Administrative Council
Agenda Packet

October 6, 2023   Tulare Public Library   10:00 a.m.

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

> **Tulare Public Library**
>
> **475 M St**
>
> **Tulare, CA 93274**
>
> **10:00 a.m.**
>
> **October 6, 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, October 5, 2023.

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

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. APPROVAL: Draft minutes of August 4, 2023 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Retroactive Approval to Submit Final eBooks for All Grant Report – Wymer (Attachment 3)
2. ACTION: Windows Server Licenses – Wymer (Attachment 4)
3. ACTION: Approve Library Barcodes RFQ Award – Wymer (Attachment 5)
4. ACTION: eBooks for All Partnership Opportunity – Wymer (Attachment 6)
5. DISCUSSION: Materials Challenges – Wymer/Bath
6. ACTION: Cataloging Services FY 24-25 – Wymer (Attachment 7)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (Attachment 8)
3. Administrative Librarian
4. System Administrator
5. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

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

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively December 1, 2023 online via Microsoft Teams.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
August 4, 2023

DRAFT MINUTES

A. COUNCIL OPENING

1. Raman Bath (Fresno County), called the meeting to order at 10:06 am.
2. Roll Call
   i. Council present: Raman Bath (Fresno County), Heidi Clark (Tulare Public), Krista Riggs (Madera), Matt Johnson (Mariposa), Darla Wegener (Tulare City) and Mary Leal (Coalinga/Huron).
   ii. Council absent: Amy Taylor (Merced), Natalie Rencher (Kings), and Andie Sullivan (Kern).
   iii. Guests: Kip Hudson (Hudson and Henderson), Charles Gardiner (California Emerging Technology Fund), and Josh Chisom (California State Library).
3. Introductions
   i. Staff introductions were conducted.
4. Agenda Adoption
   i. Motion to Adopt Agenda by Clark (Tulare Public)
   ii. Seconded by Leal (Coalinga/Huron)
5. Public Comment
   i. None.

B. CONSENT AGENDA

1. Motion to approve Consent Agenda items 1-3.
   i. Motion made by Leal (Coalinga/Huron)
   ii. Seconded by Johnson (Mariposa)

C. ITEMS FOR INFORMATION AND ACTION

1. Charles Gardiner gave a presentation on California Emerging Technology Fund. He has been a consultant for Emerging Tech for 15 years. They are working on closing the digital divide. They provide affordable connection program for eligible households with a credit of $30.00 a month. This will help provide tools for job hunting, school, and telehealth among many more. They would like to expand services in the Valley. The state has a goal of enrolling 6 million households that are eligible. There are 2.3 million already enrolled. There is 1.3 billion not claimed in California for households. Charles is looking for someone from SJVLS to join the Task Force to help work on getting connectivity into households. He would like to see 1-2 from each jurisdiction. Charles will be sending out the Power Point to go along to this presentation to Wymer.

2. Wymer seeking to approve the 3- year extension of the EdTechology Funds contract for E-rate Consulting Services. With Wymer executing the extension it will increase FY 2023-24 expenditures in the amount of $8,870. There was a request to do a presentation every year.
    i. Motion made to approve the 3-year extension of the contract by Wegener (Tulare City)
    ii. Seconded by Clark (Tulare Public)
3. Wymer seeking approval to update cat center reimbursement rate for copy cataloging to $1.57 per record. This will increase the copy cataloging reimbursement rate for cataloging centers performing copy cataloging services for non-cataloging member libraries.
    i. Motion to approve the $1.57 per record by Wegener (Tulare City)
    ii. Seconded by Riggs (Madera)
4. Discussion on the end of cataloging services to members of Fresno County. On June 30, 2024, Fresno County will no longer offer services to non-cataloging centers. Fresno County will only catalog their own materials. Council discussed if there was another Cataloging Center that could become the primary contact for records request. Discussion on if we would want a 3rd party vendor or continue to maintain within the cooperative system. Council discussed the training and finding catalogers. SJVLS could hire one but there would need to be a salary resolution. This will be brought back next meeting.
5. Wymer seeking approval by Automation Committee's recommendation to migrate the Horizon database 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.
    i. Motion to approve migrating Horizon to MSSQL Clark (Tulare Public)
    ii. Seconded by Riggs (Madera)
6. Wymer and Nelson are seeking approval of the Technology Plan Budget Project List and the first year Technology Plan Budget Resolution approving first year expenditures for System Committed Projects in the amount of $44,000. Nelson reported that delivery is improving, and prices have come down as well.
    i. Motion to approve Technology Plan Project List Wegener (Tulare County)
    ii. Seconded by Clark (Tulare Public)
7. Wymer and Nelson seeking approval of a new procedure for moving library locations. Before July 2021, had to get permission, now just need internal document noting the equipment move.
    i. Motion to approve Procedures Leal (Coalinga/Huron)
    ii. Seconded by Clark (Tulare Public)

8. Nelson seeking approval to issue RFP for Microsoft Licensing Consultant. SJVLS needs to upgrade their 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 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.
    i. Motion to approve to issue RFP for Microsoft Licensing Consultant Leal (Coalinga/Huron)
    ii. Seconded by Wegener (Tulare County)
9. Wymer seeking approval to submit the 22-23 PLSEP Final Report. PLSEP is a staff education grant program administered by the State Library to help offset the costs of library staff pursuing their MLIS. In 22-23 we had 4 staff members receive reimbursement for their coursework.
    i. Motion to submit 20-23 PLSEP Final Report Johnson (Mariposa)
    ii. Seconded by Clark (Tulare Public)
10. Wymer requesting authorization to submit the CLSA System Annual Program and Expenditure Report to the State Library. 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.
    i. Motion to accept with Wegener signing report Clark (Tulare Public)
    ii. Seconded by Bath (Fresno)
11. Wymer seeking authorization to submit 2023-24 CLSA System Detail Budget. 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 SJVLS intended to utilize CLSA funds. SJVLS already submitted our Plan of Service, and the next step is to submit our System Detailed Budget.
    i. Motion to approve Leal (Coalinga/Huron)
    ii. Seconded by Clark (Tulare Public)
12. Wymer seeking authorization to sign the Calnet NextGen Agreement to Order ATO. Will begin the migration of Legacy AT&T services to the new agreement. We must migrate our legacy services to the new agreement before December 31, 2023.
    i. Motion to approve Wegener (Tulare County)
    ii. Seconded by Heidi Clark (Tulare Public)

D. **STAFF REPORTS**
    1. Chair-No Report
    2. State Library
        i. New staff member Cindy Zalog, new Staff Service Manager. She will be working on the Parks pass Program and Jenna Pontious, new Communication Information Office.

      ii. LSTA News, reminder the federal government's transition from the use of the D-U-N-S Number to use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use.

     iii. California Public Libraries Survey dataset is now available.

     iv. Updates to the 2024 application for Lunch in the Library are available.

      v. Broadband: California Library Connect and Collaborative Connectivity Grant – Rolling Due Dates, now accepting applications. Please reach out for support if you need help there is plenty of funding available.

     vi. Career Online High School no longer requires libraries to provide a local cash match commitment to participate.

    vii. California Libraries Learn (CALL) is ongoing, and a good connection to stay up to date.

   viii. Get Connected! Affordable Connectivity Program and State Digital Equity Plan is ongoing.

     ix. Tutoring Project ongoing.

      x. Park Pass Program is ongoing and doing well.

