



Administrative Council Agenda Packet

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

April 4, 2025

Fig Garden Library

10:00 a.m.

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

**Fig Garden Library
3071 W Bullard Ave
Fresno, CA 93711
10:00 a.m.
April 4, 2025**

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 3, 2025.

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 7, 2025 (Attachment 1)
2. APPROVAL: Financial Updates (Attachment 2)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: Financial Audit FY 2023-24 – Wymer (Attachment 3)
2. ACTION: Approve 2025 E-Rate Category 2 Project – Wymer (Attachment 4)
3. ACTION: Approve CENIC Year 11 Participation – Wymer (Attachment 5)
4. ACTION: Approve Online Tutoring RFP Award – Wymer (Attachment 6)
5. DISCUSSION: AB 1185: California Library Services, Equity in Opportunity Act – Wymer (Attachment 7)

D. STAFF REPORTS

1. Chair
2. State Library – Written Report Attached (No 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, June 6, 2025, at Tulare Public Library.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting February 7, 2025

DRAFT MINUTES

A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:01 am.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Sally Gomez (Fresno), Andie Sullivan (Kern), Vikki Cervantes (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Amy Taylor (Merced), Alexander Pollock (Porterville), Heidi Clark (Tulare Public) and Darla Wegener (Tulare County).
 - ii. Council absent: Tony Arrellano (Porterville)
 - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), and Terrence Eckman (Fresno).
 - iv. Guests: Brian Henderson (Henderson CPA), Josh Chisolm (California State Library) Christy Canieda (Vasques and Co.).
3. Introductions
 - i. Introductions were conducted.
4. Agenda Adoption
 - i. Motion to Adopt Agenda: Cervantes (Kings County)
 - ii. Seconded: Taylor (Merced County)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of December 6, 2024, and financials. .
 - i. Motion to approve: Cervantes (Kings County)
 - ii. Seconded: Clark (Tulare Public)

C. ITEMS FOR INFORMATION AND ACTION

1. Financial Audit for FYs 2020-21, 2021-22, 2022-23 by Vasquez and Co. were presented by Christy Canieda. Motion to approve the audit.
 - i. Motion: Cervantes (Kings County)
 - ii. Seconded: Leal (Coalinga/Huron)
2. Motion made to table and return with ERC Recommendation and Online Tutoring at April meeting.
 - i. Motion: Taylor (Merced County)
 - ii. Seconded: Cervantes (Kings County)

3. Henderson submitted preliminary budget and membership rate. Henderson is seeking approval of budget expenditure in the amount of \$5,561,726. Seeking approval of estimated revenues in the amount of \$4,377,136. Our membership rate total contribution is \$2,012,000. There is an unassigned fund balance of \$680,090. The Fiber system projects funding offset is \$240,000. Tech Plan Projects and other commitments is \$264,500. This includes, Udemy, Mobile Printing, power disruption generator, Electronics, DFS Servers. Motion made to approve Preliminary Budget and Membership rate, items 3 and 4.
 - i. Motion: Cervantes (Porterville)
 - ii. Seconded: Clark (Tulare Public)
4. Discussion on AB 1825 California Freedom to Read Act. This law went into effect on January 1, 2025. It establishes that all libraries are a source of information and inspiration to persons of all cultural background, and economic status and helps protect Californians ability to access broad and diverse collections of materials. Admin discussed and are awaiting better clarification on the policy.
5. Discussion on AB 1637 it is Local Government Internet Websites and Email address during the 2023-24 legislative session. The law went into effect on January 1st, 2024. Wymer is still working on this.

D. STAFF REPORTS

1. Chair – No Report
2. State Library
 - i. Chisolm provided handout and went over highlights.
 - ii. LSTA 2025 Grant Opportunities open till 3/13/2025 by noon.
 - iii. PLSEP Applications due by 2/17/2025 at 11:59 PM, Mentor and Mentee applications are due. March 1- June 30th PLSEP mentorship program period.
 - iv. California Library Literacy Services is ongoing.
 - v. CALL is still ongoing and good source of professional development for all levels of library staff.
 - vi. Please refer to handout for more information.
3. Administrative Librarian
 - i. Hiring closed all open recruitments. We tried promotion within Librarian III. We will be posting sometime today or Monday leaving it for 30 days.
 - ii. Boyer has been working on website SJVLS.org. You can now share your postings.
 - iii. Last week State Library Broadband had 1st meeting. Group quarterly April next meeting.
 - iv. SirsiDynix sold, Wymer thinks this is going to be a positive thing for us.
 - v. Wymer will be off last two weeks of February.
4. SJVLS – System Administrator
 - i. There were some confusing emails out about preferred name, Wymer is working on corrections.
5. Senior Network Systems Engineer
 - i. Lusk and Vang still working on upgrades around County. We came

- across a rat infestation.
- ii. Working with ATT and Yosemite Branch, for Cal Net.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno County) – Large capital projects, two branches. We have Sanger and Selma closed for upgrades. Politi branch is moving to larger facility. We are doing our Prom Event again this year tomorrow at our Fig Garden Branch it is extremely popular. On Tuesday, we will have our first in person Annual Library Meeting since 2019, very excited. Eckman gave an update on Infrastructure Grant, we are in the electrical part, with roof and windows completed.
2. Johnson (Mariposa) – Having Shelton Johnson, speak on African Americans and National Parks. Gearing up for Summer Reading. Thanks to Wymer for all the help.
3. Clark (Tulare Public) – We hosted 4 college students' graduations. Our Youth Service Librarian is retiring, will be posting that opening. Programming is doing well. City is going through a reorganization, and library is at the bottom. We are working on staff training.
4. Wegener (Tulare County) – Working on policies and procedures. Doing Read Across America Brews. Hope it is successful. We have two retirements on CLA Board if you are interested or would like to pass along. Wegener will be attending the Rural Tribal Library workshop through State Library.
5. Taylor (Merced County) – We have two librarian positions to fill, Children and Literacy. Will be moving on March 31st and grand opening will be mid-April on our new branch in Dos Palos.
6. Sullivan (Kern County) – We have 17 out of 22 branches completed on Infrastructure Grant very successful. We have good hours available at all branches. There was a fire at Frazier Park branch.
7. Cervantes (Kings County) – Attended CLA the Ursella Meyer Foundation free training. Did Day in the District. Working with Valadao on LSTA funding. Participating in CSAC and met some of Fresno's staff. Lemoore is almost done. We are in the process of picking colors for Hanford. Doing interviews this week for Library Assistants.
8. Pollack (Porterville) – Everything is going well.
9. Riggs (Madera County) – Our Infrastructure Grant is stalled; we need approval still.
10. Leal (Coalinga/Huron) – We have staff vacancies. Leal will be retiring on April 30th.

