



Administrative Council Agenda Packet

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

August 4, 2023

Visalia Library

10:00 a.m.

The next meeting of the SJVLS Administrative Council will be held:

Visalia Library
200 W. Oak Ave
Visalia, CA 93291
10:00 a.m.
August 4, 2023

Enclosed are the agenda and prepared attachments for this meeting.

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

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, August 3, 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 May 26, 2023 (Attachment 1)
2. APPROVAL: Draft minutes of June 13, 2023 (Attachment 2)
3. APPROVAL: Financial Updates (Attachment 3)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: California Emerging Technology Fund Presentation – Gardiner
2. ACTION: EdTechnologyFunds Contract Extension – Wymer (Attachment 4)
3. ACTION: Update Cat Center Copy Cataloging Reimbursement Rate – Wymer (Attachment 5)
4. DISCUSSION: End of Fresno County Cataloging Services to Members – Wymer (Attachment 6)
5. ACTION: Horizon MSSQL Database Migration – Wymer (Attachment 7)
6. ACTION: Technology Plan Project List and Year One Budget – Wymer/Nelson (Attachment 8)
7. ACTION: Procedures for Moving Locations – Wymer/Nelson (Attachment 9)
8. ACTION: RFP for Microsoft Licensing Consultant – Nelson (Attachment 10)
9. ACTION: 22-23 PLSEP Final Report – Wymer (Attachment 11)
10. ACTION: 22-23 CLSA Final Report – Wymer (Attachment 12)
11. ACTION: 23-24 CLSA System Detail Budget – Wymer (Attachment 13)
12. ACTION: Calnet NextGen Agreement to Order – Wymer (Attachment 14)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 15)
3. Administrative Librarian
4. System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, October 6, 2023, at the Tulare Public Library.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

May 26, 2023

DRAFT MINUTES

A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:00 am.
2. Roll Call
 - i. Council present: Amy Taylor (Merced), Mark Lewis (Kern), Brian Martin (Kings), Krista Riggs (Madera), Vikki Cervantes (Porterville), Darla Wegener (Tulare).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Matt Johnson (Mariposa), Raman Bath (Fresno), Natalie Rencher (Kings), and Heidi Clark (Tulare Public).
 - iii. Staff present: Chris Wymer (SJVLS), Aaron Lusk (SJVLS), and Sally Gomez (SJVLS).
 - iv. Guests: Brian Henderson (Hudson and Henderson), Kip Hudson (Hudson and Henderson), Brian Baker (Valley Children's Hospital), and Josh Chisom (California State Library).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of April 7, 2023, and Financials.
 - i. Motion made to approve minutes and financials by Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)

C. ITEMS FOR INFORMATION AND ACTION

1. Discussion on Valley Childrens Hospital, Inpatient Reading Program presented by Brian Baker. They are looking for a partnership to provide library services to every patient. Currently they provide a book to every patient, distributing close to 1000 a month. Their goal is to provide literary healing to every patient. They are looking to expand the program and would like to offer library services to inpatients, using the QR code. They would like to have access to Spanish, Hmong, and Punjabi. Admin will consider.
2. Wymer Presented the meeting schedule for the coming year. Admin Council requested that February 2, 2023, be hosted by Kings County at the Corcoran Library.

- i. Motion to approve schedule with change Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
3. Henderson presented the recommended final budget. Discussion on the Tech Plan Project. Wegener expressed concern about the use of question marks on the documents. Henderson explained that this was just a place holder and that there is enough in to cover the missing amounts.
 - i. Motion to approve recommended budget Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)
4. Wymer presented the 2023-24 Technology Plan. Goals were discussed. Modernize SJVLS server and network, streamline eContent offerings, improve patron-facing network infrastructure, establish more working groups, and continue to pursue funding opportunities for network infrastructure. The present plan has not been reviewed for approximately 10 years as they are no longer required to file for E-Rate discounts. Admin has reviewed the plan and wish to have proposed list of projects for upcoming year brought back to next meeting.
 - i. Motion made to approve the FY 2023-26 Technology Plan and proposed list brought back to next meeting Lewis (Kern)
 - ii. Seconded by Taylor (Merced)
5. Wymer presented the FY 2023-24 CLSA Plan of Service. Seeking approval of the recommended action will increase \$239,407 with all the funding being allocated to delivery service. There is no roll over of funds this year. SJVLS is required to file a Plan of Service with the State Library describing how we intend to utilize the funding to support our member libraries and their communities. This year's allocation is approximately \$1,500 less than last year. At the same time, projected costs for delivery services increased from the previous year. As a result of the lowered CLSA funding and increased cost estimates for delivery services, SJVLS drafted the Plan of Service allocating entire funding to the operation of delivery. This provides members equally using CLSA funding in this manner. Wymer will send an email with the corrected version to the Admin Council.
 - i. Motion to approve 2023-24 Plan of Service for State Library giving incoming Chair authority to review and submit to the State Library Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
6. Wymer brought eBooks for All Blackstone Audio Collection subscription to SJVLS for discussion and consideration. Council discussed it being viable and not adding something that could be taken away after a year due to it being a grant. Cervantes, Wegener, Wymer and Durr from California State Library will discuss more.
 - i. Motion to table pending more discussion with State Library Taylor (Merced)
 - ii. Seconded by Cervantes (Porterville)

7. Wymer seeking approval to submit a Broadband Grant application to the State Library, for funding to pay the non-recurring costs related to the Firebaugh Branch circuit move. To approve the budget resolution increasing FY23-24 appropriations and estimated revenues for the project in the amount \$21,500. To authorize the Administrative Librarian, to accept funding upon award, and sign expenditure forms and activity reports for this agreement.
 - i. Motion to approve actions 1-3 Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)
8. Wymer seeking approval to apply for Broadband Grant funding from the State Library in an amount that does not exceed \$350,000 to cover the unfunded portions of the E-Rate Category 2 Broadband Project.
 - i. Motion to approve draft and submit Broadband Grant application to State Library in amount not to exceed \$350,000 Lewis (Kern)
 - ii. Seconded by Cervantes (Porterville)
9. Wymer seeking approval to purchase new server for the Telemessaging and migration services from SirsiDynix with total costs not to exceed \$15,000. SJVLS has collected quotes for a Dell R7515 server and for migrating the Telemessaging software from the old server to the new one. The Dell server quote is \$4,742.41, and the migration services quote is \$3,800.00. We are planning to re-use the telephony cards from the old server, which will provide a savings of approximately \$3,600.00. The total cost is \$8,500.00.
 - i. Motion to approve the total project cost not to exceed \$15,000.00 Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
10. Wymer seeking to establish an advisory committee with directive to advise on strategic goals and priorities for the 2024-2027 SJVLS Strategic Plan. Cervantes and Taylor volunteered.
 - i. Motion to form committee of two, to establish strategic goals and priorities Cervantes (Porterville)
 - ii. Seconded by Taylor (Merced)
11. Wymer seeking approval of the 2023-2024 Administrative Council Chair rotation. Bath from Fresno County will be next up.
 - i. Motion to approve Lewis (Kern)
 - ii. Seconded by Taylor (Merced)

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Chisom provided a written report and touched on the new Library Program Consultant, Kaela Villalobos. Chisom also reminded Admin Council about LSTA news, on the Federal Government's transition from the use of the D-U-N-S number to use the Unique Entity Identifier.
3. Administrative Librarian
 - i. Working on finalizing the budget.
 - ii. Working on documents for Broadband, category 2. This is time sensitive.
 - iii. Working on the Plan of Service.

4. SJVLS – System Administrator
 - i. Attended the COSUGI Conference in April.
 - ii. Automation Committee is working on self-registration and name verification.
 - iii. Working with SIP authentication, patron information request.
 - iv. June 11th, patron purge. Starting will be little gap as Chris will be off.
 - v. Self-registration expired purge.
5. Senior Network Systems Engineer
 - i. Lusk reported that we no longer have T1 lines in the south valley with Buttonwillow and Boron being migrated to fiber connections. We are now down to 7 locations with T1 lines in Fresno, Merced, and Mariposa Counties.

E. DIRECTOR'S COMMENTS

1. Taylor (Merced) – Gearing up for Summer Reading starting June 3rd. Installed 3 new Circ desks. New Teen Center is now open, FOL raised money and donated \$96,000 to the space. Bids just closed for Dos Palos project. We are still in the process of hiring librarians.
2. Riggs (Madera) Absorbing our Law Library, so moving everything. In the middle of the job, the A/C went out. We also endured a tree limb falling onto our book drop.
3. Martin (Kings) – Starting work soon on the infrastructure.
4. Lewis (Kern) – Southwest and Beale are now open 6 days a week. Measure K passed so that has enabled us to have 7 branches open 5 days a week. We received ARPA money so used it on tech at 12 branches. We had more that needed upgrades, so branches got all new computers for the 1st time. By next year we should have all new computers.
5. Cervantes (Porterville) – Doing well, we are doing programing June through July. We are hosting lunches Monday through Friday also. We have a new librarian, and she is great. Due to Tulare flooding the budget will not be adopted until September. Thank you to Darla for sitting in on the architect interview process.
6. Gomez (Fresno) – Newly remodeled Fig Garden, we had a grand opening. Still working on hiring, as we have many vacancies. Our Reedley and Clovis projects are still in process. We have our big poetry contest coming up in June.
7. Wegener (Tulare County) – Sat in on the architect interview meeting, for Porterville and it was very interesting and informative. Summer Reading Program has started. We are working on grants, 1st one is for Traver. Infrastructure Grant will be starting and Oroshi and Alpaugh are first on the list. We are finalizing plans for Springville. We did have to close Alpaugh and Allentown due to flooding. We also closed Springville due to flooding. Green Communities and seed libraries are doing extremely well. Our General Fund has been delayed. We had some staff changes at our Literacy Library, and they are doing well. We are still in hiring process.
8. Johnson (Mariposa) – No Report.
9. Clark (Tulare Public) – No Report.
10. Leal (Coalinga/Huron) – No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. August 4th, 2023, at 10:00 at Tulare County Library.

G. ADJOURNMENT

1. The meeting was adjourned at 12:25 pm.



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting

June 13, 2023

DRAFT MINUTES

A. COUNCIL OPENING

1. Raman Bath (Fresno County), called the meeting to order at 9:33 am.
2. Roll Call
 - i. Council present: Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Amy Boese (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), and Darla Wegener (Tulare County).
 - ii. Council absent: Matt Johnson (Mariposa) and Mary Leal (Coalinga/Huron).
 - iii. Guests: Brian Henderson (Hudson and Henderson), and Chris Durr (California State Library).
3. Introductions
 - i. Staff introductions.
4. Agenda Adoption
 - i. Motion to Adopt Agenda Cervantes (Porterville)
 - ii. Seconded: Clark (Tulare Public)
5. Public Comment
 - i. None.

B. ITEMS FOR INFORMATION AND ACTION

1. Wymer is seeking direction on the Blackstone Audio Grant Opportunity. Chris Durr from California State Library worked with Wymer and Wegener on the questions and concerns that the Council had brought up at the May meeting. The grant provides access simultaneous access, for one year, to 4,458 titles at a cost of \$367,785.00. SJVLS is responsible for matching funds for the grant by 25%, but they could propose a lower match percentage. The subscription is accessible to all California residents whether they have a library card or not and can be accessed either through the Palace App or through Biblioboard's geolocated eBook platform, Enki. The council discussed and stated that most jurisdictions felt it was not the time for this as budgets were tight and not knowing the sustainability beyond a year. Also, the timeline to apply was so small they felt they were not ready to proceed with a match in funds. Admin Council elected not to pursue the grant opportunity.

C. ADJOURNMENT

1. The meeting was adjourned at 10:08 am.

DATE: August 4, 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 through the month of June 2023.

