

**PLP Executive Committee Agenda
 PLP Office - Upstairs Conference Room
 2471 Flores Street, San Mateo, CA 94403
 January 30, 2019
 1:30 p.m.**

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|--|----------|--------------|
| I. Adoption of the Agenda (Action Item) | McCulley | |
| II. Old Business | | |
| A. Approval of the October 19, 2018 Minutes (Action Item) | McCulley | Attachment 1 |
| B. PLP Leadership Development Program Update | Light | |
| C. Update on PLP Sponsored Regional Networking Events | Frost | |
| III. New Business | | |
| A. Review and Approval of Guidelines for PLP Support for Staff Development Initiatives and Activities (Action Item) | Alvarez | Attachment 2 |
| B. Review and Approval of Requests for PLP Support for Staff Development Initiatives and Activities (Action Item) | Alvarez | Attachment 3 |
| C. Review and Approval of FY 2018/19 Budget Increase and Awards for PLP Technology and Innovation Grants (Action Item) | Alvarez | Attachment 4 |
| D. Analytics on Demand Renewal (Action Item) | Frost | Attachment 5 |
| E. Discussion of CLSA Allocation for FY 2019/20 (Action Item) | Frost | Attachment 6 |
| F. PLP Presence at National Library Legislative Day in June 2019 at ALA Annual Conference | Frost | |
| G. LSTA PLP Competitive Grants Discussion | Frost | |
| H. PLP Library Marketing Campaign | Frost | |
| I. Discussion of PLP Annual Meeting | McCulley | Attachment 7 |
| 1. Planning and Speaker | | |
| 2. Discussion of forming Ad Hoc Committee for Membership Fee Review | | |
| 3. Nominating Committee Selection | | |
| J. Finance | | |
| 1. Review and Approval of Amendment to PLP/NorthNet Contract (Action Item) | Yon | Attachment 8 |
| 2. Review and Approval of Amendment to PLP/PLS Contract (Action Item) | Yon | Attachment 9 |

IV. Reports

A. PLP President's Report

McCulley

B. PLP CEO's Report

Frost

C. State Library Report

Coles

**V. Closed Session Pursuant to Government Code Section 54957:
PLS Executive Director/PLP CEO (Action Item)**

McCulley Attachment 10

VI. Agenda Building for Next Meeting on May 10, 2019

VII. 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 agendaized pursuant to State law.)

VIII. Adjournment

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

October 19, 2018 via Conference Call

Committee:

Susan Nemitz, Vice-President
Cynthia Bojorquez
Cindy Chadwick
Hilary Keith
Heidi Murphy
Derek Wolfgram
Inga Waite

System Staff:

Carol Frost, PLP
Yemila Alvarez, PLP
Andrew Yon, PLP

Others:

Janet Coles, CSL
Jane Light, PLP

Meeting was called to order at 1:01pm by Vice-President Susan Nemitz.

I. Adoption of the Agenda

The agenda was adopted as presented (M/S Bojorquez/ Wolfgram).

II. Old Business

A. Approval of the June 13, 2018 Minutes

The minutes were approved as presented (M/S Wolfgram/Waite).

B. PLP Leadership Development Program Update

Light gave a synopsis of this year's program, which had 16 participants in the middle management group spanning from Richmond to South Monterey County. The last meeting for this cohort will be December 4. Light gave background on how the program is structured for both the middle management groups and for the executive management groups. This year's middle management group has been really engaged with their topics and they have met regularly throughout the region. There was no executive management cohort this year, but there was previous indication that there might be interest for next fiscal year in offering the executive management program again. At least 8 people are needed to convene the group. The Committee expressed interest in Light putting out a call for participation in both groups. Light will provide a report at the next meeting on the participation and costs.

C. Update on PLP Sponsored Regional Networking Events

Frost updated the Committee on PLP-sponsored networking events currently being planned, mentioning BALIS held the first event in September with almost 40 people attending. MOBAC is having Dan Baldwin and Stewart Wilson as guest speakers for their event on October 3. SVLS will be hosting their program at CLA to coincide with the CPLA awards dinner, and PLS is working on identifying a date.

D. Update on Expenditures for PLP Support for Staff Development Initiatives and Activities

Alvarez updated the Committee on the status of requests. The first round of requests for programs happening July through December 2018 resulted in two requests, one from Palo Alto City Library and one from Monterey County Free Library. Both projects are approved for a total of \$6,350, leaving approximately \$3,650 for the second half of the fiscal year. The next call for funding will go out in November for programs happening January through June of 2019.