F. CALENDAR ITEMS

- i. April 4th, 2025, at Fig Garden Regional Library at 10:00 AM.

G. ADJOURNMENT

1. The meeting was adjourned at 12:17 PM.

DATE: April 4, 2025
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 2025.

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 28, 2025.
 - 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: \$3,791,793
3. System Committed Reserves
 - i. SJVLS Assigned - \$1,373,713
 - ii. Members Committed Tech Reserves \$919,396

B. OUTSTANDING RECEIVABLE TOTAL: \$259,136 (as of 2/28/25)

1. Member Fees, Postage, Smart Net and other selection: \$129,436 (Kings County Billing Invoice #1 and Tulare City Tech Reserve)
2. E-Rate receivable- \$0
3. Fortinet: None
4. Electronic Resources -Cloud Library: None
5. Telecommunications Invoices: \$129,700 (\$365,589 billed out January 2025)

C. CLSA ALLOCATION UPDATE

1. Board approved CLSA service plan on May 2024 in the amount of \$240,500
2. Expenses and Estimates:
 - i. Delivery Services budgeted - \$240,500
 - ii. Oher Operations for e-resources - Budgeted \$0.
 - iii. Total Expenses through 2/28/2025- \$133,813
3. Funding Rollover: \$0

D. ONLINE MATERIALS STATUS UPDATE

1. Online Materials expenses total \$313,562, with prepaid expenses of \$157,991, including \$231,700 paid for Brainfuse (HelpNow, VetNow), as approved by Admin Council on August 20, 2024, leaving unspent funds of \$30,387. The plan of service was approved by the Board on May 24, 2024.

E. TRANSFER OF OWNERSHIP

1. Statements have been sent through:
 - i. September 2024 Activity. (Note: Fall PC order statements will be sent out in next few weeks)
2. Costs were deducted from the Members' Tech Reserve.

F. PRE-PAID TECH RESERVE

1. Total balance - \$ 4,199,990(through February 2025)
 - Emailed to Admin Council
2. Under committed System projects
 - Total Reserves \$2,551,741

G. UNEARNED GRANT REPORT & BROADBAND PROJECTS

1. Total Balance - \$15,043
 - i. Porterville Phase III - \$0 (spent final \$34,007 in Sep. 2024)
 - ii. Firebaugh CSL Connect Grant - \$9,036 (spent \$826 in FY24/25)
 - iii. Porterville CSL Connect Grant - \$6,007 (spent \$19,493 in Sep. 2024)
2. Fiber Project Year 8. In progress. The Board approved on April 16, 2021 for SJVLS participation in CENIC Year 8.
 - i. Total Budget - \$485,942
 - ii. Total Spent as of February 2025 - \$402,546

SJVLS
Budget to Actual- System Wide

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ 145,000	\$ 145,000	\$ 125,257
3575 · State Grants	240,198	103,075	181,150
4375 · Federal Grants	-	-	-
4841 · Membership Dues	2,012,000	2,012,000	2,012,000
5039 · Tech Reserve Charges	1,599,057	1,599,057	605,548
5040 · Other Cty Dpts Services	48,000	48,000	44,040
5501 · Projects e-Rate Earned	461,605	461,605	194,003
5504 · Telephone Services	538,395	538,395	629,795
5831 · Refunds And Abatements	-	-	-
Total Revenues	5,044,255	4,907,132	3,791,793
Expenditures			
7005 · Sealer Paper	-	-	6,674
7040 · Telephone Charges	1,280,000	1,280,000	444,138
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,125
7175 · Property Insurance	4,800	4,800	3,699
7205 · Maintenance-Equipment	458,000	458,000	267,803
7250 · Memberships	3,390	3,390	3,390
7265 · Office Expenditures	117,826	117,826	4,685
7268 · Postage	41,000	41,000	18,154
7286 · PeopleSoft Human Resources	2,000	2,000	216
7287 · PeopleSoft Financials Chg	2,500	2,500	903
7295 · Professional & Specialized	2,049,985	2,049,985	1,141,304
7296 · Data Processing Services	7,400	7,400	12,889
7325 · Publications & Legal Notic	5,000	5,000	-
7385 · Small Tools & Instruments	1,665,631	1,665,631	709,306
7406 · Library Materials	125,400	357,100	-
7412 · Mileage	500	500	115,850
7415 · Trans, Travel & Education	25,000	25,000	-
7416 · Trans & Travel County Gara	255,500	255,500	3,230
7430 · Utilities	40,000	40,000	141,015
7565 · County Cost Plan	15,000	15,000	26,667
Total Expenditures	6,104,932	6,336,632	2,904,047
Net Change in Fund Balance	\$ (1,060,677)	\$ (1,429,500)	\$ 887,745

**SJVLs Budget to Actual
130- Computer Operations**

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ 144,698	\$ 144,698	\$ 125,257
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	1,037,864	1,037,864	1,037,864
5039 · Tech Reserve Charges	-	-	878
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	68,488
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 130- Computer Operations Revenues	1,182,562	1,182,562	1,232,487
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	310,000	310,000	263,911
7250 · Memberships	150	150	150
7265 · Office Expenditures	25,000	25,000	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	1,500	1,500	-
7287 · PeopleSoft Financials Chg	500	500	-
7295 · Professional & Specialized	1,051,100	1,051,100	446,449
7296 · Data Processing Services	4,400	4,400	12,889
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	15,000	15,000	183
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	25,000	25,000	3,230
7416 · Trans & Travel County Gara	15,000	15,000	7,202
7430 · Utilities	40,000	40,000	26,667
7565 · County Cost Plan	-	-	-
Total 130- Computer Operations Expenditures	1,487,650	1,487,650	760,681
Net Change in Fund Balance	\$ (305,088)	\$ (305,088)	\$ 471,806

