Administrative Council
Agenda Packet

April 5, 2024	Fowler Library	10:00 a.m.

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

> **Fowler Library**
>
> **306 S. 7th St.**
>
> **Fowler, CA 93625**
>
> **10:00 a.m.**
>
> **April 5, 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, April 4, 2024.

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 February 2, 2024 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Approve Mobile Printing Subscription – Wymer (Attachment 3)
2. ACTION: Approve CENIC Year 10 Participation – Wymer (Attachment 4)
3. ACTION: Approve 2024 E-Rate Category 2 Project – Wymer (Attachment 5)
4. ACTION: Retroactive Approval to Upgrade Backup Solution – Wymer (Attachment 6)
5. DISCUSSION: Student Success Cards – Wymer
6. DISCUSSION: Strategic Plan Update – Cervantes, Taylor, Wymer

D. STAFF REPORTS

1. Chair
2. State Library – No Written Report Received
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, May 24, 2024, at the Porterville Library Administrative Offices.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting
February 2, 2024

DRAFT MINUTES

A. COUNCIL OPENING
1. Sally Gomez (Fresno County), called the meeting to order at 10:05 am.
2. Roll Call
   i. Council present: Sally Gomez (Fresno), Tanya Russell (Kings), Darla Wegener (Tulare Co.), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Amy Taylor (Merced), Krista Riggs (Madera), Mark Lewis (Kern), Matt Johnson (Mariposa), and Mary Leal (Coalinga/Huron).
   ii. Council absent: None.
   iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Nathan Boyer (SJVLS) and Ashley Nuhfer (Kings).
   iv. Guests: Brian Henderson (Henderson CPA) and Josh Chisolm (California State Library).
3. Introductions
   i. Staff introductions were conducted.
4. Agenda Adoption
   i. Motion to Adopt Agenda: Cervantes (Porterville)
   ii. Seconded: Lewis (Kern)
5. Public Comment
   i. None.

B. CONSENT AGENDA
1. Motion to approve draft minutes of December 1, 2023, and Financials.
   i. Motion to approve: Cervantes (Porterville)
   ii. Seconded: Clark (Tulare Public)

C. ITEMS FOR INFORMATION AND ACTION
1. Wymer seeking approval of Lucus Color Card's request to update Library Card pricing. The Pricing was listed in handout. Last year's baseline, we ordered 45,837 cards between 6 members with black and white card backs, at a price per card of $0.105. Additionally, 2 members ordered 23,000 cards with full color card back, at a price per card of $0.1115. Under the new pricing, the order would approximately be $0.1260 for the black and white card backs, and approximately $0.135 for colored backs, for an estimated total cost of $8,880.46. This is roughly $800 more than the previous order. Motion made to approve the increase to order the Lucus Color Cards.
   i. Motion made by Cervantes (Porterville)
   ii. Seconded by Lewis (Kern)