III. New Business

A. CLSA

1. Request for Additional CLSA Funds for MOBAC Shared ILS Project

As part of the FY 2018/19 budget, the PLP Executive 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 included a study by the Galecia Group for the feasibility of six MOBAC libraries to share an ILS. The quote for the study came back higher than the current combined allocation. The libraries are requesting that the Executive Committee allocate an additional \$6,843 of CLSA funds to fully fund the study. San Juan Bautista Library may also want to join, and their contribution would be minimal. The Committee discussed the proposal and a motion was made to approve allocation of \$6,843 of CLSA funds to the MOBAC shared ILS study. Waite and Murphy opted to recuse themselves from the vote. The motion passed. (M/S Bojorquez/Keith)

2. Consider and Approve Request of \$291 of CLSA Funds for San Juan Bautista Public Library

Frost reviewed the memo in detail and gave background on San Juan Bautista's decision to reinstate their membership in PLP. At the time of initial CLSA allocation, the San Juan Bautista Library was not included in the distribution due to its status as a PLP member. Now that they are in good standing again, it is recommend that \$291 of CLSA funds be allocated to them, and that they will be able to choose from one of the six approved options for spending the funds. The \$291 was derived from the distribution formula of \$200,000. A motion was made and passed to allocate \$291 of CLSA funding to San Juan Bautista Library. (M/S Wolfgram/Bojorquez)

3. Notification of New SVLS Delivery Courier

Frost reviewed the memo about the background of delivery services to SVLS and their decision to enter into a contract with AmTran for courier services. 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, and the remaining allocated funds will be used to pay for the new courier.

4. Acceptance of CLSA FY 2017/18 Annual Report, System Expenditure Report, and FY 2018/19 Detailed Budget

Frost reviewed the CLSA Annual Report, System Expenditure Report and Detailed Budget, highlighting the various grants that PLP administers and supports. A motion was made and passed to accept the reports as presented. (M/S Waite/Chadwick)

B. Discussion of Agenda Items for System Cooperative Meeting at California Library Association Annual Conference

Frost gave background on the CLSB meeting that was held October 4 in Sacramento and was attended by Frost, McCulley as the PLP President, and most of the other chairs from the 9 cooperative library systems. Each spoke about their system's priorities and how they collaborate with each other. All of the system chairs have agreed that they would like to meet regularly to create priorities for how they would like to work collaboratively and with the State Library. The CLA meeting will be Saturday November 10th at 10AM. Any ideas can be sent to the PLP President McCulley.

C. Update on PLP Membership Changes

Frost presented the memo including updates to the PLP membership. The Defense Language Institute has decided to leave MOBAC and PLP, terminating membership commencing FY 2018/19. Hayward Public Library will be reinstated effective July 1, 2019. San Juan Bautista Library will be reinstated for FY 2018/19.

D. Review of Membership Fee Structure

At the June PLP Executive Committee meeting, several members requested that the membership fee structure be presented for review. The last change was in 2015 and established a reduced fee for academic institutions as well as a tiered rate based on library budget, along with a base rate. Since the adoption of the fee structure, there has been no COLA or increase to the membership fees. There was discussion as to whether a subcommittee is needed to review the fee structure in more detail as it relates to the fiscal stability of PLP. Frost mentioned that PLP has approximately \$1M in reserves, and that a three-year budget projection would be needed in order to do further study.

E. 2018/19 Awards for PLP Technology and Innovation Grants

Alvarez presented a preliminary list of 10 projects and their award amounts totaling \$133,735.95 in funding. An official total of all projects funded will be presented at the next Committee meeting.

F. Annual Report from PLP Staff Development Committee

Alvarez presented the annual report. The Executive Committee suggested there be 4-year terms for the PLP Staff Development Committee members since it seems popular and it would allow a mechanism for rotating participation. There was consensus that this is a good idea but that consecutive terms should be allowed and perhaps even voted on, and that a staggered rotation would ensure less disruption. Further discussion ensued and ideas included having the four legacy systems petition to appoint people and asking the Directors whether they want to cycle people on and off rather than putting out a general call. There was discussion around sending the list of members to the Directors so they can make internal decisions about who their representative should be. It was agreed that for now this is the best course of action. Alvarez will forward the existing membership list to the Directors for them to determine and update their appointed representatives.

