Administrative Council
Agenda Packet

January 6, 2023	10:00 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/admin230106

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 429 932 587#

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, January 5, 2023.

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 December 16, 2022 (Attachment 1)
2. APPROVAL: Draft minutes of Technology Planning Summit, November 15, 2022 (Attachment 2)
3. APPROVAL: Financial Updates (Attachment 3)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Certification of the Need to Continue Virtual Meetings – Wymer
2. ACTION: Web Services Connector for Palace Project – 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 February 3, 2023, at Tulare Public Library at 10:00 a.m.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
December 16, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Chris Wymer (SJVLS), called the meeting to order at 10:02 am.
2. Roll Call
   i. Council present: Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Alma Madrigal-Ward (Madera), Amy Taylor (Merced), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Florencia Wright (Tulare County), Kevin Nelson (SJVLS), and Chris Wymer (SJVLS)
   ii. Council absent: Mary Leal (Coalinga-Huron), Matt Johnson (Mariposa),
   iii. Guests: None
3. Introductions
   i. Introductions
4. Agenda Adoption
   i. Motion to Adopt Agenda by Lewis (Kern)
   ii. Seconded: Clark (Tulare Public)
5. Public Comment
   i. None

B. CONSENT AGENDA

1. Motion to approve draft minutes of December 2, 2022, with correction to Directors Comments #2.
   i. Motion made to approve Consent Agenda by Lewis (Kern)
   ii. Seconded by Taylor (Merced)

C. ITEMS FOR INFORMATION AND ACTION

1. Action to Certification of the Need to Continue Virtual Meetings.
   i. Motion made to continue with virtual meetings but to meet in person when it comes time to discuss next fiscal budget year Clark (Tulare Public)
   ii. Seconded by Lewis (Kern)
2. Retroactive Approval to submit eBooks for all grant funding application. Looking to authorize the Admin Librarian to apply for grant funds in the amount of $50,000 and allow the funds to be accepted if awarded.
   i. Motion made to Authorize the Administrative Librarian to apply for grant funds by Clark (Tulare Public)
   ii. Seconded by Taylor (Merced)

3. Approval to execute PLSEP Grant and accept award, by Administrative Librarian.
    i. Motion made to approve Bath (Fresno)
    ii. Seconded by Lewis (Kern)

D. STAFF REPORTS
1. Chair – No Report.
2. Administrative Librarian – Wymer
    i. Had a baby girl, so has been out of the office, playing catch up on emails.
    ii. Finalizing PLSEP Grant.
    iii. Working on yearend internet safety policies.
    iv. Starting to work on the minutes from the Technology Planning Summit.
3. System Administrator – Wymer
    i. Working on language for quarantine books, this needs to be updated due to us no longer quarantining.
    ii. Working on web services for Palace project. Unfortunately, we missed grant funding thru Palace Projects. It will be a $4,000. Fee.
4. Senior Network Systems Engineer – Nelson
    i. Working on upgrades on CENIC equipment, having some trouble on the CVIN end.

E. DIRECTOR COMMENTS
1. Gomez (Fresno) - Happy Holidays! Fresno had new batch of Library Assistants start on Monday. They are doing well. We are still trying to get an HR Analyst, have interviews next week. Requisition for Librarian Trainee positions, we will have 4 openings. Trying to get caught up. We are quiet; we are in Outbreak at Central and one other branches. We had an outbreak right after Thanksgiving. Raman shared a story about being a Department Head.
2. Lewis (Kern) - 14 new staff for Saturday hours. There was a 1 cent sales tax, and that is helping us open 5 days a week if possible. We will be on winter break from 12/23-1/2 and reopening on January 3rd.
3. Rencher (Kings) – We will be closed from 12/23/22 till 1/3/2023. We have had no COVID outbreaks. I challenged the staff to a mind staff challenge and did the last one at our in-person staff meeting today. We had our open house, and it was great, and no covid outbreaks. Happy Holidays. It was on being kind to others
4. Rencher (Kings) - December 7th, hosting our 13th annual Winter Open House. So many fun activities, for everyone, including crafts and pictures with Santa. Working on the Growth Mind Set, through ALA, going well.
5. Ward (Madera) - We still have 1 opening in the mountains, so we are getting closer to being fully staffed. We are closing on 12/23/22 for holidays. We had Santa, and the Grinch, good programs. We only had 1 employee test positive.
6. Taylor (Merced) – Interviewing for Librarian next week. Teen room space is coming along and looks great. We are having an Ugly Sweater Day today! Happy Holidays.