2. Wymer seeking approval to modify an increase for Online Materials Budget for CloudLibrary, eBook and eAudiobook purchases in the amount of $25,000 via a transfer of unused budget funding from the open System Administrator position. Our CloudLibrary, eBook and eAudiobook collection usage has increased over 2023. Wymer allocated $47,000 and they have $25.,000 left. The System Administrator position EFIF has been given to our HR so it will be moving forward. Motion made to approve the increase of $25,000 to increase online materials.
     i. Motion made by Wegener (Tulare County)
     ii. Seconded by Cervantes (Porterville)
3. Boyer discussed Electronic Resources and the evaluation of systemwide resources. In our current package we have Gale, Peterson's Pronunciator and cloudLibrary. There was a survey for patrons in November 2023 to inquire about what types of resources they would like. Boyer provided the information in a handout which provide the category, if they would like it, unsure if they would like it, and not interested, it also provided usage trends from 2021-2022. The survey showed that they would like more eBooks, eAudiobooks, Hoopla, Language Learning, foreign language resources, streaming videos, family history, online courses, and digital newspapers. Some things that were shared were making resources available to other counties, additional eBooks and eAudiobooks, Offer Libby/Overdrive, streaming video, and tutorials, marketing, and support for resources. Boyer finished by stating goals for 2025-26 are: book recommendations, streaming video, digital newspapers and magazines, online courses and learning platforms, digital music, streaming audio, education, automotive repair, language learning, eBooks/eAudiobooks, and marketing and tutorials. Boyer is working with vendors on a marketing plan.
4. Henderson seeking approval of increase in Membership Fee rate by 3% for a total increase of $58,602. This action will establish the membership fee rate for the upcoming budget year to support the development of operational budget in the amount of $2,703,998 and the funding sources to be collected in accordance with strategic plan for annual increase. Motion made to approve increase.
     i. Motion made by Cervantes (Porterville)
     ii. Seconded by Lewis (Kern)
5. Henderson seeking approval of 2024-25 Draft Budget. Motion made to approve along with item 4 as well.
     i. Motion made by Cervantes (Porterville)
     ii. Seconded by Lewis (Kern)
6. Wymer discussed the Wi-fi Expansion project, SJVLS's 2021 E-Rate Category 2 funding application has been approved after being delayed for multiple years. It was originally conceived during the COVID pandemic as a way for SJVLS member libraries to adapt and expand their wireless broadband infrastructure to continue to offer effective internet access to their communities both inside and outside their branches. At the time the State had a Broadband Equipment Grant program that offered public libraries funding to cover the 15% of wireless project costs not funded through Category 2 funding. Wymer provided a spreadsheet of the 2021 E-Rate Category 2 Wireless Project List.

It provides the project costs for each member. We do not have projected costs for Shaver Lake, Madera Main, and Avenal. Wymer can update once we receive final cost. This item has been funded. The Purchase Order will go out next week.

7. Discussion on Mariposa County inquiring about procedures for registering borrowers without a mailing address such as the unhoused or individuals in temporary living. SJVLS requires an address for a few reasons: being able to determine the borrower's access to jurisdiction-specific resources and assign borrowers the correct borrower type; and SJVLS requires a mailing address for notices to patrons such as final overdue notices, lost processing fee notices and billing notices. If we have no valid address the library ends up paying the returned mail fee, and the patron is never informed of lost items and related charges. Admin discussed several different scenarios and how they could lessen the cost for the library. It was decided that an ADHOC Committee would be formed to work on guidelines called Borrower Registration, it will be Leal, Johnson, Gomez, and Arellano.

8. Discussion on the Brown Act. The Brown Act requires all meetings of a legislative body to be conducted in an open forum where the public has access to the meeting and the opportunity to participate if they desire. A meeting defined as "any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or act on any item that is within the subject matter jurisdiction of the legislative body. Wymer covered the attachment with Admin Council. Each jurisdiction should be posting the agenda.

D. STAFF REPORTS

1. Chair – No Report
2. State Library
   i. Chisolm provided handout of all the updates. LSTA news is a reminder on the D-U-N-S Number to use for the Unique Entity Identifier.
   ii. Please sign up for the LDS Newsletter and share with your team.
   iii. Imperial County Office of Education is the new Broadband Access Administrator. There is a webinar to be held on February 16th, at 10:00 AM, register at California Library Connect – Broadband Access Aggregator Transition.
   iv. Highlighted Grants available.
   v. Current projects and services ongoing, CLLS 2023-2024 Mid-Year report for 2024-2025 Pre-Application opened in Counting Opinions on January 3, 2024.
   vi. California Libraries Learn – (CALL) is ongoing.
   vii. Park Passes are ongoing.
   viii. Chisolm passed along that the budget had not been completed so please reach out if you are need of something.
3. Administrative Librarian
   i. Wymer has been working with HR on the Admin position getting posted and different options.

ii. There has been a small change in E-Rate with a new aggregator being selected. The new aggregator is the Imperial County Office of Education.

iii. Working on Broadband Grants with Porterville and Firebaugh.

iv. Working with Auditors to get things rolling on the agreement and audit. Hope to sign and return today.