IV. Reports

A. PLP President's Report

Nothing further to report

B. PLP CEO's Report

October 27th is the Hayward Public Library Grand Opening. The PLP Analytics on Demand subscription expires December 2018. PLP is working with Gale/Cengage to determine how many member libraries are truly active with the product to negotiate a price for renewal based on usage of the product as well as the additional modules purchased. This will be placed on the next Agenda for approval in January.

C. State Library Report

Janet Coles will send a written copy of the report which will be distributed to the Committee. The State Library will have an exhibitor booth at the CLA Conference and all are encouraged to stop by. The State Library has replicated PLP's replication grants and is calling them "Copycat Grants," and will be opening up the application process soon. YALSA will be hosting three trainings. The Mental Health Initiative is currently accepting applications for several funding opportunities. See <http://www.library.ca.gov/services/to-libraries/mental-health-initiative/> for details; deadlines are coming up. December 2018, libraries will be able to offer access to the New York Times online, as well as Archives Unbound, through licenses paid by the State Library.

V. Agenda Building for Next Meeting

A. Middle Management and Executive Leadership Program Update

B. Analytics on Demand Renewal

C. Ideas for Speaker for Annual Meeting in May

D. LSTA Pitch Grants

E. National Day in the District

F. Three-year Budget Projection/Fiscal Forecast

G. Nominating Committee

H. Membership Fee Committee

I. Requests for Staff Development Initiatives

J. Amendment to PLP/NorthNet Contract

K. Amendment to PLP/PLS Contract

VI. Public Comment – There was no public comment

VII. Adjournment

Meeting was adjourned at 2:23pm by Vice-President Nemitz.

To: PLP Executive Committee
From: Yemila Alvarez, Assistant Director
Subject: Guidelines for PLP Financial Support of Staff Development Initiatives and Activities
Date: January 30, 2019

Background

As part of the FY 2017/18 budget, the Executive Committee began an annual allocation to support systemwide initiatives and activities, including workshops, for the development of staff. A total of \$5,000 was allocated, and it was determined that funding for these projects should continue to be allocated as they produce great results for a relatively low funding amount. The Executive Committee increased funding to \$10,000 total for FY 2018/19.

Current Guidelines for Requests

Currently there is no official document delineating guidelines for what types of activities will be funded. The call for proposals has been general in its guidelines:

- Proposed activity (training, workshop or special event) that is open to all PLP library staff
- Reimbursement for a trainer, speaking fee, printing costs for the event, and/or refreshments
- If the upcoming event costs have not yet been finalized, it is acceptable to request funds as a placeholder, and the exact amount will be reimbursed once receipts are submitted
- Requests can be made by a library director, an existing system-wide Committee, or a new working group

Need for Better Guidelines for Requests

With increased awareness of the funding opportunity, total requests for support now regularly exceed the allocated funding. It has become increasingly difficult to evaluate and fund these requests without the development of clearer and more specific guidelines indicating the types of activities these funds are intended to support. Clearer guidelines would help maintain fiscal responsibility and equitable access to these funds for all PLP member libraries while ensuring that the trainings being developed are fairly designed to be of value to all training participants and jurisdictions on a systemwide or regional level. Some of the types of requests that best illustrate the need for clearer guidelines are:

- Requests for funds for organizational staff development days tailored to one particular jurisdiction
- Requests for funds for staff training on service models being implemented at one jurisdiction
- Requests to fund training that is more than \$1,000
- Requests for training with a budget of several hundred to over a thousand dollars for refreshments

Potential solutions that could address some of these issues include:

- Requiring that submissions demonstrate collaboration between two or more jurisdictions
- Changing parameters to award funding that covers only a portion of the event or a set amount based on set criteria (e.g. defined grants between \$500 -\$1,000 based on the number of seats available at the training; grants up to a set amount with no restriction on guidelines)
- Adding a cap to the amount of funding that can be requested for a single event
- Adding a cap to the amount of funding that can be allocated towards refreshments
- Clearly outlining whether or not organizational staff development days should be funded

Recommendation

It is recommended that the PLP Executive Committee consider adopting clearer guidelines in offering financial support of staff development initiatives and activities.

To: PLP Executive Committee
From: Yemila Alvarez, Assistant Director
Subject: Support for PLP Staff Development Initiatives and Activities
Date: January 30, 2019

Background

The Executive Committee directed staff to allocate \$10,000 for FY 2018/19 for PLP staff development initiatives and activities. Of this amount, \$6,350 was allocated during the June call for proposals for activities happening July to December 2018.

