PLP Executive Committee Agenda
PLP Office - Upstairs Conference Room
2471 Flores Street, San Mateo, CA 94403
October 19, 2018
1:00 p.m.

Conference Call Information:
Conference Number: 1-800-503-2899
Access Code: 3495538

I.	**Adoption of the Agenda** (Action Item)	Nemitz	
II.	**Old Business**		
	A. Approval of the June 13, 2018 Minutes (Action Item)	Nemitz	Attachment 1
	B. PLP Leadership Development Program Update	Light	
	C. Update on PLP Sponsored Regional Networking Events	Frost	
	D. Update on Expenditures for PLP Support for Staff Development Initiatives and Activities	Alvarez	
III.	**New Business**		
	A. CLSA		
	1. Request for Additional CLSA Funds for MOBAC Shared ILS Project (Action Item)	Siegfried	Attachment 2
	2. Consider and Approve Request of $291 of CLSA Funds for San Juan Bautista Public Library (Action Item)	Frost	Attachment 3
	3. Notification of New SVLS Delivery Courier	Frost	Attachment 4
	4. Acceptance of CLSA FY 2017/18 Annual Report, System Expenditure Report, and FY 2018/19 Detailed Budget (Action Item)	Frost	Attachment 5
	B. Discussion of Agenda Items for System Cooperative Meeting at California Library Association Annual Conference	Frost	Attachment 6
	C. Update on PLP Membership Changes	Frost	Attachment 7
	D. Review of Membership Fee Structure	Frost	Attachment 8
	E. 2018/19 Awards for PLP Technology and Innovation Grants (to be distributed prior to meeting)	Alvarez	
	F. Annual Report from PLP Staff Development Committee	Alvarez	Attachment 9

IV. Reports

    A. PLP President's Report   Nemitz

    B. PLP CEO's Report   Frost

    C. State Library Report   Coles

V. Agenda Building for Next Meeting

VI. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to State law.)

VII. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).
The teleconferenced meeting must meet the following requirements:
(1) it must comply with all of the Act's requirements applicable to other meetings;
(2) all votes must be taken by roll call;
(3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
(4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
(5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
(6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:
California State Library, 900 N Street, Sacramento, CA 95814
Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010
Monterey Public Library, 625 Pacific Street, Monterey, CA 93940
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
PLP Office, 2471 Flores Street, San Mateo, CA 94403
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063
Santa Clara City Library, 2635 Homestead Road, Santa Clara, CA 95051
Santa Cruz Public Libraries, 117 Union Street, Santa Cruz, CA 95060
Sunnyvale Public Library, 665 West Olive Avenue, Sunnyvale, CA 94086
Cindy Chadwick, 720 Prior Place, Palm Harbor, FL 34683

Pacific Library Partnership

PLP Executive Committee Minutes
PLP Office - Upstairs Conference Room
2471 Flores Street, San Mateo, CA 94403

June 13, 2018
3:00p.m.

Committee:
President Heidi Murphy
Brad McCulley
Susan Nemitz
Derek Wolfgram
Monique Ziesenhenne

System Staff:
Carol Frost, PLP
Yemila Alvarez, PLP
Andrew Yon, PLP

Additional Directors
Cindy Chadwick
Cynthia Bojorquez
Hilary Keith

The meeting was called to order at 3:03 pm by President Murphy.

I. Adoption of the Agenda

The Agenda was adopted as presented. (M/S Ziesenhenne/Nemitz)

II. Old Business
A. Approval of the May 4, 2018 Minutes
Alvarez noted a correction of Item 3.C.1 to include Wolfgram's recusal from discussion on the PLS/PLP Contract. The Minutes were approved as corrected. (M/S Wolfgram/Nemitz)

B. Draft Minutes of the May 4, 2018 Administrative Council Minutes
The draft Minutes were distributed.

C. LSTA Statewide Grant: Statewide Student Success Initiative
Frost reviewed the grant application and requirements. The Student Success Initiative will be entering its third year, continuing as a statewide initiative. The focus will be on continuation and sustainability of partnerships. The LSTA grant award includes $149,674 of grant funds and $467,000 of in-kind, for a project total of $616,674. There was a motion made and passed to accept the grant as presented. (M/S McCulley/Nemitz)

D. LSTA Pitch an Idea Regional Grant: Career Visioning for New Adults in Rural California
Frost reviewed the grant application and requirements. This is a partnership between NorthNet Library System, the Black Gold Cooperative Library System and PLP, with NorthNet being the lead agency. The grant seeks to connect service providers, job seekers, and librarians to identify local barriers to meaningful employment and provide solutions through Career Visioning. Participants will learn resources and strategies tailored to their unique geographic regions that

can help them create plans for their future long-term career path, sustainable employment, and self-sufficiency. PLP Libraries committed to participate include Monterey County Free Libraries, Salinas Public Library, and San Benito County Free Library. There was a motion made and passed to accept the grant as presented. (M/S McCulley/Addleman)

E. **LSTA Pitch an Idea Local Grant: Cybersecurity Training for Youth Using Minecraft**
Alvarez reviewed the grant application. Palo Alto Library is the lead in developing a cybersecurity module in Minecraft to train youth (teens and tweens ages 8-12) on how to protect themselves online. Training will focus on 4 key areas: network security basics; how to identify outside threats; data protection; and social engineering. The LSTA grant award includes $44,555 of grant funds and $14,990 of in-kind, for a project total of $59,545. A motion to accept the grant as presented was made and passed. (M/S Wolfgram/Ziesenhenne)

F. **Review of New PLP website**
Frost gave the URL of the development site for the newly redesigned PLP website and asked Committee members to send comments to Frost or Alvarez. PLP Administration will send an announcement in the next few weeks to its members once the website is ready to launch.

III. **New Business**

A. **PLP Membership Changes**
Frost reviewed the memo (Attachment 6) regarding San Juan Bautista Library (SJBL). In FY 2015/16, the PLP membership fees for SJBL were waived, and SJBL is in arears for its FY 2016/17 and FY 2017/18 PLP membership dues. Frost had a conversation with the library staff and they have indicated an inability to rectify the situation. Since PLP membership is comprised of the 4 legacy systems, the MOBAC Administrative Council will be discussing this at their upcoming meeting and considering the termination of SJBL membership. Frost also mentioned that Hayward Public Library has requested to rejoin PLP. The BALIS Administrative Council will discuss and potentially approve the request at their meeting on July 6. After approval by BALIS, it must be brought to the California Library Services Board meeting in October. A decision will need to be made about the timing for joining, and pro-rating the membership fee if Hayward joins mid-year. It was clarified that they would not be eligible to receive or benefit from CLSA funding until it is recognized by the CLSB.

B. **Update on Funding Requests for PLP Support for Staff Development**
Alvarez updated the Committee on the call for requests for funding for staff development activities occurring between July through December 2018. The application period will close on June 28. At the last meeting, the Palo Alto City Library was approved for $5,000 for an event on August 31, "Positioning Libraries for the Future." Any additional requests will be review.

C. **PLP Strategic Priorities**
Each year the PLP Executive Committee sets priorities for the year, which reflect the current as well as other initiatives. Frost reviewed the priorities from the previous year and recommended that the 3 grants included in the packet be included in this years' strategic priorities. Alvarez will work with the SVLS Collections and Technical Services group to continue the conversation around collection development of foreign language materials.