7. Arellano (Porterville) – We are open, and everyone is happy to have the library back even if we are in a temporary place. We are doing programs for kids. We had a Customer Appreciation Day yesterday. City Council meeting next Tuesday. Projected date for new building is 2024.

8. Wright (Tulare County) – Construction starts at Dinuba for remodel on January 23rd. We will be closing the branch at the end of the year. We will be closed 12/24 and 31st. Darla is back on 12/27.

9. Cark (Tulare Public) - Still working through the recruitment process and getting fully staffed. Will be closed 12/23 -12/25 and 12/30 -01/01. We have had no covid. We are having some issues with homeless and service animals.

F. CALANDER ITEMS

1. Date and location for next Administrative Council Meeting.

    i. January 6th, 10:00 online via Microsoft Teams.

G. ADJOURNMENT

1. The meeting was adjourned at 10:45 am.

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Technology Planning Summit
November 15, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Chris Wymer, called the meeting to order at 10 am.
2. Roll Call
   i. Admin Council present: Mary Leal (Coalinga-Huron), Andie Sullivan (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Amy Taylor (Merced), Vikki Cervantes (Porterville), Darla Wegener (Tulare County), Heidi Clark (Tulare City)
   ii. Council absent: Raman Bath (Fresno)
   iii. Automation Committee present: Tiffany Polfer (Fresno), Kristie Pratt (Kern), Brian Martin (Kings), Smruti Deshpande (Merced), Anthony Arellano (Porterville), Faythe Arredondo (Tulare County)
   iv. Automation Committee absent: Yvonne Galvan (Coalinga-Huron), Sarah McIntyre (Madera)
   v. Others present: Terrance Eckman (Fresno), Sally Gomez (Fresno), Karen Coletti (Fresno), Mark Lewis (Kern), Ignacio Negrete (Madera), Julie Richards (Mariposa), Aaron Lusk (SJVLS), Kevin Nelson (SJVLS), Logic Vang (SJVLS), Chris Wymer (SJVLS).
3. Introductions
   i. Staff introductions were conducted.
4. Agenda Adoption
   i. Motion to Adopt Agenda – [WHO MADE THE MOTION?]
   ii. Seconded: [WHO SECONDED?]
5. Public Comment
   i. No comments from the public.

B. ITEMS FOR DISCUSSION

1. SJVLS Network and ILS Technology Overview
   i. The Technology Summit started with a presentation from Aaron Lusk detailing the network infrastructure SJVLS provides to its members. Lusk explained how SJVLS's wide area network is built in a ring shape, providing redundancy in the event of network outages. He also reviewed the hardware and software SJVLS utilizes for network monitoring and security. Lusk then gave an overview of the network equipment at headquarter buildings and regular branches. His presentation finished with an overview of other technology infrastructure SJVLS provides its members, including Active Directory, the Distributed File System, and anti-virus.

ii. After Lusk's presentation, Wymer provided an overview of the ILS infrastructure. This included a review of the current ILS – Horizon, and the components that connect to it, including the catalog, mobile apps, reporting tools, and other enhancements. Wymer then provided a summary of the financial support available to support the goals and objectives of the Technology Plan.

iii. After Wymer's presentation, Nelson gave a presentation about Disaster Recovery Plans. He gave examples of the type of situations covered by disaster recovery plans, such as how to prepare and handle a prolonged power outage, or loss of air conditioning in the data center. At the moment, SJVLS does not have a disaster recovery plan, and developing one should be a priority. Nelson noted that discussing and outlining an entire plan was outside the scope of the current meeting, but it was important to begin the conversation and planning on the topic.

2. Review Staff and Director Survey Results

i. After the presentation on the network and ILS infrastructure, Wymer reviewed the results of the surveys sent to Directors and member library staff. The survey focused on internet speeds at branches, software and support provided by SJVLS, and satisfaction with the services SJVLS provides its members. SJVLS received responses from 8 directors and 162 staff members. The survey results showed that SJVLS has made progress in upgrading bandwidth at most of our locations, and staff have high levels of confidence in SJVLS's ability to support their branches, staff, and programs. The survey showed there is room for improvement in trainings and training materials available to staff, and in the organization of SJVLS's intranet.