The December call for activities for January to June has resulted in \$12,900 in additional requests for funding for FY 2018/19. The requests include:

- \$500 from MOBAC Literacy Committee for one training on Engaging Volunteers with consultant Carla Lehn.
- \$2,000 from the SVLS Libraries for a program on Technical Services Career Paths and Design Thinking.
- \$3,400 from PLS Youth Services Committee for training on providing sensory story times and teen programming for special needs youth with consultant Renee Grassi. This program was funded last FY, but the Committee was unable to execute the project. They have resubmitted their request.
- \$7,000 from the San Jose Public Library for a program on customer service training entitled *Care Like A Mouse* with consultant Len Millbrower.

Recommendation

The additional funding required to fund all remaining requests totals \$9,350, which exceeds the \$3,650 remaining. It is recommended that the PLP Executive Committee consider allocating additional funds to support some or all of the remaining requests for FY 2018/19.

To: PLP Executive Committee
From: Yemila Alvarez, Assistant Director
Subject: 2018/19 Budget Increase and Awards for PLP Technology and Innovation Grants
Date: January 30, 2019

Background

In the FY 2018/19 Adopted Budget, \$150,000 was allocated for the Innovation and Technology Opportunity Grants.

An announcement went out in mid-July to PLP member libraries requesting submissions for allocations. We received 15 submitted grant applications. Applications were evaluated by a panel of Library Directors from outside of PLP. Based on staff review and panel recommendations, ten applications were funded at their requested amount. Additionally, three applications were funded at a reduced amount for a total of 13 funded projects, as indicated below.

LIBRARY NAME	PROJECT TITLE	FUNDED AMOUNT
Contra Costa County Library	Readers Initiative: Creating the Evocative Library	\$15,000.00
Contra Costa County Library	Video Storytimes: Anytime, Anywhere	\$5,000.00
CSU Monterey Bay Library	Wi-Fi Hotspot Lending Program	\$11,500.00
Los Gatos Library	Retro Tech: Self-service preservation, digitizing and conversion stations	\$11,656.88
Palo Alto City Library	My Stories, Today: Self-Service Preservation, Digitization & Conversion Station	\$9,506.01
Palo Alto City Library	Immersive Ebook Help via Amazon Echo Show	\$850.00
Salinas Public Library	Positioning the Library as a Public Laboratory	\$14,000.00
San Jose Public Library	Retro Tech Redux: Bringing 20th Century Media into the 21st Century at San Jose Public Library	\$14,483.06
San Juan Bautista Public Library	Retro Tech: Self-Service preservation, digitizing and conversion stations	\$13,493.35
Santa Clara County Library District	Lending Mindfulness: First Pilot of the Popular Headspace App	\$15,000.00
South San Francisco Public Library	Unplug: STEM Kits for Infants through Preschool Age Children	\$14,540.00
Sunnyvale Public Library	Mighty Beginnings: Early Literacy Resources for Every Parent and Child	\$13,050.00
Watsonville Public Library	Pop-up Book-Mobile Library	\$15,000.00
TOTAL FUNDED		\$153,079.30

Recommendation

The \$153,079.30 for all projects exceeds the allocated \$150,000. It is recommended that the PLP Executive Committee approve the additional \$3,079.30 using part of the \$128,806 of unallocated membership fees for the 13 innovation projects.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Recommendation for Analytics on Demand (AOD) Renewal
Date: January 30, 2019

Background

At the June 2017 PLP Executive Committee meeting, it was agreed that PLP would renew Analytics on Demand (AOD) for an 18-month subscription for \$140,250 from July 1, 2017 to December 31, 2018. This includes five applications, or apps: Marketing Action – Patrons, Marketing Action – Non-Patrons, Patron Profiles, the eBook app (for 13 libraries), and the Dashboard (a visual business intelligence tool). At the October 2017 PLP Executive Committee meeting, the Committee approved the purchase of an additional application, Branch Insights (for 13 libraries at \$17,500), which allows libraries to review use by home branch versus non-home branch users.

To enhance the PLP community of practice for the libraries, the following has been done: the PLP AOD list-serv has been extended; trainings were held in November 2017, May 2018, and July 2018; and a Basecamp site has been set up. It has been verified that PLP libraries are actively using AOD.

The existing contract for AOD including all applications expired December 31, 2018 and Gale Cengage has agreed to leave renewal options open until January 30, 2019.