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 June 30, 2023 (prelim FY22/23 figures)
 - 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: \$3,891,452.
 - i. Budget Change in Fund Balance- (\$663,039)
 - ii. Prelim Change in Fund Balance- (\$34,340)- \$628k ahead of budget
3. System Committed Reserves
 - iii. SJVLS Assigned - \$2 million
 - iv. Members Committed Tech Reserves \$1,930,917

B. OUTSTANDING RECEIVABLE TOTAL: \$0

1. Member Fees, Postage, Smart Net and other selection: \$0
2. E-Rate receivable- \$0 (FY21- \$456,011 received 2/10/23)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telco Communication Invoices: Billed 1/25/23 (\$534,795) \$0

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:
 - i. Delivery Services budgeted - \$209,000;
 - ii. Other Operations for e-resources - Budgeted \$41,678.
 - iii. Actual Expenses through 6/30/2023- \$286,485
3. Funding Collected: \$209,000 (December 16, 2022)

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$212,876, leaving unspent funds of \$1,363. This includes Additional Online Materials Resources in the amount of \$9,702 that was rolled into this year's budget from CLSA funds, and \$10,000 allocated to Palace eBooks for all. 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: January 24, 2023.
 - i. Grant Awarded for FY23.
2. Award Amount and Award terms: \$18,700 - July 1, 2022 through July 31, 2023.
3. Expenditures YTD: \$18,700
4. PLSEP Funds Collected: \$18,700 (3/8/2023)

F. TRANSFER OF OWNERSHIP

1. Statements have been sent through:
 - i. June 2023 Activity
2. Costs were deducted from the Members' Tech Reserve.

G. PRE-PAID TECH RESERVE

1. Total balance - \$ 3,560,228 (through June 2023)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$1,930,917

H. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. Total Balance - \$34,007
 - i. Porterville Phase III - \$34,007
 - ii. CLSA FY23 unused funds - \$0
 - iii. PLSEP FY23 unused funds- \$0
 - iv. Palace e-Books unused funds- \$0
2. 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 - Jun 23
Revenues			
3380 · Interest	\$ 140,000	\$ 140,000	\$ 122,889
3575 · State Grants	300,182	325,682	266,175
4375 · Federal Grants	20,000	70,000	68,700
4841 · Membership Dues	1,915,096	1,915,096	1,951,095
5039 · Tech Reserve Charges	1,065,000	1,065,000	708,179
5040 · Other Cty Dpts Services	36,000	36,000	-
5501 · Telephone Services	534,755	534,755	534,795
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	238,975
Total Revenues	4,638,741	4,714,241	3,891,452
Expenditures			
7005 · Sealer Paper	-	-	8,406
7040 · Telephone Charges	1,300,000	1,300,000	940,833
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,885
7175 · Property Insurance	3,700	3,700	3,611
7205 · Maintenance-Equipment	375,649	375,649	328,813
7250 · Memberships	3,750	3,750	2,161
7265 · Office Expenditures	65,900	65,900	10,357
7268 · Postage	41,000	41,000	22,830
7286 · PeopleSoft Human Resources	2,000	2,000	1,254
7287 · PeopleSoft Financials Chg	10,000	10,000	959
7295 · Professional & Specialized	2,020,307	2,070,307	1,607,556
7296 · Data Processing Services	4,107	4,107	3,897
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	1,117,467	1,142,967	652,708
7406 · Library Materials	200	200	-
7412 · Mileage	1,700	1,700	-
7415 · Trans, Travel & Education	53,500	53,500	32,138
7416 · Trans & Travel County Gara	228,500	228,500	255,839
7430 · Utilities	38,000	38,000	38,000
7565 · County Cost Plan	15,000	15,000	11,544
Total Expenditures	5,301,780	5,377,280	3,925,792
Net Change in Fund Balance	\$ (663,039)	\$ (663,039)	\$ (34,340)

SJVLS Budget to Actual
130- Computer Operations

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ 139,550	\$ 139,550	\$ 122,889
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	963,855	963,855	963,855
5039 · Tech Reserve Charges	-	-	1,550
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	1,088,294
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	299,669	299,669	275,459
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	502
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	1,045
7287 · PeopleSoft Financials Chg	-	-	50
7295 · Professional & Specialized	965,000	965,000	761,431
7296 · Data Processing Services	1,400	1,400	3,897
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	5,000	5,000	11,646
7406 · Library Materials	200	200	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	33,500	33,500	13,438
7416 · Trans & Travel County Gara	20,000	20,000	11,032
7430 · Utilities	38,000	38,000	38,000
7565 · County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,368,019	1,368,019	1,116,650
Net Change in Fund Balance	\$ (264,614)	\$ (264,614)	\$ (28,356)

SJVLS Budget to Actual
300- Communications

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
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	21,098
7055 • Food	-	-	-
7101 • General Liability Insuranc	-	-	-
7175 • Property Insurance	-	-	-
7205 • Maintenance-Equipment	19,500	19,500	11,505
7250 • Memberships	-	-	(1,230)
7265 • Office Expenditures	-	-	-
7268 • Postage	-	-	-
7286 • PeopleSoft Human Resources	-	-	-
7287 • PeopleSoft Financials Chg	-	-	-
7295 • Professional & Specialized	79,174	79,174	82,476
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	113,850
Net Change in Fund Balance	\$ (118,583)	\$ (118,583)	\$ 168,947

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
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	3,611
7205 · Maintenance-Equipment	480	480	480
7250 · Memberships	-	-	-
7265 · Office Expenditures	2,300	2,300	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	209
7287 · PeopleSoft Financials Chg	10,000	10,000	909
7295 · Professional & Specialized	586,255	586,255	382,766
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	11,416
Total 400- Coordination & Eval Expenditures	640,935	640,935	404,276
Net Change in Fund Balance	\$ (189,356)	\$ (189,356)	\$ 47,303

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
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	106,675
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	106,675
Net Change in Fund Balance	\$ (34,803)	\$ (34,803)	\$ (23,678)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
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	176,400	167,958
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	180,000	171,198
Net Change in Fund Balance	\$ (56,133)	\$ (46,133)	\$ (37,331)

**SJVLS Budget to Actual
200- CSLA Funded Delivery**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ 350	\$ 350	\$ -
3575 · State Grants	209,000	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	209,000
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	500	500	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	208,500	208,500	244,807
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	209,000	209,000	244,807
Net Change in Fund Balance	\$ 350	\$ 350	\$ (35,807)

**SJVLS Budget to Actual
201- CSLA Other Operations**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ 100	\$ 100	\$ -
3575 · State Grants	41,678	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	41,678
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	41,678
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	41,678
Net Change in Fund Balance	\$ 100	\$ 100	\$ -

**SJVLS Budget to Actual
401- PLSEP Staff Edu Grant**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	20,000	20,000	18,700
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	18,700
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	18,700
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 401- PLSEP Staff Edu Grant Expenditures	20,000	20,000	18,700
Net Change in Fund Balance	\$ -	\$ -	\$ -

SJVLS Budget to Actual
402 - E-Books For All Grant

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	50,000	50,000
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 402- E-Books For All Grant Revenues	-	50,000	50,000
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	-	60,000	54,723
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 402- E-Books For All Grant Expenditures	-	60,000	54,723
Net Change in Fund Balance	\$ -	\$ (10,000)	\$ (4,723)

SJVLS Budget to Actual
3301- AR Telco and Fiber Projects

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	49,504	75,004	15,497
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	11,812
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	534,755	534,755	534,795
5504 · Telephone Services-Non County	627,708	627,708	644
5831 · Refunds And Abatements	-	-	238,975
Total 3301- AR Telco Fiber Proj Revenues	1,211,967	1,237,467	801,723
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	919,735
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	211,967	237,467	11,812
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco Fiber Proj Expenditures	1,211,967	1,237,467	931,547
Net Change in Fund Balance	\$ -	\$ -	\$ (129,824)

SJVLS Budget to Actual
3301.1- TRD Communication Access Points and Fortinet

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
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	26,872
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	26,872
Net Change in Fund Balance	\$ -	\$ -	\$ 9,128

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	920,000	920,000	643,747
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	643,747
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	20,000	20,000	14,497
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	629,250
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	643,747
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	101,000	101,000	41,091
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	41,091
Expenditures			
7005 · Sealer Paper	-	-	8,406
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	60,000	60,000	9,855
7268 · Postage	41,000	41,000	22,830
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	41,091
Net Change in Fund Balance	\$ -	\$ -	\$ -

**SJVLS Budget to Actual
150- UMS Debt Collection**

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Jun 23
Revenues			
3380 • Interest	\$ -	\$ -	\$ -
3575 • State Grants	-	-	-
4375 • Federal Grants	-	-	-
4841 • Membership Dues	-	-	-
5039 • Tech Reserve Charges	44,000	44,000	9,978
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	9,978
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	9,850
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	-	-	128
Total 150- UMS Debt Collection Expenditures	44,000	44,000	9,978
Net Change in Fund Balance	\$ -	\$ -	\$ -

Admin Council Board Report
CLSA Status Report - FY 22-23

Report Date 6/30/2023

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	244,807	-	-	244,807	(35,807)	
E-Resources Bibliotheca Cloud Library	31,976	31,976	31,976	-	-	31,976	(0)	
	240,976	240,976	276,783	-	-	276,783	(35,807)	
FY 21-2022 Rollover	9,702	9,702	9,702	-		9,702	-	
Grand Total	250,678	250,678	286,485	-	-	286,485		

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:	\$ 244,807	
Extra Delivery Stops:	\$ -	
	\$ 244,807	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**

6/30/2023

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	41,000	41,156.68	-	(157)	Ebooks for All contribution match to 0401 PLSEP
Pronunciator	32,000	28,000.00	-	4,000	
Cengage-Gale Database	62,000	57,495.24	4,791	(287)	Gale General Database Pkg
Cengage -Gale	32,000	31,777.80	2,648	(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
	180,000	171,198	7,439	1,363	
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	221,678	212,876	7,439	1,363	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	\$ 221,678	\$ 212,876	\$ 7,439	\$ 1,363

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.

9528

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: EdTechnologyFunds Contract Extension

RECOMMENDED ACTION:

1. Approve the 3-year extension of the EdTechnologyFunds contract for E-Rate Consulting Services.

Approval of the recommended action will authorize the Administrative Librarian to execute the 3-year contract extension with our E-Rate consultants, EdTechnologyFunds, and it will increase FY 2023-24 expenditures in the amount of \$8,870.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could decide to end the agreement with EdTechnologyFunds when the contract expires at the end of September 2023, or to execute an extension with a shorter timeframe.

FISCAL IMPACT:

SJVLS will incur expenses of \$72,671 for FY 2023-24 for the contract with EdTechnologyFunds. No additional impact or action is needed for budgeted amounts, as the approved budget, as approved by Council in June 2023 for FY 2023-24 included an allocation of \$80,000 for EdTechnologyFunds.

DISCUSSION:

SJVLS's current agreement with EdTechnologyFunds for E-Rate Consulting services ends on September 30, 2023. The initial agreement was for two years and was executed in September 2019. In September 2021, Administrative Council approved a two-year extension to the agreement, which is the agreement that is about to end. EdTechnologyFunds understands the complex nature of SJVLS's telecommunications network and funding requests and provides a highly unique and specialized service. SJVLS staff recommend a contract extension as opposed to returning to bid.

During the course of the agreement, EdTechnologyFunds staff have been essential in drafting SJVLS's e-rate applications for Category One services not managed by CENIC, Category Two applications for all locations, tracking E-Rate reimbursements, filing appeals for funding decisions, and providing essential support to respond to USAC Audits.

PRIOR AGENDA REFERENCE:

Administrative Council Meeting, September 13, 2019. Attachment 7.
Administrative Council Meeting, November 5, 2021. Attachment 4.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – EdTechnologyFunds 3-year Contract Extension

On File – Initial EdTechnologyFunds Agreement
On File – September 2021 2-year Contract Extension

Motion:

Second:

_____ PASSED

_____ REJECTED

Amendment to Agreement

Extension of Terms & Compensation

Contract for Professional Services Relating to E-Rate

This amendment, referred to as Amendment II, is made and entered into this October 1, 2023, by and between the San Joaquin Valley Library System ("Customer") and Ed Technology Funds, Inc (a division of Sutherland Consulting Group) known as Ed Technology Funds. The customer and Ed Technology agree as follows:

To exercise the optional three one-year extensions and fee increases.

II. TERM

Extension of Terms:

Additional three-year renewal effective October 1, 2023, through September 30, 2026. The contract can be extended annually if mutually agreed on in writing by both parties in 2026. Current term expires September 30, 2023.

IV. COMPENSTATION

Ed Technology Funds shall bill Customer on a quarterly basis in advance for basic professional service with a fee increase for each year, except for ERateSync, which is billed annually at the beginning of the contract term at a price of \$5,999. There is no change in compensation for other rates set forth in Compensation Section.

Current quarterly fee \$ 16,218

Percentage Increase: 4.5% and Fee by renewal period as follows.

Extension period: October 1, 2023, through September 30, 2024 - 4.5% increase for quarterly billing \$16,668; ERateSync annual amount \$5,999; for annual total amount \$72,671.

Extension period: October 1, 2024, through September 30, 2025 - 4.5% increase for quarterly billing \$17,418; ERateSync annual amount \$5,999; for annual total amount \$75,671.