3. Open Discussion – Strengths, Weaknesses, Opportunities, Threats

i. Wymer lead a discussion about SJVLS's strengths, weaknesses, opportunities, and threats. The strengths identified were increasing connectivity and internet speeds, providing network stability and redundancy, managing e-rate applications and discounts on the members behalf, and providing support to staff behind the scenes. The weaknesses were the organization of SJVLS's intranet including challenges locating documents and resources, and the lack of a working search feature. Other weaknesses included providing orientation materials for new staff members, the overall maintenance and updating of guidelines and training materials, and disaster preparation.

ii. The focus of the discussion about potential opportunities centered around facilitating more collaboration amongst SJVLS members. This could include creating more collaborative groups that can use platforms like Teams to share programs and resources that may be of interest to other libraries within SJVLS. Another opportunity is collaborating on grant opportunities and having the system office take a more active role in locating and securing funding opportunities. The conversation about threats identified the challenge of budget reductions and staying relevant to our patrons. Another threat is the challenges filling vacancies combined with knowledge retention as more senior staff members retire or begin to plan for their retirements.

4. Open Discussion – Goals & Objectives for Technology Plan
    i. The Tech Planning Summit ended with a discussion about potential goals and objectives for the Technology Plan. These five items were identified by participants:
        1. Modernizing SJVLS Server Infrastructure
        2. Streamlining eContent Offerings
        3. Improve Patron-facing Network Infrastructure
        4. Establish more working groups
        5. Continue to pursue funding opportunities for network infrastructure

C. ADJOURNMENT
    1. The meeting was adjourned at **4:00 pm(?)**

DATE:	January 6, 2023
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 month of November 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 November 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: $2,293,765.
3. System Committed Reserves
   - i. SJVLS Assigned $ 2 million
   - ii. Members Committed Tech Reserves $1,390,436

B. OUTSTANDING RECEIVABLE TOTAL: $1,191,320

1. Member Fees, Postage, Smart Net and other selection: $551,342 - $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 $240,976 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 11/30/2022- $63,255
3. Funding Collected: $0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $102,494 with remaining unspent funds of $69,668. 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: $20,000
4. PLSEP Funds Collected: $20,000
5. PLSEP Mid Project Financial Report Update: TBD

F.   TRANSFER OF OWNERSHIP

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

G.   PRE-PAID TECH RESERVE

1. Total balance - $ 3,396,379 (through Nov 2022)
    - Emailed to Admin Council
2. Under committed System projects
    - Total Reserves $1,390,436

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.

SJVLS
Budget to Actual- System Wide

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ 140,000	$ 140,000	$ 1,976
3575 · State Grants	300,182	300,182	-
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,915,096	1,915,096	1,951,095
5039 · Tech Reserve Charges	1,065,000	1,065,000	280,057
5040 · Other Cty Dpts Services	36,000	36,000	-
5501 · Telephone Services	534,755	534,755	-
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	59,966
Total Revenues	4,638,741	4,638,741	2,293,739
Expenditures			
7005 · Sealer Paper	-	-	2,926
7040 · Telephone Charges	1,300,000	1,300,000	245,108
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	1,505
7205 · Maintenance-Equipment	375,649	375,649	217,669
7250 · Memberships	3,750	3,750	2,161
7265 · Office Expenditures	65,900	65,900	1,739
7268 · Postage	41,000	41,000	9,403
7286 · PeopleSoft Human Resources	2,000	2,000	-
7287 · PeopleSoft Financials Chg	10,000	10,000	25
7295 · Professional & Specialized	2,020,307	2,020,307	560,921
7296 · Data Processing Services	4,107	4,107	215
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	1,117,467	1,117,467	264,922
7406 · Library Materials	200	200	-
7412 · Mileage	1,700	1,700	-
7415 · Trans, Travel & Education	53,500	53,500	-
7416 · Trans & Travel County Gara	228,500	228,500	63,255
7430 · Utilities	38,000	38,000	15,833
7565 · County Cost Plan	15,000	15,000	-
Total Expenditures	5,301,780	5,301,780	1,390,568
Net Change in Fund Balance	$ (663,039)	$ (663,039)	$ 903,171

SJVLS Budget to Actual
130- Computer Operations

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ 139,550	$ 139,550	$ 1,976
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	963,855	963,855	963,855
5039 · Tech Reserve Charges	-	-	950
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 130- Computer Operations Revenues	1,103,405	1,103,405	966,781
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	299,669	299,669	172,630
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	(98)
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	-	-	25
7295 · Professional & Specialized	965,000	965,000	188,504
7296 · Data Processing Services	1,400	1,400	215
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	5,000	5,000	8,592
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	15,833
7565 · County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,368,019	1,368,019	385,852
Net Change in Fund Balance	$ (264,614)	$ (264,614)	$ 580,930

