



## Administrative Council Agenda Packet

SAN JOAQUIN VALLEY  
LIBRARY SYSTEM  
2420 Mariposa Street  
Fresno, CA 93721  
559-600-6256

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October 7, 2022

10:00 a.m.

Online via Teams

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Enclosed are the agenda and prepared attachments for this meeting.

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

**The public may participate by using the following URL:**

<https://go.sjvls.org/admin221007>

**To participate in the meeting by telephone, call:**

**(559) 785-0133**

**Enter Phone Conference ID: 632 827 205#**

**Accessibility and Accommodations:** In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, October 6, 2022.

**Public records:** Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

## **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 September 23, 2022 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

### **C. ITEMS FOR DISCUSSION AND ACTION**

1. ACTION: Certification of the Need to Continue Virtual Meetings – Wymer
2. ACTION: Approval to Draft and Issue Library Barcodes RFQ – Wymer (Attachment 3)
3. ACTION: Fall Technology Planning Summit – Wymer (Attachment 4)

### **D. STAFF REPORTS**

1. Chair
2. State Library
3. Administrative Librarian
4. 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. Set the date and agenda building for the next meeting, tentatively Friday, November 4, 2022 online via Microsoft Teams.

### **G. ADJOURNMENT**



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting September 23, 2022

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### DRAFT MINUTES

#### A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:00 am.
2. Roll Call
  - i. Council present: Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Yvette Herrera (Madera), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), and Darla Wegener, (Tulare County).
  - ii. Others Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
  - iii. Council Absent: Mary Leal (Coalinga/Huron), Kelly Jones (Mariposa), Krista Riggs (Madera), and Amy Taylor (Merced).
  - iv. Guests: Brian Henderson (Hudson and Henderson).
3. Introductions
  - i. Introduction of Yvette Herrera who is the Children's Librarian for Madera.
4. Agenda Adoption
  - i. Motion to Adopt Agenda Cervantes (Porterville)
  - ii. Seconded: Lewis (Kern County)
5. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of September 2, 2022.
  - i. Motion made by Lewis (Kern County)
  - ii. Seconded by Cervantes (Porterville)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Action for Certification of the Need to Continue Virtual Meetings to be extended.
  - i. Motion made to continue with virtual meetings by Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)

#### D. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
  - i. October 7, 2022, via TEAMS

#### E. ADJOURNMENT

1. The meeting was adjourned at 10:06 AM

**DATE:** October 7, 2022

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Brian Henderson, Hudson Henderson & Company Inc.  
Fresno County Fiscal Agent

**SUBJECT:** Financial Update Report

**Recommended Action:**

Approve acceptance of monthly financial update for the period of August 1, 2022, through August 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. Financial reported expenses through August 31, 2022
  - i. Item 2 Costs by class/cost center report included.
  - ii. Item 3 CLSA Status update report
  - iii. Item 4 Online Materials Status update report
2. Revenue Billed: \$233,539.. The billing to Members for Telecommunications was sent out in September 2022. Membership dues are budgeted at \$1,915,000 for FY23.
3. BCAP Audit Payback Pending appeal process.
4. System Committed Reserves
  - i. SJVLS Assigned \$ 2 million
  - ii. Members Committed Tech Reserves \$835,347

### B. OUTSTANDING RECEIVABLE TOTAL: \$639,978

1. Member Fees, Postage, Smart Net and other selection: AR consists solely of E-Rate receivable in the amount of \$639,978. (on hold due to BCAP audit)  
- \$1.9M member fees billed in September
2. Fortinet: None
3. Electronic Resources -Cloud Library: None
4. Telco Communication Invoice: TBD billed January 2023

### C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on June 2022 in the amount of \$250,678 and FY 2020-21 rollover for e-resources in the amount of \$9,702 for combined funds \$250,678.
2. Expenses and Estimates:
  - a. Delivery Services budgeted \$209,000
  - b. Other Operations for e-resources budgeted \$41,678.
  - c. Actual Expenses through 8/31/2022- \$18,813
3. Funding Collected: \$0

### D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$52,407 with remaining unspent funds of \$175,671. This includes Additional Online Materials Resources in the amount of \$9,702 that was rolled into this year's budget from CLSA funds. The amended plan of service was approved by the Board on February 11, 2022 and approved by CLSB on May 17, 2022.