**SJVLS Budget to Actual
1301- TRD ERC and Equipment Orders**

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	817,500	817,500	222,569
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301- TRD ERC & Equip Revenues	817,500	817,500	222,569
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	37,500	37,500	-
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	780,000	780,000	205,175
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	817,500	817,500	205,175
Net Change in Fund Balance	\$ -	\$ -	\$ 17,394

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	61,000	61,000	29,513
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 1301.1- Notices & Lib Cards Revenues	61,000	61,000	29,513
Expenditures			
7005 · Sealer Paper	-	-	6,674
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	20,000	20,000	4,685
7268 · Postage	41,000	41,000	18,154
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	61,000	61,000	29,513
Net Change in Fund Balance	\$ -	\$ -	\$ -

**SJVLS Budget to Actual
1301.2- Tech Plan**

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
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 1301.1- Notices & Lib Cards 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	270,900	270,900	255,962
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	270,900	270,900	255,962
Net Change in Fund Balance	\$ (270,900)	\$ (270,900)	\$ (255,962)

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	-	-	-
5039 · Tech Reserve Charges	16,000	16,000	7,299
5040 · Other Cty Dpts Services	-	-	-
5501 · Projects e-Rate Earned	-	-	-
5504 · Telephone Services	-	-	-
5831 · Refunds And Abatements	-	-	-
Total 150- UMS Debt Collection Revenues	16,000	16,000	7,299
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	16,000	16,000	7,299
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	16,000	16,000	7,299
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ 302	\$ 302	\$ -
3575 · State Grants	240,198	103,075	124,400
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	240,500	103,377	124,400
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	240,500	240,500	133,813
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 200- CSLA Funded Delivery Expenditures	240,500	240,500	133,813
Net Change in Fund Balance	\$ -	\$ (137,123)	\$ (9,413)

SJVLS Budget to Actual
300- Communications

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	285,331	285,331	285,331
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	285,331	285,331	285,331
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	280,000	280,000	30,726
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	10,000	10,000	3,772
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	118,000	118,000	51,504
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	411,000	411,000	86,002
Net Change in Fund Balance	\$ (125,669)	\$ (125,669)	\$ 199,329

**SJVLS Budget to Actual
3301- AR Telco and Fiber Projects**

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	56,833
4375 · Federal Grants			-
4841 · Membership Dues			-
5039 · Tech Reserve Charges	704,557	704,557	345,288
5040 · Other Cty Dpts Services			-
5501 · Projects e-Rate Earned	461,605	461,605	125,515
5504 · Telephone Services	538,395	538,395	629,795
5831 · Refunds And Abatements	-	-	-
Total 3301- AR Telco Fiber Proj Revenues	1,704,557	1,704,557	1,157,431
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	1,000,000	1,000,000	413,412
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	52,000	52,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	52,826	52,826	-
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	599,731	599,731	243,794
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301- AR Telco Fiber Proj Expenditures	1,704,557	1,704,557	657,206
Net Change in Fund Balance	\$ -	\$ -	\$ 500,225

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

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	48,000	48,000	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	48,000	48,000	44,040
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	48,000	48,000	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	-	-	-
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 3301.1- Comm & Fortinet Expenditures	48,000	48,000	-
Net Change in Fund Balance	\$ -	\$ -	\$ 44,040

**SJVLS Budget to Actual
400- Coordination and Evaluation**

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	460,396	460,396	460,396
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	460,396	460,396	460,396
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	1,000	1,000	-
7101 · General Liability Insuranc	5,000	5,000	4,125
7175 · Property Insurance	4,800	4,800	3,699
7205 · Maintenance-Equipment	500	500	-
7250 · Memberships	-	-	-
7265 · Office Expenditures	20,000	20,000	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	500	500	216
7287 · PeopleSoft Financials Chg	2,000	2,000	903
7295 · Professional & Specialized	594,785	594,785	337,207
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	5,000	5,000	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	-	-	-
7412 · Mileage	500	500	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	15,000	15,000	-
Total 400- Coordination & Eval Expenditures	649,085	649,085	346,150
Net Change in Fund Balance	\$ (188,689)	\$ (188,689)	\$ 114,246

SJVLS Budget to Actual
600- Cataloging Center

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	88,299	88,299	88,299
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	88,299	88,299	88,299
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	128,500	128,500	104,373
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	4,193
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	128,500	128,500	108,566
Net Change in Fund Balance	\$ (40,201)	\$ (40,201)	\$ (20,267)

SJVLS Budget to Actual
800- Online Materials

	TOTAL		
	Original Budget	Current Budget	Actual Jul 24 - Feb 25
Revenues			
3380 · Interest	\$ -	\$ -	\$ -
3575 · State Grants	-	-	-
4375 · Federal Grants	-	-	-
4841 · Membership Dues	140,110	140,110	140,110
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	140,110	140,110	140,110
Expenditures			
7005 · Sealer Paper	-	-	-
7040 · Telephone Charges	-	-	-
7055 · Food	-	-	-
7101 · General Liability Insuranc	-	-	-
7175 · Property Insurance	-	-	-
7205 · Maintenance-Equipment	-	-	-
7250 · Memberships	3,240	3,240	3,240
7265 · Office Expenditures	-	-	-
7268 · Postage	-	-	-
7286 · PeopleSoft Human Resources	-	-	-
7287 · PeopleSoft Financials Chg	-	-	-
7295 · Professional & Specialized	141,600	141,600	194,472
7296 · Data Processing Services	-	-	-
7325 · Publications & Legal Notic	-	-	-
7385 · Small Tools & Instruments	-	-	-
7406 · Library Materials	125,400	357,100	115,850
7412 · Mileage	-	-	-
7415 · Trans, Travel & Education	-	-	-
7416 · Trans & Travel County Gara	-	-	-
7430 · Utilities	-	-	-
7565 · County Cost Plan	-	-	-
Total 800- Online Materials Expenditures	270,240	501,940	313,562
Net Change in Fund Balance	\$ (130,130)	\$ (361,830)	\$ (173,452)

