



Administrative Council Agenda Packet

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

November 4, 2022

10 a.m.

Online via Teams

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/admin221104>

To participate in the meeting by telephone, call:

(559) 785-0133

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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, November 3, 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 October 7, 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: Palace Project Grant Funding Opportunity – Wymer (Attachment 3)
3. DISCUSSION: State Library New Broadband Grant Opportunity – Wymer (Attachment 4)
4. ACTION: E-rate CIPA Compliance Procedures – Wymer (Attachment 5)
5. ACTION: E-rate Competitive Bidding Procedures – Wymer (Attachment 6)
6. ACTION: Approve PLSEP Narrative Submission – Wymer (Attachment 7)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 8)
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 Tuesday, November 15, 2022 at 10:00 AM at Tulare Public Library.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

October 7, 2022

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: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Darla Wegener, (Tulare County) and Amy Boese (Merced).
 - ii. Others Present: Sally Gomez, (SJVLS), Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Shana Sojoyner (California State Library), and Julianna Robbins (California State Library).
 - iii. Council Absent: Amy Taylor (Merced), Vikki Cervantes (Porterville), Dallin Kimble (Mariposa), and Andie Apple (Kern).
 - iv. Guests: Brian Henderson (Hudson and Henderson).
3. Introductions
 - i. Introduction were done.
4. Agenda Adoption
 - i. Motion to Adopt Agenda Lewis (Kern)
 - ii. Seconded by: Clark (Tulare Public)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of September 23, 2022, as is.
 - i. Motion made by Clark (Tulare Public)
 - ii. Seconded by Leal (Coalinga/Huron)
2. Motion to approve financial updates. Wegener had some questions on the terminology that was used because it didn't align with government budget reporting. Henderson will update the terminology used in the financial reports.
 - i. Motion made by Clark (Tulare Public)
 - ii. Seconded by (Coalinga/Huron)

C. ITEMS FOR INFORMATION AND ACTION

1. Action for certification of the need to continue virtual meetings to be extended due to Covid. Admin discussed that cases are still ongoing in some jurisdictions, and they would like to continue with virtual meetings.
 - i. Motion made to continue with virtual meetings by Leal (Coalinga/Huron)
 - ii. Seconded by Lewis (Kern)

2. Action for approval to draft and issue library barcodes. The current contract for ordering library barcodes is managed by Fresno County and expires January 14, 2023. As 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. We will continue doing group orders for barcodes, SJVLS needs to be the organization that issues the RFQ and contracts with the winning respondent.
 - i. Motion made to approve draft and issue library barcodes RFQ. Lewis (Kern)
 - ii. Seconded by Leal (Coalinga/Huron)
3. Action to schedule a Technology Planning Summit, we are in desperate need to upgrade moving forward. We need to discuss what our needs are going to be and what each jurisdictions need are. Council discussed on who should be present such as IT and JSA's, they decided to have them involved as well in planning process. Wymer asked for council to do some research before coming to meeting. We need to follow Brown Act rules. Wegener stated we do need to post It and open to public. It was decided to hold the initial meeting on November 15th, 10-3 at Tulare Public by consensus. Wymer will have staff survey drafted by October 27st, to gather results for the Summit.

D. STAFF REPORTS

1. Chair
 - i. Grant Opportunity for Ebooks, through the Palace Project. Wymer is working on this so we can best utilize this service. Wegener encouraged everyone to join in on this as some changes need to be made.
2. State Library – Julianna Robbins
 - i. Thank you to Fresno for great meeting with State Library on Monday and Tuesday.
 - ii. Public Library Staff opportunity is now open and will close on October 28th, closed at noon.
 - iii. Inspiration grants good for something that does not fit in other grants.
 - iv. Stay and Play through Califa, now open due Nov. 3rd.
 - v. Chris Durr is working on Statewide tutoring, through Brainfuse.
 - vi. Copy Cat grant close to being done still under review.
 - vii. Zip Books closed.
 - viii. CALL is ongoing.
 - ix. Public Library survey is opened due November 4th.
 - x. Session on 11-1230 State Parks Pass program, ParkPassLibrary.org
 - xi. Networking sessions coming soon.
 - xii. October 11th, 11:00 to 12:30 collaboration meeting between the State parks and State Library Parks Pass, to receive invite go to parkspass@library.ca.gov.
 - xiii. Networking Conversations on October 19th, from 3:30 to 5:00.

- xiv. Building Forward sent out and there will be more rounds.
 - xv. Career Pathway Fall 2022-24 roll-out process. Training sessions on CALL.
3. Administrative Librarian – Chris Wymer
- i. Email from Ingrid, USAC issued revised decision letter on our BCAP Audit, Wymer has not had enough time to review completely but feels it is good news and will update in November as it progresses.
 - ii. Finished up draft on complete bidding policy and procedure, the draft has been sent to Ingrid and she passed it to USAC.
 - iii. CIPA next on his list for policy and procedure.
 - iv. Spent time in Fresno Basement trying to purge. And finish moving into upstairs. Filling system in place that allows us to keep track of paperwork.
 - v. Wednesday sat in California Library Services Board meeting and our Plan of Service was approved. We should be receiving a check for CLSA amount was approved. We could possibly get less next year on CLSA funds.
 - vi. Dolly Parton Imagination Library, program allows children 0-5 to receive a book a month, at the cost of \$4.00. When they complete the program at age 5, they receive a letter of congratulations from Dolly Parton. The State Library has funding to provide a 50% match on the program costs. This program starts July 1st, 2023.
 - vii. Update on Palace Project, Wymer will reach out to Sirsidynix to see if single sign-on can be used for patron authentication. Darla would like to bring it back for agenda item next meeting. It is a powerful tool and great thing to show that libraries have this to offer.
4. SJVLS – System Administrator – Chris Wymer
- i. Couple of updates for Horizon one was last week, on software component. We have another for web services this next week.
 - ii. Migration to Jasper moving along smoothly. Mike is working on training.
5. Senior Network Systems Engineer – Kevin Nelson
- i. Just came back from CENIC conference, not having one next year. March 2024 in Monterey will be next one. Good connections with people.
 - ii. We are working on year 9 projects with CENIC.
 - iii. Bids for headquarters again, need 10 beyond. There are grants for that. We are RFP point right now.
 - iv. Year 8 still is ongoing, 7 is done, 6 still has 8 or 9 branches done.
 - v. Redoing licenses.

E. DIRECTOR'S COMMENTS

- 1. Bath (Fresno) – No Report

2. Boese (Merced) – Having good month. We received our bookmobile and doing last minute things. Working on updating Teen Space, getting new shelving. We had a staff pumpkin decorating contest, and it was amazing to see the talent. Villain Night end of October for kids should be fun. Outreach great this month, with Hmong immersion school. Drop in computer help has started and doing well.
3. Clark (Tulare City) - New librarian in training now. In process of hiring a library assistant. Foundation hosted Library Night, waiting to see how we did. Local Night Out was Tuesday and good turnout. Council member would like some info on bookmobile, so hoping that is positive, if anyone who has basic info on this could you please send to Heidi. TPL Trick or Treat on October 29th. Staff will be decorating desks and public will be voting so that fun.
4. Lewis (Kern) – Currently working on infrastructure grants, need a better feel on some of the branches and prioritizing.
5. Rencher (Kings – October open mic, very busy month. FOL 40th anniversary they are having reception, book sale that week as well. Mobile Library rolled in last week, will be ready late October. Waiting on grant directions before we spend money. We have done several outreach programs with our little community.
6. Riggs (Madera) – Hiring new 9 LA extra help to permanent. We have 7 so far so still have more interviewing. Krista will be out, for a couple of more weeks.
7. Wegener (Tulare Public) – We have some more grants, got the Dia grant for \$20,000. Book Festival November 5th, 10-2 everyone invited. Working on sponsors. Selling t-shirts, hoodies, and bags you can find more information on our FB page, the theme is Mystery this year. We have high demand for outreach. We do have a bookmobile. For first time for proclamation for Banned Book Week, received good support and press.
8. Leal (Coalinga/Huron) – No Report.
9. Johnson (Mariposa) - We are at full staff. Hoping to get a head librarian we do not have one now. We are having a lot of great programs going on. Tech Tuesday, lunch and learn using LinkedIn Learning. We hosted Jeopardy last night. Have some Halloween things coming up. FOL book sale today at Courthouse Park.
10. Arellano (Porterville) - we have been awarded 7 million, so our new library should be here in 3 to 5 years. Fall programming, and community coming back into library.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. November 4, 2022, via TEAMS

G. ADJOURNMENT

1. The meeting was adjourned at 11:18 AM

DATE: November 4, 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 September 1, 2022, through September 30, 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 September 30, 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: \$2,197,011.. The billing to Members for Telecommunications was sent out in September 2022, as reflected in the financial update.
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: \$2,591,951

1. Member Fees, Postage, Smart Net and other selection: \$1,951,973 - \$1.9M member fees billed in September
2. E-Rate receivable in the amount of \$639,978. (on hold due to BCAP audit)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. 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. Oher Operations for e-resources budgeted \$41,678.
 - c. Actual Expenses through 9/30/2022- \$55,627
3. Funding Collected: \$0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$65,941 with remaining unspent funds of \$98,782. 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
5. PLSEP Mid Project Financial Report Update: TBD