D. **Acceptance of PLP FY 2018/19 CLSA Plan of Service**
Frost presented the updated CLSA Plan of Service. The anticipated total award is $695,827, with $555,862 going towards operations and $138,964 allocated to system administration. The Executive Committee will need to consider the allocation of $347,406. A motion to accept the PLP FY 2018/19 CLSA Plan of Service as presented was made and passed. (M/S Nemitz/Ziesenhenne)

E. **Finance**
   1. **Approval of PLP/PLS FY 2018/19 Contract**
   Controller Yon reviewed the contract, noting only one change since the last meeting: NorthNet has approved an amendment to their contract for increased services. These additional costs are reflected in the PLP/PLS contract. It was mentioned that should PLP receive any additional large grants or projects, the PLS/PLP contract may be renegotiated to reflect the additional work. Wolfgram and McCulley both abstained from discussion to prevent a conflict of interest since they both are on the PLS Administrative Council. A motion to accept the contract as presented was made and passed. (M/S Nemitz/Ziesenhenne)

   2. **Approval of PLP FY 2018/19 Budget (Action Item)**
   Controller Yon reviewed the budget in detail including updates since the last meeting. There was a question about the Operating Reserves and whether it is separate from the Fund Balance, which Controller Yon affirmed that it is. (M/S Nemitz/McCulley)

F. **PLP Correspondence Regarding CLSA Regulatory Language**.
A response was received from the State Library in regards to the letter which PLP sent to the California Library Services Board regarding the proposed changes in the regulatory languages. The formal letter noted the CLSB's actions, all of which reflected the PLP recommendations.

G. **PLP Executive Committee Meeting Schedule**
Wolfgram noted an error on the meeting schedule indicating that Friday is the 10th, not the 11th of May. There was a decision to make the 19th of October a phone meeting. There was a decision to change the start of the January 30th meeting to 1:30 p.m.

IV. **Reports**
A. **PLP President's Report**
There was no further report.

B. **PLP CEO's Report**
CEO Frost noted that a claim form will be issued to PLP public libraries for their portion of the CLSA distribution approved at the last meeting after the claim award is received from the State Library. Frost updated the Committee about Califa's activities in spinning off from PLS. They have moved to a new location in San Francisco, and Califa should be sending a note to the membership notifying them of that information.

C. **State Library Report**
There was no State Library representative present.

V. **Agenda Building for Next Meeting**
    A. **Update on Hayward**
    B. **Update on PLP Staff Development Funds**
    C. **Review of Membership Fee Structure**

VI. **Public Comment**: There was no public comment

VII. **Adjournment:**
    The meeting was adjourned at 3:53p.m. (M/S Ziesenhenne/Wolfgram)

City ofSalinas

Library and Community Services Dept. • 350 Lincoln Ave • Salinas, California 93901

(831) 758-7391 • www.ci.salinas.ca.us

To: **PLP Executive Committee**
From: **Cary Ann Siegfried, Director of Library & Community Services**
Subject: **Consider and Approve CLSA Allocation of $6,843 to Support a Shared ILS Study Between 6 MOBAC Libraries**
Date: **October 19, 2018**

At the May 2018 PLP Executive Committee meeting, the Committee allocated $200,000 of California Library Services Act (CLSA) funds to PLP public libraries, based on the membership allocation formula. Libraries were to choose from one of six options, including a special project among Salinas, Monterey Public, Monterey County, San Benito County, Harrison Memorial (Carmel) and Pacific Grove libraries for a shared ILS study. There is a possibility that the San Juan Bautista Public Library, which has just recently rejoined PLP, may also wish to participate in the study.

Collectively, the CLSA allocations coming to these six libraries is $23,157. The addition of San Juan Bautista could provide an additional $291. The original quote for the study was higher than the allocations. Representing these six libraries, I have worked with The Galecia Group to attempt to narrow the scope to bring the cost down to $23,157. This smaller scope will allow the study to proceed and reach preliminary conclusions but will not allow the six libraries to work with their governing bodies and city/county management to make a fully informed decision concerning implementation of the shared ILS without additional work and discussion with the consultant.

In working with the consultant to modify the scope of work to allow for a fully informed decision, we have determined that the cost of the additional tasks and corresponding report would total $30,000. I am attaching this modified scope of work to this memo. We do not anticipate that the addition of San Juan Bautista will increase the cost and their inclusion will be determined before the contract is finalized.

We respectfully ask that the PLP Executive Committee consider allocating an additional $6,843 of CLSA funds to support this study. Each of the libraries is fully committed to work together in ensuring the report provides an accurate landscape of what a shared ILS would mean for our libraries. The potential benefit to our communities, which are small and rural in many cases and serve a disadvantaged population in great need of information and educational resources, would be significant. We appreciate your consideration of this request.

Proposed Scope of Work

Consultant Name: The Galecia Group

Client Name: Pacific Library Partnership

Project Name: Resource-Sharing Assessment and Implementation Assistance

Date: October 9, 2018

1.   Introduction

This document presents a scope of work for The Galecia Group which is composed of Principal Consultant, Lori Ayre, MLIS, and Galecia Associates, Cheryl Gould and Sam McBane Mulford (Consulting Team) to provide the following six libraries within MOBAC/PLP consortium – Harrison Memorial Library (Carmel), Monterey County Free Libraries, Monterey Public Library, Pacific Grove Public Library, Salinas Public Library, and San Benito County Library with consulting services related to evaluating the options for establishing a resource-sharing cooperative among these six library systems in Monterey and San Benito Counties. The Galecia Group will receive payment for the services from PLP (Pacific Library Partnership) and Salinas Public Library will act as the Coordinator for the project.

2.   Project Background

Five of the library systems (Pacific Grove, City of Monterey, Carmel, Salinas and San Benito County) run individual instances of Koha, the open source integrated library system, for their library catalog. Each are hosted and supported by ByWater Solutions. Monterey County Free Libraries uses another integrated library system, Polaris.

The six library systems wish to explore the feasibility of joining together as a resource-sharing consortium using a shared Koha catalog. Patrons would have a single library card usable at all locations and the consortium would operate an internal delivery system so that all patrons benefit from the shared resources of the six library systems.

The libraries seek a consulting team to assist with the following activities:

- Explore issues associated with moving to a shared Koha catalog for the existing stand-alone Koha libraries and provide costs and benefits

- Explore the issues associated with moving to a shared Koha catalog from Polaris and provide costs and benefits

- Explore implementing Link+ (Innovative's INN-Reach product) for all six libraries to support resource-sharing instead of changing to a shared Koha catalog

- Provide analysis of the options including impacts on costs for software, hosting, maintenance, staffing and delivery

- Provide recommendations and articulate the return-on-investment of the recommended solution including tangible and intangible impacts

- Assist with planning the implementation

3. Proposed Scope of Work

Two phases of work are proposed to address the above-stated needs of the Library. The first Feasibility Analysis phase will explore the costs and benefits of moving to a shared Koha catalog for all members or, instead, implementing Link+. In addition, this phase will include a facilitated process for evaluating the report and recommendations and collectively making a plan for how to move forward.

The second phase of work will provide support for the implementation once a decision regarding a shared ILS has been reached and an agreement has been made between the participating libraries. This phase includes working with the organization beyond simply playing a technical support function. We have provided a scope of work that also includes guiding the group through a process of defining itself as a resource-sharing consortium and then helping the group build up the foundational components that are required for forming a highly functional group.