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

    xii. Next Directors Networking Call, August 16th, register now.

3. Administrative Librarian
   i. Working with Bev from EdTechnology on Funds Agreement.
   ii. Working on grants.
   iii. Palace project still moving along, still have $5,000 left. Under 500 checkouts so far.

4. SJVLS – System Administrator
   i. July 1st annual stats were run, and ready to plug into the State Report.
   ii. Working with SirsiDynix for migration to Horizon.
   iii. Prepping for removing Oracle Java, has had a small issue.
   iv. Extracting additional item record details before sending over to Enterprise.

5. Senior Network Systems Engineer – Kevin
   i. Monday will be integrating web services.
   .

E. DIRECTOR'S COMMENTS

1. Leal (Coalinga/Huron) – Just finishing up on Summer Reading and looking forward to moving on to Fall. Gave a Thank you to Chris for all he does to help.

2. Wegener (Tulare County) – Working on infrastructures still. Springville will soon be in plan check; the branch will be closed but Bookmobile will provide services. Summer reading is over waiting on numbers. Our Book Locker Grant is going slow. We have Seed Libraries that our Master Gardner's are supporting. Our Summer Meal program is finishing up and we had some type of food at all our branches. We did a Farm to Table Blueberries coast trip. There is a new Literacy Coordinator, and she is doing great.

3. Riggs (Madera) – Two of our FOL groups donated computers. We have a new Technology Plan budget. Wrapping up Summer Reading and meals. Went star gazing at the golf course. We now have a Collection Development policy in place, we took it to the Board, and they did not approve or reject it but ask for some revisions.

4. Johnson – (Mariposa) We have a backpacking person coming for Summer Reading for adult programming. Our theme was Wild About Reading, had slide shows with wildlife and Agoura Hills. Many patrons need assistance with tech services, we have someone that comes in on Tuesday. Our reading time for children is great. We did a Create a Card, and it was a lot of fun we have some great artists. Been showing movies and turnout is good.

5. Bath – (Fresno) Summer at Your Library wrapped up on July 31st, numbers were good. We hit over a million check outs on Overdrive this year. Our Fig Garden Branch had their grand opening. We did encounter some issues with Pride Month Displays. For the Fall we have a Holocaust Display and should be a good turnout.

6. Clark (Tulare Public) - Summer program was 5 weeks, and community logged 72, 000 minutes of reading. Our numbers are coming back after pandemic. Air Conditioning not working properly and being addressed. Master Gardener came back this year. FOL is having their monthly book sale tomorrow. We will have movie tomorrow afternoon.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
   i. October 6th, 2023, at 10:00 am Tulare Public

G. ADJOURNMENT

1. The meeting was adjourned at 12:20 pm

DATE:	October 6, 2023
TO:	SJVLS Administrative Council
SUBMITTED BY:	Brian Henderson, Henderson CPAs. Fresno County Fiscal Agent
SUBJECT:	Financial Update Report

Recommended Action:

Approve acceptance of monthly financial update through the month of August 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 August 31, 2023
   - i. Item 2 - Costs by class/cost center report included.
   - ii. Item 3 - CLSA Status update report
   - iii. Item 4 - Online Materials Status update report
2. Revenue Billed: $2,390 ($2,011,056 in Membership billing sent out in September 2023).
3. System Committed Reserves
   - i. SJVLS Assigned - $2 million
   - ii. Members Committed Tech Reserves $1,930,917

B. OUTSTANDING RECEIVABLE TOTAL: $20,000

1. Member Fees, Postage, Smart Net and other selection: $20,000 (Coalinga elected Electronic Resources contribution for FY24
2. E-Rate receivable- $0 (FY23- Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telco Communication Invoices: (Will be billed January 2024) $0

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2023 in the amount of $239,407
2. Expenses and Estimates:
   - i. Delivery Services budgeted - $239,407.
   - ii. Oher Operations for e-resources - Budgeted $0.
   - iii. Total Expenses through 8/31/2023- $42,874
3. Funding Collected: $0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $31,406, with prepaid expenses of $103,781, leaving unspent funds of $60,914. The plan of service was approved by the Board on May 26, 2023.

E. TRANSFER OF OWNERSHIP

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

F. PRE-PAID TECH RESERVE

1.　　　Total balance - $ 3,557,586 (through August 2023)
　　　　　- Emailed to Admin Council
2.　　　Under committed System projects
　　　　　- Total Reserves　$1,854,395

G. 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 - Aug 23**
Revenues			
3380 · Interest	$ 145,000	$ 145,000	$ -
3575 · State Grants	621,132	621,132	-
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,953,398	1,953,398	-
5039 · Tech Reserve Charges	1,032,236	1,032,236	2,390
5040 · Other Cty Dpts Services	44,040	44,040	-
5501 · Telephone Services	1,854,789	1,854,789	-
5504 · Telephone Services-Non County	1,000,000	1,000,000	-
5831 · Refunds And Abatements	-	-	-
Total Revenues	6,670,595	6,670,595	2,390
Expenditures			
7005 · Sealer Paper	-	-	173
7040 · Telephone Charges	1,300,000	1,300,000	1,477
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	-
7175 · Property Insurance	4,800	4,800	846
7205 · Maintenance-Equipment	370,435	370,435	212,795
7250 · Memberships	3,750	3,750	3,240
7265 · Office Expenditures	23,600	23,600	-
7268 · Postage	41,000	41,000	1,691
7286 · PeopleSoft Human Resources	2,000	2,000	-
7287 · PeopleSoft Financials Chg	2,500	2,500	-
7295 · Professional & Specialized	2,023,020	2,023,020	265,302
7296 · Data Processing Services	4,400	4,400	5,057
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments	3,161,515	3,161,515	-
7406 · Library Materials	200	200	-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education	53,500	53,500	-
7416 · Trans & Travel County Gara	259,407	259,407	21,170
7430 · Utilities	40,000	40,000	10,000
7565 · County Cost Plan	20,000	20,000	-
Total Expenditures	7,331,827	7,331,827	521,752
Net Change in Fund Balance	$ (661,232)	$ (661,232)	$ (519,362)