F. TRANSFER OF OWNERSHIP

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

G. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,431,164 (through Sep 2022)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$1,444,296

H. UNEARNED GRANT REPORT & Broadband Projects

1. Total Balance \$59,205.85
 - 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.

	TOTAL		
	Jul - Sep 22	Budget	Variance with Budget
Revenues			
3380 · Interest	\$ -	\$ 140,000	\$ (140,000)
3575 · State Grants	-	300,182	(300,182)
4375 · Federal Grants	-	20,000	(20,000)
4841 · Membership Dues	1,951,095	1,915,096	35,999
5039 · Tech Reserve Charges	245,272	1,065,000	(819,728)
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)
Total Revenues	2,197,011	4,638,741	(2,441,730)
Expenditures			
50000 · Sealer Paper	1,412	-	1,412
7040 · Telephone Charges	19,296	1,300,000	(1,280,704)
7055 · Food	-	1,000	(1,000)
7101 · General Liability Insuranc	4,885	5,000	(115)
7175 · Property Insurance	903	3,700	(2,797)
7205 · Maintenance-Equipment	217,669	375,649	(157,980)
7250 · Memberships	2,011	3,750	(1,740)
7265 · Office Expenditures	(98)	65,900	(65,998)
7268 · Postage	5,483	41,000	(35,517)
7286 · PeopleSoft Human Resources	-	2,000	(2,000)
7287 · PeopleSoft Financials Chg	-	10,000	(10,000)
7295 · Professional & Specialized	337,630	2,020,307	(1,682,677)
7296 · Data Processing Services	108	4,107	(3,999)
7325 · Publications & Legal Notic	-	15,000	(15,000)
7385 · Small Tools & Instruments	238,737	1,117,467	(878,730)
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	9,500	38,000	(28,500)
7565 · County Cost Plan	-	15,000	(15,000)
Total Expenditures	854,937	5,301,780	(4,446,843)
Net Change in Fund Balance	\$ 1,342,074	\$ (663,039)	\$ 2,005,113

Budget to Actual- Membership Cost Centers

	130 - Computer Operations			300 - Communications		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3380 • Interest	\$ -	\$ 139,550	\$ (139,550)	\$ -	\$ -	\$ -
4841 • Membership Dues	963,855	963,855	-	282,797	282,798	(1)
Total Revenues	<u>963,855</u>	<u>1,103,405</u>	<u>(139,550)</u>	<u>282,797</u>	<u>282,798</u>	<u>(1)</u>
Expenditures						
7040 • Telephone Charges	-	-	-	10,494	300,000	(289,506)
7055 • Food	-	-	-	-	-	-
7101 • General Liability Insuranc	-	-	-	-	-	-
7175 • Property Insurance	-	-	-	-	-	-
7205 • Maintenance-Equipment	172,630	299,669	(127,039)	10,858	19,500	(8,642)
7250 • Memberships	-	150	(150)	-	-	-
7265 • Office Expenditures	(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)	15,520	79,174	(63,654)
7296 • Data Processing Services	108	1,400	(1,292)	-	2,707	(2,707)
7325 • Publications & Legal Notic	-	-	-	-	-	-
7385 • Small Tools & Instruments	7,090	5,000	2,090	-	-	-
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	9,500	38,000	(28,500)	-	-	-
7565 • County Cost Plan	-	-	-	-	-	-
Total Expenditures	<u>289,886</u>	<u>1,368,019</u>	<u>(1,078,133)</u>	<u>36,873</u>	<u>401,381</u>	<u>(364,508)</u>
Net Change in Fund Balance	<u>\$ 673,969</u>	<u>\$ (264,614)</u>	<u>\$ 938,583</u>	<u>\$ 245,924</u>	<u>\$ (118,583)</u>	<u>\$ 364,507</u>

Budget to Actual- Membership Cost Centers

	400 - Coordination & Eval			600 - Cataloging Center		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3380 • Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4841 • Membership Dues	451,579	451,579	-	82,997	82,997	-
Total Revenues	<u>451,579</u>	<u>451,579</u>	<u>-</u>	<u>82,997</u>	<u>82,997</u>	<u>-</u>
Expenditures						
7040 • Telephone Charges	-	-	-	-	-	-
7055 • Food	-	1,000	(1,000)	-	-	-
7101 • General Liability Insuranc	4,885	5,000	(115)	-	-	-
7175 • Property Insurance	903	3,700	(2,797)	-	-	-
7205 • Maintenance-Equipment	120	480	(360)	-	-	-
7250 • Memberships	-	-	-	-	-	-
7265 • Office Expenditures	-	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)	119,580	117,800	1,780
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)	-	-	-
Total Expenditures	<u>43,081</u>	<u>640,935</u>	<u>(597,854)</u>	<u>119,580</u>	<u>117,800</u>	<u>1,780</u>
Net Change in Fund Balance	<u>\$ 408,498</u>	<u>\$ (189,356)</u>	<u>\$ 597,854</u>	<u>\$ (36,583)</u>	<u>\$ (34,803)</u>	<u>\$ (1,780)</u>

Budget to Actual- Membership Cost Centers

	800 - Online Materials			TOTAL		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3380 • Interest	\$ -	\$ -		\$ -	\$ 139,550	\$ (139,550)
4841 • Membership Dues	133,867	133,867	-	1,915,095	1,915,096	(1)
Total Revenues	133,867	133,867	-	1,915,095	2,054,646	(139,551)
Expenditures						
7040 • Telephone Charges	-	-	-	10,494	300,000	(289,506)
7055 • Food	-	-	-	-	1,000	(1,000)
7101 • General Liability Insuranc	-	-	-	4,885	5,000	(115)
7175 • Property Insurance	-	-	-	903	3,700	(2,797)
7205 • Maintenance-Equipment	-	-	-	183,608	319,649	(136,041)
7250 • Memberships	2,011	3,600	(1,590)	2,011	3,750	(1,740)
7265 • Office Expenditures	-	-	-	(98)	5,900	(5,998)
7286 • PeopleSoft Human Resources	-	-	-	-	2,000	(2,000)
7287 • PeopleSoft Financials Chg	-	-	-	-	10,000	(10,000)
7295 • Professional & Specialized	62,701	186,400	(123,699)	335,631	1,934,629	(1,598,998)
7296 • Data Processing Services	-	-	-	108	4,107	(3,999)
7325 • Publications & Legal Notic	-	-	-	-	15,000	(15,000)
7385 • Small Tools & Instruments	-	-	-	7,090	5,000	2,090
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	-	-	-	9,500	38,000	(28,500)
7565 • County Cost Plan	-	-	-	-	15,000	(15,000)
Total Expenditures	64,712	190,000	(125,288)	554,131	2,718,135	(2,164,004)
Net Change in Fund Balance	\$ 69,155	\$ (56,133)	\$ 125,288	\$ 1,360,964	\$ (663,489)	\$ 2,024,453

	200 -CSLA Funded Delivery			301 - CSLA Other Operations		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3380 • Interest	\$ -	\$ 350	\$ (350)	\$ -	\$ 100	\$ (100)
3575 • State Grants	-	209,000	(209,000)	-	41,678	(41,678)
Total Revenues	-	209,350	(209,350)	-	41,778	(41,778)
Expenditures						
7295 • Professional & Specialized	-	-	-	-	41,678	(41,678)
7385 • Small Tools & Instruments	-	500	(500)	-	-	-
7416 • Trans & Travel County Gara	18,813	208,500	(189,687)	-	-	-
Total Expenditures	18,813	209,000	(190,187)	-	41,678	(41,678)
Net Change in Fund Balance	\$ (18,813)	\$ 350	\$ (19,163)	\$ -	\$ 100	\$ (100)

	TOTAL		
	Jul - Sep 22	Budget	Variance with Budget
Revenues			
3380 · Interest	\$ -	\$ 450	\$ (450)
3575 · State Grants	-	250,678	(250,678)
Total Revenues	-	251,128	(251,128)
Expenditures			
7295 · Professional & Specialized	-	41,678	(41,678)
7385 · Small Tools & Instruments	-	500	(500)
7416 · Trans & Travel County Gara	18,813	208,500	(189,687)
Total Expenditures	18,813	250,678	(231,865)
Net Change in Fund Balance	\$ (18,813)	\$ 450	\$ (19,263)

Budget to Actual- Other Cost Centers

	1301 - TRD ERC & Equip Orders			1301.1 - TRD Notices, Lib Cards		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3575 • State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4375 • Federal Grants	-	-	-	-	-	-
4841 • Membership Dues	-	-	-	-	-	-
5039 • Tech Reserve Charges	227,874	920,000	(692,126)	6,895	101,000	(94,105)
5040 • Other Cty Dpts Services	-	-	-	-	-	-
5501 • Telephone Services	-	-	-	-	-	-
5504 • Telephone Services-Non County	-	-	-	-	-	-
Total Revenues	227,874	920,000	(692,126)	6,895	101,000	(94,105)
Expenditures						
50000 • Sealer Paper	-	-	-	1,412	-	-
7040 • Telephone Charges	-	-	-	-	-	-
7205 • Maintenance-Equipment	7,189	20,000	(12,811)	-	-	-
7265 • Office Expenditures	-	-	-	-	60,000	(60,000)
7268 • Postage	-	-	-	5,483	41,000	(35,517)
7295 • Professional & Specialized	-	-	-	-	-	-
7385 • Small Tools & Instruments	223,144	900,000	(676,856)	-	-	-
7415 • Trans, Travel & Education	-	-	-	-	-	-
Total Expenditures	230,334	920,000	(689,666)	6,895	101,000	(95,517)
Net Change in Fund Balance	\$ (2,459)	\$ -	\$ (2,459)	\$ 0	\$ -	\$ 1,412