4. SJVLS – System Administrator

i. Wymer reported that at last Automation Committee meeting they discussed guidelines for adding notes to other member's items.

ii. There is a bug in Horizon that erases check-in damaged as soon as it is entered. Wymer is working on this.

iii. Meeting with SirsiDynix next week, on digital barcodes with Enterprise. Will try on Fresno and Kern to see if it works.

iv. Working on RFP for cataloging, hope to have it out in next two weeks.

5. Senior Network Systems Engineer

i. Nelson sent out information on State Grant for emergency preparedness.

E. DIRECTOR'S COMMENTS

1. Johnson (Mariposa) – We received a LSTA Grant for $2100, using it to hold Tech Workshops, this is our first grant. New program, Stories for Grownups., concept of adult story time on classics literature. Event in March – 170 years of newspaper Mariposa Gazette. In Wawona we have Smart phone training, and robot workshop.

2. Leal (Coalinga/Huron) – Coding Club every Thursday in library or from home. Received a $30,00 grant from Chevron. $6,000 grant from Elks. Our Board approved the renovation for 3.5 million. We are using Teter as architect and CM Construction. We have started bi-weekly meetings. I will be postponing retirement to see project finished.

3. Lewis (Kern) – We are starting the work that is due to the Infrastructure Grant. We are replacing carpet with linoleum, installing security cameras, new circulation desks and replacing shelving. Working on contract for 5 years for $2.7 million for increase in hours. 1% sales tax incorporated back in 2008-09. This is great news for branches to be open 5 days a week.

4. Riggs (Madera) – Working on bidding process from our Infrastructure Grant for North Fork. We also received an Inspiration Grant to create kits for in-library use for day groups of young adults and adults with special needs in Madera plus "Stay Sharp" kits for cognitive sharpness in Oakhurst. Alma Madrigal will be the lead on that grant.

5. Taylor (Merced) – We have started building walls. French group is bringing in an Author on March 23. Open House on March 5. It will be a Western Jamboree.

6. Clark (Tulare City) – We held Night in the Library in December hosted by the FOL; it raised $18,000. We need new chairs for our Computer Lab. We will have two sessions of Paint Night; it will be by reservation. They will be on Thursday and Saturday. They are very popular. Working on our unhoused and public patrons inside the library.

7. Cervantes (Porterville) – On 4th meeting with Paul Halajian Architect and City. Process is moving slowly. We are approaching our 4-year anniversary since the fire. It is our 115th year of having the Porterville Library and we will be celebrating tomorrow. We will be using the museum for the celebration and Greg Lucus from the State Library will be in attendance.

8. Wegener (Tulare County) – Met with Civil Grand Jury. They had good questions. Wegener is a member at large with CLA. It is a lot of discussion with no actions. Working with Work and Travel Interest Group. We just finished winter reading in January. Working on Dinuba punch list, construction is 99% complete, waiting till May for the shelving. We are hoping it gets done before Summer Program starts. Springville is moving forward double the cost of construction Working on designs for Orosi, which was the last built Carnegie Craftsman style, and Alpaugh which is a mid-century modern building. Wegener will be attending PLA in Ohio. We received $110,000 grant for Lunch at the Library. There is some discussion about our branch in Terra Bella being relocated. We did a Parks Pass Field trip to Millerton Lake, and it was hugely popular. Craig Johnson of the Longmire Series gave an Author Talk and signed books. It was huge with over 200 people attending. We are doing Mental First Aid training for staff. Barnes and Noble opened a store in Visalia and had a great turnout.

9. Russell – (Kings) Natalie retired on December 21st . Russell is interim and has been with Kings County for 28 years. They hope to have position filled by April 1, 2024. We got our Infrastructure Grant.