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

1. PLSEP Approval to participate in program and remit application: June 24, 2022.
  - a. State hasn't opened applications for this year's funding, still pending.
2. Award Amount and Award terms: Pending date range: July 1, 2022 through July 31, 2023.
3. Expenditures YTD: TBD
4. PLSEP Funds Collected: TBD
6. PLSEP Mid Project Financial Report Update: TBD

**F. TRANSFER OF OWNERSHIP**

1. Statements will be sent to the following members:
  - i. July/Aug/Sep Activity
2. Costs listed above were deducted from the member's Tech Reserve.

**G. PRE-PAID TECH RESERVE**

1. Total balance - \$ 3,443,540 (through Aug 2022)  
Emailed to Admin Council
2. Under committed System projects
  - i. Total Reserves \$1,444,540

**H. UNEARNED GRANT REPORT & Broadband Projects**

1. Total Balance \$59,205.85
  - i. Porterville Phase III (\$49,503.85) and CLSA FY 21-22 unused funds \$9,702
2. Porterville Grant for Phase III: \$49,503.85
3. Fiber Project Year 7. In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 7. 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.

	<b>TOTAL</b>		
	<b>Jul - Aug 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Income</b>			
3380 · Interest	\$ -	\$ 140,000	\$ (140,000)
3575 · State Grants	-	300,182	(300,182)
4375 · Federal Grants	-	20,000	(20,000)
4841 · Membership Dues	-	1,915,096	(1,915,096)
5039 · Tech Reserve Charges	232,896	1,065,000	(832,104)
5040 · Other Cty Dpts Services	-	36,000	(36,000)
5501 · Telephone Services	-	534,755	(534,755)
5504 · Telephone Services-Non County	644	627,708	(627,064)
<b>Total Income</b>	<b>233,539</b>	<b>4,638,741</b>	<b>(4,405,202)</b>
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold	818	-	818
<b>Total COGS</b>	<b>818</b>	<b>-</b>	<b>818</b>
<b>Gross Profit</b>	<b>232,722</b>	<b>4,638,741</b>	<b>(4,406,019)</b>
<b>Expense</b>			
7040 · Telephone Charges	10,209	1,300,000	(1,289,791)
7055 · Food	-	1,000	(1,000)
7101 · General Liability Insuranc	-	5,000	(5,000)
7175 · Property Insurance	602	3,700	(3,098)
7205 · Maintenance-Equipment	211,682	375,649	(163,967)
7250 · Memberships	2,011	3,750	(1,740)
7265 · Office Expense	(98)	65,900	(65,998)
7268 · Postage	3,061	41,000	(37,939)
7286 · PeopleSoft Human Resources	-	2,000	(2,000)
7287 · PeopleSoft Financials Chg	-	10,000	(10,000)
7295 · Professional & Specialized	313,382	2,020,307	(1,706,925)
7296 · Data Processing Services	53	4,107	(4,054)
7325 · Publications & Legal Notic	-	15,000	(15,000)
7385 · Small Tools & Instruments	229,958	1,117,467	(887,509)
7406 · Library Materials	-	200	(200)
7412 · Mileage	-	1,700	(1,700)
7415 · Trans, Travel & Education	-	53,500	(53,500)
7416 · Trans & Travel County Gara	18,813	228,500	(209,687)
7430 · Utilities	-	38,000	(38,000)
7565 · County Cost Plan	-	15,000	(15,000)
<b>Total Expense</b>	<b>789,672</b>	<b>5,301,780</b>	<b>(4,512,108)</b>
<b>Net Income</b>	<b>\$ (556,950)</b>	<b>\$ (663,039)</b>	<b>\$ 106,089</b>