Recommendation

Gale has presented several renewal options for consideration. The cost for a 12-month subscription from January – December 2019 including the existing additional applications at 50% is \$125,000. The cost for an 18-month subscription from January 2019 – June 2020 including the existing additional applications at 50% is \$156,250.

Pricing for Analytics on Demand	Subscription Term	
	12-months	18-months (15 mos. + 3 free)
Base Applications: (Patron Profiles, Marketing Action for Patrons, Marketing Action for Non-patrons, Dashboard)	\$100,000	\$125,000
Branch Insights at 50% (13 libraries)	\$12,500	\$15,625
eBook/Audiobook at 50% (13 libraries)	\$12,500	\$15,625
TOTAL	\$125,000	\$156,250

The revised CLSA regulatory language has been adopted and became effective January 1, 2019 and the State Library has verified that using CLSA funds for AOD is acceptable. PLP has \$404,568 of unallocated CLSA funds.

It is recommended that the PLP Executive Committee consider purchasing a renewal of Analytics on Demand for all PLP libraries, and renew the Branch Insights and eBook/Audiobook applications for half the libraries, for either \$125,000 for 12 months or \$156,250 for 18 months, using CLSA funds.



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Discussion of CLSA Allocations for FY 2019/20
Date: January 30, 2019

The purpose of this memo is to provide an update on California Library Services Act (CLSA) expenditures to date, and to provide recommendations for future allocations.

Status Update on FY 2016/17 CLSA Fund Allocations in Process

All FY 2016/17 CLSA funds have been allocated. These funds must be spent by June 30, 2019. Below is a summary of allocations and expenditures to date.

SimplyE

At the June 2017 PLP Executive Committee meeting, up to \$50,000, through June 30, 2019, was allocated for SimplyE. Fourteen PLP libraries have signed up for SimplyE. Califa will charge \$3,000 annually and has just started setting up the libraries, for a total of \$42,000. They have told me that they will connect for free, and that they will charge PLP starting FY 2019/20. The libraries include:

Alameda Free Library	Oakland Public Library
Contra Costa County Library	Palo Alto City Library
Berkeley Public Library	Pleasanton Public Library
Monterey Public Library	San Bruno Public Library
San Mateo Public Library	San Francisco Public Library
San Mateo County Library	San Jose Public Library
Mountain View Public Library	Sunnyvale Public Library

FY 2017/18 CLSA Fund Allocations

There are \$57,162 of unallocated/unspent funds. These funds must be spent by June 30, 2020.

FY 2018/19 CLSA Funds

There are \$347,406 of unallocated/unspent funds. These funds must be spent by June 30, 2021.

Should the PLP Executive Committee choose to allocate CLSA funds towards Analytics on Demand, the \$57,162 will be allocated, as well as a portion of the \$347,406.

FY 2019/20 CLSA Funds

In approximately April, PLP will receive notification of the anticipated CLSA award. We will need to prepare a Plan of Service and preliminary budget, which is generally due June 1. These documents will need to indicate either specific initiatives which PLP will use the CLSA funds for, or general ideas.

At the May 2018 meeting, it was agreed that PLP would no longer fund a system-wide subscription to enki. Instead, an allocation of \$200,000 was given to the libraries, and they were able to select from the following:

- enki (libraries negotiate their own subscriptions)
- Overdrive (only for the 19 libraries which are in a shared environment)
- Bibliotheca's CloudLibrary Consortia product
- Broadband hardware and telecommunication costs
- Link+
- a special project among some MOBAC libraries for a shared ILS study

Last year, the Executive Committee was presented with the options below, based on the survey PLP performed for its member libraries about their priorities for CLSA funds. In the past, PLP has demonstrated fiscal equity and has purchased products which can be used by all libraries (such as enki) or has provided disbursements for networking costs by allocating a specific amount by formula.

The PLP Executive Committee may consider continuing on with the fiscal equity distribution (purchasing an item for all public library members, or distributing funds by formula), may consider a menu of services for every library to participate, or may consider funding special projects.

enki ***Between \$0 and \$100,000***

This could be purchased for the entire system, or could be purchased for some of the libraries. Previous years, an enki subscription for all of PLP was \$100,000.

Zinio ***\$418,200***

This would work if the titles were purchased in a shared PLP environment. A quote from last year for PLP for 100 titles is \$418,200. As noted in the PLP Survey, Flipster is another consideration. PLP will not provide a consortium-discount. We have not yet spoken with them about how a model would work for shared titles between PLP libraries.