10. Gomez (Fresno) – We are seeing some movement on Clovis and Reedley. We were approved for Infrastructure Grant and will use it on Central for lighting, windows, and roofing. We have our Prom Event again this year and it is at our Fig Garden Regional Library as well as some pop ups. We are still working on hiring for positions.

F. CALENDAR ITEMS

1. April 5, 2024, 10:00 AM at the Fowler Branch Library.

G. ADJOURNMENT

1. The meeting was adjourned at 12:55 PM.

DATE:	April 5, 2024
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 February 2024.

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 February 29, 2024.
    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: $3,225,252
3. System Committed Reserves
    i. SJVLS Assigned - $2 million
    ii. Members Committed Tech Reserves $2,256,506

B. OUTSTANDING RECEIVABLE TOTAL: $245,509 (as of 3/30/2024))

1. Member Fees, Postage, Smart Net and other selection: $105,209 (only Kings Co.)
2. E-Rate receivable- $0 (FY22 & 23- Pending)
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: (Kern & Madera) $140,300

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 3/30/2024- $160,432
3. Funding Collected: $0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total $113,679, with prepaid expenses of $45,246, leaving unspent funds of $58,075, which includes the $25,000 budget amendment for Cloud Library purchases, as approved by Admin Council on February 2, 2024. The plan of service was approved by the Board on May 26, 2023.

E. TRANSFER OF OWNERSHIP

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

F. PRE-PAID TECH RESERVE

      1.   Total balance - $ 3,982,604 (through February 2024)
           - Emailed to Admin Council
      2.   Under committed System projects
           - Total Reserves $2,256,506

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

      1.   Total Balance - $34,007
            i.   Porterville Phase III - $34,007
      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.
      3.   PLSEP FY24- CSL announced per an update on February 26, 2024, that SJVLS will not receive funding under the PLSEP program for FY24, nor is it expected for the next four upcoming years. SCLC was selected to be the partner with the CSL to management PLSEP statewide. SJVLS no longer has reports to file, the budget for FY24 will be nonexistent, and the budget for FY25 will be updated to reflect this change.

SJVLS
Budget to Actual- System Wide

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ 145,000	$ 145,000	$ 53,402
3575 · State Grants	621,132	621,132	242,587
4375 · Federal Grants	20,000	20,000	-
4841 · Membership Dues	1,953,398	1,953,398	2,022,056
5039 · Tech Reserve Charges	1,032,236	1,032,236	258,091
5040 · Other Cty Dpts Services	44,040	44,040	-
5501 · Projects e-Rate Earned	1,854,789	1,854,789	-
5504 · Telephone Services	1,000,000	1,000,000	534,841
5831 · Refunds And Abatements	-	-	114,275
Total Revenues	6,670,595	6,670,595	3,225,252
Expenditures			
7005 · Sealer Paper	-	-	8,311
7040 · Telephone Charges	1,300,000	1,300,000	418,818
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	2,840
7175 · Property Insurance	4,800	4,800	3,385
7205 · Maintenance-Equipment	370,435	370,435	272,070
7250 · Memberships	3,750	3,750	3,390
7265 · Office Expenditures	23,600	23,600	24,059
7268 · Postage	41,000	41,000	16,578
7286 · PeopleSoft Human Resources	2,000	2,000	1,297
7287 · PeopleSoft Financials Chg	2,500	2,500	-
7295 · Professional & Specialized	2,023,020	2,023,020	895,595
7296 · Data Processing Services	4,400	4,400	5,511
7325 · Publications & Legal Notic	15,000	15,000	200
7385 · Small Tools & Instruments	3,161,515	3,205,515	332,645
7406 · Library Materials	200	200	-
7412 · Mileage	700	700	-
7415 · Trans, Travel & Education	53,500	53,500	961
7416 · Trans & Travel County Gara	259,407	259,407	126,762
7430 · Utilities	40,000	40,000	26,667
7565 · County Cost Plan	20,000	20,000	-
Total Expenditures	7,331,827	7,375,827	2,139,087
Net Change in Fund Balance	$ (661,232)	$ (705,232)	$ 1,086,164