	130 - Computer Operations			300 - Communications		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3380 · Interest	-	139,550	(139,550)	-		
4841 · Membership Dues	-	963,855	(963,855)	-	282,798	(282,798)
<b>Total Income</b>	-	1,103,405	(1,103,405)	-	282,798	(282,798)
<b>Gross Profit</b>	-	1,103,405	(1,103,405)	-	282,798	(282,798)
<b>Expense</b>						
7040 · Telephone Charges	-			10,209	300,000	(289,791)
7055 · Food	-			-		
7101 · General Liability Insuranc	-			-		
7175 · Property Insurance	-			-		
7205 · Maintenance-Equipment	166,634	299,669	(133,035)	10,858	19,500	(8,642)
7250 · Memberships	-	150	(150)	-		
7265 · Office Expense	(98)	3,600	(3,698)	-		
7286 · PeopleSoft Human Resources	-	1,500	(1,500)	-		
7287 · PeopleSoft Financials Chg	-			-		
7295 · Professional & Specialized	100,657	965,000	(864,343)	10,347	79,174	(68,827)
7296 · Data Processing Services	53	1,400	(1,347)	-	2,707	(2,707)
7325 · Publications & Legal Notic	-			-		
7385 · Small Tools & Instruments	6,813	5,000	1,813	-		
7406 · Library Materials	-	200	(200)	-		
7412 · Mileage	-			-		
7415 · Trans, Travel & Education	-	33,500	(33,500)	-		
7416 · Trans & Travel County Gara	-	20,000	(20,000)	-		
7430 · Utilities	-	38,000	(38,000)	-		
7565 · County Cost Plan	-			-		
<b>Total Expense</b>	274,059	1,368,019	(1,093,960)	31,414	401,381	(369,967)
<b>Net Income</b>	<b>(274,059)</b>	<b>(264,614)</b>	<b>(9,445)</b>	<b>(31,414)</b>	<b>(118,583)</b>	<b>87,169</b>

	400 - Coordination & Eval			600 - Cataloging Center		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3380 · Interest	-			-		
4841 · Membership Dues	-	451,579	(451,579)	-	82,997	(82,997)
<b>Total Income</b>	-	451,579	(451,579)	-	82,997	(82,997)
<b>Gross Profit</b>	-	451,579	(451,579)	-	82,997	(82,997)
<b>Expense</b>						
7040 · Telephone Charges	-			-		
7055 · Food	-	1,000	(1,000)	-		
7101 · General Liability Insuranc	-	5,000	(5,000)	-		
7175 · Property Insurance	602	3,700	(3,098)	-		
7205 · Maintenance-Equipment	-	480	(480)	-		
7250 · Memberships	-			-		
7265 · Office Expense	-	2,300	(2,300)	-		
7286 · PeopleSoft Human Resources	-	500	(500)	-		
7287 · PeopleSoft Financials Chg	-	10,000	(10,000)	-		
7295 · Professional & Specialized	37,173	586,255	(549,082)	111,657	117,800	(6,143)
7296 · Data Processing Services	-			-		
7325 · Publications & Legal Notic	-	15,000	(15,000)	-		
7385 · Small Tools & Instruments	-			-		
7406 · Library Materials	-			-		
7412 · Mileage	-	1,700	(1,700)	-		
7415 · Trans, Travel & Education	-			-		
7416 · Trans & Travel County Gara	-			-		
7430 · Utilities	-			-		
7565 · County Cost Plan	-	15,000	(15,000)	-		
<b>Total Expense</b>	37,775	640,935	(603,160)	111,657	117,800	(6,143)
<b>Net Income</b>	<u>(37,775)</u>	<u>(189,356)</u>	<u>151,581</u>	<u>(111,657)</u>	<u>(34,803)</u>	<u>(76,854)</u>