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Nov 22**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	282,798	282,798	282,797
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 300- Communications Revenues	282,798	282,798	282,797
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	11,075
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	19,500	19,500	10,858
7250 · Memberships	-	-	(1,230)
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	79,174	79,174	50,040
7296 · Data Processing Services	2,707	2,707	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 300- Communications Expenditures	401,381	401,381	70,744
Net Change in Fund Balance	$ (118,583)	$ (118,583)	$ 212,053

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	451,579	451,579	451,579
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 400- Coordination & Eval Revenues	451,579	451,579	451,579
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	1,505
7205 · Maintenance-Equipment	480	480	120
7250 · Memberships	-	-	-
7265 · Office Expenditures	2,300	2,300	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	10,000	10,000	-
7295 · Professional & Specialized	586,255	586,255	83,081
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 400- Coordination & Eval Expenditures	640,935	640,935	89,591
Net Change in Fund Balance	$ (189,356)	$ (189,356)	$ 361,988

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	82,997	82,997	82,997
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 600- Cataloging Center Revenues	82,997	82,997	82,997
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	117,800	117,800	136,161
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 600- Cataloging Center Expenditures	117,800	117,800	136,161
Net Change in Fund Balance	$ (34,803)	$ (34,803)	$ (53,164)

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	133,867	133,867	133,867
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 800- Online Materials Revenues	133,867	133,867	133,867
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	3,600	3,600	3,240
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	186,400	186,400	89,552
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 800- Online Materials Expenditures	190,000	190,000	92,792
Net Change in Fund Balance	$ (56,133)	$ (56,133)	$ 41,075

SJVLS Budget to Actual
200- CSLA Funded Delivery

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ 350	$ 350	$ -
3575 · State Grants	209,000	209,000	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 200- CSLA Funded Delivery Revenues	209,350	209,350	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	500	500	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	208,500	208,500	63,255
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	209,000	209,000	63,255
Net Change in Fund Balance	$ 350	$ 350	$ (63,255)

	Original Budget		Current Budget		Actual Jul - Nov 22	
Revenues						
3380 · Interest	$	100	$	100	$	-
3575 · State Grants		41,678		41,678		-
4375 · Federal Grants		-		-		-
4841 · Membership Dues		-		-		-
5039 · Tech Reserve Charges		-		-		-
5040 · Other Cty Dpts Services		-		-		-
5501 · Telephone Services		-		-		-
5504 · Telephone Services-Non County		-		-		-
5831 · Refunds And Abatements		-		-		-
Total 201- CSLA Other Op Revenues		41,778		41,778		-
Expenditures						
7005 · Sealer Paper		-		-		-
7040 · Telephone Charges		-		-		-
7055 · Food		-		-		-
7101 · General Liability Insuranc		-		-		-
7175 · Property Insurance		-		-		-
7205 · Maintenance-Equipment		-		-		-
7250 · Memberships		-		-		-
7265 · Office Expenditures		-		-		-
7268 · Postage		-		-		-
7286 · PeopleSoft Human Resources		-		-		-
7287 · PeopleSoft Financials Chg		-		-		-
7295 · Professional & Specialized		41,678		41,678		9,702
7296 · Data Processing Services		-		-		-
7325 · Publications & Legal Notic		-		-		-
7385 · Small Tools & Instruments		-		-		-
7406 · Library Materials		-		-		-
7412 · Mileage		-		-		-
7415 · Trans, Travel & Education		-		-		-
7416 · Trans & Travel County Gara		-		-		-
7430 · Utilities		-		-		-
7565 · County Cost Plan		-		-		-
Total 201- CSLA Other Op Expenditures		41,678		41,678		9,702
Net Change in Fund Balance	$	100	$	100	$	(9,702)

	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 401- PLSEP Staff Edu Grant Revenues	20,000	20,000	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	20,000	20,000	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 401- PLSEP Staff Edu Grant Expenditures	20,000	20,000	-
Net Change in Fund Balance	$ -	$ -	$ -

Note: The three value columns sit under a spanning **TOTAL** header.