3.1. Phase One: Feasibility Analysis

3.1.1. Explore Issues with Sharing an ILS

The engagement will begin with Lori Ayre working with the group to clarify individual library and group goals including customer service goals, operational goals, cost-saving goals, and delivery needs and existing delivery options. This information will be collected via a survey and follow-up interviews as needed. The consultant will also work with ByWater Solutions to analyze issues that may come into play should the libraries decide to consolidate their catalogs.

Specific tasks include:

- Review the work of ByWater Solutions in evaluating barcodes used across all libraries and identify issues that could complicate the effort to consolidate the catalogs and suggest how these issues could be resolved before or during implementation;

- Review the work of ByWater Solutions in evaluating bibliographic records to determine what efforts will need to be undertaken to de-dupe the collection and to estimate the resulting collection size;

- Collect each library's circulation policies, procedures, system parameters and identify where changes will need to be made (and by whom) or where changes are recommended even if it isn't technically required (e.g. for customer experience reasons.

- Collect information about delivery services available to participating libraries and analyze options for physical transport of material between participating libraries including establishing current, baseline costs.

- Collect information related to digital assets for each participating library and explore options for sharing these assets.

Work Required: (45) hours

Deliverable: Memorandum of Findings for Preparing to Move to Shared Catalog

3.1.2. Explore consolidation of Koha libraries onto one shared Koha catalog

ByWater is the current ILS vendor for the Koha libraries. Moving to a shared Koha catalog from each library's existing stand-alone Koha catalog would be contracted through ByWater Solutions. The consultant will work with ByWater to develop a cost proposal and migration plan for the Koha libraries.

Work Required: Three (3) hours

Deliverable: ByWater Solutions Cost Proposal and Migration Plan for Consolidating Monterey County Koha Libraries

3.1.3. Explore move from Polaris to Shared Koha system for MCFL

As the premier service provider for Koha, ByWater Solutions would also be the preferred choice for exploring the process and cost of moving from a Polaris catalog to a shared Koha catalog. The consultant will work with Innovative Interfaces and ByWater to develop a migration plan and cost proposal for moving Monterey County Free Libraries to Koha (as part of the shared Koha catalog).

Work Required: Five (5) hours

Deliverable: Migration Plan for Moving MCFL from Polaris to Shared Koha System

3.1.4. Explore Costs and Benefits of Link+

Rather than consolidating on a shared Koha catalog, another way to facilitate resource-sharing between the six libraries is to implement Innovative Interfaces' INN-Reach product. Link+ is an implementation of INN-Reach that is extremely popular in California.

Working with Innovative, the consultant will explore the costs and benefits of moving to Link+ including working with Innovative to obtain a migration plan and cost proposal.

In addition, the consultant will interview libraries that have moved from a shared Koha system to INN-Reach (if possible) and conduct necessary research activities to identify the trade-offs of the two approaches (Link+ versus Shared Koha). Topics of focus will include total cost of ownership, administration, staff features and the patron experience.

Work Required: 15 hours

Deliverable: Link+ Implementation Proposal

3.1.5. Feasibility Analysis and Recommendations

The work conducted to date should provide a solid foundation for making a decision about how to move forward in support of resource-sharing between the six libraries. The consultant will provide a written report analyzing the options including articulating impacts on costs for software, hosting, maintenance, staffing and delivery. The pros and cons of each of each approach will be provided.

The report will include recommendations for how to move forward and provide documentation of the return-on-investment accruing from the recommended solution including a description of the tangible and intangible benefits.

Work Required: 50 hours

Deliverable: Final Report and Recommendations with ROI

3.1.6. Facilitated Meeting to Determine Next Steps

Once the stakeholders have had an opportunity to review the report and recommendations, the consulting team will convene a meeting to determine next steps. The meeting will be facilitated by Cheryl Gould to ensure there is a transparent and honest discussion of the perceived costs and benefits for each member library and to begin the process of building a highly functioning working group. Lori Ayre will attend to support the process and be available to answer technical questions that may arise.

Stakeholders will be asked to review the Final Report before the meeting and submit questions to the consultant that will be addressed before or during the meeting.

The goal of the day will be the development of a clear plan for promoting resource sharing in Monterey County that all parties have been engaged in creating.

Work Required: One (1) onsite day with Two (2) Consultants plus eight (8) hours of preparation

3.2. Phase Two: Implementation

Once the plan for how to move forward has been agreed upon, the work of putting the necessary infrastructure in place will fall to various working groups of the resulting cooperative. The consulting team will work with these working groups to help guide their work and provide consulting and additional recommendations as needed.

The work to be done in this part of the engagement will depend on the degree to which the group chooses to manage the process on their own. We offer suggestions for how the consulting team could support these efforts below.

3.2.1. Forming the Resource Sharing Consortium

One of the first working groups that will be needed is a Governance Task Force to establish the mechanism that will be used to make decisions as a group and to put together documentation that will clarify the purpose of coming together as a resource sharing consortium, to articulate the strategic goals and operating principles and to develop supporting documents and a cost-sharing formula.

The consulting team will guide the Governance Task Force through a process to form the new resource sharing consortium.

We anticipate at least one facilitated session will be necessary to work through these issues along with a series of conference calls and consultation. Sam McBane Mulford will be primarily responsible for this aspect of the project with Lori Ayre providing consulting as to technical matters as needed.

Issues to be addressed include:

- Mission, Goals and Governance
    - o Create mission statement, vision and operating principles
    - o Determine governance structure and address decision-making
    - o Develop communication plan

- Cost and Responsibility Sharing Formula
    - o Develop a cost sharing formula that is equitable
    - o Define necessary standing committees and draft committee charters
    - o Draft Memorandum of Agreement for Participating Libraries

- Policies
    - o Decide what libraries are required to share (or not)
    - o Decide upon standardizing circulation policies (or not)
    - o Determine procedures for dealing with lost and damaged material
    - o Articulate turnaround time goal for patrons requesting material

Work Required: Two (2) onsite days (one per consultant) plus twenty (20) hours of preparation

Deliverable: Foundational Documents for Monterey County Resource Sharing Group

3.2.2. Develop Implementation Plan

The work of actually migrating from one system to another, combining systems, and preparing staff and the public for the changes requires planning from a variety of departments of all the libraries. An Implementation Task force composed of at least one key contact at each participating library should be involved in the following tasks:

- Identify key phases of the project, tasks in each phase, and who will be responsible for each task
  - Preparing for migration/consolidation
  - Testing the migration
  - Training staff
  - Preparing / training the public
  - Promotion/marketing
  - Going live
- Identify dependencies of each task and develop and maintain a project timeline
- Work with each library to ensure roll-out and all activities take into account internal operational issues

The Implementation Task Force will be responsible for accomplishing the above tasks. Lori Ayre will support the work of the Implementation Task Force with two onsite meetings and monthly online working sessions. The degree to which the team will require support is unclear so this can be adjusted as needed.

Work Required: Two (2) onsite days plus ten (10) two-hour online working sessions (20 hours).