**Admin Council Board Report
CLSA Status Report - FY 24-25**

Report Date 2/28/2025

Operations Type	Adopted Budget	CLSA Approved Plan	Total Expenses	Pending Expenses (Mar)	Estimate Charges	Total Projected Expenses	Excess "-" (fund by SJVLS reserves) Unspent "+"	Comments
Delivery - Basic & Sorting	240,500	240,500	133,813	17,560	-	151,373	89,127	
E-Resources Bibliotheca Cloud Library	-	-	-	-	-	-	-	
	240,500	240,500	133,813	17,560	-	151,373	89,127	
FY 23-2024 Rollover	-	-	-	-	-	-	-	
Grand Total	240,500	240,500	133,813	17,560	-	151,373	89,127	

Budget amendment approved:

Basic CLSA Service Plan Expenditure

CLSA Allocation	\$	-
Basic Delivery	\$	240,500
E-Resources	\$	-
Online Materials rollover	\$	-

Total System Delivery Costs

Basic Delivery Costs:	\$	151,373	
Extra Delivery Stops:	\$	-	
	\$	151,373	Total System Delivery Expenditure
Online Materials rollover	\$	-	

Total fundings Sources Delivery System

CLSA Funds	\$	124,400	Basic
Local Fund Reserve	\$	116,100	Basic
Madera	\$	-	Premium
	\$	240,500	Total System Delivery Funding

CLSA Amended Service Plan :

Reviewed annually in January for amendment

**Online Materials
Financial Update - FY 24-25
Report Date**

2/28/2025

Vendor	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent	Comments
Funding Source: Membership (cost center 0800)					
Ebooks Bibliotheca (E Resources)	130,400	99,662	-	30,738	
Pronunciator	30,000	18,667	9,333	2,000	
Cengage-Gale Database	62,500	42,259	21,130	(889)	Gale General Database Pkg
Cengage -Gale	33,500	23,357	11,678	(1,535)	Education and Career module & Info Science
Califa- Qipu E Card Registration & Membership	13,840	13,767	-	73	
Brainfuse, LLC (HelpNow, VetNow)	231,700	115,850	115,850	-	
ERC Committee -	-	-	-	-	
	501,940	313,562	157,991	30,387	
Funding Source: CLSA Other (cost center 0201)					
Bibliotheca Cloud Library (E Resources)	-	-	-	-	
Additional Online Materials Resources	-	-	-	-	
	-	-	-	-	
Grand Total	501,940	313,562	157,991	30,387	

	Budget Amount	Total Expenses	Prepaid Portion Subscription	Unspent
Total Funding Sources:	\$ 501,940	\$ 313,562	\$ 157,991	\$ 30,387

**SJVLS
BALANCE SHEET- SYSTEM WIDE
FEBRUARY 28, 2025**

	2/25/2025
ASSETS	
Current Assets	
Checking/Savings	
0110 · Cash In Treasury	\$ 5,165,878
0111 · Treasury Pool - GASB 31 Adj	266,445
0115 · Chase AP - 3522	59,144
0121 · Chase Merchant - 3506	13,523
0190 · Restricted Cash - Tech Reserve	4,199,990
Total Checking/Savings	9,704,980
Accounts Receivable	
0350 · Accounts Receivable	259,136
Total Accounts Receivable	259,136
Other Current Assets	
0400 · Inventory	3,730
Total Other Current Assets	3,730
Total Current Assets	9,967,846
Other Assets	
0510 · Prepaid Expenses	261,919
Total Other Assets	261,919
TOTAL ASSETS	\$ 10,229,765
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1210 · Accounts Payable	\$ 359,581
Total Accounts Payable	359,581
Other Current Liabilities	
1435 · Tech Reserve Advances	
1435.01 · Coalinga Tech Reserve	52,540
1435.02 · Fresno Tech Reserve	2,062,050
1435.03 · Kern Tech Reserve	525,809
1435.04 · Kings Tech Reserve	251,439
1435.05 · Madera Tech Reserve	86,264
1435.06 · Mariposa Tech Reserve	81,057
1435.07 · Merced Tech Reserve	337,750
1435.08 · Porterville Tech Reserve	403,579
1435.09 · Tulare County Tech Reserve	394,399
1435.10 · Tulare Public Tech Reserve	20,105
Total 1435 · Tech Reserve Advances	4,214,992
1437 · Due To Other Funds-Agencies	13,508
1710 · Unearned Revenue	15,043
Total Other Current Liabilities	4,243,543
Total Current Liabilities	4,603,124
Total Liabilities	4,603,124
Equity	
2230 · Fund Balance - Unassigned	4,252,928
2231 · Fund Balance - Assigned	1,373,713
Total Equity	5,626,641
TOTAL LIABILITIES & EQUITY	\$ 10,229,765

DATE: April 4, 2025
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: Financial Audit FY 2023-24

DISCUSSION:

Vasquez and Company started their financial audit for fiscal year 2023-24. As a part of the audit, they provided the attached introduction letter to Administrative Council. The letter outlines what to expect from their audit process, clarifies roles and responsibilities, and how Vasquez will perform the audit.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – Vasquez Introduction Letter



www.vasquez.cpa

213-873-1700
OFFICE

LOS ANGELES
SAN DIEGO
IRVINE
SACRAMENTO
FRESNO
PHOENIX
LAS VEGAS
MANILA, PH

March 13, 2025

Administrative Council
San Joaquin Valley Library System
2420 Mariposa Street
Fresno, CA 93721-2204

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the San Joaquin Valley Library System (the Library) financial statements and compliance as of and for the year ended June 30, 2024.

Communication

Effective two-way communication between our firm and the Administrative Council is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the Library and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other known or likely fraud, noncompliance with provisions of laws, statutes, regulations, rules, provisions of contracts or grant agreements or abuse that is likely to have a material effect on the financial statements. We will also communicate illegal acts, instances of noncompliance or fraud that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Additionally, we will communicate significant unusual transactions, matters that are difficult or contentious for which we consulted outside the engagement team, and circumstances that affect the form and content of the auditor's report. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.



Shared Responsibilities for Independence

Independence is a joint responsibility and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and *Government Accountability Office* (GAO) independence rules. For Vasquez and Company LLP (Vasquez) to fulfill its professional responsibility to maintain and monitor independence, management, the Administrative Council, and Vasquez each play an important role.