Extension period: October 1, 2025, through September 30, 2026 - 4.5% increase for quarterly billing \$18,201; ERateSync annual amount \$5,999; for annual total amount \$78,806.

IN WTNESS WHEREOF, the parties hereto have executed this Amendment II to Agreement effective October 1, 2023.

Presented to Administrative Council on August 4, 2023.

EdTechnologyFunds Inc. a division of Sutherland Consulting Group

By: _____

Name: Beverly Sutherland

Title: _____

Date: _____

San Joaquin Valley Library System

By: _____

Date: _____

Raman Bath, Chairperson SJVLS Administrative Council

By: _____

Date: _____

Chris Wymer, SJVLS Administrative Librarian

Address and Contact Information:

2400 N. Lincoln Avenue
Altadena, CA 91001

Phone: (888) 379-7538

Website: www.edtechnologyfunds.com

Email: bsutherland@edtechnologyfunds.com

Accounting Information:

96250300; Professional Services

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Update Cat Center Copy Cataloging Reimbursement Rate

RECOMMENDED ACTION:

1. Retroactively approve the updated cat center reimbursement rate for copy cataloging to \$1.57 per record.

Approval of the recommended action will increase the copy cataloging reimbursement rate for cataloging centers performing copy cataloging services for non-cataloging member libraries.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to leave reimbursement at the current rate of \$0.63 per record or propose a different reimbursement rate.

FISCAL IMPACT:

Approval of the recommended action will increase the rate that Cataloging Centers are reimbursed for their time performing copy cataloging for non-cataloging member libraries. The exact fiscal impact is unknown and will be based on the number of records libraries request to be imported into Horizon.

DISCUSSION:

SJVLS's Policy on the Addition of Bibliographic Records to the SJVLS Shared Catalog outlines the policy and procedures for adding new bibliographic records to the Shared Catalog, including defining Cataloging Centers, responsibilities of Cataloging Centers and non-Cataloging Centers, and defines how Cataloging Centers are reimbursed for their time adding records to the Shared Catalog for non-Cataloging members.

Section 7 defines reimbursement for Copy Cataloging as the following:

- Copy Cataloging staff time is a set amount per record based on the following:
- average time to search, correct/enhance, and download a record
 - cost of a Fresno Senior Library Assistant at step 5 (adjusted yearly)

It has been at least 3 years since we last performed a time study on the average time to search, correct/enhance, and download a record. In October 2022, Wymer asked Fresno's cataloging staff to track the total time taken performing copy cataloging tasks for non-cataloging center record requests. The results of the time study showed that Fresno staff copy cataloged 518 records in 1,462 minutes, for an average of 2.82 minutes per record. The previous rate was approximately 1 minute per record, for a cost of \$0.63.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – SJVLs Policy on the Addition of Bibliographic Records to the Shared Catalog

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: End of Fresno County Cataloging Services to Members

BACKGROUND:

On June 7, 2023, Fresno County informed SJVLS that they will no longer offer cataloging services to non-cataloging center member libraries effective June 30, 2024. After that date, they will no longer function as a cataloging center and will only catalog their own materials, leaving non-cataloging center libraries without a means to acquire new bibliographic records.

SJVLS's Policy on the Addition of Bibliographic Records to the Shared Catalog outlines the procedures for importing new bibliographic records into the shared catalog. SJVLS member libraries that have been certified as Cataloging Centers are allowed to add records to the shared catalog, as well as create original records when a record does not already exist in OCLC's bibliographic database. Certification as a Cataloging Center requires the following:

In order to be certified as a Cataloging Center a library must meet the following criteria:

Employ a librarian familiar with current cataloging practice to perform any original cataloging work or extensive record changes, and to directly supervise staff who are copy cataloging.

- Support staff performing copy cataloging must work a minimum of 8 hours per week at cataloging tasks.
- Maintain a cataloging account with OCLC.
- Be trained on use of the OCLC cataloging interface prior to initial Cataloging Center work. At a minimum this would include doing the online tutorials provided by OCLC.
- Attend Cataloging Committee meetings (usually attendance is by the principal cataloger with copy cataloger as alternate)
- Submit to peer review of cataloging work by another Cataloging Center at entry as a Cataloging Center and occasionally thereafter.
- Participate in on-going training including training provided by SJVLS, applicable OCLC cataloging workshops when held within the system area, or online training when available.
- Maintain accurate counts of items received from other libraries for cataloging.
- Treat materials from other libraries equal to one's own items both in quality of copy cataloging and prioritization of work.

Certification is recommended by the Cataloging Committee and affirmed by the Administrative Council. Changes in staffing at Cataloging Centers must be reported to the Cataloging Committee so that Cataloging Center status can be reassessed.

Currently, Fresno County, Merced County, and Kern County are certified Cataloging Centers, but due to limitations on staff time, only Fresno County performs cataloging work for non-cataloging member libraries.

In August 2022, Administrative Council approved creating a sub-committee to explore options for changing cataloging services for Original Cataloging. To date, the sub-committee has not been formed, nor has it met.

DISCUSSION:

- Is there another Cataloging Center that could become the primary contact for records requests?
- Is this a process we want to outsource to a 3rd party vendor, or continue to maintain within the cooperative system?
- Should all members be allowed to import their own records? What training would be required to facilitate this change?
- What are the impacts on other Cataloging Centers besides Fresno County?
- What are the impacts on non-cat centers?
- Should Administrative Council form an Advisory Committee to make a recommendation on a future approach to cataloging?

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Horizon MSSQL Database Migration

RECOMMENDED ACTION:

1. Approve Automation Committee’s recommendation to migrate the Horizon database to MSSQL.

Approval of the recommended action will approve the Horizon database migration to MSSQL with SirsiDynix’s assistance in the amount of \$14,000. The funding for this project was budgeted as a part of the 2023-2026 Technology Plan.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could decide not to migrate to MSSQL, and forgo any further updates, enhancements, and new features developed for Horizon.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership dues, and it will authorize SJVLS to pay the \$14,000 project costs from the funding to support the Technology Plan.

DISCUSSION:

SirsiDynix no longer supports Sybase, and all Horizon customers must migrate to MSSQL to continue receiving upgrades and access to new features and functionality in the newest version, 7.6.0. The project timeline would be:

- Platform Migration Checklist – Horizon Local
- Platform Migration Meeting – Kickoff Call
- Verify Remote Connectivity and setup MSSQL instance
- Migrate Sybase to MSSQL – Test instance
- Migrate Sybase to MSSQL Comres Test instance
- Install & setup SQL connectivity tool
- Testing of MSSQL Test Horizon
- Setup of MSSQL for Horizon production migration
- Complete Sybase to MSSQL Horizon production migration
- Complete Sybase to MSSQL Comres production migration

PRIOR AGENDA REFERENCE:

No previous reference.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian,
Kevin Nelson – Senior Network Systems Engineer

SUBJECT: Technology Plan Project List

RECOMMENDED ACTION:

1. Approve the Technology Plan Project List.
2. Approve the first year Technology Plan Budget Resolution approving first year expenditures from System Committed Projects in the amount of \$44,000.

Approval of the recommended action will approve the Technology Plan Project List and authorize SJVLS staff to begin working on the Year One projects. It will also allocate \$44,000 from System Committed Projects to support estimated expenditures in support of Year One Projects.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to modify the proposed project list. SJVLS staff will make the requested modifications and return for approval at the next meeting.

FISCAL IMPACT:

Approval of the recommended action will not change membership dues, and allocate \$44,000 for expenditures from System Committed Projects, in support of the first-year project list. Funding to support Technology Plan projects was previously allocated to System Committed Projects.

DISCUSSION:

At the November 2022 Technology Planning Summit, SJVLS staff and member library staff met to discuss SJVLS's current technology goals and needs, in order to develop a 3-year Technology Plan. The goals, objectives and projects developed during the planning summit were documented in the 2023-2026 Technology Plan, approved by Administrative Council during the meeting held on May 26, 2023. The attached list of proposed projects aim to begin work to meet those goals.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda Packet – Attachment 7 – September 25, 2020
Technology Planning Summit Agenda Packet – November 15, 2022
Administrative Council Agenda Packet – Attachment 5 – May 26, 2023

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – SJVLS 2023-2026 Technology Plan
Attachment – Proposed Technology Plan Project List

Motion:

Second:

_____ PASSED

_____ REJECTED

2023-2026 Technology Plan Projects

Year One – 2023-2024

Upgrade Windows Servers			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	Upgrade the operating system version for all Windows Servers to Windows Server 2022 and obtain the appropriate number of client access licenses to stay in compliance with Windows licensing requirements. Due to the complexity of Windows licensing requirements, SJVLS will have to issue an RFP to locate a consultant to help us determine how many client access licenses are required.		
Estimated Costs	Unknown		

Migrate SIP & Web Services to New Servers			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	Once new Windows Servers are installed and configured, SirsiDynix staff will migrate our existing SIP ports and configurations from the old servers to the new servers and migrate Web Services to its new server.		
Estimated Costs	\$3,500		

Migrate SmartPay to New Server			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	Once new Windows Servers are installed and configured, Comprise staff will migrate the SmartPay application software to the new server. Comprise has indicated the migration would come at no cost.		
Estimated Costs	\$0		

Migrate Horizon Database to MSSQL			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	3
Description	Migrate Horizon database to MSSQL in order to continue receiving updates to Horizon and utilize new features and enhancements.		
Estimated Costs	Year One	\$14,000	
	Year Two	\$2,430	

Replace Existing DFS Servers			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	3
Description	Replace the existing DFS servers at member headquarters. Jurisdictions with DFS servers are Coalinga (already upgraded), Hanford, Tulare Public, Visalia, and Woodward Park.		
Estimated Costs	\$25,000 (\$5,000 per server)		

Upgrade vCenter			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	4
Description	Upgrade vCenter and ESXi hosts to the newest version, vSphere version 8. License upgrades are part of our support contract and we can upgrade at no cost.		
Estimated Costs	\$0		

WiFi Upgrades			
Tech Plan Goal	3 - Improve Patron Facing Network Infrastructure	Tech Plan Objective	1
Description	Upgrade or install wifi network equipment, access points, and wiring at a large number of SJVLS locations, including adding WiFi equipment at locations that do not currently offer SJVLS WiFi. A portion of this project's costs are covered through E-Rate category 2 funding, and the State Library has grant funding available for the unfunded portions of the project.		
Estimated Costs	Total cost	\$2,142,004	
	Estimated Category 2 funding	\$1,852,919	
	Estimated State Library Grant Funding	\$289,085	

Mobile Printing – Fact Gathering			
Tech Plan Goal	3 - Improve Patron Facing Network Infrastructure	Tech Plan Objective	2
Description	Survey available vendors and products that support Mobile Printing to understand what's currently offered and supported. This information will be used to draft an RFP/Q for mobile printing services in Tech Plan Year 2 projects.		
Estimated Costs	\$0		

Firebaugh Reconnection NRC and Grant Funding			
Tech Plan Goal	5 - Continue to Pursue Network Funding Opportunities	Tech Plan Objective	1
Description	Apply for grant funding to cover the non-recurring costs associated with moving Firebaugh's circuit to the new location and complete the circuit move.		
Estimated Costs	Grant Funding - \$33,694		

E-Resource Patron Survey			
Tech Plan Goal	2 - Streamline eContent Offerings	Tech Plan Objective	3
Description	Survey SJVLS patron's e-resource interests in order to gain a better understanding of the resources that should be offered systemwide and managed by SJVLS.		
Estimated Costs	\$0		

Replace SJVLS Staff UPSes			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	Replace the remaining Tripp-Lite uninterruptible power supplies (UPS) at SJVLS staff workstations. In the last fiscal year, we had to replace 2 units that failed. We have 3 remaining at SJVLS workstations.		
Estimated Costs	\$1,500		

Migrate Web Server to New OS			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	Migrate the current sjvls.org web server to a new operating system, either Alma or Ubuntu.		
Estimated Costs	\$0		

Year Two – 2024-2025

Add DFS Servers for Remaining Members			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	3
Description	Purchase and install DFS servers for the members that do not have one. These are the jurisdictions without DFS servers, Porterville, Madera, Merced, and Mariposa.		
Estimated Costs	\$20,000 (\$5,000 per server)		

RFP For Mobile Printing			
Tech Plan Goal	3 - Improve Patron Facing Network Infrastructure	Tech Plan Objective	2
Description	Issue an RFP to locate a vendor to provide a systemwide Mobile Printing solution, with services beginning in fiscal year 2025-26.		
Estimated Costs	Unknown		

RFP For HTML Email Notices			
Tech Plan Goal	3 - Improve Patron Facing Network Infrastructure	Tech Plan Objective	3
Description	Issue an RFP to locate a vendor to provide a way to send HTML email notices.		
Estimated Costs	Unknown		

Disaster Recovery Planning			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	2
Description	SJVLS staff will work with member library staff to develop a disaster recovery plan for SJVLS services.		
Estimated Costs	Unknown		

eResources RFP/Qs			
Tech Plan Goal	2 - Streamline eContent Offerings	Tech Plan Objective	2
Description	Issue RFP/Qs for any new eResources identified through the patron surveys from Year 1.		
Estimated Costs	Unknown		

Replace ILS Nimble			
Tech Plan Goal	1 - Modernize Server & Network Infrastructure	Tech Plan Objective	1
Description	The current ILS Nimble goes End of Life in October 2024. The nimble is the storage unit for all of the files on the ILS servers.		
Estimated Costs	Unknown		

Year Three – 2025-2026

No projects identified at this time.