3.2.3. Operations and Ongoing Assessment

Planning for operations will be part of the implementation planning. The following steps should be addressed during implementation planning to ensure that the transition to Operations occurs smoothly:

- Develop Service Level Agreements
  - Holds processing workflows required to meet the strategic and customer service goals
  - Physical delivery – defining the expectations for preparing deliveries, delivery frequency, packaging and labeling

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- o Other reporting, oversight, and quality control expectations of all participating libraries

- Operations and Ongoing Assessment
  - o Identify key indicators and metrics for tracking effectiveness and to ensure progress is being made toward stated goals
  - o Establish communication guidelines and feedback mechanisms
  - o Establish mechanism for oversight of operations (e.g. Advisory Board)

- Leveraging the investment
  - o Ensure there is a system in place to continually explore resource sharing opportunities (sharing material, people, technology, programming, etc.).
  - o Identify ways to promote the power of the collaborative and to maintain trust and transparency

Lori Ayre will continue to work with the group on a consultative basis following the implementation phase. For budgeting purposes, we have assumed that no additional site visits will be necessary but have set aside 15 hours of consultation hours. This can be adjusted if more (or less) hours are needed or if further analysis and recommendations are required in a written form.

Work Required: Fifteen (15) hours

4. The Galecia Group

The Consulting Team is a multidisciplinary team with proven expertise at the national and state levels. Each has complementary strengths and a unique and important perspective to bring to the project.

Lori Ayre is an expert in library technology including resource-sharing software and materials handling technologies and the workflows and people involved in using these technologies. Lori will be your primary contact and will serve as the Project Manager and Technical Lead. Lori has experience working with library consortia providing shared library systems to multiple libraries, has worked closely with the open source Koha community and has experience with resource-sharing consortia running INN-Reach (aka Link+).

Cheryl Gould is an expert facilitator. She will ensure that the group builds trust and is on track to work productively. She will see that the day is not only productive but joyful and that each individual is positively engaged in the process. She will facilitate the Facilitated Meeting that ends Phase One and launches Phase Two.

Sam McBane Mulford is adept at process design and strategic planning. She has led numerous libraries and consortia through a process to discover their strategic objectives and goals and has enabled them to perform the foundational steps of creating their new shared identity. Sam will lead the work with the Governance Task Force.

5. Fee Schedule and Cost

The proposal is based on the following rates (including expenses):

- Hourly Rates per Consultant: $200
- Onsite Day Rates per Consultant: $2500 (includes materials and expenses)

Based on the above fee schedule and proposed activities, the cost breakdown is as follows:

Phase One	Description	Work Required	Cost
1.1	Explore Issues of Sharing ILS	45 hours	$ 9,000
1.2	Explore Issues of Consolidating Koha Libraries	3 hours	$ 600
1.3	Explore Migration from Polaris to Shared Koha	5 hours	$ 1,000
1.4	Explore Costs and Benefits of Link+	15 hours	$ 3,000
1.5	Feasibility Analysis and Recommendations with ROI	50 hours	$10,000
1.6	Facilitated Meeting to Develop Resource-Sharing Plan	2 Consultant-Days Onsite 7 hours	$ 5,000 $ 1,400
		Phase One TOTAL:	**$30,000**
Phase Two	**Task**	**Work Required**	**Cost**
2.1	Forming the Resource Sharing Consortium	2 Consultant-Days Onsite 20 hours	$ 5,000 $ 4,000
2.2	Implementation Planning	2 Days Onsite 20 hours	$ 5,000 $ 4,000
2.3	Operations Support	15 hours	$ 3,000
		Phase Two TOTAL:	**$21,000**
		GRAND TOTAL	**$51,000**

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Approve CLSA Allocation of $291 to San Juan Bautista Library**
Date: **October 19, 2018**

Background

At the May 2018 PLP Executive Committee meeting, the Committee allocated $200,000 of California Library Services Act (CLSA) funds to PLP public libraries, based on the membership allocation formula. Libraries were to choose from one of six options which represent approved projects for CLSA funds: enki, Overdrive, Bibliotheca's CloudLibrary Consorita product, broadband hardware and telecommunication costs, Link+, and a special project among some MOBAC libraries for a shared ILS study

At that time, the San Juan Bautista Library was not included in the distribution due to its status as a PLP member. Since then, the library has paid its membership dues in full.

Recommendation for San Juan Bautista

It is recommended that the PLP Executive Committee approve a CLSA allocation of $291 to the San Juan Bautista Library.

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO, Pacific Library Partnership**
Subject: **Notification of New SVLS Delivery Courier**
Date: **October 19, 2018**

Background

Each year the Pacific Library Partnership receives funds from the California Library Services Act (CLSA), with the primary purpose of the funds to support resource sharing. Each of the four legacy systems (BALIS, MOBAC, PLS and SVLS) receives funds for delivery.

The current PLP Budget includes the following courier costs:

BALIS	$52,128
MOBAC	$59,328
PLS	$58,000
SVLS	$26,000

Since May of 2011, the Peninsula Library System has been the courier for SVLS using the PLS delivery staff. Current services being provided are two days per week delivery (Wednesdays and Fridays) consistent with delivery services for MOBAC and BALIS, which use separate contracted courier services.

PLS has determined it is no longer tenable to offer this service while effectively offering daily delivery service to PLS libraries. Because of this, the SVLS Administrative Council was presented options for two courier services at their October 18 meeting. The SVLS Council is expected to approve outsourcing of delivery services to a contracted courier service for either $25,010 or $20,800. PLP will negotiate the contract for services.

Action

The current PLS/PLP contract includes $26,000 for courier services to SVLS. PLS will pro-rate the costs and refund PLP once the new contract is in place. The remainder of the funds will be used for the new courier. Should the costs exceed the $26,000 allocation, the PLP Communications and Delivery budget will be adjusted.

CALIFORNIA LIBRARY SERVICES ACT

2017/18 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

_Pacific Library Partnership_____
System Name

_____
System Fiscal Agent Jurisdiction

Report submitted by: _____
                              Signature of System Chair

Contact person: _____Carol Frost_____   Phone: ___650-349-5538_____

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

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

___Sept 10, 2018___
         Date

CLSA Funding for Communications and Delivery

<u>Section 1</u>
Program Workload

COMMUNICATIONS ACTIVITY, FY 2017/18		
What is the number of messages sent via each communication device listed below, on an annual basis?	Number of Messages	Annual Cost of Service
a. Telephone / Telefacsimile	N/A	$4953
b. Internet (including electronic mail)	N/A	N/A
c. Other (postage, supplies)	N/A	$4614
Total	N/A	$9567

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2017/18					
	Items delivered to member public libraries in the two-week sample period:				
Items sent by:	August 14-28, 2017	October 09-October 23, 2017	January 29-February 12, 2018	May 07-21, 2018	Total multiplied by 6.5
a. System member public libraries	132,227	118,569	129,327	145,734	3,418,071
b. Non-public libraries in System area	2,716	2,197	2,128	2,525	62,179
Total	134,943	120,766	131,455	148,259	3,480,250
				System Owned	Contracted Vendor
c. Number of delivery vehicles					6
d. Number of miles traveled by all System vehicles					126,828
e. Percentage of items delivered by: U.S. Mail __1__ % UPS _____ % System Van _____ % Contracted Van _98.9_ % Other _0.1_ %					
f. Total number of e-books circulated through member public libraries using CLSA funds					64,325

Section 2
Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit?

The goals for the Communications & Delivery Program were met through the on-going CLSA funding.