Our responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. Vasquez is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

The Library's Responsibilities

- Timely inform Vasquez, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, or officers.
 - Changes in the organizational structure or the reporting entity impacting affiliates such as related entities, investments, and member agencies.
 - Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
 - Understand and conclude on the permissibility, prior to the Library and its affiliates, Administrative Council members, officers, directors, or persons in a decision-making capacity, engaging in business relationships with Vasquez.
 - Not entering into arrangements of nonaudit services resulting in Vasquez being involved in making management decisions on behalf of the Library.
 - Not entering into relationships resulting in close family members of Vasquez covered persons, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Library.
-



Our Independence Policies and Procedures

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, our partners and professional employees are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies prohibit us from providing certain non-attest services and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how the Library functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of the Library's operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

As part of obtaining an understanding of the Library's business and its environment, we will obtain an understanding of the Library's system of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where the Library's financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit, evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the financial statements, forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial and compliance informational needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.



Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified risk of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk due to the degree to which inherent risk factors affect the combination of the likelihood of a misstatement occurring and the magnitude of the potential misstatement should that misstatement occur, or that is to be treated as a significant risk in accordance with auditing standards generally accepted in the United States of America. As part of our initial risk assessment procedures, we identified the following risks as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Risk Name	Risk Description	Planned Response
Management override of controls	Management could manipulate, override, and improperly recognize accounts, transactions and controls to commit fraudulent financial reporting, and/or misappropriate assets.	We will perform the following procedures: <ul style="list-style-type: none"> • Obtain an understanding of the Library’s financial reporting process. • Examine selected journal entries and other adjustments. • Conduct procedures to evaluate fraud risks.
Improper Revenue Recognition	Revenue could be misstated due to errors in the application of proper revenue recognition to commit fraudulent financial reporting, and/or misappropriation of assets.	We will perform the following procedures: <ul style="list-style-type: none"> • Review the revenues recognized during the fiscal year against the Library’s revenue recognition policy. • Perform tests of controls over cash receipts, revenues, and receivable transaction cycle. • Examine supporting documents for material revenue transactions and/or perform substantive analytical procedures.



Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements, including compliance, will include obtaining an understanding of internal control over financial reporting and compliance sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting and compliance or to identify significant deficiencies or material weaknesses. Our review and understanding of the entity's internal control over financial reporting and compliance is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue a report on internal control over financial reporting and compliance and other matters related to the financial statements. These reports describe the scope of testing of internal control over financial reporting and compliance and the results of our tests of internal control over financial reporting and compliance. Our reports on internal control over financial reporting and compliance and other matters will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and noncompliance and other matters consistent with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States.

Timing of the Audit

We have scheduled the fieldwork to commence on the week of April 21, 2024. Management's adherence to its closing schedule and timely completion of information used by us in the performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the Library.

This communication is intended solely for the information and use of the Administrative Council and is not intended to be, and should not be, used by anyone other than this specified party.

Very truly yours,

A handwritten signature in black ink that reads "Vazquez & Company LLP".

DATE: April 4, 2025

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve 2025 E-Rate Category 2 Project

RECOMMENDED ACTION:

1. Authorize the submission of SJVLS's 2025 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 to file for E-Rate Category 2 funding for network equipment and access point licenses 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 fiscal year 2025-26.

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 2025 E-Rate Category 2 funding request focuses on replacing the routers at 8 headquarter locations and purchasing a 5-year enterprise license agreement for the Meraki access points. The equipment and installation will be purchased from SPURR's master contract for network equipment and services.

If all equipment and access point licenses funding requests are approved, and all members decide to move forward with all aspects of the project, the undiscounted cost of the project is \$206,581.21. If our full funding request is approved, USAC will fund \$175,594.03 and the members will be responsible for the combined total of \$30,987.18.

SJVLS staff worked with EdTechnologyFunds staff to define our preliminary request. Following USAC's rules, EdTechnologyFunds issued a mini bid allowing vendors to supply their bids to supply the requested equipment and licenses. AMS as the only respondent.

The next step is to submit our funding request to USAC for approval. Once USAC issues a Funding Commitment Decision Letter, SJVLS will finalize the project and issue the purchase order for the equipment and licenses.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File – AMS SPURR Mini bid response.

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: April 4, 2025
TO: SJVLS Administrative Council
SUBMITTED BY: Chris Wymer – Administrative Librarian
SUBJECT: Approve CENIC Year 11 Participation

RECOMMENDED ACTION:

1. Approve System participation in CENIC Year 11 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 estimated appropriations and estimate revenues in the upcoming recommended budget.

Approval of the recommended action will allow SJVLS to work with Ed Technology Funds, CENIC, and the State Library’s Broadband Aggregator, Imperial County Office of Education (ICOE), to collect bids, review option with Members, and process paperwork to participate in Year 11. The last recommended action allows staff to work with the Fiscal Agent to prepare to return to Administrative Council with budget resolution to increase appropriations and estimated revenues collection from Tech Reserves will be included in the recommended Budget for fiscal year 2025-26.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended actions are not approved, eligible members will not be able 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 for fiscal year 2025-26.

DISCUSSION:

Due to delays in receiving initial bids, SJVLS is still working with members 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:

On file: CENIC Year 11 Bids

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: April 4, 2025

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Approve Online Tutoring RFP Award

RECOMMENDED ACTION:

1. Approve ERC's recommendation to award the Online Tutoring RFP contract to Tutor.com.
2. Authorize the Administrative Librarian to execute an agreement with Tutor.com for an initial 3-year subscription, with two optional 1-year renewals for a total contract cost of \$550,000.

Approval of the recommended action will award the Online Tutoring RFP contract to ERC's recommended vendor, Tutor.com and authorize the Administrative Librarian to execute a contract for the services. The services will begin in August 2025 and continue through August 2030 with yearly subscription costs being \$110,000.

ALTERNATIVE ACTION(S):

Alternatively, Administrative Council could elect to not award a winner for the Online Tutoring RFP. This would allow individual members to make their own decisions about offering Online Tutoring and allow them to select their own vendors.

FISCAL IMPACT:

Approval of the recommended action will increase expenditures from the Online Materials budget in the amount of \$110,000 per year. In the upcoming fiscal year, 2025-26, adding this expense will not increase membership dues. The fiscal year budget already accounts for this expenditure without raising membership dues.

Approval of the alternative action will reduce SJVLS's Online Materials expenditures in the amount of \$110,000.