SJVLS Budget to Actual
130- Computer Operations

	Original Budget	Current Budget	Actual Jul 23 - Feb 24
		TOTAL	
Revenues			
3380 · Interest	$ 144,550	$ 144,550	$ 53,402
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	1,007,635	1,007,635	1,007,600
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	46
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 130- Computer Operations Revenues	1,152,185	1,152,185	1,061,048
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	300,679	300,679	205,355
7250 · Memberships	150	150	150
7265 · Office Expenditures	3,600	3,600	122
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	1,081
7287 · PeopleSoft Financials Chg	500	500	-
7295 · Professional & Specialized	1,010,700	985,700	402,677
7296 · Data Processing Services	1,400	1,400	5,511
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	10,000	10,000	33,899
7406 · Library Materials	200	200	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	33,500	33,500	961
7416 · Trans & Travel County Gara	20,000	20,000	4,448
7430 · Utilities	40,000	40,000	26,667
7565 · County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,422,229	1,397,229	680,871
Net Change in Fund Balance	$ (270,044)	$ (245,044)	$ 380,177

SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	23,740
5039 · Tech Reserve Charges	917,236	917,236	220,134
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	917,236	917,236	243,874
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	-	-	1,959
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	234,102
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	208
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 1301- TRD ERC & Equip Expenditures	917,236	917,236	236,269
Net Change in Fund Balance	$ -	$ -	$ 7,605

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	56,000	56,000	30,934
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	56,000	56,000	30,934
Expenditures			
7005 · Sealer Paper	15,000	15,000	8,311
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	1,862
7268 · Postage	41,000	41,000	16,578
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	26,751
Net Change in Fund Balance	$ -	$ -	$ 4,183

SJVLS Budget to Actual
150- UMS Debt Collection

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$　　　　-	$　　　　-	$　　　　-
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	44,000	44,000	7,023
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 150- UMS Debt Collection Revenues	44,000	44,000	7,023
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	7,023
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	7,023
Net Change in Fund Balance	$　　　　-	$　　　　-	$　　　　-

SJVLS Budget to Actual
200- CSLA Funded Delivery

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ 450	$ 450	$ -
3575 · State Grants	239,407	239,407	239,407
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 200- CSLA Funded Delivery Revenues	239,857	239,857	239,407
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	122,106
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	239,407	239,407	122,106
Net Change in Fund Balance	**$ 450**	**$ 450**	**$ 117,301**

SJVLS Budget to Actual
201- CSLA Other Operations

	Original Budget	Current Budget	Actual Jul 23 - Feb 24
		TOTAL	
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
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	-	25,000	-
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	-	25,000	-
Net Change in Fund Balance	$ -	$ (25,000)	$ -

SJVLS Budget to Actual
300- Communications

	Original Budget	Current Budget	Actual Jul 23 - Feb 24
		TOTAL	
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	277,020	277,020	276,769
5039 · Tech Reserve Charges	-	-	
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 300- Communications Revenues	277,020	277,020	276,769
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	300,000	300,000	1,620
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	46,498
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	48,118
Net Change in Fund Balance	$ (113,980)	$ (113,980)	$ 228,651

SJVLS Budget to Actual
3301- AR Telco and Fiber Projects

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
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 · Projects e-Rate Earned	1,854,790	1,854,790	-
5504 · Telephone Services	1,000,000	1,000,000	534,795
5831 · Refunds And Abatements	-	-	114,275
Total 3301- AR Telco Fiber Proj Revenues	3,251,515	3,251,515	649,070
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	416,709
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	2,295,515	64,644
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	3,295,515	481,353
Net Change in Fund Balance	$ -	$ (44,000)	$ 167,717

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

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	44,040	44,040	44,040
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 3301.1- Comm & Fortinet Revenues	44,040	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	$ -	$ -	$ (22,924)