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian
Kevin Nelson – Senior Network Systems Engineer

SUBJECT: Procedures for Moving Locations

RECOMMENDED ACTION:

1. Approve the Procedures for Moving Locations.

Approval of the recommended action will approve and establish the procedures for moving library locations.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could decide to suggest edits to the procedure and SJVLS staff will return at the next meeting with an updated draft procedure.

FISCAL IMPACT:

The recommended action will not have a fiscal impact on membership dues to SJVLS's budget.

DISCUSSION:

Relocating a library branch is a complicated undertaking, requiring coordination with multiple organizations to successfully relocate services in a timely and cost-effective manner. Because SJVLS manages the telecommunications services and ILS configurations for our members, we need to be engaged as early as possible when a branch is relocating. This allows us to work with vendors and complete any paperwork or documentation requirements.

With the State Library's recent infrastructure grant being awarded to SJVLS members, and multiple branches moving to new locations, SJVLS has drafted procedures to assist members with their relocations. The procedures provide guidance on when to engage SJVLS, what SJVLS staff can do to assist with planning for telecommunications services at the new location, the steps to relocate an E-Rated circuit, and ILS considerations.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Draft Procedures for Relocation of a Library

Motion:

Second:

_____ PASSED

_____ REJECTED



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

Procedures for Relocation of a Library	Policy No.	ERATE-04
	Effective Date	8/4/2023
Admin Librarian Approval:	Next Review	8/4/2026

BACKGROUND

Moving a library branch can be a lengthy and complicated undertaking but by engaging SJVLS early in the process we can avoid unnecessary downtime, misplaced or damaged equipment, and lack of connectivity. By engaging SJVLS as early in the planning process as possible, we can work to avoid risks of excess fees and moving costs in advance of the move, as well as managing settings in the ILS to minimize the impact on library materials and patron requests.

Once SJVLS is informed of the move, we will work with the architects and planners to ensure a new location supports your technological needs, such as connectivity, inside wiring, wireless access, and power needs. SJVLS will also make sure the new location has the necessary internal and external infrastructure to support communication circuits including power, network equipment locations, and connectivity to the outside world via conduit to provider vaults.

In addition to assisting with the planning for the new location, SJVLS must update the location information we've reported to the Universal Service Administration Company (USAC), who administers the E-Rate program. These updates are important because E-Rate rules require equipment and services funded by USAC to be used at the location they were requested. While relocations no longer require prior USAC approval, any equipment relocation needs to be properly documented. The other update SJVLS has to report to USAC is the square footage of the new location, in order to keep our Category Two 5-year budgets accurate.

In addition to helping with the planning process, telecommunications requirements, and updating USAC, SJVLS will help plan any necessary changes in the ILS and catalog related to the relocation. These changes include modifications to holds and location parameters, updating settings in the mobile app, and managing the display of the location's items in the catalog.

CIRCUIT RELOCATION

Since the process of moving a circuit can take six months or more, it is important to communicate your expected project timeline and desired services with SJVLS early on, which will help ensure we can notify, engage, and plan with our service providers. We can then determine the logistics for switching, terminating, or restarting services, including when the work can be done and any financial considerations such as possible disconnect penalties or connection charges. If the service provider informs us there are non-recurring charges related to relocating the circuit, we can engage the State Library to secure any

Procedures for relocation of a library

available grant funding for connectivity or construction early on as well. In some cases, the new circuits need to be scheduled to follow the E-Rate cycle which takes more time.

CENIC CIRCUITS

The vast majority of SJVLS libraries circuits and E-Rate applications are managed by CENIC. As a result, any changes to those locations have to be requested through them. Depending on the specifics of the relocation, circuit moves may have to be requested as a part of the E-Rate cycle. CENIC has provided a timetable to help with planning the move.

For circuit moves outside of E-Rate:

- Circuit deployments take 90-180 business days to complete.
- Circuit ordering takes 15- 20 business days. This is for this to run through the sales process with the carrier.
- Updating the amendment with CTC TECHNOLOGY & ENERGY takes about 5-10 business days.
- It is up to the site how it will take for them to make a decision on a move.
- Quoting takes about 15-30 business days.
- This means 180 business days are required in advance in order for us to process an order. As much advance notice is beneficial in case there are any delays.
- We can place an expedite on a case-by-case basis and normally reserve this for sites that have unusual circumstances out of their control.
- For outside of Erate any installation costs presented by the carrier will not receive Erate discounts.

For circuit moves that can be done within the E-Rate cycle much of the process is the same but with a longer timeline. The move must be identified at the time of the bidding cycle posting.

- Circuit deployments take 90-180 business days to complete.
- Circuit ordering takes 15- 20 business days. This is for this to run through the sales process with the carrier.
- Updating the amendment with CTC TECHNOLOGY & ENERGY takes about 5-10 business days.
- It is up to the site how it will take for them to make a decision on a move.
- The bidding cycle takes several months to complete and for CENIC and CTC TECHNOLOGY & ENERGY to analyze and present quotes to the site.
- We can place an expedite on a case-by-case basis and normally reserve this for sites that have unusual circumstances out of their control.
- For circuits that go through the Erate cycle, the installation costs will have Erate discounts applied.
- Circuits cannot be delivered until the beginning of the fiscal year on July 1st.

NON-CENIC CIRCUITS

For the small number of locations not managed by CENIC, the relocation process is different. If one of those locations moves, SJVLS will work with our E-Rate consultant to engage service providers, obtain any necessary quotes for relocation costs, and determine if any amendments need to be signed or contracts updated.

Procedures for relocation of a library

CLOSING THE PREVIOUS LOCATION

When vacating the original location, SJVLS will perform a site walk through to uninstall and collect our network equipment, which will be held in our possession until the new location is complete and is ready for reinstallation.

OPENING THE NEW LOCATION

When access to the new location is permissible, SJVLS will perform a thorough inspection of the areas designated for telecom's points of entry and the installation of network equipment.

SJVLS will also verify network connectivity between the new location and the appropriate headquarters after all installation of equipment and internal wiring is complete.

ILS

In addition to informing CENIC and/or USAC about the new location and working to move telecommunications equipment, SJVLS and member library staff also need to ensure the location is updated in the ILS, SJVLS website, and any other systems that reference the location. Depending on how long the branch will be closed during relocation, SJVLS staff may make changes to request configuration. The following sections will outline the tasks to be completed and timelines for when the changes should be made.

UPDATE LOCATION ADDRESS AND HOURS

When moving the address(es) associated with the location need to be updated in the following interfaces:

- Horizon Client – Location Parameters
- BlueCloud Central – Institution Management
- BlueCloud Mobile – Library Channel > Mobile Channel Settings & GPS coordinates under Location
- SJVLS Website – List of Library Locations

Address changes should be completed prior to the new location opening, preferably the week prior but any time between closing the location and re-opening will work. Updating location addresses is the responsibility of the member library's JSA, with the exception of the SJVLS website library list, which will be updated by SJVLS staff. The JSA will be responsible for sending the new address to SJVLS staff and will provide the date the branch will open.

Additionally, on the last day the branch is open, or as early as possible the following morning, the location's hours of operation should be removed from the location's channel settings in BlueCloud Mobile. BlueCloud Mobile uses the hours of operation to show if the location is open or closed when patrons are viewing the Nearest Library list in the mobile app. If the hours are not updated, the app will show patrons that the location is open when it's really closed.

On the day the branch re-opens in the new location, the JSA will be responsible for entering the location's new hours of operation in the mobile channel settings in BlueCloud Mobile. They

Procedures for relocation of a library

will also need to review the hours in Horizon's location parameters, as well as in BlueCloud Central.

MANAGING ITEMS AND PATRON REQUESTS

SJVLS staff may modify request parameters in the ILS during the relocation, depending on the length of time the branch will be closed. Possible modifications to requests include the following:

- Removing the branch as a pickup location for newly placed requests.
- Removing the location's items from filling pending holds.
- Suspending any un-filled requests or re-routing them to a new pickup location.
- Hiding the location's items from displaying in the catalog.

This would be done to allow patrons alternate options for picking up their holds while the branch is closed, and to ensure the location's items are not considered to fill requests through the holds pull list so patrons are not waiting on the location to re-open to get their item.

The JSA will be responsible for working with SJVLS to coordinate the timing of changes to item visibility and request rules. SJVLS recommends removing the location as a pickup location at least two weeks prior to the location closing and recommends restoring the location as a pickup location approximately one week prior to re-opening. Removing the location's items from filling holds should be done approximately a week prior to the location closing, so staff do not have to continue to run the pull list and can focus on other tasks related to closing the location. Hiding items from the catalog should be done on the day the branch closes, and items should be displayed again the day before the branch re-opens.

Rev. 07/2023

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Kevin Nelson – Senior Network Systems Engineer

SUBJECT: Approval to issue RFP for Microsoft Licensing Consultant

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian, or their designee, to issue an RFP for a Microsoft Licensing Consultant.
2. Approve and authorize chairperson to execute agreement with winning respondent.

Approval of the recommended action will authorize SJVLS to issue an RFP for a Microsoft Licensing Consultant and authorize the Administrative Council chair to execute the agreement with the winning respondent.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues or modify SJVLS's budget.

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

DISCUSSION:

SJVLS needs to upgrade our existing server infrastructure to the latest versions of Windows Server and obtain the appropriate number of client access licenses (CALs) to ensure we're in compliance with Microsoft's licensing requirements. Pricing for Microsoft products and services is complex. To ensure SJVLS obtains the appropriate licenses and CALs, we are recommending that we issue an RFP for a Microsoft Licensing Consultant. The consultant will be responsible for determining the most cost-effective licensing packages needed by SJVLS, and the appropriate number and type of CALs.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:


Attachment – SJVLS RFP for a Microsoft Licensing Consultant

Motion:

Second:

_____ PASSED

_____ REJECTED

	<p align="center"> SAN JOAQUIN VALLEY LIBRARY SYSTEM REQUEST FOR PROPOSAL NUMBER SJVLS 24-001 </p>
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Microsoft Licensing Consultant
August 7, 2023

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

SAN JOAQUIN VALLEY LIBRARY SYSTEM
2420 Mariposa ST
FRESNO, CA 93721-2204

**Closing date of bid will be at 3:00 p.m.,
on Thursday September 7, 2023.**

**PROPOSALS WILL BE CONSIDERED LATE WHEN THE SJVLS TIME CLOCK READS 3:00
P.M. PACIFIC TIME**

- Proposals will be opened and publicly read at that time. All proposal information will be available for review after contract award.
- Clarification of specifications is to be directed to: Kevin Nelson, phone (559) 600-6284, e-mail kevin.nelson@sjvls.org.

GENERAL CONDITIONS: See "San Joaquin Valley Library System Purchasing Standard Instructions and Conditions for Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check San Joaquin Valley Library System website at <http://www.sjvls.org> for RFQ documents and changes.

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED PROPOSAL SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "SAN JOAQUIN VALLEY LIBRARY SYSTEM PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

SAN JOAQUIN VALLEY LIBRARY SYSTEM

STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to “bids” in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for 180 days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The System shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by the System at least 5 working days before bid opening or by the question deadline stated in the RFP/RFQ. All addenda issued shall be in writing, duly issued by the System and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFQ/RFP has been issued by San Joaquin Valley Library System. The System's purchasing contact shall be the vendor's sole point of contact with regard to the RFQ/RFP, its content, and all issues concerning it.

All communication regarding this RFQ/RFP shall be directed to an authorized representative of the System. The specific staff member managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ/RFP. Contact with any other System representative, including elected officials, for the purpose of discussing this RFQ/RFP, its content, or any other issue concerning it, is prohibited unless authorized by the System. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other System representatives, may constitute grounds for rejection by System of the vendor's quotation.