	800 - Online Materials			TOTAL		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3380 · Interest	-			-	139,550	(139,550)
4841 · Membership Dues	-	133,867	(133,867)	-	1,915,096	(1,915,096)
<b>Total Income</b>	-	133,867	(133,867)	-	2,054,646	(2,054,646)
<b>Gross Profit</b>	-	133,867	(133,867)	-	2,054,646	(2,054,646)
<b>Expense</b>						
7040 · Telephone Charges	-			10,209	300,000	(289,791)
7055 · Food	-			-	1,000	(1,000)
7101 · General Liability Insuranc	-			-	5,000	(5,000)
7175 · Property Insurance	-			602	3,700	(3,098)
7205 · Maintenance-Equipment	-			177,492	319,649	(142,157)
7250 · Memberships	2,011	3,600	(1,590)	2,011	3,750	(1,740)
7265 · Office Expense	-			(98)	5,900	(5,998)
7286 · PeopleSoft Human Resources	-			-	2,000	(2,000)
7287 · PeopleSoft Financials Chg	-			-	10,000	(10,000)
7295 · Professional & Specialized	52,407	186,400	(133,993)	312,240	1,934,629	(1,622,389)
7296 · Data Processing Services	-			53	4,107	(4,054)
7325 · Publications & Legal Notic	-			-	15,000	(15,000)
7385 · Small Tools & Instruments	-			6,813	5,000	1,813
7406 · Library Materials	-			-	200	(200)
7412 · Mileage	-			-	1,700	(1,700)
7415 · Trans, Travel & Education	-			-	33,500	(33,500)
7416 · Trans & Travel County Gara	-			-	20,000	(20,000)
7430 · Utilities	-			-	38,000	(38,000)
7565 · County Cost Plan	-			-	15,000	(15,000)
<b>Total Expense</b>	54,417	190,000	(135,583)	509,322	2,718,135	(2,208,813)
<b>Net Income</b>	<u>(54,417)</u>	<u>(56,133)</u>	<u>1,716</u>	<u>(509,322)</u>	<u>(663,489)</u>	<u>154,167</u>

	200 -CSLA Funded Delivery			301 - CSLA Other Operations		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
<b>3380 · Interest</b>	-	350	(350)	-	100	(100)
<b>3575 · State Grants</b>	-	209,000	(209,000)	-	41,678	(41,678)
<b>Total Income</b>	-	209,350	(209,350)	-	41,778	(41,778)
<b>Gross Profit</b>	-	209,350	(209,350)	-	41,778	(41,778)
<b>Expense</b>						
<b>7295 · Professional &amp; Specialized</b>	-			-	41,678	(41,678)
<b>7385 · Small Tools &amp; Instruments</b>	-	500	(500)	-		
<b>7416 · Trans &amp; Travel County Gara</b>	18,813	208,500	(189,687)	-		
<b>Total Expense</b>	18,813	209,000	(190,187)	-	41,678	(41,678)
<b>Net Income</b>	<b>(18,813)</b>	<b>350</b>	<b>(19,163)</b>	<b>-</b>	<b>100</b>	<b>(100)</b>

	<b>TOTAL</b>		
	<b>Jul - Aug 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Income</b>			
<b>3380 · Interest</b>	-	450	(450)
<b>3575 · State Grants</b>	-	250,678	(250,678)
<b>Total Income</b>	-	251,128	(251,128)
<b>Gross Profit</b>	-	251,128	(251,128)
<b>Expense</b>			
<b>7295 · Professional &amp; Specialized</b>	-	41,678	(41,678)
<b>7385 · Small Tools &amp; Instruments</b>	-	500	(500)
<b>7416 · Trans &amp; Travel County Gara</b>	18,813	208,500	(189,687)
<b>Total Expense</b>	18,813	250,678	(231,865)
<b>Net Income</b>	<b>(18,813)</b>	<b>450</b>	<b>(19,263)</b>