SJVLS Budget to Actual
400- Coordination and Evaluation

	TOTAL		
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	446,986	446,986	446,581
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 400- Coordination & Eval Revenues	446,986	446,986	446,581
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	2,840
7175 · Property Insurance	4,800	4,800	3,385
7205 · Maintenance-Equipment	480	480	240
7250 · Memberships	-	-	-
7265 · Office Expenditures	5,000	5,000	20,115
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	216
7287 · PeopleSoft Financials Chg	2,000	2,000	-
7295 · Professional & Specialized	576,420	576,420	216,934
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	15,000	15,000	200
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	243,931
Net Change in Fund Balance	$ (183,914)	$ (183,914)	$ 202,650

SJVLS Budget to Actual
401- PLSEP Staff Edu Grant

		TOTAL			
	Original Budget		**Current Budget**		**Actual Jul 23 - Feb 24**
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 · Projects e-Rate Earned		-		-		-
5504 · Telephone Services		-		-		-
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 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 402- E-Books For All Grant 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	-	-	5,278
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	-	-	5,278
Net Change in Fund Balance	$ -	$ -	$ (5,278)

SJVLS Budget to Actual
600- Cataloging Center

		TOTAL	
	Original Budget	**Current Budget**	**Actual Jul 23 - Feb 24**
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	85,727	85,727	87,419
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 600- Cataloging Center Revenues	85,727	85,727	87,419
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	106,746
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	106,746
Net Change in Fund Balance	$ (37,773)	$ (37,773)	$ (19,327)

SJVLS Budget to Actual
800- Online Materials

| | TOTAL | | |
	Original Budget	Current Budget	Actual Jul 23 - Feb 24
Revenues			
3380 · Interest	$ -	$ -	$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	136,030	136,030	135,907
5039 · Tech Reserve Charges	-	-	-
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 800- Online Materials Revenues	136,030	136,030	135,907
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	110,439
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	113,679
Net Change in Fund Balance	$ (55,970)	$ (55,970)	$ 22,228

Admin Council Board Report
CLSA Status Report - FY 23-24
Report Date 2/29/2024

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	122,106	38,326	-	160,432	78,975	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	239,407	**239,407**	**122,106**	**38,326**	**-**	**160,432**	**78,975**	
FY 22-2023 Rollover	-	-	-	-		-	-	
Grand Total	**239,407**	**239,407**	**122,106**	**38,326**	**-**	**160,432**	**78,975**	

Budget amendment approved:

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

CLSA Allocation $ -   Basic Delivery Costs: $ 160,432
Basic Delivery $ 239,407   Extra Delivery Stops: $ -
E-Resources $ -   **$ 160,432** 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   2/29/2024

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	51,000	23,944	-	27,056	
Pronuniciator	30,000	14,000	14,000	2,000	
Cengage-Gale Database	62,500	40,247	20,123	2,130	Gale General Database Pkg
Cengage -Gale	34,000	22,244	11,122	633	Education and Career module & Info Science
Califa- Quipu E Card Registration & Membership	14,500	13,244	-	1,256	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-	-	-	-	
	192,000	113,679	45,246	33,075	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	25,000	-		25,000	
Additional Online Materials Resources	-	-		-	
	25,000	-	-	25,000	
Grand Total	**217,000**	**113,679**	**45,246**	**58,075**	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	**$ 217,000**	**$ 113,679**	**$ 45,246**	**$ 58,075**

DATE: April 5, 2024

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve Mobile Printing Subscription

RECOMMENDED ACTION:

1. Approve Automation Committee's recommendation to add Envisionware's MobilePrint Service as a systemwide offering.
2. Authorize the Administrative Librarian, or their designee, to submit an order form to Envisionware to add the service to SJVLS's account.
3. Approve the first year's subscription costs being paid from SJVLS's Technology Plan Budget in an amount not to exceed $70,000.