SJVLS Budget to Actual
130- Computer Operations

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ 144,550	$ 144,550	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	1,007,635	1,007,635	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 130- Computer Operations Revenues	1,152,185	1,152,185	-
Expenditures			
7005 · Sealer Paper			-
7040 · Telephone Charges			-
7055 · Food			-
7101 · General Liability Insuranc			-
7175 · Property Insurance			-
7205 · Maintenance-Equipment	300,679	300,679	146,321
7250 · Memberships	150	150	-
7265 · Office Expenditures	3,600	3,600	-
7268 · Postage			-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	500	500	-
7295 · Professional & Specialized	1,010,700	1,010,700	101,682
7296 · Data Processing Services	1,400	1,400	5,057
7325 · Publications & Legal Notic			-
7385 · Small Tools & Instruments	10,000	10,000	-
7406 · Library Materials	200	200	-
7412 · Mileage			-
7415 · Trans, Travel & Education	33,500	33,500	-
7416 · Trans & Travel County Gara	20,000	20,000	-
7430 · Utilities	40,000	40,000	10,000
7565 · County Cost Plan			-
Total 130- Computer Operations Expenditures	1,422,229	1,422,229	263,060
Net Change in Fund Balance	$ (270,044)	$ (270,044)	$ (263,060)

SJVLS Budget to Actual
300- Communications

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	277,020	277,020	-
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	277,020	277,020	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	458
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	8,000	8,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	80,000	80,000	10,812
7296 · Data Processing Services	3,000	3,000	-
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	391,000	391,000	11,270
Net Change in Fund Balance	$ (113,980)	$ (113,980)	$ (11,270)

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	446,986	446,986	-
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	446,986	446,986	-
Expenditures			
7005 · Sealer Paper			-
7040 · Telephone Charges			-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	-
7175 · Property Insurance	4,800	4,800	846
7205 · Maintenance-Equipment	480	480	-
7250 · Memberships			-
7265 · Office Expenditures	5,000	5,000	-
7268 · Postage			-
7286 · PeopleSoft Human Resources	500	500	-
7287 · PeopleSoft Financials Chg	2,000	2,000	-
7295 · Professional & Specialized	576,420	576,420	24,568
7296 · Data Processing Services			-
7325 · Publications & Legal Notic	15,000	15,000	-
7385 · Small Tools & Instruments			-
7406 · Library Materials			-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education			-
7416 · Trans & Travel County Gara			-
7430 · Utilities			-
7565 · County Cost Plan	20,000	20,000	-
Total 400- Coordination & Eval Expenditures	630,900	630,900	25,414
Net Change in Fund Balance	$ (183,914)	$ (183,914)	$ (25,414)

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	85,727	85,727	-
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	85,727	85,727	-
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	123,500	123,500	99,376
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	123,500	123,500	99,376
Net Change in Fund Balance	$ (37,773)	$ (37,773)	$ (99,376)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul - Aug 23
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	136,030	136,030	-
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	136,030	136,030	-
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	188,400	188,400	28,166
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	192,000	192,000	31,406
Net Change in Fund Balance	$ (55,970)	$ (55,970)	$ (31,406)

SJVLS Budget to Actual
200- CSLA Funded Delivery

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ 450	$ 450	$ -
3575 · State Grants	239,407	239,407	-
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	239,857	239,857	-
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	-	-	-
7416 · Trans & Travel County Gara	239,407	239,407	21,170
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	239,407	239,407	21,170
Net Change in Fund Balance	**$ 450**	**$ 450**	**$ (21,170)**

SJVLS Budget to Actual
201- CSLA Other Operations

	Original Budget	Current Budget	Actual Jul - Aug 23
		TOTAL	
Revenues			
3380 · **Interest**	$ -	$ -	$ -
3575 · **State Grants**	-	-	-
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	-	-	-
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**	-	-	-
7416 · **Trans & Travel County Gara**	-	-	-
7430 · **Utilities**	-	-	-
7565 · **County Cost Plan**	-	-	-
Total 201- CSLA Other Op Expenditures	-	-	-
Net Change in Fund Balance	$ -	$ -	$ -

SJVLS Budget to Actual
401- PLSEP Staff Edu Grant

			TOTAL		
	Original Budget		Current Budget		Actual Jul - Aug 23
Revenues					
3380 · Interest	$	-	$	-	$　-
3575 · State Grants		-		-	-
4375 · Federal Grants		20,000		20,000	-
4841 · Membership Dues		-		-	-
5039 · Tech Reserve Charges		-		-	-
5040 · Other Cty Dpts Services		-		-	-
5501 · Telephone Services		-		-	-
5504 · Telephone Services-Non County		-		-	-
5831 · Refunds And Abatements		-		-	-
Total 401- PLSEP Staff Edu Grant Revenues		20,000		20,000	-
Expenditures					
7005 · Sealer Paper		-		-	-
7040 · Telephone Charges		-		-	-
7055 · Food		-		-	-
7101 · General Liability Insuranc		-		-	-
7175 · Property Insurance		-		-	-
7205 · Maintenance-Equipment		-		-	-
7250 · Memberships		-		-	-
7265 · Office Expenditures		-		-	-
7268 · Postage		-		-	-
7286 · PeopleSoft Human Resources		-		-	-
7287 · PeopleSoft Financials Chg		-		-	-
7295 · Professional & Specialized		-		-	-
7296 · Data Processing Services		-		-	-
7325 · Publications & Legal Notic		-		-	-
7385 · Small Tools & Instruments		-		-	-
7406 · Library Materials		-		-	-
7412 · Mileage		-		-	-
7415 · Trans, Travel & Education		20,000		20,000	-
7416 · Trans & Travel County Gara		-		-	-
7430 · Utilities		-		-	-
7565 · County Cost Plan		-		-	-
Total 401- PLSEP Staff Edu Grant Expenditures		20,000		20,000	-
Net Change in Fund Balance	$	-	$	-	$　-