	150 - TRD UMS Debt Collection			3301 AR Telco & NRC contingency (3300 - AR Billing (CHK))		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3575 • State Grants	\$ -	\$ -	\$ -	\$ -	\$ 49,504	\$ (49,504)
4375 • Federal Grants	-	-	-	-	-	-
4841 • Membership Dues	-	-	-	-	-	-
5039 • Tech Reserve Charges	2,000	44,000	(42,000)	8,503	-	8,503
5040 • Other Cty Dpts Services	-	-	-	-	-	-
5501 • Telephone Services	-	-	-	-	534,755	(534,755)
5504 • Telephone Services-Non County	-	-	-	644	627,708	(627,064)
Total Revenues	2,000	44,000	(42,000)	9,147	1,211,967	(1,202,820)
Expenditures						
50000 • Sealer Paper	-	-	-	-	-	-
7040 • Telephone Charges	-	-	-	8,802	1,000,000	(991,198)
7205 • Maintenance-Equipment	-	-	-	-	-	-
7265 • Office Expenditures	-	-	-	-	-	-
7268 • Postage	-	-	-	-	-	-
7295 • Professional & Specialized	2,000	44,000	(42,000)	-	-	-
7385 • Small Tools & Instruments	-	-	-	8,503	211,967	(203,464)
7415 • Trans, Travel & Education	-	-	-	-	-	-
Total Expenditures	2,000	44,000	(42,000)	17,305	1,211,967	(1,194,662)
Net Change in Fund Balance	\$ -	\$ -	\$ -	\$ (8,158)	\$ -	\$ (8,158)

Budget to Actual- Other Cost Centers

	Total 3300 - AR Billing (CHK)			3301.1 - TRD Comm & Fortinet		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3575 • State Grants	\$ -	\$ 49,504	\$ (49,504)	\$ -	\$ -	\$ -
4375 • Federal Grants	-	-	-	-	-	-
4841 • Membership Dues	-	-	-	36,000	-	36,000
5039 • Tech Reserve Charges	8,503	-	8,503	-	-	-
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)	-	-	-
Total Revenues	9,147	1,211,967	(1,202,820)	36,000	36,000	-
Expenditures						
50000 • Sealer Paper	-	-	-	-	-	-
7040 • Telephone Charges	8,802	1,000,000	(991,198)	-	-	-
7205 • Maintenance-Equipment	-	-	-	27,000	36,000	(9,000)
7265 • Office Expenditures	-	-	-	-	-	-
7268 • Postage	-	-	-	-	-	-
7295 • Professional & Specialized	-	-	-	-	-	-
7385 • Small Tools & Instruments	8,503	211,967	(203,464)	-	-	-
7415 • Trans, Travel & Education	-	-	-	-	-	-
Total Expenditures	17,305	1,211,967	(1,194,662)	27,000	36,000	(9,000)
Net Change in Fund Balance	\$ (8,158)	\$ -	\$ (8,158)	\$ 9,000	\$ -	\$ 9,000

Budget to Actual- Other Cost Centers

	401 - PLSEP Staff Edu Grant			TOTAL		
	Jul - Sep 22	Budget	Variance with Budget	Jul - Sep 22	Budget	Variance with Budget
Revenues						
3575 • State Grants	\$ -	\$ -	\$ -	\$ -	\$ 49,504	\$ (49,504)
4375 • Federal Grants	-	20,000	(20,000)	-	20,000	(20,000)
4841 • Membership Dues	-	-	-	36,000	-	36,000
5039 • Tech Reserve Charges	-	-	-	245,272	1,065,000	(819,728)
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)
Total Revenues	-	20,000	(20,000)	281,916	2,332,967	(2,051,051)
Expenditures						
50000 • Sealer Paper	-	-	-	1,412	-	1,412
7040 • Telephone Charges	-	-	-	8,802	1,000,000	(991,198)
7205 • Maintenance-Equipment	-	-	-	34,189	56,000	(21,811)
7265 • Office Expenditures	-	-	-	-	60,000	(60,000)
7268 • Postage	-	-	-	5,483	41,000	(35,517)
7295 • Professional & Specialized	-	-	-	2,000	44,000	(42,000)
7385 • Small Tools & Instruments	-	-	-	231,647	1,111,967	(880,320)
7415 • Trans, Travel & Education	-	20,000	(20,000)	-	20,000	(20,000)
Total Expenditures	-	20,000	(20,000)	283,533	2,332,967	(2,049,434)
Net Change in Fund Balance	\$ -	\$ -	\$ -	\$ (1,617)	\$ -	\$ (1,617)

Admin Council Board Report

CLSA Status Report - FY 22-23

Report Date 9/30/2022

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (Sept)	Total Projected Expenses	Excess '-' (fund by SJVLS reserves) Unspent '+'	Comments
Delivery - Basic & Sorting	209,000	209,000	18,813	44,442		63,255	145,745	Pending Inv. 23-012 & 23-013
E-Resources Bibliotheca Cloud Library	31,976	31,976	36,814	234	-	37,048	(5,072)	Pending Inv. 100122 & 11305213
	240,976	240,976	55,627	44,677	-	100,303	140,673	
FY 21-2022 Rollover	9,702	9,702	-			-	9,702	
Grand Total	250,678	250,678	55,627	44,677	-	100,303		

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:	\$ 63,255	
Extra Delivery Stops:	\$ -	
	\$ 63,255	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
	\$ 209,000	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

Online Materials
Financial Update - FY 22-23
Report Date

9/30/2022

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	51,000	2,855	-	48,145	
Pronunciator	32,000	28,000	-	4,000	
Cengage-Gale Database	62,000	14,374	43,121	4,505	Gale General Database Pkg
Cengage -Gale	32,000	7,944	23,834	222	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	13,000	12,768	-	232	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	see note 2
	190,000	65,941	66,955	57,104	
Funding Source: CLSA Other (cost center 0201)					
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	
Grand Total	231,678	65,941	66,955	98,782	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	\$ 231,678	\$ 65,941	\$ 66,955	\$ 98,782

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 Wi-Fi 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 - GALE Database of \$57,495.22 and CENGAGE - GALE \$31,777.81.

ERC Committee Note 2:

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

DATE: November 4, 2022

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Palace Project Collection Development Funding Opportunity

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to draft and submit an application to apply for a share of the funding in an amount determined by Admin Council.

Approval of the recommended action will authorize the Administrative Librarian to prepare and submit an application for a share of the State Library's Palace Project collection development funding. SJVLS will be responsible for providing a 20% match for any funding received.

ALTERNATIVE ACTION(S):

Do not apply for funding and continue collection development only in CloudLibrary.

FISCAL IMPACT:

Approval of the recommended action would increase system revenues in the amount of the funding award and reallocate a portion of this year's Online Materials budget from CloudLibrary to meet the match requirements of the funding opportunity. There would also be a requirement of staff time from member library staff to select titles within the Palace Marketplace.

DISCUSSION:

The State Library has an open funding opportunity for libraries and cooperative systems to support collection development for the Palace Project, California's statewide, shared eBook and eAudiobook collection. Currently, the Palace Project has approximately 87,000 copies of 30,000 unique titles, with perpetual licenses, with many being simultaneous use. Participating in this funding opportunity would allow SJVLS member libraries and librarians to have the ability to help curate resources available to residents throughout California and be an active participant in a Statewide initiative.

Here are the timelines for the grant:

- December 9, 2022 – deadline to submit grant application
- January 1, 2023 – beginning of project period
- August 31, 2023 – end of grant period

The funding opportunity requires a 20% match, based on SJVLS's LIPC level. Funds must be expended over a period of 4 or 5 months in order to fully expend the funds before the end of the grant period.

Questions for Discussion:

- Do we want to participate in the Palace collection development opportunity?
- If so, how much funding should we request?
- Do we want to define a goal or scope for our collection development efforts? For example, ensuring a robust selection of YA materials, or ensuring high interest series are all available?
 - This focus would become a part of our funding application.

PRIOR AGENDA REFERENCE:

No prior references

ATTACHMENTS INCLUDED AND/OR ON FILE:

No attachments included or on file.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: November 4, 2022

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: New Broadband Grant Opportunity

BACKGROUND:

The State Library and California Library Connect recently announced a new funding opportunity aimed at helping bring high-speed broadband connections into communities currently lacking broadband. This funding creates an opportunity to help bring broadband connections into SJVLS's most isolated communities with the biggest barriers to establishing high-speed connections.

The funding requires a local community anchor institution to be a partner in the project. Examples of partners include school districts, local healthcare providers, other County/City departments, and/or local non-profit organizations.