DISCUSSION:

SB 321 added the Local Public Library Partnership Program to the Education Code in 2023. The Program is designed to ensure that all pupils have access to a local public library by the time they enter the third grade. Those library cards are called "Student Success Cards."

Initially, the legislation required that Student Success Cards provide students with access to library collections that support school curriculum as well as pupil leisure reading, online research, and learning resources maintained by the local public library, Online Tutoring, and Digital Content from the State Library's K-12 Online Resources Project.

Based on the initial language of the Program, SJVLS released an RFP for a vendor to provide Online Tutoring Services to all SJVLS member libraries. The RFP was released in November 2024 and closed in December. In January 2025, the Electronic Resources Committee heard presentations from each respondent and submitted their scores for the RFP responses. After compiling each member's scores and averaging them, the respondent with the highest score was Tutor.com. ERC met on January 23, 2025, and voted to recommend Tutor.com to

Administrative Council.

While the recommended action of this item is to initiate a contract with Tutor.com, new information was received after the RFP closed that allows Administrative Council to elect to not award a contract, if they choose.

In September 2024, the Local Public Library Partnership Program was amended. The amended law now reads that Student Success Cards provide access to specific services, including “Online tutoring, where available.” The amended language means that if a local public library doesn’t have a vendor or service to provide Online Tutoring services, they don’t have to offer the service to Student Success Card holders. This would allow individual members the ability to make their own decisions about offering tutoring services to their patrons and allow them to select the vendor that’s the best fit for them.

During the February meeting, Administrative Council tabled a decision on the RFP award to research what school districts within SJVLS’s service area already provide online tutoring services to their students. The results are included in the table below. Currently, approximately 20% of schools in SJVLS’s service area already offer tutoring services to students. These tend to be larger districts, and the smaller, rural districts do not offer the resource to students.

Jurisdiction	Yes	No	No response	Total
Coalinga-Huron	1			1
Fresno County	9	20	2	31
Kern County	7	28	4	39
Kings County	3	3		6
Madera County		2		2
Mariposa County		1		1
Merced County	14	4	3	21
Porterville		2		2
Tulare County		48		48
Tulare Public		1	1	2
Grand Total	34	109	10	153

PRIOR AGENDA REFERENCE:

- Administrative Council Agenda – October 4, 2024. Item #1.
- Administrative Council Agenda – February 7, 2025. Item #2.
- Electronic Resources Committee Agenda – January 16, 2025. Item #1.
- Electronic Resources Committee Agenda – January 23, 2025. Item #1.

ATTACHMENTS INCLUDED AND/OR ON FILE:

- On File – RFP 25-001: Online Tutoring Services.
- On File – Tutor.com RFP Response.
- On File – Tutoring Services by School District Results

Motion:

Second:

_____ PASSED

_____ REJECTED

DATE: April 4, 2025

TO: SJVLS Administrative Council

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: AB 1185: California Library Services, Equity in Opportunity Act

DISCUSSION:

On February 21, 2025, Assemblymember Gregg Hart introduced AB 1185: California Library Services, Equity in Opportunity Act, which proposed substantial revisions to the California Library Services Act (CLSA). The proposed revisions are included as an attachment to this agenda item.

Earlier in March, the CLA Legislative Committee reviewed the bill and took an “Oppose” view and sent a letter to Assemblymember Hart’s office expressing their stance. Hart then pulled the bill from the legislative calendar and will be making the bill a “two-year bill.” According to PLP’s Executive Director, Carol Frost, this means Hart will be able to convene stakeholder meetings later in the year, hopefully to make progress regarding agreeable amendments to the Act. This means the bill will not be heard in any committee until January 2026.

PRIOR AGENDA REFERENCE:

No prior reference.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment #1 – AB 1185: California Library Services, Equity in Opportunity Act

CALIFORNIA LEGISLATURE—2025–26 REGULAR SESSION

ASSEMBLY BILL**No. 1185****Introduced by Assembly Member Hart**

February 21, 2025

An act to amend Sections 18700, 18710, 18720, 18722, 18724, and 18726 of, and to repeal and add Sections 18701, 18702, and 18703 of, the Education Code, relating to libraries.

LEGISLATIVE COUNSEL'S DIGEST

AB 1185, as introduced, Hart. California Library Services, Equity in Opportunity Act.

Existing law, the California Library Services Act, states the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. The act establishes the California Library Services Board consisting of 13 members, appointed as provided, with the State Librarian as the chief executive officer of the state board. Under the act, the powers and duties of the state board include, among other things, the adoption of rules, regulations, and general policies for the implementation of the act, as provided.

This bill would rename the California Library Services Act as the California Library Services, Equity in Opportunity Act, and would revise and recast the act to, among other things, state the intent of the Legislature to create access to opportunity for all Californians at public libraries, as provided. The bill would rename the California Library Services Board as the California Library Services, Equity in Opportunity Board and would reduce the size of the board to 11 members, appointed as provided. The bill would prescribe the duties of the state board to

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instead be to, among other things, advise the State Librarian on the adoption of rules, regulations, and general policies for the implementation of the act, as provided. The bill would require the State Librarian to ensure staff support for the state board.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 18700 of the Education Code is amended
2 to read:

3 18700. This chapter shall be known as the ~~California~~
4 “*California Library Services Act. Services, Equity in Opportunity*
5 *Act.*”

6 SEC. 2. Section 18701 of the Education Code is repealed.

7 ~~18701. The Legislature finds and declares that it is in the~~
8 ~~interest of the people of the state to ensure that all people have~~
9 ~~free and convenient access to all library resources and services~~
10 ~~that might enrich their lives, regardless of where they live or of~~
11 ~~the tax base of their local government. This finding is based on~~
12 ~~the recognition that:~~

13 ~~(a) The public library is a primary source of information,~~
14 ~~recreation, and education to persons of all ages, any location, or~~
15 ~~any economic circumstance.~~

16 ~~(b) The expansion of knowledge and the increasing complexity~~
17 ~~of our society creates a need for materials and information that~~
18 ~~goes beyond the ability of any one library to provide.~~

19 ~~(c) The public libraries of California are supported primarily~~
20 ~~by local taxes. The ability of local governments to provide adequate~~
21 ~~service is dependent on the taxable wealth of each local jurisdiction~~
22 ~~and varies widely throughout the state.~~

23 ~~(d) Public libraries are unable to bear the greater costs of~~
24 ~~meeting the exceptional needs of many residents, including people~~
25 ~~with disabilities, non-English-speaking and~~
26 ~~limited-English-speaking persons, those who are confined to home~~
27 ~~or in an institution, and those who are economically disadvantaged.~~

28 ~~(e) The effective sharing of resources and services among the~~
29 ~~libraries of California requires an ongoing commitment by the~~
30 ~~state to promote access to information in both print and digital~~
31 ~~format.~~

1 SEC. 3. Section 18701 is added to the Education Code, to read:

2 18701. The Legislature finds and declares all of the following:

3 (a) The state's local libraries should provide all Californians
4 with equal and equitable access to the information and services,
5 both digitally and in-person, that are necessary for personal and
6 professional success.