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 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 - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	381,725	381,725	-
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	15,000	15,000	-
5040 · Other Cty Dpts Services			-
5501 · Telephone Services	1,854,789	1,854,789	-
5504 · Telephone Services-Non County	1,000,000	1,000,000	-
5831 · Refunds And Abatements	-	-	-
Total 3301- AR Telco Fiber Proj Revenues	3,251,514	3,251,514	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	529
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	2,251,515	2,251,515	-
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	3,251,515	3,251,515	529
Net Change in Fund Balance	$ (1)	$ (1)	$ (529)

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	44,040	44,040	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 3301.1- Comm & Fortinet Revenues	44,040	44,040	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	489
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	44,040	44,040	66,475
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	44,040	44,040	66,964
Net Change in Fund Balance	$ -	$ -	$ (66,964)

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	917,236	917,236	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	917,236	917,236	-
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	17,236	17,236	-
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	-
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	917,236	917,236	-
Net Change in Fund Balance	$ -	$ -	$ -

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	56,000	56,000	1,691
5040 · Other Cty Dpts Services	-	-	-
5501 · Telephone Services	-	-	-
5504 · Telephone Services-Non County	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	56,000	56,000	1,691
Expenditures			
7005 · Sealer Paper	-	-	173
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	15,000	15,000	-
7268 · Postage	41,000	41,000	1,691
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	56,000	56,000	1,864
Net Change in Fund Balance	$ -	$ -	$ (173)

SJVLS Budget to Actual
150- UMS Debt Collection

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul - Aug 23**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	699
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	699
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	699
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 150- UMS Debt Collection Expenditures	44,000	44,000	699
Net Change in Fund Balance	$ -	$ -	$ -

Admin Council Board Report
CLSA Status Report - FY 23-24
              Report Date 8/31/2023

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	239,407	239,407	21,170	21,704	-	42,874	196,533	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	239,407	**239,407**	**21,170**	**21,704**	**-**	**42,874**	**196,533**	
FY 22-2023 Rollover	-	-	-	-		-	-	
Grand Total	**239,407**	**239,407**	**21,170**	**21,704**	**-**	**42,874**	**196,533**	

Budget amendment approved:

Basic CLSA Service Plan Expenditure   **Total System Delivery Costs**

               CLSA Allocation $ -   Basic Delivery Costs: $ 42,874
               Basic Delivery $ 239,407   Extra Delivery Stops: $ -
                    E-Resources $ -   **$ 42,874** Total System Delivery Expenditure
       Online Materials rollover $ -   Online Materials rollover $ -

                                        Total fundings Sources Delivery System
                                        CLSA Funds $ 239,407 Basic
                           Local Fund Reserve $ - Basic
                                        Madera $ - Premium
                                                 $ 239,407 Total System Delivery Funding

CLSA Amended Service Plan :   Reviewed annually in January for amendment

Online Materials
Financial Update - FY 23-24
Report Date   8/31/2023

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources	51,000	206	-	50,794	
Pronuniciator	32,000	2,333	25,667	4,000	
Cengage-Gale Database	62,500	10,062	50,308	2,130	Gale General Database Pkg
Cengage -Gale	34,000	5,561	27,806	633	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	16,600	13,244	-	3,356	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	
	196,100	31,406	103,781	60,914	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources	-	-		-	
Additional Online Materials Resources	-	-		-	
	-	-	-	-	
Grand Total	**196,100**	**31,406**	**103,781**	**60,914**	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	$ 196,100	$ 31,406	$ 103,781	$ 60,914

DATE: October 6, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Retroactive Approval to Submit eBooks for All Grant Report

RECOMMENDED ACTION:

1. Retroactively authorize the Administrative Librarian to submit the eBooks for All Final Grant report to the State Library, effective September 29, 2023.

Approval of the recommended action will retroactively authorize the Administrative Librarian to submit the final grant report to the State Library.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council can amend the submitted report, and the Administrative Librarian will make the changes and submit the amended report to the State Library.

FISCAL IMPACT:

There are no fiscal impacts associated with the recommended action.

DISCUSSION:

The final report for the SJVLS Palace Project Expansion Project grant was due to the State Library on September 29, 2023. SJVLS submitted the final grant report to meet the due date and is requesting retroactive approval of the report submission.

Total grant expenditures were $60,000.37. A total of 1,971 eBook or eAudiobook licenses were purchased for 1,928 unique titles. There were 1,445 unique eBook titles and 483 unique eAudiobook titles. During the grant period, 294 SJVLS patrons logged into the Palace Project app. Circulation to SJVLS patrons, regardless of collection source, totaled 1,068 checkouts during the grant period. Titles purchased by SJVLS circulated a total of 518 times during the grant period. While the number of users and circulation were lower than we estimated when applying for the grant, circulation numbers steadily increased each month during the grant period, demonstrating that patrons are discovering and utilizing the collection.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – December 16, 2022. Attachment 2.
Administrative Council Agenda – April 7, 2023. Attachment 3.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Included – eBooks for All Final Grant Report.
On File – eBooks for All Grant Application and Agreement

Motion: Second:

_____ PASSED   ____ REJECTED

eBooks for All Final Narrative Report

Project Abstract

The San Joaquin Valley Library System purchased eBook and eAudiobook licenses for the state-wide Palace Project collection with an aim of developing a collection that reflects the diversity within our communities. SJVLS utilized a collaborative approach when selecting titles for the collection. Staff from our member libraries were given a primary purchasing focus that aligned with their collection development work. The purchasing focuses were divided by age groups, Children's, Young Adult, and Adult materials and by the type of content, fiction or non-fiction. SJVLS surveyed our patrons reading interests to help inform the selection of titles and allocate funding to different categories. In total 1,971 eBook and eAudiobook licenses were purchased for the Palace Project collection.

California's LSTA Goals

Goal 1 - California libraries provide equitable access to information, services, and resources in a trusted community space.

Project Intent

Intent 4 Information Access- Improve users' ability to obtain and/or use information resources

Subject of intent (no more than 2)

Library Infrastructure and Capacity Collection Development and Management

PROJECT ACTIVITIES AND METHODS

Activity Type

Enter number of Content - Acquisition activities

1

** Note all other activity reports had a value of 0 **

PROJECT OUTPUTS

What project outputs were generated by the project? Did they align with anticipated outputs in your grant application? Did you have any unanticipated outputs? If yes, what are they and why do you think they have occurred?

The SJVLS Palace Content Expansion Project resulted in the purchase of 1,971 eBook or eAudiobook licenses for 1,928 unique titles. There were 1,445 unique eBook titles and 483 unique eAudiobook titles. The titles purchased circulated a total of 518 times between April and the end of August 2023. This circulation total is across all California libraries connected to Palace. Circulation to SJVLS patrons, regardless of the collection source, totaled 1,068. During the project, 294 SJVLS patrons logged into the Palace Project app.