Special Project for 5 MOBAC Libraries - Phase 2 \$21,000

Salinas, Monterey County, Monterey City, Pacific Grove, Harrison Memorial (Carmel), San Juan Bautista and San Benito County are having a study done for the feasibility of having one shared ILS. Several of them are on Koha, and Monterey County is on Polaris. The study would include a review of policies and factors to create the shared Koha environment, and would also include a study of participating in Link+. Phase 2 outlines an implementation. This study meets the CLSA requirements because it involves potential resource sharing among 3 or more libraries.

Overdrive Advantage Plus ***Variable Funds***

This feature allows libraries to share titles virtually with multiple other libraries. A library must belong to a sharing environment for this to work. A total of 19 PLP libraries would be eligible: the 8 public libraries of Peninsula Library System (Burlingame, Daly City, Menlo Park, Redwood City, San Bruno, San Mateo Public, San Mateo County and South San Francisco), as are 11 of the libraries which belong to the Overdrive Northern California Digital Library (Alameda County, Harrison Memorial Library, Monterey Public, Mountain View, Pacific Grove, Palo Alto, Pleasanton, San Benito County, Santa Clara City, Santa Cruz and Watsonville).

Bibliotheca's cloudLibrary

Variable Funds

Seventeen California Libraries have purchased Bibliotheca's cloudLibrary for digital sharing of eBooks. Each library purchases its own collection, and can share specific sections of their collection by purchasing a consortium license to cloudLibrary. Patrons of the owning library may place holds on their library's collection, but cannot place holds on another library's collection. An item checked out will count as a checkout for the owning and borrowing library, much like a virtual inter-library loan. PLP libraries include Alameda County, Los Gatos and Santa Cruz. Other California libraries include Huntington Beach, San Diego Public, Ontario City and Redondo Beach.

Broadband

Variable Funds

A disbursement of funds could be given to a jurisdiction to offset costs of allowable expenditures for Broadband needs (hardware costs). Pacific Grove Library has expressed interest in this.

Link+

Variable Funds

This Innovative Interfaces resource sharing product works for both Innovative and non-Innovative libraries. There are two annual costs: the Inn-Reach software, and delivery. For non-Innovative customers, there is an additional cost for connection. Several PLP libraries currently use Link+, 8 survey responses were favorable, Los Gatos has expressed interest in exploring joining, and several of the libraries within MOBAC are also considering a study for benefits for Link+. Allocation of CLSA funds could include paying for a study for libraries to join, or an allocation of funds for local costs for libraries interested. Although individual costs for Link+ vary, the range would be approximately \$2,500 to over \$30,000 annually for the Inn-Reach software.

California Library Services Act Sections Related to Plan of Service (Revised and Approved)

Article 1, § 20107, Section 6: Resource sharing refers to the allowed use of application of one or more participating libraries' resources by three or more participation libraries.

ARTICLE 7. COMMUNICATION AND DELIVERY

§ 20235. Definition of Reporting Terms

In complying with the reporting requirements of Section 20235 each system shall report the following items using the following definitions with respect to the communication, delivery, and resource sharing programs:

(a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes.

(b) "Item delivered" means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system or the delivery of digital materials. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items).

(c) "Frequency/schedule of delivery service" means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service, the number of member libraries served on each differing schedule must be reported.

(d) "Other" means that when a system employs communications, or delivery methods, or shared resources, other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Authority: Section 18724, Education Code. Reference: 18724(d) and 18745, Education Code.

§20236. Inclusion

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees.

Authority: Section 18724, Education Code. Reference: 18724, 18745 and 18746, Education Code.

Term Status of PLP Executive Committee Members for FY 2019/20

As of July 1, 2019, the following will be termed out:

Heidi Murphy, Pleasanton Library
Derek Wolfgram, Redwood City Library

The following will be serving the first year of their second term:

Brad McCulley, Burlingame Library - President
Susan Nemitz, Santa Cruz Libraries – Vice President

The following will be serving the second year of their first term:

Cindy Chadwick, Alameda County Library
Hilary Keith, Santa Clara City
Cynthia Bojorquez, Sunnyvale Public Library
Inga Waite, Monterey Public Library

Terms of the President and Vice-President

The President and Vice-President shall serve two terms in their current offices.
Brad McCulley will continue as the President and Susan Nemitz will continue as the Vice-President.

Ad Hoc Nominating Committee

Two new directors need to be elected to join the Executive Committee.