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	49,504	49,504	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	8,959
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	534,755	534,755	-
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	59,966
Total 3301- AR Telco NRC Cont Revenues	1,211,967	1,211,967	69,569
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	234,033
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	(128)
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	211,967	211,967	8,959
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco NRC Cont Expenditures	1,211,967	1,211,967	242,863
Net Change in Fund Balance	$ -	$ -	$ (173,294)

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	36,000
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	36,000	36,000	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 3301.1- Comm & Fortinet Revenues	36,000	36,000	36,000
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	36,000	36,000	27,000
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301.1- Comm & Fortinet Expenditures	36,000	36,000	27,000
Net Change in Fund Balance	$ -	$ -	$ 9,000

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Nov 22**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	920,000	920,000	252,101
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	920,000	920,000	252,101
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	20,000	20,000	7,189
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	900,000	900,000	247,371
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301- TRD ERC & Equip Expenditures	920,000	920,000	254,560
Net Change in Fund Balance	$ -	$ -	$ (2,459)

SJVLS Budget to Actual
1301.1- TRD Overdue Notices and Library Cards

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Nov 22**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	101,000	101,000	14,167
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	101,000	101,000	14,167
Expenditures			
7005 · Sealer Paper	-	-	2,926
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	60,000	60,000	1,837
7268 · Postage	41,000	41,000	9,403
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301.1- Notices & Lib Cards Expenditures	101,000	101,000	14,167
Net Change in Fund Balance	$ -	$ -	$ -

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Nov 22
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	3,881
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 150- UMS Debt Collection Revenues	44,000	44,000	3,881
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	44,000	44,000	3,881
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 150- UMS Debt Collection Expenditures	44,000	44,000	3,881
Net Change in Fund Balance	$ -	$ -	$ -

Admin Council Board Report
CLSA Status Report - FY 22-23
Report Date - 11/30/2022

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses	Estimate Charges (Oct)	Total Projected Expenses	Excess '-" (fund by SJVLS reserves) Unspent "+"	Comments
Delivery - Basic & Sorting	209,000	209,000	63,255	-	-	63,255	145,745	
E-Resources Bibliotheca Cloud Library	31,976	-	-	-	-	-	-	
	240,976	209,000	63,255	-	-	63,255	145,745	
FY 21-2022 Rollover	9,702	9,702	9,702	-		9,702	-	
Grand Total	**250,678**	**218,702**	**72,957**	**-**	**-**	**72,957**		

Budget amendment approved:

Basic CLSA Service Plan Expenditure

CLSA Allocation	$	(250,678)
Basic Delivery	$	209,000
E-Resources	$	-
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 - 11/30/2022

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources	51,000	14,826.96	-	36,173	
Pronuniciator	32,000	28,000.00	-	4,000	
Cengage-Gale Database	62,000	23,956.35	38,330	(286)	Gale General Database Pkg
Cengage -Gale	32,000	13,240.75	21,185	(2,426)	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	13,000	12,768.00	-	232	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	see note 2
	190,000	92,792	59,515	37,692	
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	9,702	-	31,976	
Grand Total	**231,678**	**102,494**	**59,515**	**69,668**	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	$ 231,678	$ 102,494	$ 59,515	$ 69,668

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: January 6, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer, Administrative Librarian

SUBJECT: Web Services Connector for Palace Project

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to sign and return the quote for the Web Services Connector for the Palace Project, and set up the resource
2. Approve the budget modification to reallocate $3,750 from Professional & Specialized Services to Computer Operations.

Approval of the recommended action will authorize the Administrative Librarian to sign and return the quote to set up the Web Services Connector and reallocate $3,750 from Professional & Specialized Services to Computer Operations.

ALTERNATIVE ACTION(S):

1. Authenticate via the insecure SIP protocol
2. Pull out of the Palace Project

FISCAL IMPACT:

Approval of the recommended action will increase expenditures for Computer Operations related to SirsiDynix products in the current fiscal year in the amount of $3,750, and by $4,160 in FY 2023-2024, with additional increases of 3.9% annually. Membership dues will have to be increased to account for the additional expenditures unless savings can be found in other areas of the budget.

DISCUSSION:

The State Library's Palace Project aims to provide all California residents with access to an eBook and eAudiobook collection, and the ability to access their local library's other eBook and eAudiobook subscriptions from a single app. Verifying if a patron should be able to access a library's additional content requires authenticating users into the resource. The Web Services Connector will allow SJVLS and Palace to authenticate patron accounts via a secure connection, protecting patron's personal information. The State Library had funding available to cover the first-year costs of the connector, but delays in development and obtaining pricing prevented us from being able to take advantage of the funding. Without the connector, our only option to authenticate patrons is through SIP, which cannot be encrypted and poses the risk of a breach of patron PII.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda Packet, Attachment 3, November 4, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Web Services Connector Price Quote (On File)

Motion: Second:

_____ PASSED   ____ REJECTED