The project outputs do not completely align with the anticipated outputs in our grant application. In our application we anticipated purchasing 1,500 titles and 4,500 checkouts. While we were able to purchase more titles than anticipated, circulation did not meet our

anticipated outputs. One possibility for the lower than anticipated circulation is the majority of the titles were not purchased until June 2023 or later. Of the 1,971 licenses purchased, 1,233 were purchased after June 1, 2023, which did not leave enough time for them to circulate multiple times during the grant period. Another explanation for the lower than anticipated circulation is limited time and ability to promote the collection to patrons. SJVLS's member libraries were only connected to Palace in early April 2023. By that time most libraries were preparing for Summer Reading, and did not have the time or staff available to plan or execute a large awareness campaign.

Despite the challenges of marketing the new resource and not reaching our anticipated circulation goal, circulation data shows that SJVLS patrons are discovering and utilizing the resource. Each month since April our total circulation has increased, the monthly circulation figures for all members are:

- April 2023 - 93 CKOs

- May 2023 - 112 CKOs

- June 2023 - 164 CKOs

- July 2023 - 256 CKOs

- August 2023 - 443 CKOs

What outcome tools did you develop for this project?

Other

Did you measure outcomes for this project?

No

If no, please explain.

There were no outcomes to track with content acquisitions activities.

PROJECT OUTCOMES

List any important outcomes or findings not previously reported.

No outcomes reported.

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

N/A

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

Prior to making any purchasing decisions, SJVLS surveyed our patrons eBook and eAudiobook interests to better understand which audiences, formats, and genres they prefer. The goal was to use this data to inform our allocation of funds to selectors and help guide their purchasing decisions. The link to complete the survey was posted to our online catalog and mobile app for two weeks at the beginning of March. During that time, 759 patrons responded to the survey. Survey results showed that 50% of respondents were interested in both eBooks and

eAudiobooks, 32% in only eBooks, and 18% in only in eAudiobooks. The top three genres of interest to our patrons were Mystery, Science Fiction, and Science/Nature.

Do you have additional materials to provide?

No.

Do you anticipate continuing this project after the current reporting period ends?

Yes.

Do you anticipate any change in level of effort managing this project?

Yes.

Do you anticipate changing the types of activities and objectives addressed by the project?

Yes.

If yes, please explain.

While SJVLS will not participate in the selection of titles in fiscal year 2023-2024, we will continue to inform our patrons about the availability of the Palace Project collection and encourage them to use the app.

Was an evaluation conducted for this project?

No.

Was a final written evaluation report produced?

No.

Can the final written evaluation report be shared publicly on the IMLS website?

No.

Was the evaluation conducted by project staff (either SLAA or local library) or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation.

N/A

What data collection tools were used for any report outcomes and outputs?

N/A

Did you collect any media for the data?

No.

What types of methods were used to analyze collected data?

N/A

How were participants (or items) selected?

N/A

What type of research design did you use to compare the value for any reported output or outcome?

N/A

SUCCESS STORY

Please detail a success story or stories that we should share with stakeholders.

PROJECT NARRATIVE

Please provide an overview of your project including what you did, what went well, any lessons you learned, how you involved your community in project planning and implementation, how you engaged your targeted audience, how you raised awareness for your project, your greatest impact, and how you incorporated the principles of equity, diversity, inclusion and belonging. (300 words max.) *

SJVLS's Palace Content Expansion Project used a collaborative collection development approach to purchase 1,971 licenses to eBooks or eAudiobooks for the Statewide Palace Project collection. During the grant period, the titles purchased by SJVLS circulated 518 times during the grant period, and SJVLS patrons checked out 1,068 items from Palace Project collections during the grant period. SJVLS surveyed their patron's eBook and eAudiobook interests before beginning selections to ensure our purchasing decisions aligned with the needs and interests of our communities. One of our successes in the project was being able to purchase titles representing a diverse range of ages and interests.

eBooks for All Content Activity Report

LSTA Award Number

40-9408

Activity Title

Purchase eBook and eAudiobook licenses

Activity Abstract

SJVLS purchased licenses for 1,928 unique titles in the Palace Marketplace. Of the unique titles purchased, 1,445 were in an eBook format and 483 were in a eAudiobook format. For popular titles and topics more than one license was acquired to facilitate increased access to the material. In total, 1,971 copies were purchased, 1,479 copies were in an eBook format and 492 copies were eAudiobooks.

Delivery Format

Digital

Activity Mode

Acquisition

Number of hardware acquired

0

Number of software acquired

0

Number of licensed databases acquired

0

Number of print materials (books & government documents) acquired

0

Number of electronic materials acquired

1,971

Number of audio/visual units (audio discs, talking books, other recordings) acquired

0

PARTNER INFORMATION

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

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

BENEFICIARIES

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

No

Is the activity for a targeted group or for the general population?

General population

Which best describes the geographic community of the targeted group?

Urban, Suburban, Rural

LOCALE

Is the activity statewide?

Yes

INSITUTION TYPES

For each type of institution enter the number of locations.

Public Libraries

185

Academic Libraries

0

State Library

0

Consortia

0

Special Libraries

0

School Libraries

0

Other

0

ACTIVITY OUTCOMES

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

No

Final Financial Report

Salaries/Wages/Benefits Amount Expended from LSTA

Salaries/Wages/Benefits budget amount:

Please enter the Salaries/Wages/Benefits Amount awarded to your project.

$0

Salaries/Wages/Benefits expenses for APR 2023 - AUG 2023

$0

Consultant Fees Amount Expended from LSTA

Consultant Fees budget amount:

$0

Consultant Fees expenses for APR 2023 - AUG 2023

$0

Travel Amount Expended from LSTA

Travel Amount budget amount:

$0

Travel Amount expenses for APR 2023 - AUG 2023

$0

Supplies/Materials Amount Expended from LSTA

Supplies/Materials budget amount:

$0

Supplies/Materials expenses for APR 2023 - AUG 2023

$0

Equipment Amount Expended from LSTA

Equipment budget amount:

$0

Equipment expenses expenses for APR 2023 - AUG 2023

$0

Services Amount Expended from LSTA

Services budget amount:

$60,000

Services expenses for APR 2023 - AUG 2023

$60,000

Total Expended from LSTA

Indirect Costs Requested from LSTA

Indirect Costs budget amount:

$0

Indirect Costs expenses for APR 2023 - AUG 2023

$0

New Grand Totals

Do you anticipate returning funds?