The above stated restriction on vendor contact with System representatives shall apply until the System has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ/RFP, such vendor may contact the appropriate individual,

or individuals who are managing that protest as outlined in the System's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Administrative Council to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Council.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.
- F) Public Contract Code Section 7028.15

Where the State of California requires a Contractor's license, it is a misdemeanor for any person to submit a bid unless specifically exempted.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) San Joaquin Valley Library System is subject to California sales and/or use tax (8.975%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. System is exempt.
- C) System is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as San Joaquin Valley Library System.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

5. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:

Upon award of bid, the vendor shall submit to System Purchasing, a completed W-9 - Request for Taxpayer Identification Number and Certification if not already a current vendor with The San Joaquin Valley Library System. The vendor shall also submit a completed California FTB Form 590 or Form 587 as appropriate. This form is available from the IRS to complete on line at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

6. AWARDS:

- A) Subject to the local preference provisions referenced in Paragraph 7 below and more thoroughly set forth in the General Requirements section of this RFQ/RFP, award(s) will be made to the most responsive responsible bidder. The evaluation will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the System. The System shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, System may accept any item, group of items or on the basis of total bid.
- C) The System reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) After award, all bids shall be open to public inspection. The System assumes no responsibility for the confidentiality of information offered in a bid.

7. LOCAL VENDORS

- A) Local Vendor Preference (applicable to RFQ Process only)

The following provisions are applicable only to the System's acquisition of materials, equipment or supplies through the RFQ process when the funding source does not require an exemption to the Local Vendor Preference.

THE PROVISIONS OF THIS PARAGRAPH ARE APPLICABLE, NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS RFQ TO THE CONTRARY

If the apparent low bidder is not a local vendor, any local vendor who submitted a bid which was within five percent (5%) of the lowest responsive bid as determined by the purchasing agent shall have the option of submitting a new bid within forty-eight hours (not including weekends and holidays) of System's delivery of notification. Such new bids must be in an amount less than or equal to the lowest responsive bid as determined by the purchasing agent. If the purchasing agent receives any new bids from local vendors who have the option of submitting new bids within said forty-eight hour period, it shall award the contract to the local vendor submitting the lowest responsible bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the purchasing agent.

B) Local Vendor Defined

"Local Vendor" shall mean any business which:

1. Has its headquarters, distribution point or locally-owned franchise located in or having a street address within the San Joaquin Valley Library System service area for at least six (6) months immediately prior to the issuance of the request for competitive bids by the purchasing agent; and
2. Holds any required business license by a jurisdiction located in Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties; and
3. Employs at least one (1) full-time or two (2) part-time employees whose primary residence is located within Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties, or if the business has no employees, shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within Merced, Mariposa, Madera, Fresno, Kings, Tulare or Kern Counties.

8. TIE BIDS:

All other factors being equal, the contract shall be awarded to the local vendor or, if neither or both are local vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of this RFQ state that they are applicable, the provisions of the System Local Vendor Preference shall take priority over this paragraph.

9. PATENT INDEMNITY:

The vendor shall hold the System, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

10. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within 30 days of bid closing date) be returned at the bidder's expense. In the absence of such notification, System shall have the right to dispose of the samples in whatever manner it deems appropriate.

11. RIGHTS AND REMEDIES OF SYSTEM FOR DEFAULT:

- A) In case of default by vendor, the System may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the System shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse System for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

12. DISCOUNTS:

Terms of less than 15 days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period

will commence either the later of delivery or receipt of invoice by the System. Standard terms are Net Forty-five (45) days.

13. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS.

The “General Conditions” provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

14. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the System a Material Safety Data Sheet for each product, which contains any substance on “The List of 800 Hazardous Substances”, published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7.)

15. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

16. YEAR COMPLIANCE WARRANTY

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to System's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the System may otherwise have under this Agreement with respect to defects other than year performance.

17. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the San Joaquin Valley Library System harmless.

18. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to System's monitoring of said compliance.

Vendor may be a business associate of System, as that term is defined in the “Privacy Rule” enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information (“PHI”) to perform functions, activities or services for or on behalf of System as specified by the System, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to System, as the “Covered Entity” under HIPAA'S Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the System, or as required by law without written notice to the System.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of System, shall comply with the same restrictions and conditions with respect to such information.

19. APPEALS

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations. Appeals should be submitted to San Joaquin Valley Library System, 2420 Mariposa Street, Fresno, California 93721 to the attention of the buyer designated on the RFP/RFQ cover letter. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

System will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of the buyer, he/she shall have the right to appeal to the SJVLs Administrative Librarian within seven (7) business days after System's notification; except if, notified to appeal directly to the Administrative Council at the scheduled date and time.

If the protesting bidder is not satisfied with Buyer/Administrative Librarian's decision, the final appeal is with the Administrative Council.

20. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

21. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to the San Joaquin Valley Library System, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the System's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

22. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

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OVERVIEW

1. Purpose:

The purpose of this Request for Proposals (RFP) is to establish a contractual relationship with a consultant to serve the purpose of procuring, supporting, and distributing Microsoft licensing, products, and services to the San Joaquin Valley Library System (SJVLS). SJVLS's current licensing needs relate to upgrading servers to Windows Server 2022 and determining the appropriate number of CALs needed to be in compliance with Microsoft license terms.

2. Background

SJVLS serves the public library systems of Fresno, Kern, Kings, Madera, Merced, Mariposa, and Tulare Counties, and the city/district libraries of Coalinga-Huron, Porterville, and Tulare. In all, SJVLS represents 10 library jurisdictions and 106 individual library locations including large urban, medium city/suburban, and small, isolated rural libraries. [See <https://www.sjvls.org/library-locations> for a map of branch locations.]

SJVLS attempts to provide the member libraries with services that can be performed more economically as a consortium than as individual libraries. These services will be delineated below in the scope of work.

KEY DATES

RFP Issue Date:	Monday, August 7, 2023
Vendor Teleconference: (Calling instructions will be posted on https://www.sjvls.org/ the week prior)	Monday, August 21, 2023
Deadline for Written or E-Mail Requests for Interpretations of Corrections of RFP:	Friday, August 18, 2023
Response to Questions Posted:	Thursday, August 24, 2023
RFP Closing Date:	Thursday, September 7, 2023

PROPOSAL IDENTIFICATION SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

Our proposal is attached and identified as:

The undersigned agrees to furnish the service stipulated at the prices and terms stated in the cost proposal.

Work services will commence within _____ calendar days after signing of the final contract

Company:

Address:

City:

State:

Zip:

Signed by:

Print Name

Print Title

Telephone

E-mail Address

Date:

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the System shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every citizen has a right to inspect any public record".

The System will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by San Joaquin Valley Library System's legal counsel to determine conformance or non-conformance to this definition. Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc. Such material should be submitted in a separate binder not marked "Trade Secret".

INFORMATION THAT IS IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. SYSTEM WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The System shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required under the provision of law or by order of Court.

Vendors are advised that the System does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the San Joaquin Valley Library System has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret."

Enter company name on appropriate line:

_____ has submitted information identified as Trade Secrets in a
separate marked binder.**
(Company Name)

_____ has not submitted information identified as Trade Secrets.
(Company Name)

ACKNOWLEDGED BY:

Signature Telephone

Print Name and Title Date

Address

City State Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the System in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the System harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Date: _____

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services (preferably California State or local government agencies). Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The San Joaquin Valley Library System is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the San Joaquin Valley Library System harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to System.

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the San Joaquin Valley Library System.

(Authorized Signature)

Title

Note: This form/information is not rated or ranked in evaluating proposal.

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal and is identified on the "Provider" line of the Proposal Identification Sheet.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference does not apply to this Request for Proposal.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

San Joaquin Valley Library System will not be held liable for any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: San Joaquin Valley Library System pays California State Sales Tax in the amount of 8.975% regardless of vendor's place of doing business. Services are generally not subject to sales and use tax unless part of the fabrication of a tangible item as described in the California State Board of Equalization website <http://www.boe.ca.gov/sutax/staxregs.htm>.

RETENTION: San Joaquin Valley Library System reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation and answer questions from System personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the System. The System shall be the sole judge in making such determination. The System reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected.

System Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the San Joaquin Valley Library System Administrative Council.

NEGOTIATION: The System will prepare and negotiate its own contract with the selected vendor, giving due consideration to the stipulation of the vendor's standard contracts and associated legal documents.

WAIVERS: The System reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the System may require.

TERMINATION: The System reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The System reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the San Joaquin Valley Library System.

BIDDERS LIABILITIES: San Joaquin Valley Library System will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the System's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the San Joaquin Valley Library System.

BACKGROUND REVIEW: The System reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the System, the vendor consents to such an inquiry and agrees to make available to the System such books and records the System deems necessary to conduct the inquiry.

PERFORMANCE BOND: The successful bidders may be required to furnish a faithful performance bond.

ACQUISITIONS: The System reserves the right to obtain the whole system as proposed or only a portion of the system, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the San Joaquin Valley Library System documented proof of ownership by the vendor, or its designated subcontractor, of the proposed programs.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you CAN NOT or WILL NOT comply with by proposal group.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The System shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Administrative Council finds that special circumstances exist which justify the approval of such contract:

1. Employees of the System or public agencies for which the Administrative Council is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No System employee, whose position in the System enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no System employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the System.

FRESNO COUNTY ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the System who separates from System service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any System consultant, vendor, or other System provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the System relationship with the consultant, vendor or other System provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The System shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or

unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team designated by the Administrative Council. It will be their responsibility to make the final recommendations.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee or the Administrative Council. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the System. Furthermore, System shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, System shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and System shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to System employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save System harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the System or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at System's request, defend the System, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to System in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the San Joaquin Valley Library System will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the System.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number and email address of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The San Joaquin Valley Library System has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE:

Without limiting the System's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. SYSTEM may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the San Joaquin Valley Library System, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by System, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to System.

Within Thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the San Joaquin Valley Library System, Christopher Wymer, Administrative Librarian, 2420 Mariposa St. Fresno, CA 93721, stating that such insurance coverage have been obtained and are in full force; that the San Joaquin Valley Library System, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the San Joaquin Valley Library System, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by System, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to System.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the System may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to the San Joaquin Valley Library System, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the System's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the System may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the System.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

SAMPLE CONTRACT: Submitted as a part of bidder's response to the RFP, shall be a sample of the contract he is proposing with the San Joaquin Valley Library System. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to System's monitoring of said compliance.

Vendor may be a Business associate of System, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of System, as specified by the System, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to System, as the "Covered Entity" under HIPAA'S Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the System, or as required by law without written notice to the System.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of System, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) business days after notification of proposed recommendations. Appeals shall be submitted to San Joaquin Valley Library System, ATTN: Administrative Librarian, 2420 Mariposa Street, Fresno, California 93721-2204. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

System will provide a written response to the complainant within *seven (7) business days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of System, he/she shall have the right to appeal to the Administrative Librarian within seven (7) business days after System's notification; except, if notified to appeal directly to the Administrative Council at the scheduled date and time.

If the protesting bidder is not satisfied with Administrative Librarian's decision, the final appeal is with the Administrative Council.

*The seven (7) business day period shall commence upon the date that the notification is issued by the System.

SPECIFIC TERMS AND CONDITIONS

ISSUING AGENT: This RFP has been issued by San Joaquin Valley Library System. The System shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of System. The specific staff member managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other System representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by System. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other System representatives, may constitute grounds for rejection by System of the vendor's quotation.

The above stated restriction on vendor contact with System representatives shall apply until the System has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the System's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Administrative Council to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Council.

NUMBER OF COPIES: Submit one (1) original, with *reproducible machine-readable media enclosed of your proposal no later than the proposal acceptance date and time as stated on the front of this document to San Joaquin Valley Library System Purchasing. The cover page of the document is to be marked "Original".

***Bidder shall submit one (1) machine readable media (i.e.: PDF file on a USB stick) containing the complete proposal excluding trade secrets. Media should accompany the original binder and should be either attached to the inside cover of the binder or inserted in an attached sleeve or envelope in the front of the binder to ensure that it is not misplaced.**

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested in writing via email. Any change in the RFP will be made only by written addendum, duly issued by the System. The System will not be responsible for any other explanations or interpretations.

Questions may be submitted subject to the following conditions:

- a. Such questions are submitted in writing to the System not later than Friday August 18, 2023, at 3:00 P.M. Questions must be directed to the attention of Kevin Nelson, Senior Network Systems Engineer.
- b. Such questions are submitted with the understanding that System can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to Kevin Nelson (kevin.nelson@sjvls.org) or delivered to San Joaquin Valley Library System.