7 (b) California's more than 1,130 public libraries are as unique
8 and diverse as the communities they serve. All local libraries are
9 trusted community hubs, anchor institutions that strengthen their
10 communities, and serve as gathering places, havens, and bridges
11 across the digital divide.

12 (c) Libraries and their shared resources are essential parts of
13 the state's system of public education and allow Californians of
14 all ages and backgrounds to realize their fullest potential.

15 (d) California public libraries are supported primarily by local
16 taxes. The ability of local governments to provide adequate services
17 is dependent on the taxable wealth of each local jurisdiction and
18 varies widely throughout the state.

19 SEC. 4. Section 18702 of the Education Code is repealed.

20 ~~18702. It is the intent of the Legislature to provide all residents
21 with the opportunity to obtain from their public libraries needed
22 materials and informational services by facilitating access to the
23 resources of all libraries in this state.~~

24 ~~This policy shall be accomplished by assisting public libraries
25 to improve service to the underserved of all ages, and by enabling
26 public libraries to provide their users with the services and
27 resources of all libraries in this state.~~

28 SEC. 5. Section 18702 is added to the Education Code, to read:

29 18702. It is the intent of the Legislature to create access to
30 opportunity for all Californians at public libraries by offering all
31 of the following:

32 (a) Physical and digital resources for education and continuing
33 education.

34 (b) Programs strengthening English proficiency and academic
35 success.

36 (c) Support for early learning and child wellness.

37 (d) Connections to broadband.

38 (e) In-person and online services to aid individuals in seeking
39 jobs and lifelong learners.

40 SEC. 6. Section 18703 of the Education Code is repealed.

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1 ~~18703. In adopting this chapter, the Legislature declares that~~
2 ~~its policy shall be as follows:~~

3 ~~(a) To reaffirm the principle of local control of the government~~
4 ~~and administration of public libraries, and to affirm that the~~
5 ~~provisions of this chapter apply only to libraries authorized by~~
6 ~~their jurisdictions to apply to participate in the programs authorized~~
7 ~~by this act.~~

8 ~~(b) To require no library, as a condition for receiving funds or~~
9 ~~services under this chapter, to acquire or exclude any specific book,~~
10 ~~periodical, film, recording, picture, or other material, or any~~
11 ~~specific equipment, or to acquire or exclude any classification of~~
12 ~~books or other material by author, subject matter, or type.~~

13 ~~(c) To encourage the adequate financing of libraries from local~~
14 ~~sources, with state aid to be furnished to supplement, not supplant,~~
15 ~~local funds.~~

16 ~~(d) To encourage service to the underserved of all ages.~~

17 ~~(e) To encourage and enable the sharing of resources between~~
18 ~~libraries.~~

19 ~~(f) To ensure public participation in carrying out the intent of~~
20 ~~this act.~~

21 SEC. 7. Section 18703 is added to the Education Code, to read:

22 18703. The purpose of this chapter is to do all of the following:

23 (a) Ensure that all Californians, regardless of circumstance or
24 community, have equitable online and in-person access to the
25 resources necessary for success in California's diverse multicultural
26 society.

27 (b) Provide an ongoing commitment by the state to facilitate
28 access to information in both print and digital format that will
29 supplement, rather than replace, existing funding for libraries.

30 (c) Ensure that the people of California have free and convenient
31 in-person and online access to resources and services to help them
32 succeed personally and professionally by making funding available
33 to assist in providing all of the following core services:

34 (1) Access to broadband.

35 (2) Early learning and child wellness resources.

36 (3) Resources to aid K-12 and postsecondary education
37 academic success.

38 (4) Programs and resources to increase literacy and biliteracy
39 in adults and children.

40 (5) Opportunities for personal enrichment or enjoyment.

1 (d) Ensure that libraries are not required to, as a condition of
2 receiving funds or services under this chapter, buy, provide access
3 to, or exclude any specific book in any format, periodical, film,
4 database, online resource, photograph, or other material or medium.

5 (e) Ensure that libraries are not required to buy, provide access
6 to, or exclude any classification of books or other material by
7 author, subject matter, or type.

8 SEC. 8. Section 18710 of the Education Code is amended to
9 read:

10 18710. ~~As used in~~ *For purposes of this chapter, the following*
11 ~~terms have the following meanings; definitions apply unless the~~
12 ~~context otherwise indicates or unless specific exception is made:~~

13 (a) ~~“Academic library” means a library established and~~
14 ~~maintained by a college or university to meet the needs of its~~
15 ~~students and faculty, and others by agreement.~~

16 (b)

17 (a) ~~“Act” means the California Library Services Act. Services,~~
18 ~~Equity in Opportunity Act.~~

19 (b) ~~“Broadband” means communications network facilities that~~
20 ~~enable high-speed internet access.~~

21 (c) ~~“Cooperative library system” means a public library system~~
22 ~~that consists of two or more jurisdictions entering into a written~~
23 ~~agreement to implement a regional program in accordance with~~
24 ~~this chapter, and that, as of the effective date of this chapter, was~~
25 ~~designated a library system under the Public Library Services Act~~
26 ~~of 1963 or was a successor to that library system. consortium of~~
27 ~~public libraries that consists of two or more jurisdictions entering~~
28 ~~into a written agreement to implement one or more programs in~~
29 ~~accordance with this chapter.~~

30 (d) ~~“Direct loan” means the lending of a book or other item~~
31 ~~directly to a borrower.~~