Below is a list of SJVLS locations that could potentially benefit from this opportunity:

Branch Name	Jurisdiction	Current Speed	Carrier
Armona	Kings	100 mb	Geolinks
Auberry	Fresno	1.5 mb	AT&T/CALNET3
Bear Mountain	Fresno	100 mb	Geolinks
Big Creek	Fresno	1.5 mb	AT&T/CALNET3
Delhi	Merced	1.5 mb	AT&T/CALNET3
El Portal	Mariposa	100 mb	Geolinks
Kern River Valley	Kern	100 mb	Geolinks
Livingston	Merced	10 mb	Frontier
Piedra	Fresno	100 mb	Geolinks
Red Cloud	Mariposa	100 mb	Geolinks
Shaver Lake	Fresno	1.5 mb	AT&T/CALNET3
Snelling	Merced	1.5 mb	AT&T/CALNET3
Wawona	Mariposa	1.5 mb	AT&T/CALNET3
Yosemite	Mariposa	1.5 mb	AT&T/CALNET3

DISCUSSION:

- Is anyone interested in pursuing this opportunity?
- What community anchor institutions could we partner with for a project to bring broadband into the community?
- Project ideas?

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: November 4, 2022

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: E-Rate CIPA Compliance Policy and Procedure

RECOMMENDED ACTION:

1. Approve the attached procedures for maintaining E-Rate CIPA Compliance

Approval of the recommended action will establish a formal policy and procedure to ensure SJVLS and our members maintain CIPA compliance in accordance with USAC's rules.

ALTERNATIVE ACTION(S):

Stop applying for E-Rate discounts and pay our full telecommunications costs.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on SJVLS's budget.

DISCUSSION:

A condition of the findings from the BCAP audit is SJVLS must demonstrate we put procedures in place to ensure our member are CIPA compliant when we apply for E-Rate discounts. The proposed CIPA policy and procedure was drafted to address this part of the audit findings. It lays out the requirements to be CIPA compliant and defines the process through which SJVLS will verify its members meet those requirements, including ensuring a noticed public hearing occurs and that members must review and update their Internet Safety Policies every 5 years.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda Packet, Attachment 5, August 5, 2022
Administrative Council Agenda Packet, Attachment 3, September 2, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Proposed SJVLS E-Rate CIPA Compliance Policy and Procedure

Motion: _____ Second: _____

_____ PASSED _____ REJECTED



San Joaquin Valley Library System
Administrative Headquarters
 2420 Mariposa St. Fresno, CA 93721

Children's Internet Protection Act (CIPA) Compliance	Policy No.	ERATE-03
	Effective Date	
Admin Librarian Approval:	Next Review	

Background

A key requirement for participation in the E-Rate program is maintaining compliance with the requirements of the Children's Internet Protection Act (CIPA). CIPA was passed by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. There are three components necessary to maintain compliance: an Internet Safety Policy, holding a public meeting to discuss and approve the Internet Safety Policy, and having a technology protection measure to filter internet traffic and block access to content outlined in the act.

Purpose

The purpose of this policy and procedure is to define the process for SJVLS staff and our member libraries to obtain and maintain CIPA compliance. It applies to all SJVLS members and personnel involved in the competitive bidding and selection process for E-Rate funded projects.

Policy

SJVLS's policy is that all our members will maintain CIPA compliance, as required for participation in the E-Rate program. Each member library will be responsible for maintaining an up-to-date Internet Safety Policy that address all the CIPA requirements, including the public notice and meeting requirement. SJVLS staff will be responsible for installing and maintaining the Technology Protection Measure and documentation demonstrating it was installed and working during the funding year.

Procedures

The following procedures are outlined in four sections. The sections outline the process, beginning with the requirements to be CIPA compliant, determination of the first year, applying for funding, and documenting and certifying compliance.

CIPA Compliance Overview

In order to participate in the E-Rate program SJVLS must certify our members are CIPA compliant. Per USAC's rules, the relevant authority with responsibility for administration of the eligible library must certify that the library is enforcing an internet safety policy that includes measures to block or filter internet access for both minors and adults to certain visual depictions and types of content on the internet. The following procedures will outline the required contents of each member's Internet Safety Plan, review the public notice and meeting requirements, and define the requirements of the Technology Protection Measure.

Internet Safety Policy

SJVLS member libraries must balance the needs of providing their communities with the ability to use the internet to research or connect with information and applications of interest to them, while also ensuring patrons – especially minors – are not exposed to visual depictions that are obscene, child pornography, or harmful to minors (when a minor is using a library computer to browse the internet). In addition, member libraries also must safeguard the library's network against the risk of malicious software that can be encountered when browsing the internet. To maintain this balance, each library is required to adopt and enforce an internet safety policy, which includes a technology protection measure. Per USAC's guidance, the internet safety policy must address the following points:

- Access by minors to inappropriate matter on the internet and World Wide Web.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Unauthorized access, including "hacking" and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minor's access to materials deemed harmful to them.

Public Notice and Meeting

After drafting their internet safety policy, each SJVLS member is responsible for holding a public meeting to discuss the contents of their internet safety policy, and to comply with any other local or state laws regarding establishing and updating the policy. USAC rules specify that the determination of what material is inappropriate for minors "shall be made by the school board, local education agency, library, or other authority responsible for making the determination." Holding a public meeting allows the local community to provide input to the local authority about the proposed internet safety plan, and ensures the measures used to protect minors align with community accepted standards.

When SJVLS members hold a public meeting regarding the Internet Safety Plan they will provide reasonable public notice of the meeting. This can be done by posting a notice of the meeting in library branches and on the library's website with at least 72 hours' notice in advance of the meeting date. When a member hosts a public meeting, at least one SJVLS staff member will be in attendance, to speak to the system's role in enforcing the internet safety plan.

Technology Protection Measure

The technology protection measure requirement of CIPA compliance is a specific piece of technology that blocks or filters internet access and restricts access to the types of content outlined in the internet safety plan. SJVLS staff are responsible for ensuring the technology protection measure is installed on the network and operating on all public PCs with internet access, while also ensuring that override mechanisms are in place to allow staff to override the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. The process for requesting a filter override will be a decision of each member library, although there are categories that cannot be overridden in the interest of preserving network security, such as malicious sites that would install viruses.

Documenting Compliance

CIPA compliance is an on-going requirement to receive E-Rate discounts. SJVLS must certify compliance annually on our funding requests and will be required to demonstrate compliance during an audit. A list of the required documentation is presented below:

- A copy of the member's Internet Safety Policy
- Documentation of the public notice and public hearing/meeting to review the proposed policy.
- Documentation of the adoption of the policy.
- A description of the Technology Protection Measure.
- A report or documentation on the use of the filter that shows it was installed and operating during the funding year.
- Copies of the FCC Form 479 and/or Form 486, as applicable.

SJVLS staff will work with member libraries to ensure each member's Internet Safety Policy contains all the required provisions, including holding a public meeting to discuss the policy, providing advance notice of the meeting, and a copy of the minutes of the member's governing body approving the policy. SJVLS staff will retain copies of these documents for our records. Every 5 years member libraries will review and update their Internet Safety Policies to ensure they are current on trends in technology that may affect safety of minors or other patrons. Member libraries are expected to inform SJVLS staff whenever they make changes to their Internet Safety Policy and provide a copy of the updated policy for SJVLS's records.

SJVLS is responsible for the technology protection measure component of CIPA compliance. SJVLS staff will ensure a suitable internet filtering technology is installed and operating in accordance with CIPA requirements. To ensure the relevant documents are available in the event of an audit, SJVLS staff will save a copy of the annual invoice for the filtering software and will take a screenshot each month of a blocked webpage to demonstrate that the filter was operational at the time.

All documentation of CIPA compliance for a funding year will be archived and retained for 10 years after either, the last day of the applicable funding year, or the service delivery deadline for the funding request.

DATE: November 4, 2022

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: E-Rate Competitive Bidding Policy and Procedures

RECOMMENDED ACTION:

1. Approve the attached procedures for the E-Rate Competitive Bidding Process.

Approval of the recommended action will establish a formal policy and procedure to ensure SJVLS and our members adhere to USAC's rules for competitive bidding for e-rate Category 1 and Category 2 services.

ALTERNATIVE ACTION(S):

Stop applying for E-Rate discounts and pay our full telecommunications costs.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on SJVLS's budget.

DISCUSSION:

A condition of the findings from the BCAP audit is that SJVLS must demonstrate we put procedures in place to ensure we adhere to USAC's competitive bidding requirements for Category 1 and Category 2 services. The proposed procedures address each step of the competitive bidding process and lays out SJVLS staff's responsibilities.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda Packet, Attachment 5, August 5, 2022
Administrative Council Agenda Packet, Attachment 3, September 2, 2022.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Proposed Competitive Bidding Policy and Procedure

Motion:

Second:

_____ PASSED

_____ REJECTED



San Joaquin Valley Library System
Administrative Headquarters
 2420 Mariposa St. Fresno, CA 93721

Competitive Bidding for E-Rate Services	Policy No.	ERATE-02
	Effective Date	
Admin Librarian Approval:	Next Review	

Background

This policy defines the requirements for the Competitive Bidding process, service provider selection, and contracting for E-Rate funded projects including ensuring the RFP is properly prepared, proposals are properly reviewed, and contracting is properly executed.

This policy applies to all SJVLS personnel that coordinate E-Rate funded projects, particularly those involved in the competitive bidding and selection process.

Purpose

This policy establishes the procedures for preparation for competitive bidding, filing the Form 470, compliance timeline, selection process and contracting under the rules of the E-Rate program. Competitive bidding is a formal process to identify and request products and/or services the applicants need, so that potential service providers can review those requests and submit bids for them. This process is designed to be fair and open and requires the selection of the most cost-effective provider based on its bid evaluation factors. However, price of the eligible equipment and services must be given the most weight during the bid evaluation process.