No

California State Library
Library Services and Technology Act (LSTA)
Financial Expenditure Detail Report

1. This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project.

2. Work with your assigned Library Programs Consultant or Project Advisor to complete this report. Please see the LSTA Financial Expenditure Detail Report Instructions on the Manage Your Current Grant page of the California State Library website for detailed guidance and instructions for completing this report.

3. Enter the following information:

Award number:	40-9408
Project Title:	SJVLS Palace Content Expansion Project
Organization:	SJVLS
Authorized Representative:	Chris Wymer
Title:	Administrative Librarian
Telephone:	559-600-6256
Email:	christopher.wymer@sjvls.org
Project Coordinator:	Chris Wymer
Title:	Administrative Librarian
Telephone:	559-600-6256
Email:	christopher.wymer@sjvls.org

Authorized Representative Signature:
(collected via DocuSign)

4. Complete the table below.

Expenditures reported are for the full project period. The total for each budget category in the LSTA column on this report shall match the total for each budget category reported in the Total Expended column on the final Financial Report.

All expenditures (column A) must include a description (column F).

(a) Salaries/Wages/Benefits

Position Title	FTE	LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Salaries/Wages/Benefits		**$0**	**$0**	**$0**	

(b) Consultant Fees

Name(s) of consultant(s) or consulting firm(s) and expertise		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Consultant Fees		**$0**	**$0**	**$0**	

(c) Travel

Travel expenditures		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Travel		**$0**	**$0**	**$0**	

(d) Supplies/Materials

Supply/materials expenditures		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	

		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Supplies/Materials		**$0**	**$0**	**$0**	
(e) Equipment					
Equipment expenditures		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Equipment		**$0**	**$0**	**$0**	
(f) Services					
Service expenditures		LSTA Funds	Cash Match	In-Kind	Description
eBook and eAudiobook licenses		$50,000	$10,000	$0	SJVLS member library staff purchased 1479 copies of eBook titles and 492 copies of eAudiobook titles for the Statewide collection for a total of 1,971 licenses. There were 1445 unique eBook titles and 483 unique eAudiobook titles.
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
		$0	$0	$0	
Total Services		**$50,000**	**$10,000**	**$0**	
(h) Indirect Costs					
Indirect costs expenditures		LSTA Funds	Cash Match	In-Kind	Description
		$0	$0	$0	
Total Indirect		**$0**	**$0**	**$0**	
Grand Total		**$50,000**	**$10,000**	**$0**	

DATE: October 6, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Windows Server Licenses

RECOMMENDED ACTION:

1. Approve the purchase of Windows Server 2022 licenses, MSSQL licenses, and Client Access Licenses, plus Software Assurance from Dell using Technology Plan funding with costs not to exceed $135,000 over 3 years.
2. Approve the budget modification request allocating $135,000 from System Committed Projects to the Technology Plan Budget for the 3-year cost of licenses, with $44,000 being expended in FY 23-24.

Approval of the recommended action will approve the purchase of Windows Server 2022 and MSSQL licenses and the appropriate number of Client Access Licenses in support of the stated goals in the approved Technology Plan. Approval will also allocate $135,000 from System Committed projects to the Technology Plan budget to support the 3-year costs of the licenses.

ALTERNATIVE ACTION(S):

There are no viable alternative options.

FISCAL IMPACT:

Approval of the recommended action will not increase membership dues in the current fiscal year. Approval will increase Technology Plan expenditures in fiscal year 2023-24 in the amount of $44,000 (Cost Center 3301, Expense Account 7385- Small Tools & Instruments).

DISCUSSION:

SJVLS must upgrade our existing server infrastructure in order to remain on versions of Windows Server supported by Microsoft, and to ensure we're in compliance with Microsoft's licensing terms and conditions. In August we released an RFP in an attempt to obtain a licensing consultant that could help us navigate the complicated web of Microsoft Licensing. We did not receive any responses to the RFP.

Since the RFP closed, SJVLS engaged one of our current Vendors, Dell, Inc, who assisted us in determining our licensing needs and provided a quote under government pricing, using a pre-negotiated Master Contract through Riverside County. Dell's quote provides SJVLS with Windows Server, MSSQL, and the appropriate number of Client Access Licenses. We also must participate in the Software Assurance Program to continue supporting our practice of re-locating virtual machines in order to install updates on hardware. The costs of the licenses were quoted at a total price of $129,559.62, pro-rated over 3 years. The yearly license costs are $43,186.54. Once the 3-year pro-rated licenses cost are paid, we'll only need to continue paying software assurance costs yearly, substantially reducing our annual expenditures. This licensing agreement also provides SJVLS access to install future versions of Windows Server when they're released without having to purchase new licenses to do so.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – September 25, 2020. Attachment 7.
Administrative Council Agenda – May 26, 2023. Attachment 5.
Administrative Council Agenda – August 7, 2023. Attachment 8 & 10.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Dell Quote for Windows Server, MSSQL and Client Access Licenses
On File – Riverside County Microsoft Enterprise Agreement
On File – Riverside County Microsoft Enterprise Agreement Extension

Motion: Second:

_____ PASSED   ____ REJECTED

DATE: October 6, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Library Barcodes RFQ Award

RECOMMENDED ACTION:

1. Approve the recommendation to award the Library Barcode contract to Data2 Corporation.
2. Authorize the Administrative Librarian to finalize and execute the contract with Data2.

Approval of the recommended action will award the contract for Library Barcodes to Data2 Corporation and authorize the Administrative Librarian to sign and execute the contract for services.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to not award a vendor contract and transition each member to ordering their own barcodes. This could potentially result in inconsistent labels and pricing between jurisdictions and isn't recommended.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership dues, as each member orders and pays for their barcodes independently from their tech reserves. Approval of the recommended action will result in a slight price increase when ordering barcodes from the previous contract rate.

DISCUSSION:

In August SJVLS released the RFQ for Library Barcodes. We received 3 responses from Watson Label Company, Lucas Color Cards, and Data2 Corporation. Data2's pricing was the most cost-effective solution for SJVLS, providing flat-rate pricing for single barcode labels at $0.02114 each, and double barcode labels at $0.02179. They also had the lowest minimum order quantity at $250. SJVLS recommends awarding the Library Barcode contract to Data2.

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – October 7, 2022. Attachment 3.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Library Barcode RFQ
On File – Library Barcode RFQ Responses

Motion: _____   Second: _____

_____ PASSED   _____ REJECTED

DATE: October 6, 2023

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: eBooks for All Partnership Opportunity

RECOMMENDED ACTION:

1. Authorize the Administrative Librarian to draft and submit an application to partner with the State Library on the eBooks for All program, and to return to Administrative Council to accept the award, if granted.
2. Authorize the Administrative Council Chair to review and approve the application prior to submission.