	1301 - TRD ERC & Equip Orders			1301.1 - TRD Notices, Lib Cards		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3575 · State Grants	-			-		
4375 · Federal Grants	-			-		
5039 · Tech Reserve Charges	227,874	920,000	(692,126)	3,879	101,000	(97,121)
5040 · Other Cty Dpts Services	-			-		
5501 · Telephone Services	-			-		
5504 · Telephone Services-Non County	-			-		
<b>Total Income</b>	<b>227,874</b>	<b>920,000</b>	<b>(692,126)</b>	<b>3,879</b>	<b>101,000</b>	<b>(97,121)</b>
<b>Cost of Goods Sold</b>						
50000 · Cost of Goods Sold	-			818		
<b>Total COGS</b>	<b>-</b>			<b>818</b>		
<b>Gross Profit</b>	<b>227,874</b>	<b>920,000</b>	<b>(692,126)</b>	<b>3,061</b>	<b>101,000</b>	<b>(97,939)</b>
<b>Expense</b>						
7040 · Telephone Charges	-			-		
7205 · Maintenance-Equipment	7,189	20,000	(12,811)	-		
7265 · Office Expense	-			-	60,000	(60,000)
7268 · Postage	-			3,061	41,000	(37,939)
7295 · Professional & Specialized	-			-		
7385 · Small Tools & Instruments	223,144	900,000	(676,856)	-		
7415 · Trans, Travel & Education	-			-		
<b>Total Expense</b>	<b>230,334</b>	<b>920,000</b>	<b>(689,666)</b>	<b>3,061</b>	<b>101,000</b>	<b>(97,939)</b>
<b>Net Income</b>	<b>(2,459)</b>	<b>-</b>	<b>(2,459)</b>	<b>-</b>	<b>-</b>	<b>-</b>

	150 - TRD UMS Debt Collection			3301 AR Telco & NRC contingency (3300 - AR Billing (CHK))		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3575 · State Grants	-			-	49,504	(49,504)
4375 · Federal Grants	-			-		
5039 · Tech Reserve Charges	1,143	44,000	(42,857)	-		
5040 · Other Cty Dpts Services	-			-		
5501 · Telephone Services	-			-	534,755	(534,755)
5504 · Telephone Services-Non County	-			644	627,708	(627,064)
<b>Total Income</b>	<b>1,143</b>	<b>44,000</b>	<b>(42,857)</b>	<b>644</b>	<b>1,211,967</b>	<b>(1,211,323)</b>
<b>Cost of Goods Sold</b>						
50000 · Cost of Goods Sold	-			-		
<b>Total COGS</b>	<b>-</b>			<b>-</b>		
<b>Gross Profit</b>	<b>1,143</b>	<b>44,000</b>	<b>(42,857)</b>	<b>644</b>	<b>1,211,967</b>	<b>(1,211,323)</b>
<b>Expense</b>						
7040 · Telephone Charges	-			-	1,000,000	(1,000,000)
7205 · Maintenance-Equipment	-			-		
7265 · Office Expense	-			-		
7268 · Postage	-			-		
7295 · Professional & Specialized	1,143	44,000	(42,857)	-		
7385 · Small Tools & Instruments	-			-	211,967	(211,967)
7415 · Trans, Travel & Education	-			-		
<b>Total Expense</b>	<b>1,143</b>	<b>44,000</b>	<b>(42,857)</b>	<b>-</b>	<b>1,211,967</b>	<b>(1,211,967)</b>
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>644</b>	<b>-</b>	<b>644</b>

	Total 3300 - AR Billing (CHK)			3301.1 - TRD Comm & Fortinet		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3575 · State Grants	-	49,504	(49,504)	-		
4375 · Federal Grants	-			-		
5039 · Tech Reserve Charges	-			-		
5040 · Other Cty Dpts Services	-			-	36,000	(36,000)
5501 · Telephone Services	-	534,755	(534,755)	-		
5504 · Telephone Services-Non County	644	627,708	(627,064)	-		
<b>Total Income</b>	<b>644</b>	<b>1,211,967</b>	<b>(1,211,323)</b>	<b>-</b>	<b>36,000</b>	<b>(36,000)</b>
<b>Cost of Goods Sold</b>						
50000 · Cost of Goods Sold	-			-		
<b>Total COGS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gross Profit</b>	<b>644</b>	<b>1,211,967</b>	<b>(1,211,323)</b>	<b>-</b>	<b>36,000</b>	<b>(36,000)</b>
<b>Expense</b>						
7040 · Telephone Charges	-	1,000,000	(1,000,000)	-		
7205 · Maintenance-Equipment	-			27,000	36,000	(9,000)
7265 · Office Expense	-			-		
7268 · Postage	-			-		
7295 · Professional & Specialized	-			-		
7385 · Small Tools & Instruments	-	211,967	(211,967)	-		
7415 · Trans, Travel & Education	-			-		
<b>Total Expense</b>	<b>-</b>	<b>1,211,967</b>	<b>(1,211,967)</b>	<b>27,000</b>	<b>36,000</b>	<b>(9,000)</b>
<b>Net Income</b>	<b>644</b>	<b>-</b>	<b>644</b>	<b>(27,000)</b>	<b>-</b>	<b>(27,000)</b>