Policy

This policy identifies control actions to mitigate potentials risks related to competitive bidding for E-Rate funded projects and establishes the following:

- Ensuring the 28-day waiting period.
- Establishing the evaluation process for received bids.
- Establishing the contracting process for accepted bids.

Procedures

Competitive Bidding procedures are presented in 9 sections, which detail each step of the competitive bidding process. The sections are preparing to file Form 470, filing the Form 470, 28-day waiting period, addendums as well as questions and answers, request for proposals (RFPs), ensuring an open and fair bidding process, evaluating bids, selecting a service provider, and contracting for services.

Form 470 Preparations

The following outlines the requirements to ensure compliance with USAC rules and readiness to file the Form 470. Preparations for the upcoming year will begin at least 120 days prior to the closing of the of the FCC Form 471 filing window.

When preparing to fill out the Form 470, SJVLS staff will do the following:

1. If working with a consultant, ensure the Letter of Agency is current, and added to the organization's profile in EPC.
 - a. If the Letter of Agency is not current, a new Letter of Agency will be executed.
 - b. If the Letter of Agency is not added to the organization's EPC profile, it will be uploaded.
2. Review SJVLS member locations and identify all services under tariff, on month-to-month contracts, or where the current long-term contract is expiring.
3. Review estimated Category 2 budgets to ensure enough funding is available to support requested services.
4. Review EPC profiles and update as needed.
 - a. This would be necessary if any locations closed, moved, or had additions since the previous filing window.
5. The Senior Network Engineer will meet with each SJVLS member individually to discuss their filing needs for the upcoming year. This includes:
 - a. Reviewing locations due for renewals and identifying any locations where we want to request upgrades.
 - b. Reviewing whether there is a need to use Category 2 funding for equipment or building improvements, such as internal wiring.
6. Confirm the member's Library technology budget is sufficient for the requested services and equipment.
7. Review each member's CIPA documents to ensure compliance and make any updates as needed.

Filing the Form 470

After meeting with members and determining their needs for the upcoming year, SJVLS staff will complete and file the Form 470, or will work with our authorized consultant to make sure the form is filled out and filed correctly. Form 470s will be filled out for all locations where service is acquired under tariff, the contract is month-to-month, or the current long-term contract is expiring. When requesting Category 2 funding, all vendors will be required to participate in a mandatory site walk through. The mandatory walk through can be conducted either in-person, or through a remote teleconference using detailed site photos and/or video.

A Form 470 does not need to be filed for any locations where an existing multi-year contract is already in place.

Staff will do the following when filing out the Form 470:

1. Finalize the member's Category 1 and 2 E-Rate needs and provide a list to our consultant if we are contracted with one.
2. Prepare the Request for Proposal and Narrative for the Form 470.
 - a. If working with a consultant, schedule a meeting to review and discuss our request and any requirements they may have.
 - b. For Category 2 applications, determine if the mandatory walk through will be in-person or through teleconference, and when it will be scheduled.
3. Draft and/or review the Form 470 for accuracy prior to posting.
4. Certify the Form 470 and upload to EPC. If a consultant is preparing the Form 470, they will upload it to EPC.

5. The Form 470 must be uploaded to EPC at least 28 days before the close of the FCC Form 471 Filing window.

Form 470 Process

Once the Form 470 and RFP – if required – is certified and uploaded to EPC, vendors can view the procurement request and provide their bids for service. The Form 470 and RFP must be available in EPC for at least 28 days before a service provider can be selected. The following sections will outline procedures for the 28-day period, when an RFP is required in addition to the Form 470, and making modifications to the RFP or form, if necessary.

Open and Fair Bidding Process

The competitive bidding process must be an open and fair process to ensure all respondents have the same information and opportunity to provide a bid. SJVLS staff will steps below:

- All bidders must be treated the same.
- No bidder will have advance knowledge of the project information.
- There are no secrets in the process – such as information shared with one bidder but not with others. This ensures all respondents know what is required of them.
- With limited exceptions, SJVLS staff will not accept gifts service providers and potential service providers.
- In accordance with USAC rules, the value of free services and/or products will be deducted from the pre-discount cost of funding requests. This includes:
 - Price Reductions
 - Promotional Offers
 - Free Products

Requests for Proposals (RFPs)

RFPs are bidding documents that describes the project, requested services, or products in sufficient detail for bidders to respond to the request. An RFP will be drafted if any of these conditions are met:

- The projected cost of the project will exceed \$25,000
- One of these services are requested in the RFP:
 - Leased Dark Fiber and Leased Lit Fiber
 - Self-Provisioned Network and Services Provided Over Third-Party Networks
 - Network Equipment
 - Maintenance and Operations
 - Cellular Data Plan/Air Card Service

The RFP document will be drafted according to the procedures outlined in SJVLS's Purchasing Manual and will comply with Fresno County and the State of California's requirements.

The RFP itself, not a link, will be uploaded to EPC at the same time as the Form 470. If an RFP is uploaded after the Form 470 was certified, SJVLS will wait 28 days from the uploading of the RFP, in accordance with USAC regulations.

Mandatory Site Walk Throughs

When the funding request is for Category 2 services, SJVLS will require respondents to participate in a mandatory virtual site walk through. During an on-site walk through, SJVLS staff and participating vendors will tour the site reviewing pertinent details of the service being bid. If the walk through is conducted virtually, SJVLS staff will lead a tour of the site using detailed photos and video of the relevant areas in the site.

Addendums and Questions and Answers

In the event a minor change needs to be made to the RFP during the 28-day an addendum will be issued and uploaded to the Form 470. These minor changes do not affect the 28-day waiting period. These minor changes are listed below:

- Editing an application name
- Changing the main contact person and/or technical contact person
- Making minor, non-substantive updates to an RFP

Any addendums that make substantive changes to the competitive bidding process, such as requested services or equipment, require a new Form 470 to be certified and uploaded. This also restarts the 28-day waiting period. Some examples of substantive changes include:

- Adding a category of service to a Form 470 after it has been posted.
- Adding new services or changing service descriptions on Form 470s or RFPs after the 470 has been posted.
- Adding or subtracting a significant number of recipients of service listed on the Form 470 after it was posted.

If a respondent contacts SJVLS staff or our consultant with questions, or if questions are asked during the vendor walk through, regarding the Form 470 request, the question(s) and answer(s) will be recorded and uploaded to the Form 470 to ensure other respondents have access to the same information, in the interest of maintaining an open and fair process.

Selecting Service Providers

The Federal Communications Commission's (FCC) rules require applicants to wait 28 days from the certification of the Form 470 before selecting a service provider, executing any contracts for contracted services, or signing and submitting an FCC Form 471.

After the 28-day waiting period passes, SJVLS staff, or our consultant if one was used to draft the Form 470, will collect the bids and service provider communications, and prepare the RFP Summary and Bid Matrix (see Appendix A). The RFP Summary, Bid Matrix, and the bids will be supplied to the evaluation team for review, with cost being the primary factor. If the Form 470 is requesting Category 2 services, SJVLS staff will have the discretion to disqualify any respondents that did not attend the mandatory vendor walk through.

If only one bid is received, SJVLS staff or our consultant will do the following:

- Ensure the bid complies with the cost-effective requirement
- SJVLS's Senior Network Engineer, or our consultant if one was used, will document that only one bid was received by drafting a memo and email it to the director of the jurisdiction. This ensures proper documentation of the sole bid received.

If no bids are received, SJVLS staff or our consultant will do the following:

- SJVLS's Senior Network Engineer, or our consultant if one was used, will solicit bids from our current service provider.
- The service provider will need to submit a response to our Form 470 to be valid.
- Once the bid is received, SJVLS staff or our consultant will ensure the bid complies with the cost-effective requirement.

Evaluating Bids

To fairly evaluate received bids, SJVLS staff will work with our consultant (if one is used) to construct an evaluation using a bid matrix. The bid matrix will incorporate all the relevant factors necessary to select the best service provider, with the cost of eligible products and services as the most heavily weighted factor.

The following steps outline the process for evaluating proposals received:

- Ensure the certified Form 470 has been posted in EPC for a minimum of 28-days.
- Collect all bids and communications with service providers
- Using the RFP Summary and Bid Matrix, evaluate and score the proposals, with cost weighted as the highest factor
- Once the winning proposal is determined, draft a Letter of Intent to inform the service provider that their bid was selected.
 - If using a consultant, send the Bid Matrices to the consultant, noting the winning bid.
 - The consultant will draft and send the Letter of Intent.
- Begin drafting the contract with the service provider
- Sign and execute the contract, ensuring both SJVLS and the Service Provider sign and a copy is saved in SJVLS's files.
- File Form 471, or work with our consultant to make sure it's filed.

Receiving Services Under Contracts

Occasionally the services needed are available through a State Master Contract, or similarly negotiated Master Contract, such as the ones managed by SPURR. State Master Contracts are competitive bid contracts put in place by a state government entity for use by an eligible entity. These contracts simplify the competitive bidding process.