SELECTION COMMITTEE: All proposals will be evaluated by a review committee that may consist of San Joaquin Valley Library System staff, member library staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the System.

CONTRACT TERM: It is System's intent to contract with the successful bidder for the term of the project. System will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

SCOPE OF WORK

SJVLS is seeking a consultant to manage the organization's Microsoft software licensing, entitlements, usage, contracts and purchasing documents on a long-term continuous basis to ensure the organization's ongoing compliance with Microsoft's rules and policies. SJVLS is currently migrating and upgrading Windows Servers as well as MSSQL Server and need to ensure compliance with licensing and CAL usage.

The selected offeror will be responsible for providing the most current version of software products and services to SJVLS, under the Microsoft licensing program. After award, the selected Contractor will work with SJVLS to determine the appropriate type and number of CALs needed for all member libraries, and obtaining Windows Server licenses. The Contractor will be responsible for providing copies of all records as well as maintain those records as necessary to ensure compliance of the parties to the Agreement.

The selected Contractor shall serve as the interface between the SJVLS and Microsoft with all aspects of the contract.

COST PROPOSAL

- A. Proposals may be prepared in any manner which would best demonstrate outcomes and cost.
- B. Cost proposal should include the following:
 - a. Travel and transportation costs (vendors are advised to take the SJVLS geography into account)
 - b. Consulting cost per hour, with total hours required for the project
 - c. Supplies and other expenses
 - d. "Not to exceed" cost of contract for the work requested

PROPOSAL CONTENT REQUIREMENTS

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered. The content and sequence of the proposals will be as follows:

- I. PROPOSAL IDENTIFICATION SHEET (as provided)
- II. COVER LETTER: A one page cover letter and introduction including the company name and address of the bidder and the contact information including name, address and telephone number of the person or persons who will be authorized to make representations for the bidder.
 - A. The cover letter must state whether the bidder is an individual, partnership or corporation. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the organization, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract

is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.

III. TABLE OF CONTENTS

IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the SJVLS service area. In this section the bidder should address the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by SJVLS Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

V. TRADE SECRET ACKNOWLEDGMENT:

A. Sign and return

VI. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, SJVLS will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:

- A. Exceptions to General Requirements.
- B. Exceptions to Background/Scope of Work.
- C. Exceptions to Specific Terms and Conditions.
- D. Exceptions to Proposal Content Requirements.

VII. VENDOR COMPANY DATA: This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Reference List (form provided)
- G. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns.

H. Describe any terminated contracts for services similar to vendor's current bid for the RFP and provide the following:

1. Agency contracted with
2. Date of original contract
3. Reason for termination
4. Contact person and telephone number for agency

I. Describe any pending lawsuits or legal actions:

1. Location filed, name of court and docket number
2. Nature of the lawsuit or legal action

J. Describe any past payment problems with SJVLS:

1. Funding source
2. Date(s) and amount(s)
3. Resolution
4. Impact to financial viability of organization.

VIII. SCOPE OF WORK:

A. Bidders are to use this section to provide a summary description of their proposal.

B. This section should be formatted as follows:

C. Please provide answers or a narrative for each of the following:

1. Methodology to determine the number of CALs required.
2. Estimated pricing for Microsoft Licenses and Products.

D. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."

E. A complete description of any alternative solutions or approaches to accomplishing the desired results.

IX. REPORTS: Samples of reports referenced should be displayed in this section.

X. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include rates for all services, materials, equipment, etc. to be provided under the proposal.

AWARD CRITERIA

Contracts will be awarded by Service. Failure to meet eligibility and general requirements stated in the Scope of Work will bar a response from consideration.

COST

As submitted under the "COST PROPOSAL" section.

CAPABILITY AND QUALIFICATIONS

1. Do the service descriptions address all the areas identified in the RFP? Will the proposed services satisfy System's needs and to what degree?
2. Does the bidder demonstrate the technical knowledge and skills required to successfully provide the requested services?
3. The amount of demonstrated experience in providing the services desired in a comparable library setting.

DATE: August 4, 2023
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: Approval to Submit 22-23 PLSEP Final Report

RECOMMENDED ACTION:

1. Approve the submission of the FY 2022-23 PLSEP Final Report to the State Library.

Approval of the recommended action will authorize the Administrative Librarian to send the FY 2021-22 PSLEP Final Report to the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions. This is the final requirement of the grant funding.

FISCAL IMPACT:

Approval of the recommended action will not affect membership dues or the system budget. The funds for the program were previously approved.

DISCUSSION:

PLSEP is a staff education grant program administered by the State Library to help offset the costs of library staff pursuing their MLIS. In FY 2022-23 SJVLS member libraries had 4 staff members receive reimbursement for their coursework. Total tuition reimbursement was \$17,000, and we had 2 staff members graduate, and 3 students received promotions during the year. The attached final report is required by the State Library at the end of the funding year.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda, December 16, 2022. Attachment 3.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – 22-23 PLSEP Final Report

Motion: _____ Second: _____

_____ PASSED

_____ REJECTED

FY 22-23 PLSEP Final Narrative Report

Project Abstract

This project supported the professional development of California Public Library staff in their pursuit of a master's degree in Library Science from an institution accredited by the American Library Association. Students were provided reimbursement for courses taken during the grant period. This funding assistance helps library staff develop the knowledge and skills required to continue to deliver high quality library services to California library patrons.

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.

Project Intent

Institutional Capacity – Improve the library workforce.

Subject of Intent

Library Infrastructure and Capacity

Project Activities and Methods

The project activity and methods for this project was instruction with consultation. Students were asked to submit a survey describing the outcomes of their coursework and provide a review of the skills and knowledge gained from the courses with a description of how they would apply that knowledge in their day-to-day work activities.

Project Outputs

Total number of students who received reimbursement for PLSEP: 4

Total number of students who received their MLS/MLIS degree during this grant period: 2

Please list names of students who received their MLS/MLIS degree: Loren Pelegrina, Fahra Daredia

Students who were promoted: 3

SJVLS anticipated project outputs were that we would receive enough funding for 2 students to be reimbursed for 2 courses each. The actual project outputs were higher than we anticipated. They were higher because we had 3 students awarded funding in the initial award distribution, and two of our funding recipients did not use the whole amount of their award. The un-used funding was extended to the first staff member on the waitlist, allowing 4 students to receive reimbursement.

Are there any success stories that we should share with stakeholders (optional)

SJVLS has two success stories from this year's PLSEP recipients that are worth sharing with stakeholders. The first is a staff member that currently works as a Senior Library Assistant. Their

cataloging and metadata coursework, funded through PLSEP, showed them the importance of representation within library and digital collections and encouraged them to begin thinking of ways to better represent marginalized populations through improved subject heading terminology in our bibliographic records. The second success story is a staff member whose focus is marketing and promotions for the library. They stated that their MLIS coursework helped them gain a better understanding of how to market and perform outreach related to library collections and services. Examples like these demonstrate the value of helping library staff with opportunities for career development and advancement and the positive impacts it has on local communities.

What outcome tools did you develop for this project?

Survey

Did you measure outcomes for this project?

Yes

If yes, please explain.

SJVLS tracked the number of PLSEP recipients that received their degree during the grant period, as well as tracking any staff who received promotions during the grant period.

Please briefly describe the importance of any outcomes and findings for future program planning.

It is difficult to recruit and retain library staff. Funding provided by the Public Library Staff Education Program allows paraprofessional staff, who are already working in a library setting, to pursue education and career advancement opportunities by assisting them in paying for their coursework. This benefits both the staff and library by providing staff with opportunities for career development, and helping the library find and retain qualified librarians. The chances of staff retention are higher when libraries are able to promote librarians from within their organization. It also helps encourage good morale among library staff if they know they have opportunities for career growth.

Describe one or two significant lessons learned (optional)

A significant lesson learned through PLSEP is the importance of supporting staff in their endeavors. Allowing staff to merge their library projects with their schoolwork helps facilitate their progress through their program and has the benefit of enhancing library services to the community.

State any problems or concerns that you have encountered so far. What are you doing to address these problems or concerns?

SJVLS has not encountered any problems or concerns related to PLSEP funding.

Upload Final Expenditure Detail Report and Student Narratives

INSTRUCTION ACTIVITY REPORT**LSTA Award Number**

40-9397

Activity Title

Student Coursework

Activity Abstract

This project supported the professional development of California Public Library staff in their pursuit of a master's degree in Library Science from an institution accredited by the American Library Association. Students were provided reimbursement for courses taken during the grant period. This funding assistance helps library staff develop the knowledge and skills required to continue to deliver high quality library services to California library patrons.

Delivery Format

Virtual

Activity Mode

Consultation/Drop In/Reference

Total number of consultation/reference transactions

4

Average number of consultation/reference transactions per month

0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries

Please identify the legal type of the partner organization(s) for this project

Local Government (excluding school districts)

Beneficiaries

Is the activity directed at the library workforce (includes volunteers and trustees)?

Yes

Locale – is the activity statewide?

No

Can you identify specific institutions?

Yes

List the institutions

Fresno County Public Library
2420 Mariposa St
Fresno, CA 93721

Kern County Library
701 Truxtun Ave
Bakersfield, CA 93301

Institution Types

Public Libraries - 2

Financial Report**Report**

July - September ☐
 October - December ☐
 January - March ☐
 April - Project End Date ☒
 Liquidation ☐

Grant Award #: _____

Fiscal Year: 2022/2023

Organization: San Joaquin Valley Library SystemProject Title: Public Library Staff Education ProgramProject Coordinator: Christopher Wymer Title: Administrative LibrarianTelephone: 559-600-6256 E-mail: christopher.wymer@sjvls.orgCompleted By: Garrett Willingham Title: Contract AccountantTelephone: 559-412-7576 E-mail: gwillingham@hhccpas.comAuthorized Representative: Christopher Wymer Title: Administrative LibrarianTelephone: 559-600-6256 E-mail: christopher.wymer@sjvls.org

Signature of Authorized Representative: _____ Date: _____

IMPORTANT:

For report completion and submission guidelines, please see Financial Report Instructions document located on the [Manage Your Current Grant](#) page on the California State Library website.

Budget Categories	(1) Original Approved Budget	(2) Current Approved Budget	(3) July- September	(4) October- December	(5) January- March	(6) April- Project End	(7) Total Expended	(8) Outstanding Encumbrances at Project End	(9) Liquidation of Outstanding Project End Encumbrances	(10) Unexpended/ Unencumbered Balance
Salaries/Wages/ Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies/Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment (\$5,000 or more per unit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Services	\$17,000	\$17,000	\$0	\$0	\$5,742	\$11,258	\$17,000	\$0	\$0	\$0
Indirect Cost	\$1,700	\$1,700	\$425	\$425	\$425	\$425	\$1,700	\$0	\$0	\$0
Grand Total	\$18,700	\$18,700	\$425	\$425	\$6,167	\$11,683	\$18,700	\$0	\$0	\$0

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment (if applicable)

Revised 7.29.21

DATE: August 4, 2022

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: FY 2022-23 CLSA System Annual Program and Expenditure Report

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian and Fiscal Agent to submit the CLSA System Annual Program and Expenditure Report to the State Library.

Approval of the recommended action will authorize the Administrative Librarian and SJVLS fiscal agent to sign and return the CLSA System Annual Program and Expenditure Report, as required by the State Library.

ALTERNATIVE ACTION(S):

There are no alternative actions.

FISCAL IMPACT:

Approval of the recommended action has no fiscal impacts and does not adjust membership fees.

DISCUSSION:

As a condition of receiving CLSA funding from the State Library, we are required to submit an annual report detailing how CLSA funds were used and demonstrating that they were expended on services authorized in our Plan of Service.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, September 2, 2022 – Attachment #5

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment - CLSA FY 2022-23 System Annual Program and Expenditure Report

Motion:

Second:

_____ PASSED

_____ REJECTED

CALIFORNIA LIBRARY SERVICES ACT
2022/23 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

San Joaquin Valley Library System
 System Name

County of Fresno – Library
 System Fiscal Agent Jurisdiction

Report submitted by: _____
 Signature of System Chair

Contact person: _____ Phone: _____

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

 Signature of agent of fiscal authority responsible
 for accuracy of fiscal accounting and reporting

 Date

Introduction

This packet contains the reporting documents to file the FY 2022/23 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to monica.rivas@library.ca.gov .

All annual report documents are due by September 08, 2023.