	401 - PLSEP Staff Edu Grant			TOTAL		
	Jul - Aug 22	Budget	\$ Over Budget	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>						
3575 · State Grants	-			-	49,504	(49,504)
4375 · Federal Grants	-	20,000	(20,000)	-	20,000	(20,000)
5039 · Tech Reserve Charges	-			232,896	1,065,000	(832,104)
5040 · Other Cty Dpts Services	-			-	36,000	(36,000)
5501 · Telephone Services	-			-	534,755	(534,755)
5504 · Telephone Services-Non County	-			644	627,708	(627,064)
<b>Total Income</b>	-	20,000	(20,000)	233,539	2,332,967	(2,099,428)
<b>Cost of Goods Sold</b>						
50000 · Cost of Goods Sold	-			818	-	818
<b>Total COGS</b>	-			818	-	818
<b>Gross Profit</b>	-	20,000	(20,000)	232,722	2,332,967	(2,100,245)
<b>Expense</b>						
7040 · Telephone Charges	-			-	1,000,000	(1,000,000)
7205 · Maintenance-Equipment	-			34,189	56,000	(21,811)
7265 · Office Expense	-			-	60,000	(60,000)
7268 · Postage	-			3,061	41,000	(37,939)
7295 · Professional & Specialized	-			1,143	44,000	(42,857)
7385 · Small Tools & Instruments	-			223,144	1,111,967	(888,823)
7415 · Trans, Travel & Education	-	20,000	(20,000)	-	20,000	(20,000)
<b>Total Expense</b>	-	20,000	(20,000)	261,537	2,332,967	(2,071,430)
<b>Net Income</b>	-	-	-	<b>(28,815)</b>	-	<b>(28,815)</b>

## Admin Council Board Report CLSA Status Report

Report Date

8/31/2022

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (June)	Excess '-' ( fund by SJVLS reserves) Unspent '+'	Comments
Delivery - Basic & Sorting	209,000	209,000	18,813			190,187	approved 6/3/2022
E-Resources Bibliotheca Cloud Library	31,976	31,976		-	-	31,976	approved 6/3/2022
	<b>240,976</b>	<b>240,976</b>				<b>222,163</b>	
FY 21-2022 Rollover	9,702	9,702	-			9,702	
<b>Grand Total</b>	<b>491,654</b>	<b>250,678</b>	-	-	-		

Budget amendment approved:

**Basic CLSA Service Plan Expenditure**

CLSA Allocation	\$ (250,678)
Basic Delivery	\$ 209,000
E-Resources	\$ 31,976
Online Materials rollover	\$ 9,702

**Total System Delivery Costs**

Basic Delivery Costs:	\$ 18,813	
Extra Delivery Stops:	\$ -	
	<b>\$ 18,813</b>	Total System Delivery Expenditure
Online Materials rollover	\$ 9,702	

**Total fundings Sources Delivery System**

CLSA Funds	\$ 209,000	Basic
Local Fund Reserve	\$ -	Basic
Madera	\$ -	Premium
	<b>\$ 209,000</b>	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