Approval of the recommended action will authorize SJVLS staff to add Envisionware's MobilePrint Service to our existing subscription with a start date in late April or early May, with the first year's subscription costs for all members being paid from SJVLS's Technology Plan Budget.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to not start a mobile printing subscription and let each member pursue their own solutions without support from the System Office.

FISCAL IMPACT:

Approval of the recommended action will not have an impact on membership dues and will increase Technology Plan Budget expenditures in an amount not to exceed $70,000.

DISCUSSION:

With the proliferation of smart phones, tablets, and laptops, more library patrons are bringing their own devices to the library, and mobile printing has become an important service for libraries to offer patrons. With a mobile printing solution, patrons can print documents directly from their devices, eliminating the need to send a document to their email, login to a library PC, and then print the document, streamlining services. Additionally, with mobile printing, patrons can submit print jobs to the library from anywhere and pick up the print when they arrive at the library.

Some SJVLS member libraries already have existing subscriptions, and others have created their own processes for handling mobile printing requests. Under the current model, the system office is unable to offer support for these solutions, either because we do not have access to the applications and have not been trained on their use, or because we do not know the process used by the member and cannot troubleshoot problems. By adding mobile printing as a systemwide service, SJVLS staff will be able to provide support to our member libraries. An additional benefit is that the mobile printing service will be the same across all members, providing a consistent process for patrons that use libraries in multiple jurisdictions, or who move to a new jurisdiction within SJVLS's service area.

Envisionware's quote to add the service at 106 locations was $67,700. The mobile print service was quoted at $575 per location for a total of $60,950, and 30 hours of Professional Services

consultation to help with setup, configuration, and training for $6,750.

Adding this service aligns with Strategic Technology Goal #3: Improve Patron-facing Network Infrastructure, objective #2: Investigate options to implement mobile printing at library branches, from the 2023-2026 SJVLS Technology Plan.

PRIOR AGENDA REFERENCE:

Technology Planning Summit. November 2022.
Administrative Council Agenda – May 26, 2023. Item #4.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Envisionware's quote for mobile printing.

Motion: Second:

_____ PASSED   ____ REJECTED

DATE: April 5, 2024

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve CENIC Year 10 Participation

RECOMMENDED ACTION:

1. Approve System participation in CENIC Year 10 in the upcoming fiscal year.
2. Authorize the Administrative Librarian, or their designee, to collect bids and execute contract for E-Rate and other related documents for eligible members.
3. Authorize the Administrative Librarian, or their designee, to submit appropriate forms.
4. Authorize the Fiscal Agent to budget estimate appropriation and estimate revenues in the upcoming recommended budget.

Approval of the recommended action will allow SJVLS to work with Ed Technology, CENIC and the State Library's Broadband aggregator, Imperial County Office of Education (ICOE), to collect bids, review with Members, and process paperwork to participate in Year 10. The last recommended action allows staff to work with Fiscal Agent to provide discounted costs to prepare to return to board with budget resolution to increase appropriations and estimated revenues collection from Tech Reserves will be included in the recommended Budget FY 2024-25.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended actions are not approved, eligible members are unable to upgrade or renew broadband connectivity at select locations.

FISCAL IMPACT:

Approval of the recommended actions will not have an impact on membership dues. The project expenses will be funded by E-Rate and Member's Tech Reserves. Eligible Member have sufficient Tech Reserve balance due to deposits of prior year E-Rate disbursements to fund these opportunities. The approval will allow staff to collect bids and return to board with costs to include in Budget FY 2024-25.

DISCUSSION:

Due to delays in receiving initial bids and questions about costs on the quote, SJVLS is still working with CENIC to finalize bids and costs. Staff will meet with members individually to finalize selections and will return with updates at the next meeting.

PRIOR AGENDA REFERENCE:
No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:
None.