Please contact Monica.Rivas@library.ca.gov with any questions.

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

Encumbered Funds from Prior Year and Rollover

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

Program Definition

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

Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	153,772
b. Internet (including electronic mail)	Unknown
c. Other (specify) (example postage)	Unknown
Total	Unknown

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 15 – August 28, 2022	October 17-30, 2022	Jan. 23-February 05, 2023	April 24- May 07, 2023	Total multiplied by 6.5
a. System member public libraries	29,034	29,428	27,141	28,466	741,449
b. Non-public libraries in System area					
Total					741,449
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					4
d. Number of miles traveled by all System vehicles					74,337
e. Percentage of items delivered by:					
U.S. Mail _____% UPS _____% System Van _____% Contracted Van __100__% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					1,202

Section 2**Plan of Service Objective Evaluation**

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why? Please, provide the number of libraries that benefited from the services you provided from CLSA funds.

SJVLS's goals for the CLSA Communications and Delivery Program funding in FY 2022-23 focused on supporting resource sharing amongst our members at 125 library branches and bookmobiles. SJVLS's FY 2022-23 allocation of \$240,976 was combined with \$9,702 in rollover funding from FY 2021-22 for a total funding support of \$250,678. The funding was used to fund delivery services to move materials between our member libraries, and to continue to purchase titles for our shared CloudLibrary collection of eBooks and eAudiobooks. Those goals were met in fiscal year 2022-23.

A large share of SJVLS's CLSA funding was utilized to operate delivery services, which allows patrons to request materials from other SJVLS libraries and have them delivered to their preferred library branch. The \$209,000 in CLSA funding for delivery services facilitated the shipment of approximately 728,533 items between member libraries to fill patron requests for materials. Delivery Services continues to be an important service provided by SJVLS, particularly in rural and isolated communities in our service area, by allowing those smaller locations to augment the materials available to their patrons.

The remaining \$31,976 in CLSA funding was combined with \$9,702 in rollover funding from FY 2021-22 and was allocated to purchase eBooks and eAudiobooks for our shared CloudLibrary collection. The goal of this allocation was to meet SJVLS's goal of expanding access to systemwide e-resources for all patrons. During FY 2022-23, 1,202 titles were added to our CloudLibrary collection. The table below provides a breakdown of the number of eBooks and eAudiobooks purchased with each set of funding:

CloudLibrary Titles Purchased			
Funding Source	eBooks	eAudiobooks	Total
CLSA 2021-22	244	61	305
CLSA 2022-23	674	223	897
Totals	918	284	1202

The shared CloudLibrary collection benefits all of our communities, but especially our smaller members, by providing their patrons with access to a larger number of eBooks and eAudiobooks than they would be able to provide on their own. Circulation data (included on the following page) for FY 22-23 showed the continued investment in the collection was resulting in increased usage.

SJVLS	Total Checkouts	Total Checkouts Unique Titles	Total Holds	Total Wishlists	Total Active Users
July	1612	1484	258	9	599
August	1651	1517	178	12	597
September	1599	1480	372	6	686
October	1631	1515	343	14	689
November	1598	1470	359	23	666
December	1703	1569	401	19	721
January	1927	1775	496	15	835
February	1789	1653	445	25	754
March	1885	1745	433	25	762
April	1851	1691	353	23	739
May	1907	1781	387	10	769
June	1816	1696	368	3	798
FY22-23 Totals	20969	19376	4393	184	8615

2. How much has been spent of the System's funding for the FY 2022/23? If not all the funds have been spent, are you on track to expend funds by June 2025; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

SJVLS has expended all of the \$240,976 allocated to the system in FY 2022-23.

3. If you are using CLSA funding from previous fiscal years (rollover) please list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

SJVLS used \$9,702 in rollover funding from the 2021-22 fiscal year as a part of our FY 2022-23 budget. The intended purpose of the funding, approved by the Board in our Amended Plan of Service, was to purchase e-resources, specifically, adding titles to our shared CloudLibrary collection. The reason the funds were not spent in the fiscal year approved by the Board was because the Board did not meet to consider our Amended Plan of Service until late May 2022. By the time the amendment was approved, SJVLS did not have enough time to expend the funding before the fiscal year finished.

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

SJVLS had \$9,702 in CLSA rollover funds from FY 2021-22. Those funds were all expended in FY 2022-23.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

SJVLS will not roll over any of our FY 2022-23 CLSA funds to FY 2023-24.

6. What related non-CLSA activities were provided for C&D?

While CLSA funds cover SJVLS's delivery costs and subsidize part of our e-resources purchases, other portions of our Communications and Delivery budget are funded through local funding, mostly membership dues paid by our member jurisdictions. The additional activities funded outside of CLSA are online materials, research database subscriptions, collections services through Unique Management, cataloging services, network telecommunications costs, and our shared integrated library system (ILS). These services provide all SJVLS library branches with equal access to the consortia's shared collections and materials. Telecommunications costs are a core service that provides network connectivity from each library branch back to our data center and facilitates resource sharing and internet connectivity for our members.

California Library Services Act System Expenditure Report – FY 2022/23

System Name: **San Joaquin Valley Library System**

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		b. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 1: C&D System Administration											
Salaries & Benefits	\$162,560	\$0	\$0	\$0	\$0	\$160,660	\$0	\$0	\$160,660	\$0	\$1,900
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$478,375	\$0	\$0	\$0	\$0	\$243,616	\$0	\$0	\$243,616	\$0	\$234,759
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$640,935	\$0	\$0	\$0	\$0	\$404,276	\$0	\$0	\$404,276	\$0	\$236,659
Notes:	Total Funds Budgeted amended, see note on Program 7.										
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$1,713,059	\$240,976	\$9,702	\$0	\$0	\$1,096,261	\$0	\$0	\$1,346,939	\$0	\$366,120
Materials	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Equipment	\$211,967	\$0	\$0	\$0	\$0	\$11,812	\$0	\$0	\$11,812	\$0	\$200,155
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,925,526	\$240,976	\$0	\$0	\$0	\$1,108,073	\$0	\$0	\$1,358,751	\$0	\$566,775
Notes:	Adjusted budget in the amount of \$25,500										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		b. CLSA Program Total Funds Budgeted	(funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)
Program 3: Computer Operations (Main)											
Salaries & Benefits	\$965,000	\$0	\$0	\$0	\$0	\$761,431	\$0	\$0	\$761,431	\$1,522,862	\$203,569
Operating Expenses	\$403,019	\$0	\$0	\$0	\$0	\$355,219	\$0	\$0	\$355,219	\$710,438	\$47,800
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,368,019	\$0	\$0	\$0	\$0	\$1,116,650	\$0	\$0	\$1,116,650	\$2,233,300	\$251,369
Notes:	Total Funds Budgeted amended, see Program 8 note.										

Program 4: Debt Collection											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$44,000	\$0	\$0	\$0	\$0	\$9,978	\$0	\$0	\$9,978	\$0	\$34,022
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$44,000	\$0	\$0	\$0	\$0	\$9,978	\$0	\$0	\$9,978	\$0	\$34,022
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		Total Funds Budgeted	b. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)
Program 5: Cataloging											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$117,800	\$0	\$0	\$0	\$0	\$106,675	\$0	\$0	\$106,675	\$0	\$11,125
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$117,800	\$0	\$0	\$0	\$0	\$106,675	\$0	\$0	\$106,675	\$0	\$11,125
Notes:											
Program 6: Online Materials											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$180,000	\$0	\$0	\$0	\$0	\$171,198	\$0	\$0	\$171,198	\$0	\$8,802
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$180,000	\$0	\$0	\$0	\$0	\$171,198	\$0	\$0	\$171,198	\$0	\$8,802
Notes:	Budget amendment approved by Council February 2023, transfer to program 9 in the amount of \$10,000 for local funds. See program 9.										
Program 7: Public Library Staff Education Program (PLSEP) LSTA											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Operating Expenses	\$20,000	\$0	\$0	\$0	\$18,700	\$0	\$0	\$0	\$18,700	\$0	\$1,300
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$20,000	\$0	\$0	\$0	\$18,700	\$0	\$0	\$0	\$18,700	\$0	\$1,300
Notes:	In the initial budget report, costs included under Program 1 C&D System Administration in the amount of \$20,000. Separated for PLSEP grant.										

Page 3

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
	Total Funds Budgeted	CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance

Program 8: System Members Direct Charges Equipment and Patron Notices

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$1,021,000	\$0	\$0	\$0	\$0	\$684,838	\$0	\$0	\$684,838	\$0	\$336,162
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,021,000	\$0	\$0	\$0	\$0	\$684,838	\$0	\$0	\$684,838	\$0	\$336,162

Notes:	In the initial budget report, costs included under Program3 Computer operations in the amount of \$1,021,000. These are members orders placed through SJVLS for computer equipment (\$920,000) and other direct charges (\$101,000) for patron notices and inventory supply of library cards.										
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Program 9: Grant to System

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$60,000	\$0	\$0	\$0	\$50,000	\$10,000	\$0	\$0	\$60,000	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$60,000	\$0	\$0	\$0	\$50,000	\$10,000	\$0	\$0	\$60,000	\$0	\$0

	Adjusted Budget Approved by Admin Council: E books grants for Palace marketplace eBooks from Big 5 publishers for System. In February 2023, the state library award (\$50,000) collection development grants for libraries to help develop collection. Notes: Budget line transfer (\$10,000) grant local funds contribution.										
Grand Total System Expenditures	\$5,377,280	\$240,976	\$0	\$0	\$0	\$2,916,850	\$0	\$0	\$3,167,528	\$2,233,300	\$1,108,752

Budget amended from \$5,301,780

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Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		b. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Service A (as described in Plans of Service): System Delivery											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$209,000	\$209,000	\$0	\$0	\$0	\$0	\$0	\$0	\$209,000	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$209,000	\$209,000	\$0	\$0	\$0	\$0	\$0	\$0	\$209,000	\$0	\$0
Notes:											
Service B (as described in Plans of Service): Bibliotheca Cloud Library											

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$82,678	\$31,976	\$9,702	\$0	\$41,139	\$0	\$0	\$0	\$82,817	\$0	(\$139)
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$82,678	\$31,976	\$9,702	\$0	\$41,139	\$0	\$0	\$0	\$82,817	\$0	(\$139)
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
	Total Funds Budgeted								Expended (B-F)	Encumbered (B-F)	Unexpended Balance
Service C (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Notes:											
Service D (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
	Total Funds Budgeted								Expended (B-F)	Encumbered (B-F)	Unexpended Balance
Service E (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

CLSA Programs Rollover	Expended Funds	Encumbered Funds		Unexpended Funds	
Program 1: C&D System Administration					
CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0		\$0	Notes:
Program 2: C&D (baseline)					

CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY21/22	\$9,702	\$9,702	\$0	\$0	\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Year FY22/23	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Year FY22/23	\$0	\$0			\$0	Notes:

***Note: If an extension is needed beyond the funding expenditure deadline period, send your request via email to Monica Rivas, at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approval to Submit 2023-24 CLSA System Detail Budget

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to submit SJVLS's FY 2023-24 System Detailed budget to the State Library

Approval of the recommended action will authorize the Administrative Librarian to return the FY 2023-24 System Detailed Budget to the State Library by their September 8, 2023, deadline.

ALTERNATIVE ACTION(S):

There are no alternative actions. This is a mandatory document that must be sent to the State Library as a condition of receiving CLSA funding.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues or modify SJVLS's budget. It will allow SJVLS to receive our \$239,407 CLSA allocation when the State Library releases funding.

DISCUSSION:

As a condition of receiving CLSA funding from the State Library, each cooperative system must provide the State Library with an annual Plan of Service outlining the cooperative's budget for the upcoming year and how we intended to utilize CLSA funds. We already submitted our Plan of Service, and the next step is to submit our System Detailed Budget.