Approval of the recommended action will authorize the Administrative Librarian to prepare an application to partner with the State Library on the eBooks for All LSTA program, with the Chair reviewing and approving the application prior to submission.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to forgo applying for this partnership.

FISCAL IMPACT:

Full fiscal impacts are not known at this time, and staff will return with full fiscal impacts prior to formalizing the partnership. The indirect costs associated with administering the program could result in lower membership dues for SJVLS members in future years.

DISCUSSION:

The State Library is seeking a partner organization to administer the eBooks for All California project, which aims to establish a statewide collection of eBooks and eAudiobooks accessible to all California residents with a library card. If selected, SJVLS would partner with the State Library to apply for and administer LSTA funding from the 2023-2024 fiscal year through the 2027-2028 fiscal year.

Administration of the funding will be focused on defining purchase criteria for the statewide collection, and tracking usage of the collection and accounting for the funds expended. The State Library has assembled Communities of Practice comprised of collection development librarians from public libraries throughout California. SJVLS staff will convene meetings of the Communities of Practice to develop consensus for each content purchase, communicate the purchase criteria to Lyrasis, review the assembled carts and remove or add titles as necessary, and then make the purchases.

This partnership opportunity is a great opportunity for SJVLS to become involved with and take the lead on an important statewide initiative. Given SJVLS's historic focus on facilitating and promoting resource sharing amongst our members, extending this practice to a statewide initiative seems like a logical next step.

PRIOR AGENDA REFERENCE:

No prior agenda reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment – 23-24 eBooks for All Partner Information
Attachment – 23-24 eBooks for All Application Questions

Motion: Second:

_____ PASSED   ____ REJECTED

Program Partner Information Sheet: eBooks for All California

Responsibilities of the State Library

- Staff in the Library Development Services' Program Development Section will work with the partner to achieve the program goals and objectives. This includes, but is not limited to, collaborating on the design and development of project activities; conducting outreach and engaging targeted audiences with the funded project; and conducting evaluation of the project. Program Development staff may also conduct site visits to the partner agency and/or sites where work is being conducted.
- Once funds are awarded, the partner becomes a subrecipient of federal funds, an entity that receives a subaward from a pass-through entity to carry out part of a Federal award. Therefore, staff in the Library Development Services' Grants Administration Section will monitor the partner's activities for compliance with applicable state and/or federal laws and regulations. This includes, but is not limited to, receiving and reviewing financial and narrative reports and conducting site visits as needed.
- Beyond monitoring for compliance, the State Library does not control the partner's performance. For example, State Library staff do not approve contractor invoices submitted to the partner, participate in the hiring of staff members at the partner organization, or direct the partner's processes and practices. Funds awarded to the partner will support the partner's activities and benefit local communities; they do not benefit the State. The funded project may be subject to at least one formal site visit annually during the period of performance.

Responsibilities of the Partner Agency

- Successfully complete the LSTA application and reporting materials each year to receive funds to support project activities.
- Complete LSTA application and reporting materials each year, upon invitation, to support project activities. As a subrecipient of federal funds, the partner will be the applicant of record for LSTA funding that is awarded to support the project; disburse any funds to libraries, contractors, and similar; and to be responsible for all requirements of awarded grants such as contracts, fiscal records, reports, and other operations to implement the project. The partner will be eligible for an indirect cost rate not to exceed 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first $25,000 of each subcontract. The partner may not issue sub-grants or sub-awards to other organizations.
- Procure equipment, supplies, etc. as needed;
- Issue contracts for services, personnel, and consultants, as needed;
- Make payments for services, including for hours worked and travel reimbursements, to consultants and contractors;
- Manage the implementation of project activities carried out by the partner agency;

- Prepare and submit required narrative and fiscal reports;
- Work with State Library staff to assure that funds are disbursed in compliance with the purpose of the grant;
- Maintain records of expenditures related to the grant that are consistent with generally accepted accounting practices;
- Make financial records available to the State Library upon request;
- Maintain ongoing contact with the assigned program consultant and grant monitor at the State Library;
- Maintain ongoing contact with the assigned program consultant and grant monitor at the State Library;
- Contract with Lyrasis to make eBook and eAudiobook purchases to strengthen the shared statewide collection;
- Collect usage and survey data for program evaluation purposes;
- Coordinate collection development meetings with California library workers and the California State Library team.

Suitability

Successful applicants will demonstrate their suitability to be the program partner, including:

- How the applicant organization's mission and activities align with the program goal and objectives;
- The stability, resilience, and financial health of the applicant organization; and
- The applicant organization's ability to contribute in a meaningful way in implementing project activities and achieving the project's goals and objectives.

Selection

Interviews may be held with applicants. Selection decisions will be made by the California State Librarian. Applicants will be notified about the results of the review process before October 31, 2023. Unsuccessful applicants will have the opportunity to meet with State Library staff about suggestions for improving future applications.

INTEREST IN PROJECT AND ABILITY TO CONTRIBUTE IN A MEANINGFUL WAY:

1) Describe how the eBooks for All California project aligns with your agency's mission, values, strategic plan, goals, and/or other activities.

2) Describe your organization's commitment to improving equitable access to a shared statewide collection of high-quality eBooks and eAudiobooks for education and enrichment.

3) Explain why your organization wants to undertake this project.

4) Describe any recent experience you have with projects similar to this proposed partnership for the eBooks for All California project.

GRANTS ADMINISTRATION

Briefly describe the length of time needed to process grant approval by your governing body.

Briefly describe the length of time needed for signing and submitting certifications and claims required by grant.

Briefly describe the length of time needed to create required reports.

Briefly describe how financial information will be made publicly available in a timely and meaningful way.

Payment claim forms are included in award packets. It may take 4-6 weeks following the State Library's receipt of a complete and error-free signed claim form for the first funding check to arrive. The agency will be expected to commence work at the start of the project period. How will you support operations and staffing before the award funding is received?

In order to receive direct billing, businesses sometimes require a credit check. Please describe the process your agency would use to obtain credit approval.

PROCUREMENT AND PAYMENT PRACTICES

Briefly describe the length of time needed to process payment to vendors.

Briefly describe the length of time needed for procuring equipment, supplies, etc.

Briefly describe the length of time needed for contracting for services, personnel, and consultants.

Is there flexibility with credit cards or petty cash for incidental expenses?