32 (e) ~~“Equal and equitable access” means the right of the residents~~
33 ~~of jurisdictions that are members of a cooperative library system~~
34 ~~to use on an equal basis with one another the all users, regardless~~
35 ~~of circumstance, to services and loan privileges of any and all other~~
36 ~~members of the same system. at all public libraries without~~
37 ~~discrimination.~~

38 (f) ~~“Independent public library” means a public library that is~~
39 ~~not a member of a system.~~

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- 1 (g) “Interlibrary loan” means the lending of a book *in any*
2 *format, including, but not limited to, digital*, or other item from
3 one library to another as the result of a user request for the item.
- 4 (h) “Jurisdiction” means a county, city and county, city, or any
5 district that is authorized by law to provide public library services
6 and that operates a public library.
- 7 (i) “Libraries for institutionalized persons” means libraries
8 maintained by institutions for the purpose of serving their resident
9 populations.
- 10 (j) “Public library” means a library, or two or more libraries,
11 that is operated by a single public jurisdiction and that serves its
12 residents free of charge.
- 13 (k) “School library” means an organized collection of printed
14 and audiovisual materials that satisfies all of the following criteria:
15 (1) Is administered as a unit.
16 (2) Is located in a designated place.
17 (3) Makes printed, audiovisual, and other materials as well as
18 necessary equipment and services of a staff accessible to
19 elementary and secondary school pupils and teachers.
- 20 (l) “Special library” means one maintained by an association,
21 government service, research institution, learned society,
22 professional association, museum, business firm, industrial
23 enterprise, chamber of commerce, or other organized group and
24 the greater part of their collections being in a specific field or
25 subject, such as natural sciences, economics, engineering, law,
26 and history.
- 27 (m) “Special Services Programs” means a project establishing
28 or improving service to the underserved of all ages.
- 29 (n) “State board” means the California Library ~~Services Services~~,
30 *Equity in Opportunity* Board.
- 31 (o) “System” means a cooperative library system.
- 32 (p) “Underserved” means any population segment with
33 exceptional service needs not adequately met by traditional library
34 service patterns, including, but not limited to, those persons who
35 are geographically isolated, economically disadvantaged,
36 functionally illiterate, of non-English-speaking or
37 limited-English-speaking ability, homebound, or institutionalized,
38 or who are persons with disabilities.

1 (q) “Universal borrowing” means the extension by a public
2 library of its direct loan privileges to the eligible borrowers of all
3 other public libraries.

4 SEC. 9. Section 18720 of the Education Code is amended to
5 read:

6 18720. (a) There is hereby established in the state government
7 the California Library ~~Services Services, Equity in Opportunity~~
8 Board, to consist of ~~13 11~~ members. ~~The Governor shall appoint~~
9 ~~nine members of the board. Three of the Governor’s appointments~~
10 ~~shall be representative of laypersons, one of whom shall represent~~
11 ~~people with disabilities, one of whom shall represent limited- and~~
12 ~~non-English-speaking persons, and one of whom shall represent~~
13 ~~economically disadvantaged persons. Each of the 11 members~~
14 ~~shall be broadly representative of the people that are served by~~
15 ~~the state’s libraries and shall reflect the cultural traditions of~~
16 ~~Californians throughout the diverse geographic areas of the state.~~

17 (b) The Governor shall ~~also~~ appoint ~~six seven~~ members of the
18 board, ~~each of whom shall represent one of the following~~
19 ~~categories: school libraries, libraries for institutionalized persons,~~
20 ~~public library trustees or commissioners, public libraries, special~~
21 ~~libraries, and academic libraries. board.~~

22 (c) The Legislature shall appoint the remaining four ~~public~~
23 ~~members from persons who are not representative of categories~~
24 ~~mentioned in this section. members.~~ Two shall be appointed by
25 the Senate Committee on Rules and two shall be appointed by the
26 Speaker of the Assembly.

27 (d) The terms of office of members of the board shall be for
28 four years and shall begin on January 1 of the year in which the
29 respective terms are to start.

30 (e) ~~On January 1, 2013, the members of the board shall be those~~
31 ~~persons serving on the former Library of California Board,~~
32 ~~appointed pursuant to former Section 18820, as it existed on~~
33 ~~December 31, 2012, who shall serve for the duration of their terms.~~

34 SEC. 10. Section 18722 of the Education Code is amended to
35 read:

36 18722. The concurrence of ~~seven six~~ members of the state
37 board shall be necessary to the validity of any of its acts.

38 SEC. 11. Section 18724 of the Education Code is amended to
39 read:

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1 18724. The duties of the state board shall be to ~~adopt~~ *advise*
 2 *the State Librarian on the adoption of* rules, regulations, and
 3 general policies for the implementation of this chapter. In addition,
 4 the state board, consistent with the terms and provisions of this
 5 chapter, shall have the following powers and duties:

6 (a) ~~To direct~~ *advise* the State Librarian in the administration of
 7 this chapter.

8 (b) ~~To review for its approval all annual proposals submitted~~
 9 ~~under this chapter.~~

10 (e)

11 (b) ~~To expend the funds appropriated~~ *recommend fund*
 12 *expenditures* for the purpose of implementing ~~the provisions of~~
 13 this chapter.

14 (d) ~~To require participating libraries and systems to prepare and~~
 15 ~~submit any reports and information that are necessary to carry out~~
 16 ~~the provisions of this chapter, and to prescribe the form and manner~~
 17 ~~for providing those reports and information.~~

18 (e) ~~To require that any public library participating in programs~~
 19 ~~authorized by this chapter provide access to its bibliographic~~
 20 ~~records and materials location information consistent with the~~
 21 ~~legislative policy of encouraging the sharing of resources between~~
 22 ~~libraries.~~

23 (c) *To review any reports and information submitted by the*
 24 *California State Library pursuant to this chapter.*

25 SEC. 12. Section 18726 of the Education Code is amended to
 26 read:

27 18726. The State Librarian shall be the chief executive officer
 28 of the state board for purposes of this chapter and shall:

29 (a) ~~Make such~~ reports and recommendations as ~~may be required~~
 30 *requested* by the state board.

31 (b) Administer the provisions of this chapter.

32 (c) Review all claims to ~~insure~~ *ensure* programmatic and
 33 technical compliance with ~~the provisions of~~ this chapter.

34 (d) *Ensure staff support for the state board for purposes of this*
 35 *chapter.*

O