PRIOR AGENDA REFERENCE:

Admin Council Agenda, May 26, 2023 – Attachment 6

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment - FY 2023-24 CLSA System Detailed Budget
On File - FY 2023-24 CLSA Plan of Service

Motion: _____ Second: _____

_____ PASSED

_____ REJECTED

California State Library
System Detailed Budget – FY 2023/24

System Name: **San Joaquin Valley Library System**

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
If there's no Rollover to report check here:								
Program 1: System C&D Administration								
Salaries & Benefits	\$0			\$0	\$175,500	\$0	\$0	\$175,500
PC& E	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$20,000	\$455,400	\$0	\$0	\$475,400
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$20,000	\$630,900	\$0	\$0	\$650,900
Rollover Total	\$0							
Program Total with Rollover	\$0							
Program 2: System C&D (Baseline)								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$239,407	\$0		\$0	\$1,000,000	\$0	\$0	\$1,239,407
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$2,251,515	\$0	\$0	\$2,251,515
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$239,407	\$0	\$0	\$0	\$3,251,515	\$0	\$0	\$3,490,922
Rollover Total	\$0							
Program Total with Rollover	\$239,407							
Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program (FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Program 3: Computer Operations (Main)								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$1,277,229	\$145,000	\$0	\$1,422,229
Materials	\$0			\$0	\$391,000	\$0	\$0	\$391,000
Equipment	\$0			\$0	\$1,017,276	\$0	\$0	\$1,017,276
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$2,685,505	\$145,000	\$0	\$2,830,505
Program 4: Debt Collection								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$44,000	\$0	\$0	\$44,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$44,000	\$0	\$0	\$44,000
Program 5: Cataloging								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$123,500	\$0	\$0	\$123,500
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0

Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$123,500	\$0	\$0	\$123,500
Program 6: Online Materials								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$192,000	\$0	\$0	\$192,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$192,000	\$0	\$0	\$192,000
Grand Total FY22/23 (roll over not included)	\$239,407			\$20,000	\$6,927,420	\$145,000	\$0	\$7,331,827
Encumbered Funds from Prior Year FY21/22	\$0			\$0	\$0	\$0	\$0	\$0
Encumbered Funds FY20/21	\$0			\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service A (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$239,407			\$0	\$0	\$0	\$0	\$239,407
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$239,407	\$0	\$0	\$0	\$0	\$0	\$0	\$239,407
Rollover Total	\$0							
Program Total with Rollover	\$239,407							
If you project to expend all your funding in FY 2023 2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted

Service B (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in FY 2023 2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service C (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in FY 2023 2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	Rollover From FY 2022/2023	Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service D (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in FY 2023 2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	Rollover From FY 2022/2023	Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service E (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							

If you project to expend all your funding in FY 2023-2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DATE: August 4, 2023

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Calnet NextGen Agreement to Order

RECOMMENDED ACTION:

1. Authorize the Administrative Council Chair to sign the Calnet NextGen Agreement to Order (ATO).

Approval of the recommended action will authorize the Administrative Council chair to sign and return the Calnet NextGen ATO and begin the migration of Legacy AT&T services to the new agreement.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. We must migrate our legacy services to the new agreement before December 31, 2023.

FISCAL IMPACT:

Approval of the recommended action will not impact membership dues or modify the telecommunications budget.

DISCUSSION:

The State's Calnet3 agreement is ending and any government agencies still obtaining services under the agreement must migrate those services to the new Calnet NextGen agreement. SJVLS has two AT&T accounts obtaining services under the Calnet3 agreement. One provides data services at the locations that still need to migrate to CENIC. The other provides POTS line service at those same branches, as well as the phone lines used by Telemessaging to send phone notices to patrons. The POTS line account is not eligible for e-rate discounts, but the data services account is.

EdTechnologyFunds already executed an ATO to migrate our data services, however, SJVLS has not executed an ATO to migrate the legacy services. We must execute the ATO prior to December 31, 2023. The POTS line account is outside the scope of EdTechnologyFund's contract and must be managed by SJVLS staff.

The migration requires SJVLS to have a Non-State Entity Service Policy and Agreement (NESPA) on file with the California Department of Technology (CDT). Once an NESPA is on file, SJVLS can fill out and return the ATO to AT&T to sign. Once AT&T signs the ATO, they send it to CDT for State approval. Once the approves the ATO, SJVLS can move forward with migrating the services.

PRIOR AGENDA REFERENCE:

No previous reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – Calnet NextGen Agreement to Order

Motion:

Second:

_____ PASSED

_____ REJECTED

CALNET

AUTHORIZATION TO ORDER (ATO)

AT&T Corp and the California Department of Technology (CDT) have entered into a multi-year statewide contract for CALNET Legacy Telecommunications Voice and Data Services, C4A1LEG18, Categories 15, 16, 17, and 18. The CDT may, at its sole option elect to extend the Contract Term for up to the number of years as indicated in the Contract.

Category 15, Dedicated Transport:

- Contract award: 01/03/2019
- Contract end: 06/30/2026
- Number of optional extensions and extension duration(s): 3 extensions, 1 year per extension

Category 15.2.2, Carrier DSO Service:

- Contract award: 01/03/2019
- Contract end: 06/30/2024

Category 16, Long Distance Calling:

- Contract award: 01/03/2019
- Contract end: 06/30/2024
- Number of optional extensions and extension duration(s): 5 extensions, 1 year per extension

Category 17, Toll Free Voice Calling:

- Contract award: 01/03/2019
- Contract end: 06/30/2024
- Number of optional extensions and extension duration(s): 5 extensions, 1 year per extension

Category 18, Legacy Telecommunications:

- Contract award: 01/03/2019
- Contract end: 06/30/2026
- Number of optional extensions and extension duration(s): 3 extensions, 1 year per extension

Category 18.3.1.1, Analog Service:

- Contract award: 01/03/2019
- Contract end: 06/30/2024

Pursuant to the Contract C4-LEG-12-10-TS-01, which is incorporated herein by reference, any eligible on-state public entity (herein "Non-State Entity"), as authorized in Government Code section 11541 is allowed to order services and products (collectively "Services") solely as set forth in the Contract.

To establish CALNET eligibility, the Non-State Entity will be required to have a Non-State Entity Service Policy and Agreement (NESPA) on file with the CDT CALNET Program, prior to submitting the Authorization to Order (ATO).

Once the Non-State Entity and the Contractor approve and sign the ATO, the Contractor shall deliver the ATO to the CALNET Program for review and approval. No Service(s) shall be ordered by the Non-State Entity or provided by the Contractor until both parties and the CALNET Program execute the ATO.

By executing the ATO, the [Non-State Entity] may subscribe to the Service(s), and the Contractor agrees to provide the Service(s), in accordance with the terms and conditions of the ATO and the Contract. Service catalogs, rates and Contract terms are available at [the CALNET Program website](#).

The ATO, and any resulting order for Service(s), is a contract between the Non-State Entity and the Contractor. As such, the CDT will not facilitate, intervene, advocate or escalate any disputes between the Non-State Entity and the Contractor or represent the Non-State Entity in resolution of litigated disputes between the parties.

The ATO shall not exceed the term of the Contract and shall remain in effect for the duration of the contract unless:

- The CDT, at its discretion, revokes the approved ATO; or
- The Non-State Entity terminates the ATO, for specific Services(s) in part or in total, prior to termination of the Contract, by providing the Contractor with a 30 calendar days' prior written notice of cancellation.

The Non-State Entity, upon execution of the ATO, certifies that:

- The Non-State Entity understands that the Contractor and the CDT may, from time to time and without the Non-State Entity's consent, amend the terms and conditions of the Contract thereby affecting the terms of service the Non-State Entity receives from the Contractor.
- The Non-State Entity has reviewed the terms and conditions, including the rates and charges, of the Contract.
- The Non-State Entity understands and agrees that the Contractor invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the CDT, pursuant to provisions of the Contract.

- All Service(s) ordered under the ATO will be submitted to the Contractor using an authorized purchasing document, signed by the Non-State Entity's authorized signatory. Any additions, changes to, or deletions of Service(s) shall be accomplished by submission of a purchasing document to the Contractor, noting the changes.
- The Non-State Entity understands and agrees that the Contractor shall provide the CALNET Program all data, invoices, reports and access to trouble tickets for Service(s) subscribed to under the Contract, pursuant to provisions of the Contract. Upon execution of the ATO, the Non-State Entity authorizes the CALNET Contractor to release the Non-State Entity's Customer Proprietary Network Information (CPNI) to the CALNET Program for purposes of administering the Contract.
- The Non-State Entity understands that, the Contractor shall bill the Non-State Entity, and the Non-State Entity shall pay the Contractor according to the terms and conditions, and rates set forth in the Contract for such Service(s).

E-Rate Customers Only – Complete if applying for E-Rate funding:

[Enter Non-State Entity name] intends to seek Universal Service Funding (E-Rate) for eligible Service(s) provided under the ATO. The Service(s) ordered under the ATO shall commence [MM/DD/YYYY] ("Service Date"). Upon the Service Date, the ATO supersedes and replaces any applicable servicing arrangements between the Contractor and the Non-State Agency for the Service(s) ordered under the ATO.

Contact Information

Any notice or demand given under this Contract to the Contractor or the Non-State Entity shall be in writing and addressed to the following:

Non-State Entity

Non-State Entity Name

Authorized Agent

Contact Number

Title of Authorized Agent

Email

City, State, Zip Code

Contractor

AT&T Corp

Authorized Agent: Keith Nagel

Attention: Program Management Office

Address 2700 Watt Avenue
Room 1213
Sacramento, CA 95821

Contact Number: 916-384-6175

Email: KN7135@att.com

IN WITNESS WHEREOF, the parties below hereto have caused the execution of this ATO. The effective date of this ATO, between the Non-State Entity, the Contractor and CDT/CALNET shall be pursuant to the CDT/CALNET "**DATE EXECUTED**" shown below.

Non-State Entity

Authorized Agent Name

Title of Authorized Agent

Signature

Date Signed

Contractor

Authorized Agent Name

Title of Authorized Agent

Signature

Date Signed

Approved By: State of California Department of Technology

Authorized Agent Name

Title of Authorized Agent

Signature

Date Executed

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated July 14, 2023

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State Library News

The State Library is pleased to welcome Cindy Zalog, a new Staff Services Manager who will work on the Parks Pass Program. We are also pleased to welcome Jenna Pontious, our new Communications Information Officer.

LSTA News: This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

The California Public Libraries Survey dataset is now available. To access data, please [log in to your LibPAS account](#) and click the "Ready Reports" button. The usual trend and comparison reports are available, and a new COVID trend report allows you to view the significant variations in library visits, circulation, and programming. The landing page includes [Short videos](#) that demonstrate how to create and pull reports from LibPAS.

Currently, only directors have accounts that enable users to create reports from LibPAS. Would you like to have a generic account created to enable staff so they can access and analyze data? If so, you can let us know by completing this form: [PLS Feedback](#). There are just a few questions for you about how you use the data, and at the bottom, you can tell us where to send the account login information.

Lunch at the Library Application announcement:

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year applications to receive funding for *Lunch at your Library* will open in **mid-September** and close **December 1, 2023**.

Funding for Summer 2024 will begin in February 2024, and end January 2025.

Additionally, funding will be on an annual basis, moving forward.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

Open Opportunities

Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates

The [California Library Connect Program](#) is now accepting applications. 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. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. This program also offers funding for project management or E-rate consulting if needed. State of CA funded.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

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.

Career Online High School

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

California Library Literacy Services - Ongoing

The annual final report for CLLS libraries for 2022/2023 is anticipated to open in August 2023 with a completion deadline in September 2023. Details will be sent to the CLLS staff and directors listservs. Applications for libraries to participate in the 2023/2024 AmeriCorps initiative, placing service members in CLLS programs, will also open later this summer. Training

continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#)! Plan professional development by visiting www.callacademy.org and the [calendar](#) to explore the options. 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](#). LSTA funded.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

Tutoring Project – Ongoing

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](#). State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Lisa Nowlain's last day at CSL was July 25. Cindy Zalog, who is a full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

Current Parks Pass Program priorities include:

- Circulation statistics are being collected this month for the previous quarter (March – June 2023). They are due July 20. Your PLS submitter at your library has received login info, and instructions went out on the [Parks Pass listserv](#).
- Final reports have been collected for Round 1 grantees and are being reviewed.
- Targeted grants are being finalized for additional programming, marketing, and backpacks.

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

For any questions, email parkspass@library.ca.gov. State of CA funded.

Networking and Training

Career Pathways Workforce & Upskilling Resources: Upcoming Webinars Open to All Library Staff

Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resource: Using Skillshare](#)
Wednesday, August 16, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

Next Directors Networking Call – August 16, 2023 – Register Now

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. If you have any suggestions for topics for small group discussions, or future meetings, please note that on the registration.

Wednesday, August 16, 2023

3:30 PM – 4:30 PM

[REGISTER IN ADVANCE](#)

Special Guests – California Department of Aging - CDA staff will share updates about the aging population in California, how libraries might partner with their local Area Agency on Aging, and more. (10 minutes)

- **Dr. Nakia Thierry**, Branch Chief, Older Adults Program Branch
- **Brian T. Carter**, Digital Inclusion Project Manager, Home & Community Living Division

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