Please describe how you provide reimbursements for travel or other incidental expenses

OPERATIONS AND STAFFING:

Please attach a list of key personnel who will work on this project, including job titles, brief job descriptions, and a brief description of each role, including any staff that will be involved in the fiscal management of this project. If existing staff will be assigned to the project, please provide name(s) and describe relevant experience, existing job duties, the percentage of their time that would be assigned to this project, and how their time will be tracked. Upload File here:

To what degree can flexible staffing be recruited, if needed, through an employment service or by contract?

Please describe the process your agency would use to coordinate travel for grant personnel.

LEGAL:

Describe your access to legal counsel.

Describe your liability insurance coverage.

FINANCIAL STATEMENTS:

Upload your current year budget and audited financial statements from the past two fiscal years. Up to three files are allowed.

Additional Financial Statements (Optional)

Additional Financial Statements (Optional)

ORGANIZATIONAL CHART:

Upload an organizational chart of your institution.

CONSULTANT CONTRACT SAMPLE:

Upload a copy of a boilerplate contract you might use for consultant services.

PERSONNEL CONTRACT SAMPLE:

Upload a copy of a boilerplate contract you might use for contracted services with individual personnel.

DATE:　　　　　　　October 6, 2023

TO:　　　　　　　　Administrative Council

SUBMITTED BY:　　Chris Wymer – Administrative Librarian

SUBJECT:　　　　　Cataloging Services FY 24-25

RECOMMENDED ACTION:

1. Approve the proposed change to cataloging services, effective July 1, 2024.
2. Authorize the Administrative Librarian, or their designee, to draft and issue an RFP for Original cataloging services, and to return to the board to approve the winning bid.

Approval of the recommended action will approve the proposed change to cataloging services and authorize the Administrative Librarian to draft and issue an RFP for a vendor to provide original cataloging services for SJVLS member libraries.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could propose an alternative new model of cataloging services, and/or make changes to the proposed timeline for implementation.

FISCAL IMPACT:

Approval of the recommended motion will not have an immediate impact on membership dues in the current fiscal year, nor will it modify the current year's budget. Future year's budgets will be impacted by the change in cataloging services. Exact impacts are not known at this time and will depend on the cost of the vendor selected and volume of work needed by member libraries.

DISCUSSION:

On June 7, 2023, Fresno County informed SJVLS they will no longer offer cataloging services to members effective June 30, 2024. At the previous Administrative Council meeting on August 4, 2023, Council discussed possible options to revise how SJVLS members catalog materials. The consensus was to move to a model where each SJVLS member library performs copy cataloging for their own materials when records were available through OCLC, and contract with a vendor or consultant to provide original catalog records when records are not available through OCLC.

This agenda item presents a timeline and key milestones necessary to implement the new model.

- **October**
  - Administrative Council approves the transition plan
- **November**
  - Meet with current catalogers
  - Define how we handle various MARC fields, subject headings, and other criteria. This will be used for the Scope of Work when issuing the RFP
- **December**
  - Draft RFP for Original Cataloging
  - Have current catalogers review RFP's Scope of Work for Accuracy
- **January**

- o   Publish RFP
- o   Develop Copy Cataloging training materials for non-cat center libraries
- **February**
    - o   Select RFP winner, begin negotiating contract
    - o   Work with Henderson CPA to quantify budgetary changes
- **March**
    - o   Update Horizon staff permissions to give copy catalogers access to cataloging module
    - o   Update Cataloging Policies and Procedures
- **April**
    - o   Copy Cataloging training with member library staff
- **May**
    - o   Review of Cataloging Policies and Procedures with member library staff
    - o   Create Cataloging Teams group to facilitate communication between members doing cataloging work
    - o   Finalize agreement with Original Cataloging vendor
- **June**
    - o   Final prep, resolve any lingering questions
    - o   Ensure Cataloging vendor has access to everything they need to
- **December 2024/January 2025**
    - o   Review the new process
    - o   Determine if any changes might be neccesary

PRIOR AGENDA REFERENCE:

Administrative Council Agenda – August 4, 2023. Attachment 6.

ATTACHMENTS INCLUDED AND/OR ON FILE:

None.

Motion: _____   Second: _____

_____ PASSED   _____ REJECTED

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated October 2, 2023

State Library News

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. If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

FY22-23 California Public Libraries Survey
The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Resources necessary to complete reporting are available on the State Library's Statistics page. Contact LibraryStatistics@library.ca.gov with any questions.

Open Opportunities

Public Library Staff Education Program
The California State Library is pleased to announce that the call for student applications for the 2023-2024 Public Library Staff Education Program (PLSEP) is now open! The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library and county law library staff with tuition reimbursement for courses required for a master's degree in library and information science.

Application information and forms can be found at California Public Library Staff Education Program - California State Library. Student applications are **due by Tuesday, October 31, 2023, 12 p.m. (noon).** For questions, please contact the PLSEP team at wwalker@socallibraries.org

LSTA Inspiration Grants
The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants

offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the LSTA Inspiration Grants website.

Lunch at the Library

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* **opened September 13th and will close November 29th, 2023**.

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

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.

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. 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

Building Forward Library Facilities Improvement Program

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. Funding announcements are forthcoming shortly. We received funding requests totaling approximately $500 million, and there is approximately $175 million to award.

California Library Literacy Services - Ongoing

The annual final report for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and closed September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting calendar. LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL calendar to explore the options. CALL has its own newsletter, *CALL Letters*, and users can subscribe directly. CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the CALL for Presentations. 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.

Digital Navigators / Connected California – Info Session Recording Available
The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under Digital Navigators and Your Library. Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities. View the recorded session on CALL Academy.

The information session covers:
- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

For more information, email: DigNavs@library.ca.gov

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
Cindy Zalog, who is the full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

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Current Parks Pass Program priorities include:
- 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.

Ready or Not

The "Ready—Or Not" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

Recordings can be viewed at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project. If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing
2023-24 Zip Books grant award notification was sent out August 2023. State of CA funded. For questions, please contact zipbooks@library.ca.gov

Networking and Training

Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, Community-Centered Libraries offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in this week's CALL blogpost Choose Your Own Data Adventure!

CAreer Pathways Workforce & Upskilling Resources: 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: Northstar for Admins
  Wednesday, October 4, 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. Next training is Thursday, November 2, from 11:00 am – 12:00 pm and will focus on the Writing Lab. Register Here. All trainings are archived on our tutoring page.

Next Directors Networking Call – October 18, 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, October 18, 2023
3:30 PM – 4:30 PM
This meeting will include guest speakers on library-related emergency response as well as updates from the Online K-12 Content Project.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.