Approximately $293,000 of CLSA funds were spent to support Delivery to facilitate resource sharing through enabling movement of materials and resources from location to location within the Pacific Library Partnership. Member libraries continue to prioritize Delivery services for use of CLSA System funding. Libraries throughout the PLP system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and delivery is the critical component that makes this sharing possible. PLP currently provides delivery in four separate service areas within the region, with each service area receiving a CLSA subsidy for operations according to a PLP Executive Committee-approved formula. All communities benefit from the reliable resource sharing enabled by delivery, which enhances collections and allows materials to move between systems in a timely manner.

The current delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of three drivers, sorting staff and 3 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) contract with PLS for delivery service for a driver and van 2 days per week. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

In addition to the Delivery activities funded above, the following communications items were funded:

-Using CLSA funds, PLP once again renewed its subscription to enki for $100,000 for all members. This subscription allows for continued access by our patrons the diverse collection of digital materials, which stretch beyond the scope of most traditional library vendors. This continues to align with the CLSB's approval of funds to further expand enki state-wide.

- $50,000 of CLSA funds were allocated to subscribe to the platform fee for the SimplyE eBook app, which will allow up to 50% of PLP libraries to join and participate in this initiative. This allows for a more enhanced eResource experience for PLP patrons. Community members benefit by being able to access shared PLP electronic resources from a single location.

-$25,285 of funding was allocated for redesign of the PLP website to facilitate communication amongst PLP member libraries. Funding enabled creation of a listing of shared products, services, and programs available to all PLP member libraries. Additional communication of news and activities relevant to all PLP libraries was improved through creation of a blog subscription option.

-Some funds were not allocated in anticipation of future projects which may occur once regulatory language changes are implemented.

2. Were the goals for the **one-time state funding** in the C&D program met as stated in the supplemental plan of service? Please explain how funding was used to benefit the community. (if applicable)

    N/A

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

    Member libraries spend local funds to support Communications and Delivery in four primary categories:

    A. Local funding for delivery: PLS member libraries contributed $433,447 in local funds to support 5-day delivery. Two MOBAC member libraries also provide local funds ($2000) to supplement additional delivery.

    B. Inter-Library Loan Services: Libraries fund inter-library loan services locally, including OCLC World Share and Link+

    C. Broadband: In Fiscal Year 2017/2018, PLP libraries used local funds to invest in their connectivity via broadband to the CalREN network.

    D. Digital Collections: PLS provides a shared eBook collection for its member libraries. All PLP libraries participated in the enki eBook platform, Individual libraries purchase eBook, eAudio, digital magazine and eMusic for their patrons.

California Library Services Act
System Expenditure Report – FY 2017/18

System Name: Pacific Library Partnership

Programs	a. Total Funds Budgeted	State b. CLSA	Federal c. LSTA	Local d. Local funds/fees	Local e. Interest	Local f. Other	Total g. Expended/ encumbered (b through f)	Total h. Unexpended Balance
Program 1: System Administration								
Salaries & Benefits	$609,032	$139,187	$31,490	$436,909	$1,446	$0	$609,032	$0
Operating Expenses	$163,374	$0	$163,374			$0	$0	$163,374	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$772,406	$139,187	$194,864	$436,909	$1,446	$0	$772,406	$0
Program 2: System Communications and Delivery								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$558,748	$556,748	$0	$2,000	$0	$0	$558,748	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$558,748	$556,748	$0	$2,000	$0	$0	$558,748	$0
Program 3: System Operations								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$286,259	$0	$0	$228,998	$46,532	$10,729	$286,259	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$286,259	$0	$0	$228,998	$46,532	$10,729	$286,259	$0

| Programs | a.

Total Funds Budgeted | Source of Funds for Expenditure | | | | | Total | |
| | | State

b.

CLSA | Federal

c.

LSTA | Local | | | g.

Expended/ encumbered (b through f) | h.

Unexpended Balance |
				d. Local funds/fees	e. Interest	f. Other		
Program 4: CA Library Metrics FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$475,211	$0	$342,564	$0	$0	$0	$342,564	$132,647
Materials	$4,742	$0	$4,742	$0	$0	$0	$4,742	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$479,953	$0	$347,306	$0	$0	$0	$347,306	$132,647
Program 5: CA Preservation Program FY17/18								
Salaries & Benefits		$0		$0	$0	$0	$0	$0
Operating Expenses	$173,200	$0	$76,544	$0	$0	$0	$76,544	$96,656
Materials	$3,640	$0	$1,565	$0	$0	$0	$1,565	$2,075
Equipment	$0	$0	$0	$0	$0	$0		$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$176,840	$0	$78,109	$0	$0	$0	$78,109	$98,731
Program 6: CA Literacy Initiatives FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$234,350	$0	$103,451	$0	$0	$0	$103,451	$130,899
Materials	$27,900	$0	$11,360	$0	$0	$0	$11,360	$16,540
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$262,250	$0	$114,811	$0	$0	$0	$114,811	$147,439

| Programs | Source of Funds for Expenditure | | | | | | Total | |
	a. Total Funds Budgeted	State b. CLSA	Federal c. LSTA	Local d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 7: Networking CA Library Resources FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$317,305	$0	$199,741	$0	$0	$0	$199,741	$117,564
Materials	$1,000	$0	$0	$0	$0	$0	$0	$1,000
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$318,305	$0	$199,741	$0	$0	$0	$199,741	$118,564
Program 8: News Literacy Resource Toolkit FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$43,680	$0	$25,785	$0	$0	$0	$25,785	$17,895
Materials	$1,775	$0	$667	$0	$0	$0	$667	$1,108
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$45,455	$0	$26,452	$0	$0	$0	$26,452	$19,003
Program 9: Rural Initiative : CA Rural & Tribal Libraries FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$72,780	$0	$65,698	$0	$0	$0	$65,698	$7,082
Materials	$18,600	$0	$372	$0	$0	$0	$372	$18,228
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$91,380	$0	$66,070	$0	$0	$0	$66,070	$25,310

Programs	a. Total Funds Budgeted	Source of Funds for Expenditure					Total	
		State b. CLSA	Federal c. LSTA	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
				d. Local funds/fees	e. Interest	f. Other		
Program 10: Statewide Student Success Initiative FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$125,877	$0	$99,915	$0	$0	$0	$99,915	$25,962
Materials	$10,919	$0	$2,549	$0	$0	$0	$2,549	$8,370
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$136,796	$0	$102,464	$0	$0	$0	$102,464	$34,332
Program 11: Veterans Connect FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$322,950	$0	$227,634	$0	$0	$0	$227,634	$95,316
Materials	$63,874	$0	$63,874	$0	$0	$0	$63,874	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$386,824	$0	$291,508	$0	$0	$0	$291,508	$95,316
Program 12: CA PLSEP FY17/18								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$98,340	$0	$73,211	$0	$0	$0	$73,211	$25,129
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$98,340	$0	$73,211	$0	$0	$0	$73,211	$25,129