When selecting services from a State Master Contract, SJVLS staff or our consultant will do the following:

- If the State filed a Form 470:
 - Ensure the State followed a competitive bidding process in the executing the Master Contract
 - Cite the State's Form 470 on the Form 471
 - Ensure that all provisions of the State Master Contract are followed, and the signed State Master contract between the State and service provider meets the FCC signed contract requirement.
- Mini-Bid Evaluations
 - If the State awards contracts to multiple service providers because of its competitive bidding process SJVLS staff or their consultant will conduct a Mini-Bid Evaluation.

- The Mini-Bid will use a Bid Matrix with the price of eligible services as the most heavily weighted factor, score the service providers, and select the most cost-effective solution.
- A separate Form 470 is not required in this process.

Document Retention

SJVLS will maintain documentation that demonstrates compliance with the statutory or regulatory requirement for all E-Rate program purchases of service and equipment for a period of 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. Examples of such documentation include competitive bidding materials, program forms, contracts, and asset and inventory records of equipment purchased as components of supported Category Two services.

Next Steps

After evaluating received bid and selecting the service providers with the most cost-effective solution and executing a contract, SJVLS staff or our consultant if one was used, will file the FCC Form 471 as soon as the application filing window opens. SJVLS will ensure all contracts are signed and executed, or a legally binding document is in place before the Form 471 is filed.

Competitive Bidding Flow Chart

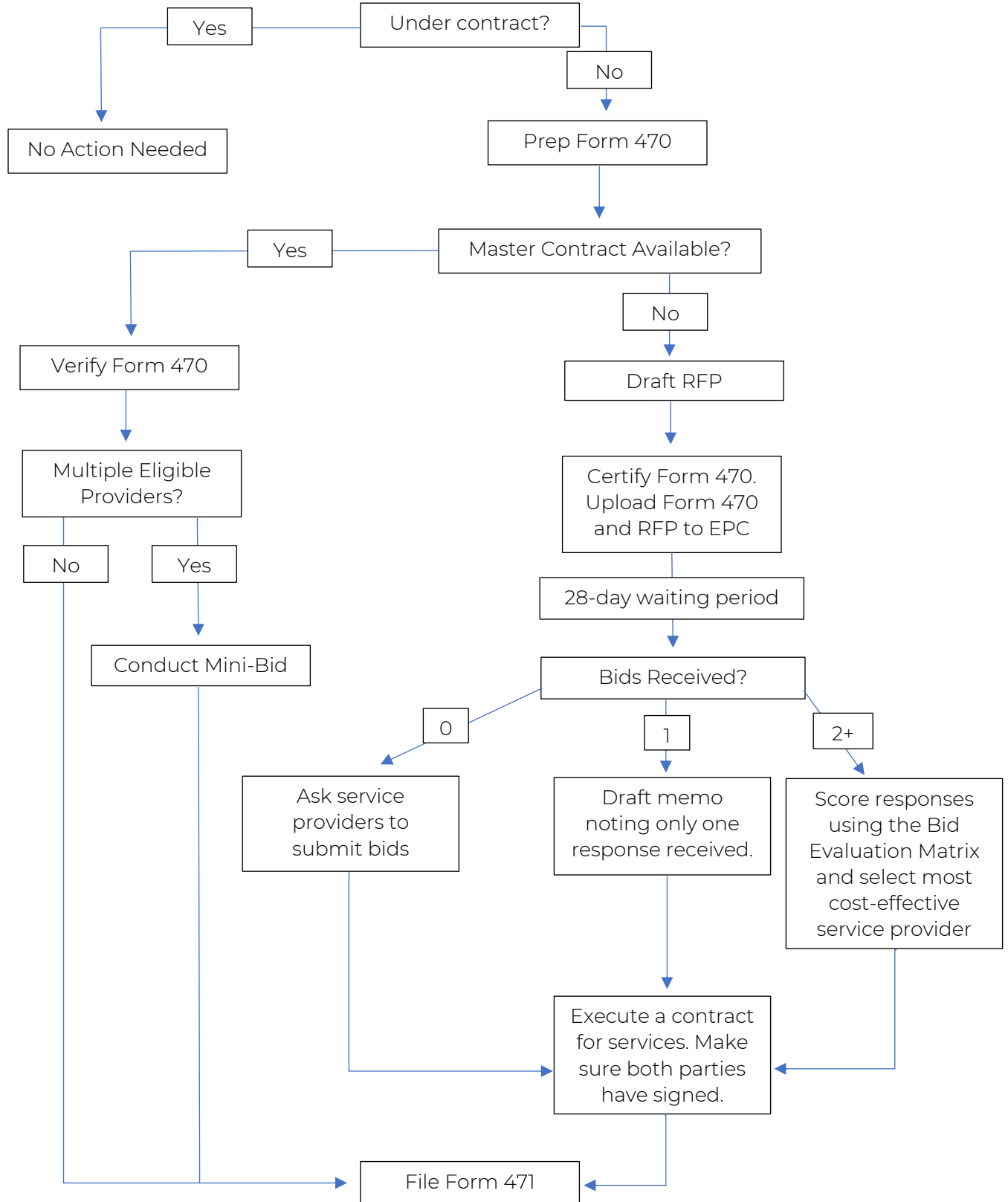


Exhibit A

Sample Bid Matrix and RFP Summary

E-rate RFP Assessment Worksheet

Funding Year: 2022

ETF CLIENT NAME FY
2022 Project or Service
Description
This quote is valid until June

CHANGE
80%

E-RATE SERVICE A RFP WORKSHEET

Notes

* Percentage weights must add up to 100%. Price must be weighted the heaviest.
** Evaluated on a scale of 1 to 5; 1=Worst, 5=Best
***Weight a Raw Score out of 5

ETF CLIENT NAME is seeking proposals for **PLEASE ENTER FIRST LINE OF RFP NARRATIVE**

VENDOR SCORING (Use additional sheets if necessary)

		Vendor 1		Vendor 2		Vendor 3		Vendor 4	
Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***
Price	#		0%		0%		0%		0%
Compatibility with Existing Infrastructure	#		0%		0%		0%		0%
Understanding of Needs	#		0%		0%		0%		0%
Experience and Qualifications	#		0%		0%		0%		0%
Completeness of Response	#		0%		0%		0%		0%
Overall Ranking	100%		0%		0%		0%		0%
Internal Connections Total Cost									
Total Ineligible									
Total Budget		\$0.00		\$0.00		\$0.00		\$0.00	
Total Overbudget		\$0.00		\$0.00		\$0.00		\$0.00	
Total Eligible		\$0.00		\$0.00		\$0.00		\$0.00	
USAC Portion (Insert Discount rate inside parenthesis)		\$0.00		\$0.00		\$0.00		\$0.00	
ETF CLIENT NAME Portion (Insert Client %) + Ineligibles*Overbudget		\$0.00		\$0.00		\$0.00		\$0.00	
Contract Term									

Service Provider Selection:
Reason Vendor selected:
Signature:
Approved by (Print):
Title:
Date:

Bid Assessment Comments, if needed

**FY2022 RFP Summary**

The E-rate Entity, **CLIENT NAME**, released RFP on USAC's EPC portal and invited experienced vendors to submit responsive proposals in compliance with the specifications contained in a Request for Proposal (RFP) for the following Services.

Form 470 Important Dates:**RFP Certified:** DATE**Vendor Walkthrough:** DATE (leave on only if needed)**Vendor Questions Due:** DATE**Answers Posted:** DATE**Addenda Issued:** DATE(S)**Allowable Contract Date:** DATE**Publication:**

- A Form 470, including the RFP itself and all Addenda, were posted by EdTechnologyFunds to the Universal Service Administrative Company, School and Library Division site, www.usac.org/sl/.
- Notice of the RFP was also posted to client's website.
- Notice of the RFP was also posted in (i.e., local newspaper).
- The RFP, all Addenda, and answers to all timely-submitted questions regarding the RFP were uploaded to the USAC's E-Rate Productivity Center (EPC).

Evaluation Criteria: Used to evaluate responses. (CHANGE BELOW TO MATCH RFP, REMOVE THIS STATEMENT)

Price:	40%
Prior Experience:	25%
Understanding of Needs:	20%
Company Capabilities:	10%
Management Qualifications:	5%
TOTAL:	100%

Responses and Assessments: A RFP Response Log and Assessment Worksheets are below in Appendix A. The Assessment Worksheets, once completed by clients, will include recommendations for awards. (REMOVE NEXT LINE IF NO WALK THROUGH, IF THERE IS NO WALK THROUGH, PLEASE DELETE APPENDIX B ON THE LAST PAGE) Appendix B contains the completed vendor sign in sheet from the mandatory walk through. (PASTE THE SIGN IN SHEET IN APPENDIX B, REMOVE THIS LINE)

EdTechnologyFunds, Inc.

2400 N. Lincoln Avenue, Altadena, CA 91001

888-379-7538

323-908-9622

www.edtechnologyfunds.com

Appendix A

RFP Response Log and Scoring Sheets



E-rate RFP Response Log

Funding Year: 2022

E-Rate Details

E-rate Entity # and Name: _____

Form 470 #: _____

Service Description: _____

All email traffic (see Table 1 below) in response to this 470 was reviewed from the Posted Date through the Proposal Due date. A bid is considered responsive if the service provider (leave in if needed) attended the mandatory walkthrough and submitted a proposal that responded to the services listed in the RFP. **NUMBER OF BIDS RECEIVED IN TOTAL** bids were received. **NUMBER OF RESPONSIVE BIDS RECEIVED** responsive bids were received and **NUMBER OF BIDS DISQUALIFIED** were disqualified. (see Tables 1 and 2 below).