Motion: Second:

_____ PASSED   ____ REJECTED

DATE: April 5, 2024

TO: Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve 2024 E-Rate Category 2 Project

RECOMMENDED ACTION:

1. Authorize the submission of SJVLS 2024 E-Rate Category 2 Funding Request.
2. Authorize the Administrative Council Chair to sign the agreements in AMS's mini-bid response.
3. Authorize the Fiscal Agent to budget estimated revenues and expenses in the upcoming recommended budget.

Approval of the recommended action will authorize SJVLS file for E-Rate Category 2 funding request for network equipment, cabling, and installation, and authorize the Administrative Council Chair to sign the required agreements to order with AMS. The Fiscal Agent will include the estimated revenues and expenses for the project in the recommended budget for FY 2024-25.

ALTERNATIVE ACTION(S):

There are no viable alternative options.

FISCAL IMPACT:

Approval of the recommended actions will not have an impact on membership dues. The project expenses will be funded by E-Rate and Member's Tech Reserves.

DISCUSSION:

SJVLS's 2024 E-Rate Category 2 funding request focuses on requesting funding for wireless equipment and cabling at the locations that were not included in, or were removed from, the 2021 Category 2 funding request, along with replacing aging network equipment, such as switches. The equipment and installation will be purchased from SPURR's master contract for network equipment and services.

If all equipment and cabling installation funding requests are approved, and all members decide to move forward with all aspects of the project, the undiscounted cost of the total project is $932,918.19. If our full funding request is approved, USAC will fund $792,980.48 and the members will be responsible for a combined total of $139,937.71.

Currently, SJVLS staff have worked with EdTechnologyFunds to define our preliminary request. Following USAC's rules, EdTechnologyFunds then issued a mini-bid allowing vendors to supply their bids to do the request work. AMS was the only respondent.

The next steps are to submit our funding request to USAC for approval and confirm each member's project scope. When SJVLS meets with the members, you'll have the ability to remove items from the project, if you desire. Once USAC issues a Funding Commitment Decision Letter, SJVLS will finalize the project and issue the purchase order for the equipment and work.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment - Funding Year 2024 Application Summary.
On File – AMS SPURR Mini-bid Response.

Motion: Second:

_____ PASSED   ____ REJECTED

DATE:	April 5, 2024
TO:	Administrative Council
SUBMITTED BY:	Chris Wymer – Administrative Librarian
SUBJECT:	Retroactive Approval to Upgrade Backup Solution

RECOMMENDED ACTION:

1. Retroactively approve an upgrade to the Barracuda Backup Solution to increase available storage capacity and provide maintenance for 3 years.
2. Authorize the Backup Solution Upgrade to be considered a Year One Technology Plan Project.
3. Authorize the Fiscal Agent to budget expenses for the upgrade in the Technology Plan budget in the amount of $81,000.

Approval of the recommended action will retroactively approve upgrading the Barracuda Backup Solution and add it to the list of approved Technology Plan projects. It will also allow the fiscal agent to pay for the upgrade using the Technology Plan budget.

ALTERNATIVE ACTION(S):

There are no viable alternative actions.

FISCAL IMPACT:

Approval of the recommended action will allow Technology Plan expenditures in the amount of $81,000 and will not increase membership dues.

DISCUSSION:

After migrating the Horizon database to MSSQL, and adding additional DFS servers to the network, SJVLS's backup storage needs increased substantially, to the point the Barracuda Backup Solution did not have enough to backup all devices for our normal retention periods. As a result, SJVLS was forced to reduce the number of days we retained backups to keep backups current.

SJVLS worked with CDW to get a quote for a backup solution with enough storage to meet our current needs and account for growth in the future. The quotes we received were for one year and three years of maintenance and support. Choosing the three-year maintenance and support option would result in a significant savings as opposed to purchasing support each year.

Due to the emergency nature of this purchase, SJVLS did not issue an RFP/Q for this service, but rather, expanded our existing service to meet the need for increased backup storage capacity. It was not feasible to issue a procurement request and potentially re-architect our entire backup infrastructure in a short period of time.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – Barracuda Quote.

Motion: Second:

_____ PASSED   ____ REJECTED