Programs	Source of Funds for Expenditure						Total	
		State	Federal	Local				
	a.	b.	c.	d.	e.	f.	g.	h.
	Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended/ encumbered (b through f)	Unexpended Balance
Program 13: CA Statewide Initiatives Book Project FY 17/18								
Salaries & Benefits		$0		$0	$0	$0	$0	$0
Operating Expenses		$0		$0	$0	$0	$0	$0
Materials	$487,500	$0		$0	$0	$0	$0	$487,500
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$487,500	$0	$0	$0	$0	$0	$0	$487,500
Program 14: Cross-Platform ebook Discovery App & Reader FY17 - FY19								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$114,568	$72,341	$0	$0	$0	$0	$72,341	$42,227
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$114,568	$72,341	$0	$0	$0	$0	$72,341	$42,227
Program 15: Shared CA eBook Platform FY17 - FY19								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$80,000	$80,000		$0	$0	$0	$80,000	$0
Materials	$100,000	$72,774	$0	$0	$0	$0	$72,774	$27,226
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$180,000	$152,774	$0	$0	$0	$0	$152,774	$27,226
Grand Total System Expenditures	$4,395,624	$921,050	$1,494,536	$667,907	$47,978	$10,729	$3,142,200	$1,253,424

California State Library
System Detailed Budget – FY 2018/19

System Name: **Pacific Library Partnership**

Programs	Income Sources					Total
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	$138,965	$78,802	$515,713	$0	$0	$733,480
Operating Expenses		$213,178		$0	$12,350	$225,528
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$138,965	$291,980	$515,713	$0	$12,350	$959,008
Program 2: System Communications and Delivery						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$555,862	$0	$2,000	$0	$0	$557,862
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$555,862	$0	$2,000	$0	$0	$557,862
Program 3: System Operation/Committee Support						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$264,246	$38,000		$302,246
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$264,246	$38,000	$0	$302,246

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4: CA Library Metrics FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses		$473,000	$0	$0	$0	$473,000
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$473,000	$0	$0	$0	$473,000
Program 5: CA Preservation Program FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$181,200	$0	$0	$0	$181,200
Materials	$0	$3,640	$0	$0	$0	$3,640
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$184,840	$0	$0	$0	$184,840
Program 6: CA Literacy Initiatives FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$223,360	$0	$0	$0	$223,360
Materials	$0	$36,725	$0	$0	$0	$36,725
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$260,085	$0	$0	$0	$260,085

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 7: Networking CA Library Resources FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$416,620	$0	$0	$0	$416,620
Materials	$0	$7,000	$0	$0	$0	$7,000
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$423,620	$0	$0	$0	$423,620
Program 8:Cybersecurity for Youth Using Minecraft FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$40,505	$0	$0	$0	$40,505
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$40,505	$0	$0	$0	$40,505
Program 9: Rural Initiative : CA Rural & Tribal Libraries FY18/19						
Salaries & Benefits	$0	$10,500	$0	$0	$0	$10,500
Operating Expenses	$0	$82,205	$0	$0	$0	$82,205
Materials	$0	$8,525	$0	$0	$0	$8,525
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$101,230	$0	$0	$0	$101,230

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 10: Student Success Statewide Initiative FY18/19						
Salaries & Benefits	$0	$9,672	$0	$0	$0	$9,672
Operating Expenses	$0	$113,170	$0	$0	$0	$113,170
Materials	$0	$14,410	$0	$0	$0	$14,410
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$137,252	$0	$0	$0	$137,252
Program 11: CA Veterans Connect FY18/19						
Salaries & Benefits	$0	$31,200	$0	$0	$0	$31,200
Operating Expenses	$0	$192,324	$0	$0	$0	$192,324
Materials	$0	$49,207	$0	$0	$0	$49,207
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$272,731	$0	$0	$0	$272,731
Program 12: CA PLSEP FY18/19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$18,314	$0	$0	$0	$18,314
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$18,314	$0	$0	$0	$18,314

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 13: CA Library Metrics FY 17/18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$130,749	$0	$0	$0	$130,749
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$130,749	$0	$0	$0	$130,749
Program 14: Cross-Platform eBook Discovery App & Reader FY17 - FY19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$42,227	$0	$0	$0	$0	$42,227
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$42,227	$0	$0	$0	$0	$42,227
Program 15: Shared CA eBook Platform/Libr Owned Content FY17 - FY19						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$27,226	$0	$0	$0	$0	$27,226
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$27,226	$0	$0	$0	$0	$27,226

Programs	Income Sources					
	State	Federal	Local			Total
	a.	b.	c.	d.	e.	f.
	CLSA	LSTA	Local	Interest	Other	Total
Program 16: CA Preservation Program FY 17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$96,656	$0	$0	$0	$96,656
Materials	$0	$2,158	$0	$0	$0	$2,158
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$98,814	$0	$0	$0	$98,814
Program 17 : CA Rural Library Initiative FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$7,082	$0	$0	$0	$7,082
Materials	$0	$18,228	$0	$0	$0	$18,228
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$25,310	$0	$0	$0	$25,310
Program 18 : Literacy Initiatives FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$144,050	$0	$0	$0	$144,050
Materials	$0	$17,117	$0	$0	$0	$17,117
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$161,167	$0	$0	$0	$161,167

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 19 : Networking CA Library Resources FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$34,428	$0	$0	$0	$34,428
Materials	$0	$1,000	$0	$0	$0	$1,000
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$35,428	$0	$0	$0	$35,428
Program 20 : News Literacy Resource Toolkit FY 17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$17,895	$0	$0	$0	$17,895
Materials	$0	$1,108	$0	$0	$0	$1,108
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$19,003	$0	$0	$0	$19,003
Program 21 : PLSEP FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$25,129	$0	$0	$0	$25,129
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$25,129	$0	$0	$0	$25,129
Program 22 : Student SuccessStatewide Initiative FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$27,339	$0	$0	$0	$27,339
Materials	$0	$8,370	$0	$0	$0	$8,370
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$35,709	$0	$0	$0	$35,709

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 23: Veterans Connect FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$134,671	$0	$0	$0	$134,671
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$134,671	$0	$0	$0	$134,671

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 25: CA Statewide Initiatives Book Project FY17-18						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$487,500	$0	$0	$0	$487,500
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$487,500	$0	$0	$0	$487,500

	State	Federal	Local	Interest	Other	Total
Grand Total System Budget FY18/19	$764,280	$3,357,037	$781,959	$38,000	$12,350	$4,953,626
Encumbered Funds from Prior Year FY17/18	$69,453	$1,153,480	$0	$0	$0	$1,222,933

Nine Cooperative Library Systems Meeting, February 2, 2018
Stockton, CA
Cooperative System Priorities

Goal:
Communications: to develop internal and external communications within systems resulting in collaborative synergy. To Facilitate and support collaboration within the systems.

Objectives	Action
(I) Rapid Response: Multi-channel method of getting urgent issues out. For everyone to commit to a rapid response process.	*Develop Rapid Response Plan Determine tools for Rapid Response: Listserv, BaseCamp, etc.
(I) Engagement: Sytems will commit to supporting regular semi-annual (2) meetings and staff education to align with budget and other critical deadlines	Develop Critical deadline timeline Schedule Annual Meetings Add chairs and boards to listserv? *Schedule Training (Pre-Conference) at CLA for all chairs and report on accomplishments - how we're doing with the goals
(E) Rapid Response: Develop an external communication workplan for critical issues responses	Establish a liaison within each board for each library (their end) and strengthen individual relationships with State Librarian Determine a point-person for all systems for critical in-person response (our-end) *Have regular representation at CLSB meetings
(E) Unified Voice: present a unified point of view and request for more engaged communication to State Library	All systems go to boards and request approval for letter *Write a joint concialliatory letter signed by all system chairs requesting improved communication Identify broad topics that need to be adressed in this letter
(I) Long-Term Response: Address necessary changes in rules and regulations of CLSA	Approach Annalee? Once communication lines with state have been established Approach board and request conversation in writing around rules and regs
(i) Develop workplan timeline with checkin points	

I = Internal E = External

28 August 2018

Carol Frost
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System

Dear Ms. Frost,

This letter is to formally announce that Aiso Library, at Defense Language Institute Foreign Language Center, does not intend to renew its membership with the Pacific Library Partnership, effective 1 July 2018.