All Bids Received

Vendor	Date Submitted	Vendor Correspondence Dates	Proposal Responsive	Proposal Disqualified	Reason for Disqualification
VENDOR 1					
VENDOR 2					
VENDOR 3					
VENDOR 4					
VENDOR 5					

Table 1

Responsive Bids Summary

RFP Evaluation Criteria	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
SPIN					
Participation in Mandatory Walk-Through (IF NEEDED)					
Green Light Status					
C7 or C10 (LEAVE ONLY IF NEEDED)					
Certifications					

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Location					
Price					
Compatibility with Existing Infrastructure					
Experience and Qualifications					
Completeness of Response					
Prior Work Experience					
Contract Term					
Notes					
Follow-up Actions					

Table 2

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323-908-9622

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Appendix B

Completed Vendor Sign-in Sheet

**San Joaquin Valley
Library System
Walkthrough Month
Date, Year
E-rate Form 470 #**

Vendor Name	SPIN	Location of Project Team	Vendor Contact Name	Telephone # and Email address
Vendor A	1234567	Fresno, CA	Fresno Dummy Communications Company	559-123-5555
Vendor B	7654321	San Diego, CA	SD Dummy Communications	619-555-1234

DATE: November 4, 2022

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve PLSEP Narrative Submission

RECOMMENDED ACTION:

1. Approve the submission of the PLSEP grant application and narrative report and authorize the Administrative Librarian to sign and submit.

Approval of the recommended action will allow the Administrative Librarian to sign and submit the PLSEP narrative, as required to apply for the funding.

ALTERNATIVE ACTION(S):

Do not participate in PLSEP this fiscal year.

FISCAL IMPACT:

The grant award for this year's PLSEP participants is not known. SJVLS staff will return to Admin Council with updated fiscal information once funding awards have been announced.

DISCUSSION:

The California State Library continues to offer the Public Library Staff Education Program, which provides grant funding to assist employees of California Libraries with the costs of pursuing a Master's in Library and Information Science by reimbursing some of their tuition costs.

This year cooperative systems have until 11/28/22 to submit their grant narrative applications. Funding awards will not be announced until late November, and the budget forms are due to the State Library by 12/15/22. SJVLS's narrative is attached. The Administrative Librarian will return to Admin Council with updated budget figures and fiscal impact once those values are known.

PRIOR AGENDA REFERENCE:

No prior agenda reference for this year's PLSEP funding.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – SJVLS PLSEP Grant Narrative.

Motion:

Second:

_____ PASSED

_____ REJECTED

PLSEP Narrative Answers

BASIC INFORMATION

PROJECT TITLE

Public Library Staff Education Program

AUTHORIZED REPRESENTATIVE

Christopher Wymer – Administrative Librarian
Address – 2420 Mariposa St. Fresno, CA 93721-2204
Phone – (559) 600-6256
Email – Christopher.wymer@sjvls.org

PROJECT COORDINATOR

Christopher Wymer – Administrative Librarian
Address – 2420 Mariposa St. Fresno, CA 93721-2204
Phone – (559) 600-6256
Email – Christopher.wymer@sjvls.org

CALIFORNIA'S LSTA GOALS

Goal 7: California libraries are staffed by a skilled and diverse workforce whose members engage in continuing education and leadership development opportunities, delivery high-quality library and information services, and effect positive change in their communities.

PRIMARY AUDIENCE

Library Staff, Volunteers, and/or Trustees

PROJECT INFORMATION

AGENCY INFORMATION - Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word count limit: 150)

Participation in PLSEP provides SJVLS's member libraries with assistance developing and retaining library staff. These staff members use the knowledge and skills gained to develop and deliver innovative library services and programming, which enhances and enriches the communities they serve.

PROJECT DESCRIPTION - Provide a description that would enable the reader to comprehend the proposed project if they were to read only this response and no other portion of the application. Discuss what you will do, how you will do it, what you aim to achieve, why, and for whom.

SJVLS's participation in PLSEP helps our member library staff pursue a master's degree in Library and Information Science by providing scholarships to pay for the costs of a portion of their classes this academic year. Recruiting and retaining library staff can be difficult. PLSEP allows paraprofessional staff to pursue career advancement opportunities and allows our member libraries to recruit librarians from their existing staff. Staff retention is higher when

libraries can promote librarians from within their organization. It also helps encourage good morale among library staff if they know they have opportunities for career growth.

BRIEF ABSTRACT - Provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s). Response must be limited to two (2) sentences.

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to improve library services to California's diverse communities. To support the professional development of California public libraries, the cooperative library system provides public library staff with tuition reimbursement for courses required for a master's degree in Library and Information Science.

IMPACT TO DATE - If this project has been supported with LSTA funds in the past, describe the project's results and impact to date.

PLSEP has made a positive impact on SJVLS member libraries. Since fiscal year 2016-2017, PLSEP has provided more than \$90,000 to fund 89 courses for 23 MLIS students. During the same period 5 students obtained their MLIS degrees.

COMMUNITY NEEDS, ASPIRATIONS AND ASSETS - Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations.

PLSEP funding helps meet local community needs by encouraging and supporting the development of professional library staff. Award recipients help with the development of library services and programming that have a meaningful impact on the communities they serve.

COMMUNITY INVOLVEMENT

N/A

EQUITY, DIVERSITY, INCLUSION AND BELONGING - Explain how the principles of equity, diversity, inclusion, and belonging have guided your project planning and how they will guide its implementation and evaluation.

PLSEP supports the principles of equity, diversity, inclusion and belonging by providing an opportunity for current paraprofessional library to pursue career advancement at a reduced cost. This supports equity within the profession by reducing the barrier to obtaining an advanced degree and helps cultivate diversity in library staff by developing the skills of library staff already living in and serving their communities. When library staff come from the communities they serve, it helps foster a sense of inclusion and belonging for library patrons.

PROJECT PARTNERS AND COMMUNITY CONNECTIONS

N/A

PROJECT INTENT

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness.

- Improve the library workforce

PLANNING AND EVALUATION

ANTICIPATED PROJECT OUTPUTS - List your anticipated project outputs. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Based on fiscal year 2021-2022, SJVLS anticipates being able to provide funding for 2 students to take 2 courses each.

EVALUATION PLANS - Describe your plans for evaluating the impact of your project in response to your stated needs, beyond any LSTA-required outcome surveys.

SJVLS will evaluate the impact of PLSEP funding by collecting and reviewing student's Final Narrative reports.

SUSTAINABILITY - State how you will sustain this project beyond the award end date if it is successful.

Presently, SJVLS does not have any plans to sustain PLSEP awards if the State Library's funding ceases.

PROJECT ACTIVITIES

ACTIVITIES

PLSEP's activity is "Instruction – Consultation/Drop-in/Referral." Students will receive instruction via their MLIS coursework. At the conclusion of the funding period, students will supply a Final Program Narrative that discusses the skills and knowledge obtained in their coursework and how they will use those skills and knowledge in their libraries.

PROJECT TIMELINE

Activity	Start Date	End Date
Awards Announced	November 2022	December 2022
1 st Semester Classes	August/September 2022	December/January 2022
2 nd Quarter Check-in w/ CSL	January 2022	January 2022
2 nd Semester Classes	January 2022	May/June 2022
3 rd Quarter Financial Report	April 2022	April 2022
Final Financial Report, Expenditure Detail Report and Student Narratives	At end of coursework	No later than 8/31/2023

BUDGET INFORMATION

BUDGET

Not available at this time.

LSTA GRANTS RISK SELF-ASSESSMENT

Attached.

SUPPORTING ATTACHMENTS

No supporting attachments

INTERNET CERTIFICATION AND SIGNATURE

N/A - CIPA requirements do not apply because no LSTA funds made available under this grant program will be used to purchase computers that can access the Internet or to pay for direct costs associated with accessing the Internet.

California State Library, Library Development Services

Cooperative Library System Liaison Report

October 31, 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 and statewide resources available.

Voter Guide Information

Help your patrons get ready to fill out their ballots by encouraging them to use the nonpartisan [Voter Guide](#), created with the support of the California State Library by [CalMatters](#), a nonprofit, nonpartisan news organization. The [Voter Guide](#) also helps patrons get their most frequent questions answered and learn about key races and candidates. It includes [video explainers](#) that break down state ballot propositions and explanations of what elected officials do. Share your feedback and insights with anaclara@calmatters.org and NetworkingGrant@library.ca.gov

The Networking California Library Resources project is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Directors Networking Conversations

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next Directors Networking call will be on **Wednesday, November 16, 2022** at 3:30. A link to register will be sent in early November.

LSTA Inspiration Grants Now Open

LSTA-funded Inspiration Grants enable libraries to seek support for programs that don't necessarily fit within the parameters of other funding opportunities. Because the Inspiration award cycle is different from the typical LSTA grant year, library staff are empowered to react to "a-ha moments," meet their communities' expressed needs and aspirations, and carry out innovative projects mid-year.

The application period is now open and will close on **December 30, 2022**, at 5:00 p.m. Applications will be reviewed as they are received, and funds will be distributed as they are available. Project periods will vary depending on when applications are received and the needs of each individual project.