A Nominating Committee should be selected. The Bylaws call for a minimum of two members of the Executive Committee as part of the Nominating Committee. The proposed slate should be advised that they are asked to attend the Executive Committee meeting held after the Annual Meeting in order to familiarize themselves with the business of the Committee.

Originally there were two representatives from each of the legacy systems. The Bylaws were changed to reflect the following language: *Each party* (defined as system in the Bylaws) *will have at least one representative in addition to four other representatives who reflect the geographical diversity of PLP.*

It is recommended that the Nominating Committee consider choosing one director from BALIS and one director from PLS.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Review and Approve Revision to FY 2018/19 NLS/PLP Contract for Additional Work
Date: January 30, 2019

Background

The NorthNet Library System (NLS) has a contract with PLP for fiscal and administrative work.

At the August 30, 2018 NLS Executive Committee meeting, the Committee approved moving forward with NLS taking on a greater scope of work for the CLSA statewide Zip Books grant. The \$1M grant is for 3 years and ends June 30, 2019.

The grant will now support both the existing CLSA libraries as well as take on the 30 LSTA Zip Book libraries and will include continued outreach to new libraries to join. The other significant change was for NLS to discontinue outsourcing the work to Califa and for a project coordinator to be hired using grant funds to support and grow the project. The project coordinator has been hired by PLP to perform the work of this grant. All billing will now be handled by PLP through the administrative contract with NLS, which is also a significant change.

Because of this expanded scope, it is necessary to amend the existing PLP contract with NLS.

Grant Budget Details

The revised Zip Books grant budget includes the new Zip Books Project Coordinator for \$32,250. The revised Indirect of \$45,000 represents the fiscal and accounting support as well as a larger role by PLP staff in supporting the libraries. The NLS Coordinator will also be assisting the Project Coordinator.

For the \$45,000 in Indirect, 90% (\$40,500) will be applied to the PLP Contract to cover staffing costs and overhead, and 10% (\$4,500) will be allocated to NLS.

Recommendation

At the November 2018 NLS Executive Committee meeting, it was approved to amend the original NLS/PLP contract of \$152,075 for an additional \$72,750, to cover the costs of the Zip Book Project Coordinator, staff costs and fiscal oversight, with the funds coming from the Zip Books grant. It is recommended that the PLP Executive Committee approve amending the NLS/PLP contract for an additional \$72,750, for a total contract of \$224,825, to reflect the additional work related to the Zip Books grant.



**Amended PLP / NorthNet Contract FY 2018/19
November 2018**

Due to the expanded scope of the NLS CLSA Zip Books Grant, the following additional services will be provided for NLS

- o A project coordinator will be hired who will be responsible for the coordination with the Zip Book libraries.
- o The fiscal accounting and reporting for the grant will be assumed by PLP and NLS will discontinue the contract with Califa.
- o The project coordinator will actively reach out to the incoming libraries and work with them to ensure their Amazon and Zip Books credit lines are established, with the assistance of PLP.
- o The project coordinator, system coordinator and PLP staff will actively work with the libraries, putting particular focus on the libraries which are underspending their budgets, to assist them with marketing and other issues which might be preventing them from spending their allocation.
- o The project coordinator, system coordinator and others will continue to reach out to libraries which have not yet joined Zip Books and encourage them to join.
- o The 30 libraries which were part of the LSTA Zip books grant and join them into this existing grant.

	<u>Staff</u>	<u>Total</u>
	Project Coordinator	\$32,250
	System Coordinator and PLP staff	\$40,500
Subtotal		\$72,750
Current Contract		\$152,075
TOTAL CONTRACT		<u>\$224,825</u>

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Revised FY 2018/19 PLP Contract with PLS for Administrative Services
Date: January 30, 2019

PLP contracts with the Peninsula Library System (PLS) for administrative oversight. At the June 2018 PLP Executive Committee meeting, a contract was approved for \$781,458. The PLP contract includes the staffing costs for the contract between PLP and the NorthNet Library System.

Since that contract was approved, three changes have occurred which necessitate a revision to the contract.