This is not a reflection on your organization, nor the good work you do. It is simply a realization that for us, as a Federal Library and, more essentially, an Army Library, the benefits of membership to PLP do not justify the costs.

We have appreciated the opportunity to be involved with PLP.

Kurt Kuss, Director
Aiso Library

Defense Language Institute Foreign Language Center / Aiso Library / 543 Lawton Road, Building 617 / Monterey, California 93944

August 28, 2018

Anne Bernardo, President
California Library Services Board
c/o California State Library
PL Box 94237
Sacramento, CA 94237-0001

Dear Ms. Bernardo,

I am delighted to inform you that the Hayward Public Library will once again be a member of the Pacific Library Partnership. At its June 25, 2018 meeting, the Bay Area Library and Information System (BALIS) Administrative Council unanimously approved a written request from Sean Rinehart, former Director, asking to have the Hayward Library rejoin BALIS and thus PLP. As you know, membership in a legacy system is a requirement to be a member of PLP, as PLP is a JPA of other JPAs.

You have received a letter from Jane Light, the Hayward Public Library Interim Director, which requests the deadline be waived so that they may be eligible for CLSA funding beginning July 1, 2019. PLP is in support of this request.

Sincerely,

Carol Frost

Carol Frost
CEO, Pacific Library Partnership

Cc: Annly Roman, CLSB Administrative Assistant
       Monica Rivas, Fiscal Office, CLSA Fiscal Analyst
       Greg Lucas, State Librarian
       Jane Light, Hayward Public Library Interim Director
       Pacific Library Partnership Executive Committee

H HAYWARD

August 20, 2018

Ann Bernardo, President
California Library Services Board
c/o California State Library
PO Box 94237
Sacramento, CA 94237-0001

I am pleased to inform you that the Hayward Public Library will again be a member of the Bay Area Library and Information System (BALIS) and through it a member of the Pacific Library Partnership effective July 1, 2019. The BALIS Administrative Council unanimously approved Hayward's written request at its July 6, 2018 meeting.

Hayward withdrew from membership in 2014 due to the financial impacts of the Great Recession. Hayward did not institute any non-resident fees and has continued to issue library cards to any California resident. As the City prepares to open its new Library and Learning Center, we look forward to participating in regional cooperative library services and activities once again.

I am requesting that the California Library Services Board waive the September 1, 2018 deadline for document submittal so that Hayward Public Library may be eligible to receive California Library Services Act funds beginning July 1, 2019.

Sincerely,

Jane Light
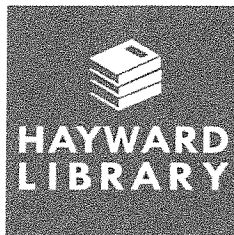Interim Library Director

Attachments:
 Memo dated June 25, 2018 from Sean Rinehart, Library Director, Hayward Public Library
 Draft minutes of July 6, 2018 BALIS meeting

cc: Annly Roman, CLSB Administrative Assistant
    Monica Rivas, Fiscal Office, CLSA Fiscal Analyst
    Greg Lucas, State Librarian
    PLP President Brad McCulley
    Carol Frost, Pacific Library Partnership CEO
    Pacific Library Partnership Executive Committee

HAYWARD LIBRARY

Date: June 25, 2018

To: BALIS Administrative Council

From: Sean Reinhart, Library Director, Hayward Public Library

Subject: Request to rejoin the Bay Area Library and Information System

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I am writing to formally request that Hayward Public Library rejoin the Bay Area Library and Information System and by extension, Pacific Library Partnership. Hayward Public Library's operating budget has sufficiently recovered from the long-term adverse financial impacts of the Great Recession to afford BALIS membership again.

Please let me know if you have any questions or need any further action on my part for this request. On behalf of the entire Hayward Public Library team, we look forward to working together with you again.

Sincerely,

Sean Reinhart
Library Director
City of Hayward
510-881-7956 office
sean.reinhart@hayward-ca.gov

City of San Juan Bautista
The "City of History"

July 31, 2018

P.O. Box 1420
311 Second Street
San Juan Bautista
California 95045
(831) 623-4661
Fax (831)623-4093

City Council
Mayor
Jim West

Vice Mayor
John Freeman

Councilmember
Tony Boch

Councilmember
Chris Martorana

Councilmember
Dan DeVries

City Manager
Michaele LaForge

City Clerk
Mackenzie Quaid

City Treasurer
Chuck Geiger

Inga Waite
Monterey Public Library Director
MOBAC Chairperson
Pacific Library Partnership
2471 Flores Street
San Mateo, CA 94403

Sent via email to Inga Waite: waite@monterey.org

Chairperson Waite:

The City of San Juan Bautista seeks reinstatement of membership in the Pacific Library Partnership. Carol Frost described to us the benefits afforded to PLP members, and we appreciate the opportunity to become reinstated. Staff looks forward to working with PLP as a resource as they assist and serve the San Juan Bautista community.

We understand that the membership fees in arrears for Fiscal Year 2016/2017 and Fiscal Year 2017/2018, amounting to $1,500, will need to be paid. We also agree to pay the current Fiscal Year 2018/2019 membership.

We are look forward to hearing of your decision.

Sincerely,

Michaele LaForge
City Manager

cc: Carol Frost, frost@plpinfo.org

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Review of PLP Membership Fee Structure**
Date: **October 19, 2018**

At the June 2018 PLP Executive Committee meeting, there was a request to review the PLP Membership Fee Structure. The member libraries pay membership participation fees, based on a model adopted in January 2011. For FY 2015/16, fees were lowered for the larger libraries and the academic libraries in recognition of their value and contribution to the diversity and depth of the total membership.

Attached is the memo from the PLP Administrative Council meeting from May 8, 2015 which outlines the changes and rationale.

PLP has not applied a cost of living increase to the membership fee since this new model was implemented for the FY 2015/16 budget.

Pacific Library Partnership

TO: PLP Directors
FROM: PLP Executive Committee
SUBJECT: 2015-16 Participation Fee Structure

RECOMMENDATION: That the 2015-16 PLP participation fee structure be capped at $25,000 for large public libraries and at $5,000 for academic and special libraries.

In 2011, PLP adopted a new participation fee structure that was phased-in and implemented over a four-year period. This year, it was agreed that the PLP Executive Committee would review the fee structure and make any recommended changes. An Ad Hoc Task Force, consisting of Peter Liu, Monterey Institute of International Studies Library, and Heidi Murphy, Los Gatos Public Library, worked with staff and presented their findings to the PLP Executive Committee at their February 6, 2015 meeting.   The Task Force recommendation was to cap the participation fee for the large public libraries at $25,000 and at $5,000 for academic and special libraries. The rationale was that the large public libraries contributed so much to other libraries in the system in terms of resource sharing, etc., and that the fee should reflect this. The academic and special libraries are important to our multi-type profile, and they often are not able to take advantage of some of the programs offered to public libraries. Attachment 3 outlines the proposed changes and gives the current formula. While this represents a decrease in PLP revenue of $87,000, PLP has a healthy reserve and could absorb the loss in revenue. The Committee agreed with the recommendation and approved taking this to the May PLP Annual Meeting for a vote of the general membership.