Learn about the application process, the timeline, eligibility requirements, and more by visiting the Inspiration Grants page:

<https://www.library.ca.gov/grants/inspiration/>

Questions? Email LSTAgrants@library.ca.gov and include "Inspiration" in the subject line.

Stay & Play

In collaboration with the California State Library, the Califa Group invites California public libraries to apply to join *Stay & Play*. **Applications for 2023 Stay & Play are due November 3, 2022.**

Stay & Play is a library service model that positions libraries to support and engage informal caregivers and the children in their care. *Stay & Play* includes programming designed specifically for informal caregivers, helping them learn, develop relationships, and build connections to their library and community resources.

For more information, please visit

<https://www.library.ca.gov/grants/stayandplay/>.

Questions? Email StayandPlay@library.ca.gov.

LSTA Public Library Staff Education Program Now Open

The [Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library to improve library services to California's diverse communities. To support the professional development of California public libraries, the California State Library works with cooperative library systems to provide public and county law library staff with tuition reimbursement for courses required for a Master's degree in Library and Information Science. The student application call for the 2022-2023 Public Library Staff Education Program (PLSEP) closed 10/28/2022 12 p.m. (noon). Applications are in the review process. For questions, contact PLSEP@library.ca.gov

Library Engagement Outreach

State and federal funds support online tools for California public libraries, including K-12 tutoring, eBook collections, workforce upskilling, library staff learning opportunities, and so much more. Beginning September 13th, the California State Library will host a series of biweekly online workshops to share information about the wide variety of online resources available to libraries at no cost. Visit the [CALL blog](#) to learn more about the topics being covered and register to attend.

Tutoring Project

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project](#)

Questions? If you have questions about the Statewide Online Tutoring Program, please contact the California State Library at catutoring@library.ca.gov or our onboarding partner, the Pacific Library Partnership, at tutoring at tutoring@plpinfo.org

California Library Literacy Services

CLLS networking calls and trainings continue on a regular basis. Upcoming training sessions will help libraries prepare for AmeriCorps, new ESL services and more. Please visit the new CLLS training and meeting [calendar](#)! The 2021-2022 CLLS annual final report is now open and will be due Monday, November 14, at 5 p.m. Instructions and webinar recordings are available at <https://libraryliteracy.org/for-coordinators/reporting-state-funding/>.

Sustainable California Libraries LSTA Awardees Announced!

Twenty California local library systems have been selected to receive first-ever funding from the State Library to support projects focused on sustainability and climate resilience.

Projects receiving funding through the new Sustainable California Libraries grant program focus on climate education, environment-focused civic engagement, water conservation, air quality, energy efficiency, reducing waste, and supporting local climate action and resilience plans.

Specifically, these grants support activities such as environmental education programs, teaching gardens, lending libraries including tools, seeds and other items tailored to community needs, climate-focused service groups, sustainability conversations, and more.

See the full list at: <https://www.library.ca.gov/services/to-libraries/sustainable/>
[Read the 10/25 Press Release!](#) Email sustainability@library.ca.gov with any questions or comments.

CopyCat Grants

The 2022/23 [CopyCat Grants](#) call for application has closed. Applicants have been issued award letters. For Grant Guide information, please visit [Manage Your Current Grant - California State Library](#). Grantees' first point of contact is their project advisor. For other CopyCat questions, please contact us at LSTAGrants@library.ca.gov

Zip Books Program

The 2022/23 Zip Books program call for applications has closed. Applicants have been issued award letters. Program information can be found at [Zip Books Program - California State Library](#). For Zip Books questions, please contact us at ZipBooks@library.ca.gov

California Libraries Learn (CALL)

CALL Homegrown features learning opportunities suggested and designed by California library staff. If you have an idea for a great program, fill out the [CALL for Presentations](#)! Plan 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 learning continue throughout the year. 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](#).

FY21-22 Public Libraries Survey

The portal for data submission opened September 1, 2022. Instructions, a blank excel template of data elements, the recording of the August 23rd information session, and other helpful documents are available on the [State Library's statistics page](#). Submissions are due no later than **Tuesday, November 8, 2022**. Please contact meg.depriest@library.ca.gov if you need assistance.

California State Library Parks Passes

21,000 additional parks passes are currently at the Parks warehouse, ready to be shipped! When I have a shipping update, I will send it, along with the number of passes your jurisdiction will receive. All libraries will be getting either what they requested or more, and can hold passes back to be replacements, rather than waiting for Parks to ship a replacement. You can begin planning marketing, programming, and outreach to get the passes into the communities that may face park access barriers now. I hope the [updated toolkit for the Parks Pass program](#) is on the CSL website, with links to flyers, circulation guidelines, and more are useful – please let me know how I can help. The Evaluation Toolkit now has a [Spanish version of the survey](#).

A new and expanded Parks Pass grant opportunity will be opening up in December, so as you get your additional passes and start to imagine complementary programming and outreach to underserved communities who may face parks access barriers, please dream big.

There is an updated version of the District Interpretive Coordinators list – these are your State Parks contacts for programming. Please contact parkspass@library.ca.gov to get a copy.

Please feel free to contact parkspass@library.ca.gov with any questions.

Building Forward Infrastructure Funding for California Libraries

Following a first round of Building Forward grant awards in September, the State Library recently awarded \$59 million in additional library facility improvement grants. This brings to \$314 million the total amount of funding awarded to help libraries address some of their most pressing facilities projects and better meet the needs of their communities. When combined with local matching funds, the state's investment to date will help address approximately ten percent of the estimated \$5 billion that California libraries need to meet their maintenance, modernization, expansion, and replacement needs. Thus far, 246 libraries in 182 cities across 34 counties have received funding.

We are currently preparing the next round of funding. This opportunity will open in the new year. With new funding providing the legislature, the State Library has approximately \$174 million dollars left to award.

For a full list of projects funded in Round One, please go to <https://www.library.ca.gov/services/to-libraries/building-forward/>.

With any questions, please email buildingforward@library.ca.gov.

eBooks for All CA

The LSTA eBooks for All grant program is now accepting applications! We have allocated \$1.25 million in LSTA funds to support collection development grants inside of the statewide collection. With these grants, your library or library collaborative will be able to guide and develop a collection that is accessible to all public libraries across the state. Further details on the project, including how to apply, [can be found here](#).

*The deadline to apply is **December 9th at 5 pm.***

If your library is not signed up to take advantage of this project, please be sure to do so soon, as the funding for onboarding is due to expire before the year ends. Please contact us at ebooksforall@library.ca.gov or casupport@thepalaceproject.org if you would like to sign up. In order to participate in this grant, your library must be onboarded onto Palace. If your library is presently on the eBooks for all platform, know that there are no hosting or server maintenance fees required.

When you make your existing local or cooperative collections accessible inside of Palace, they are not shared with the statewide collection. Your users will inherit the sharing permissions from your other eBook providers inside of the Palace app.

Even if you don't submit a grant application, every public library in California can participate in the statewide "eBooks for All" project. Full details can be found on the State Library's e-book page. Joining is as simple as emailing casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

The deadline to join the eBooks for All project is November 4th.

CAREER Pathways: Digital Workforce Platforms for All California Public Libraries

CAREER Pathways resources for the next two years have been announced! These resources, supported by an investment from the State of California, began October 1, 2022. Your jurisdiction's CAREER Pathways contacts have received resource update emails and access to the Canva toolkit for customizable assets including bookmarks, posters, web banners and more! The ARPA-funded CAREER Pathways outreach campaign launched for the public on Monday, September 19 and will continue through November 30, 2022.

Learn more and register for upcoming trainings on the Staff Resources page:

<https://www.library.ca.gov/grants/career-pathways/>

Register for upcoming CAREER Pathways webinars by following the links below.

- [CAREER Pathways Platforms: What's New? with Job & Career Accelerator, LinkedIn Learning, Northstar, and Skillshare](#)
Wednesday, November 2, 2022, 11:00 am – 12:00 pm
- [CAREER Pathways Resources for Spanish-speaking Community Members](#)
Wednesday, November 16, 2022, 11:00 am – 12:00 pm
- [CAREER Pathways Marketing, Outreach, and Partnership Best Practices](#)
Wednesday, December 14, 2022, 11:00 am – 12:00 pm

All webinars will be recorded and shared on [CALL Academy](#).

If you have questions or would like to get involved in upcoming webinars to showcase how your library and community are using the CAreer Pathways resources, reach out: CAPathways@library.ca.gov.

Links for public: <https://www.library.ca.gov/services/to-public/career-pathways/>
OR www.library.ca.gov/pathways

California Library Connect

The California Library Connect Program grant (formerly the High-Speed Broadband in California Public Libraries) is now live and accepting applications: <https://californialibraryconnect.org/> - libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit.

This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015, California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.

Get Connected! California/Affordable Connectivity Program

All California Libraries are invited to participate in the Get Connected! Initiative. Get Connected! promotes the Affordable Connectivity Program (ACP) which provides a monthly discount of up to \$30 off home internet to qualifying families. Libraries are encouraged to host enrollment events, with the support of CETF and Get Connected! These enrollment events will support eligible families interested in applying for ACP, answer questions about the ACP benefit, and provide hands-on assistance with the application. Patrons will be encouraged to bring the required documents to apply.

To participate in an enrollment event and learn how you can help your patrons Get Connected!, please visit <https://forms.gle/k6YiHeH8Suwhvxy97>. For more information on ACP please visit: www.internetforallnow.org/applytoday.