Online Materials  
 Financial Update - FY 22-23  
 Report Date

8/31/2022

**Funding Source: Membership (cost center 0800)**

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca (E Resources)	51,000		51,000	
Pronunciator	32,000	28,000	4,000	Invoice Pending \$20,000
Cengage	62,000	5,296	56,704	Gale General Database Pkg
Gale	32,000	9,583	22,417	Education and Career module with Gale
Califa- Quipu E Card Registration	9,400	9,528	(128)	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-		-	see note 2
	186,400	52,407	133,993	
<b>Funding Source: CLSA (cost center 0301)</b>				
Bibliotheca Cloud Library (E Resources)	31,976		31,976	CLSA FY 22-23 approved plan June 3, 2022
Additional Online Materials Resources	9,702		9,702	see note 1 CLSA Amended Service Plan
	41,678	-	41,678	
<b>Grand Total</b>	<b>228,078</b>	<b>52,407</b>	<b>175,671</b>	

	Budget Amount	Total Expenses	Unspent
<b>Total Funding Sources:</b>	<b>\$ 228,078</b>	<b>\$ 52,407</b>	<b>\$ 175,671</b>

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)*

*On May 17th, the California Library Services Board approved the amended Plan of Service.*

*Online Materials allocation (\$9,702) will be rolled into FY 22-23 budget*

*Note: Committed funds for CENGAGE of \$57,495.22 and GALE of \$31,777.81.*

ERC Committee Note:

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

**DATE:** October 7, 2022  
**TO:** SJVLS Administrative Council  
**SUBMITTED BY:** Chris Wymer – Administrative Librarian  
**SUBJECT:** Approval to Draft and Issue Library Barcodes RFQ

**RECOMMENDED ACTION:**

1. Authorize the Administrative Librarian, or their designee, to draft and issue an RFQ for a vendor to provide SJVLS members with barcodes for items.

Approval of the recommended action will authorize the Administrative Librarian or their designee to draft and issue an RFQ for a library barcodes vendor to supply system members with barcodes for the next 3-5 years.

**ALTERNATIVE ACTION(S):**

Do not issue an RFQ. Each member will be responsible for selecting their own vendor and ensuring the barcodes they procure meet Horizon and SJVLS’s specifications.

**FISCAL IMPACT:**

Approving the recommended action will result in no changes to membership dues, as barcode orders are deducted from member’s tech reserves.

The exact costs for the life of the contract are not known at this time, and SJVLS staff will return to Admin Council with more details once bids are received and prior to executing an agreement.

**DISCUSSION:**

The current contract for ordering library barcodes is managed by Fresno County and expires on January 14, 2023. As a part of the goal to transition SJVLS to an independent organization, we need to assume responsibility for managing this agreement, or discontinue group ordering for barcodes and have our members find their own vendors to order from. If we will continue doing group orders for barcodes, SJVLS needs to be the organization that issues the RFQ, and contracts with the winning respondent.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 \_\_\_\_\_ PASSED                      \_\_\_\_\_ REJECTED

**DATE:** October 7, 2022

**TO:** SJVLS Administrative Council

**SUBMITTED BY:** Chris Wymer – Administrative Librarian

**SUBJECT:** Fall Technology Planning Summit

**RECOMMENDED ACTION:**

1. Set a date and time to hold a Technology Planning Summit

Approval of the recommended action will establish a date and time for the Fall Technology Planning Summit.

**ALTERNATIVE ACTION(S):**

Skip holding a Technology Planning Summit. Allow SJVLS staff to develop a Technology Plan without input from membership.

**FISCAL IMPACT:**

There is no fiscal impact to setting a date for this planning summit. There is no cost for holding the Technology Planning Summit if the summit is conducted virtually.

**DISCUSSION:**

SJVLS is overdue to host a technology planning summit with our membership, as well as with drafting and approving a Technology Plan. While the Technology Plan is no longer a requirement of USAC and the State Library to apply for e-rate funding, it still plays an important role in laying out a roadmap for managing SJVLS’s technology infrastructure.

The planning summit would provide SJVLS staff and the directors of our member jurisdictions a chance to review the current state of our technology infrastructure, discuss strategic goals and priorities, and develop a plan for continued maintenance, replacements, and improvements in the coming years. SJVLS staff will use the insights to draft a formal Technology Plan and return to Admin Council for discussion and approval.

Motion:

Second:

\_\_\_\_\_ PASSED

\_\_\_\_\_ REJECTED