Current formula:

Public: Base Fee $5,641			Academic: no Base Fee	
Tiered (budget)	Amount		Tiered (budget)	Amount
Up to $999,999	2,000		Up to $999,999	1,500
$1,000,000-$1,999,999	3,000		$1,000,000-$1,999,999	2,000
$2,000,000-$2,999,999	4,000		$2,000,000-$2,999,999	3,000
$3,000,000-$3,999,999	5,000		$3,000,000-$3,999,999	4,000
$4,000,000-$4,999,999	6,000		$4,000,000-$4,999,999	5,000
$5,000,000-$9,999,999	10,000		$5,000,000-$9,999,999	8,000
$10,000,000-$19,999,999	20,000		$10,000,000+	10,000
$20,000,000-$29,999,999	30,000			
$30,000,000-$39,000,000	40,000			
$40,000,000+	55,000			
Non Formula Library:				
San Juan Baustista	750			

Proposed Formula:

Public: Base Fee $5,641			Academic: no Base Fee	
Tiered (budget)	Amount		Tiered (budget)	Amount
Up to $999,999	2,000		Up to $999,999	1,500
$1,000,000-$1,999,999	3,000		$1,000,000-$1,999,999	2,000
$2,000,000-$2,999,999	4,000		$2,000,000-$2,999,999	3,000
$3,000,000-$3,999,999	5,000		$3,000,000-$3,999,999	4,000
$4,000,000-$4,999,999	6,000		$4,000,000-$4,999,999	**5,000**
$5,000,000-$9,999,999	10,000			
$10,000,000-$19,999,999	20,000			
$20,000,000+	**25,000**			
Non Formula Library:				
San Juan Baustista	750			

Changes from current model: Cap Tiered budget for Public Libraries at $25,000 and Academic/Special Libraries at $5,000 max

Pacific Libraries Partnership Staff Development Committee
2017-2018 Annual Report

Purpose

The Pacific Libraries Partnership Staff Development Committee (PLPSDC) identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas.

Goals

1. The PLPSDC will promote, publicize, and share information about staff development events to member libraries.

2. The PLPSDC will identify and creatively respond to the unmet staff development needs of participating member libraries in an effective, efficient, and timely manner.

3. The PLPSDC will plan and implement workshops based on the identified staff development needs and interests of participating member libraries, which will be open to all interested persons.

4. The PLPSDC will recruit new members as needed, who will attend meetings regularly and participate actively on the committee.

5. The PLPSDC will serve in a mentoring capacity providing opportunities for support and guidance to new library staff developers.

Objectives

To present no fewer than two programs on topics of general interest to library staff members including one appropriate for all levels of library staff.

The Future of Libraries: Expand Your Reach was held at the San Francisco Public Library on October 11, 2017. The 1-day conference offered 7 sessions which focused on the work ALA's the Center for the Future of Libraries is doing from presenter Miguel Figueroa, along with innovative library initiatives that are positioned to extend library services beyond the library's physical space. The program included a number of presentations and panels:

- *Values-based Futures: Trends, Signals, and Values to Build the Library of the Future*
  Presenter: Miguel Figueroa, Director, Center for the Future of Libraries
- *Panel: Future of Libraries*
  Presenters:
    o Miguel Figueroa, Director, Center for the Future of Libraries
    o Jane Light, Consultant, Pacific Library Partnership
    o Erin Berman, Innovations Manager, San Jose Public Library
    o Candace Bowers, Librarian, Mountain View Public Library
    o Ray DeLara, Library Aide Supervisor, Burlingame Public Library
- *Livermore Teen Academy*
  Presenter: Nathan Brumley, Supervising Librarian, Livermore Public Library
- *Student Success Initiative*
  Presenters:

- o Carol Frost, CEO, Pacific Library Partnership and Executive Director, Peninsula Library System
- o Nancy Donnell, Branch Manager, San Jose Public Library
- o Lana Adlawan, Supervising Librarian for Teen Services, Oakland Public Library
- *News Literacy Grant*
Presenters:
  - o Carol Frost, CEO, Pacific Library Partnership and Executive Director, Peninsula Library System
  - o Adam Elsholz, Assistant Director, South San Francisco Public Library
  - o Emily Weak, Librarian, Oakland Public Library
- *Lookmobile*
Presenters:
  - o Nicole Cuadra, Library Services Manager, San Mateo County Library
  - o Shawn Lani, founder of Studio for Public Spaces, SF Exploratorium
- *Creating an Effective Outreach Team*
Presenter: Cathy Crosthwaite, Community Engagement Manager, Sacramento Public Library

These events were recorded and posted to the PLP YouTube channel.

Evaluations reflected that the overall conference presentation was considered to be excellent by the attendees. Some attendees felt there wasn't enough time spent on topics later in the day.

Future of Libraries: <u>Registration Count: 180</u>   <u>Revenue: $5,400</u>   <u>Expended: $4,142</u>

Inclusion and Empowerment: Gender Diversity, Harassment Prevention, and Resilience presented by Jamie Joy, from the Diversity Center Santa Cruz County, on Gender Diversity and Leonie Sherman, a self-defense trainer and expert, on Harassment Prevention and Resilience.

This presentation was offered at two locations during the month of April. The first was held at the Castro Valley Library in Alameda County on April 24, 2018; it was repeated on April 25 at the Martin Luther King Jr. Library in San Jose. The day began with an interactive session on topics related to queer identity, including the impacts of the gender binary current language and best practices. The spectrum of gender and sexuality, key terminology, and inclusive language was covered, along with specific issues, myths, and barriers for LGBTQ+ people in the community and workplace. This segment was concluded with a panel of three guests from the Diversity Center Santa Cruz County, speaking about their experiences.

Leonie Sherman then covered harassment prevention, resiliency, and mindfulness. This included a series of physical exercises attendees could be used in escalating or potentially dangerous situations with the public.

Evaluations showed a very positive response to the content and speakers at the workshop. Some responses suggested there was not enough time for group discussion, or networking opportunities built into the day.

Spring Workshop: <u>Registration Count: 68</u>　　　　<u>Revenue: $1,700</u>　　　　<u>Expended: $2,474</u>

- To use the PLPSDC listserv as a means of publicizing library oriented activities, forums, conference, and training opportunities which have a non-profit library focus.
- Staff development, employment, and training opportunities are announced on the listserv whenever possible.
- To hold ongoing discussions about the future of library services and related staff development and training needs.
- To use the PLPSDC portion of the PLP website and the PLPSDC Facebook page to advertise and market current and future library events developed by the committee.

  Posted workshop and conference info to http://www.plpinfo.org/plpsdc/, and the PLPSDC Basecamp, including registration information, outlines, handouts, presentation slides, and video archives of PLPSDC events.

The committee considers workshop themes and formats encompassing a variety of in-person and electronic meeting options, and continually seeks input from personnel at all levels of the library about the greatest challenges they face in the library workplace.