My Leadership Journey" webinars open to all staff to attend. For more information on upcoming events and previous MLJ recordings, please visit https://claleadership.org/webinars/

We invite you to join us in our next "My Leadership Journey" 21/22 ed. w/ Lessa Kanani'opua Pelayo-Lozada. Lessa Kanani'opua Pelayo-Lozada is the 2022-23 President of the American Library Association and Adult Services Assistant Manager at the Palos Verdes Library District in Southern California. She serves as the Executive Director and is a Past President of the Asian/Pacific American Librarians Association (APALA). Much of her work focuses on promoting and achieving equity, diversity, and inclusion in libraries and librarianship. Find out more about her at lessaforlibraries.com

My Leadership Journey events are free and open to the greater library community. We encourage you to share this event with your colleagues and staff. Use the link below to register for this event.

Topic: "My Leadership Journey" 2122 ed w/ Lessa Kanani'opua Pelayo-Lozada
When: Apr 14, 2022 04:00 PM Pacific Time (US and Canada)
https://us02web.zoom.us/webinar/register/WN_6WLYZKvqScmdKvqBDgC2ag

Summer Learning
As a reminder, CA State Library and California Library Association have partnered to provide a free premium Beanstack subscription to any and all CA libraries that are interested. If interested and you haven't already connected with Beanstack to get started, or if you want more information, please reach out to summeratyourlibrary@cla-net.org.

E-books for All CA
The State Library recently announced an ARPA grant to Black Gold to purchase an eBook collection and eBook platform for every public library in CA. This project will bring more eBooks to every California library card holder, but more importantly provide an infrastructure through which libraries can purchase materials that can be shared between library jurisdictions across the entire state. More context on project can be found on the State Library's e-book page.

This was the topic of the February 16 Library Director's Networking Call. Right now, there is an initial cohort that is forming to beta test the process for CA. In March, it is expected that the process will be streamlined and open for all for a rolling, open onboarding. Contact arpa@library.ca.gov for further details. To queue your library into the onboarding process, simply email: casupport@thepalaceproject.org to get started.

Digital Learning Platforms for All California Public Libraries
We hope you are setting up the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare on your library website. Vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found at https://my.nicheacademy.com/callacademy/course/39032. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov.

California Libraries Learn (CALL)
California Libraries Learn is busier than ever. Start planning your team's professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and cohort-based continue.
CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy. Look forward to an opportunity to participate in the 2022-2023 CALL needs assessment this spring. We anticipate that the first survey will open in April.

Zip Books
The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local

community. Program information can be found at Zip Books - California State Library Award notification for Round 2 applications are sent out around February 2022. For questions, please contact zipbooks@library.ca.gov

CopyCat Grants

CopyCat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. The call for 2021/22 applications have closed and award packets sent around February 2022. Report forms can be found at Manage Your Current Grant - California State Library (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

Public Library Staff Education Program

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Information can be found at Public Library Staff Education Program - California State Library. 2021/22 PLSEP grant report information can be found at Manage Your Current Grant - California State Library The quarterly Financial Report form is due 4/15/2022. For questions, please contact plsep@library.ca.gov

LSTA 2022-23 Grant Program

The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. https://www.library.ca.gov/grants/library-services-technology-act/competitive/ Proposals are currently under review. Email lstagrants@library.ca.gov for more information.