1. The current PLS/PLP contract includes \$26,000 for courier services to SVLS. PLS determined it is no longer able to provide courier services to SVLS, and the SVLS Administrative Council approved a courier for \$25,010, effective December 1, 2018. PLS provided 5 months of courier services, for \$10,833.33. The PLS/PLP contract will be reduced by \$15,166.67 for the 7 months of courier services not provided. Those funds will be used by PLP to pay for the new courier. The contract overhead will be reduced by \$1,517 to account for this change.
2. In late June, PLP received the FY 2017/18 California State Library Initiatives Books Project grant for \$536,250, which included \$48,750 of Indirect; the funds were received after July 1, 2018. In consideration of the PLS staff time needed to oversee this project and to perform the work, 90% of the Indirect (\$43,875) is recommended be allocated to PLS, and 10% (\$4,875) allocated to PLP.
3. The NorthNet Library System's CLSA Zip Book grant was expanded to include more Zip Book libraries, which resulted in an additional \$72,250 for the contract between NLS and PLP, comprised of \$32,250 for a Project Coordinator and \$45,000 of Indirect for the NLS coordinator and PLS staff time for oversight of the grant. Of the \$45,000, NLS is keeping 10% as the award agency, and 90% (\$40,500) has been allocated to the work of the grant. The Zip Book Project Coordinator has been hired through a PLP contract. In consideration of the PLS staff time needed to perform the work and oversee this project, it is recommended that 60% of the \$40,500 Indirect will be allocated to PLS and 40% be allocated to PLP, which includes hours for the NLS coordinator, reflecting \$24,300 and \$16,200 respectively. The actual grant overhead amount will be allocated based on the Zip Books actuals.

Recommendation

It is recommended that PLP approve amending the PLS/PLP contract including a reduction of \$16,684 (\$15,167 plus \$1,517) to reflect the change in SVLS delivery; an addition of \$43,875 for the work of the State Books Project; and 60% (estimated \$24,300) of Indirect from the Zip Books grant. The total amendment is an additional \$51,491 to the existing \$781,458, for a total of \$832,949.

PLP/PLS CONTRACT
 July 1, 2018 to June 30, 2019
Scope of Services for PLP and NorthNet Systems

Amendment to the PLP/PLS Contract FY 2018/19

The following amendments are being made for FY 2018/19

1	Due to the SVLS Courier being discontinued by PLS and moved to an outside agency, the contract will reflect the following:	
	Reduction of SVLS contract	(\$15,167)
	Reduction of SVLS contract overhead	(\$1,517)
	Total Reductions	(\$16,684)
2	PLP received the FY 2017/18 California State Library Initiatives Books Project grant for \$536,250, which included \$48,750 of Indirect. In consideration of the PLS staff time needed to oversee this project and to perform the work, 90% of the Indirect (\$43,875) is recommended be allocated to PLS, and 10% (\$4,875) allocated to PLP.	\$43,875
3	The NorthNet Library System's CLSA Zip Book grant was expanded to include more Zip Book libraries, which resulted in an additional \$72,250 for the contract between NLS and PLP (\$32,250 for a Project Coordinator and \$40,500 of Indirect for the NLS coordinator and PLS staff time for oversight of the grant. The Zip Book Project Coordinator has been hired through a PLP contract. In consideration of the PLS staff time needed to oversee this project, it is recommended that 60% of the Indirect will be allocated to PLS to perform the work, and 40% will be allocated to PLP, which includes hours for the NLS coordinator. The actual grant overhead amount will be allocated based on the Zip Books actuals.	\$24,300
	Subtotal	\$51,491

Additional Amendment Cost \$51,491

Current Contract \$781,458

TOTAL CONTRACT \$832,949

**PLS Executive Director/PLP CEO Accomplishments
January - December 2018**

Each January, I provide PLS and PLP a summary of the activities related to my Work Plan for my annual review. Below is an accounting of the activities for January to December 2018.

Peninsula Library System

- With the CFO, continue to analyze and develop an administrative overhead cost distribution and methodology and present recommendations to PLS Executive Committee for consideration of the FY 2018/19 budget. Implement changes as directed by Committee. **Completed/Ongoing. A 5% administrative fee has been implemented in the PLS budget. A hybrid approach using some of the consultant's recommendation was used for NorthNet, and will be used for PLP, where the Indirect will be allocated to the agency performing the work as well as the agency receiving the grant. Ongoing efficiencies are being explored, including renting out additional space at Flores.**
- Continue to work with the PLS Executive Committee and Califa for the transition of Califa from PLS. Identify and plan for fiscal and staffing changes. **Completed. This was a very difficult task and involved many staff. Califa became completely independent of PLS effective August 2018. PLS staff was reduced to reflect the change in workload.**
- After completion of AMH Central Sort review of staff effects and work flow analysis is presented to the PLS Executive Committee in January 2018, implement any changes as directed by the Committee. **Completed/ongoing. With the regular supervision of the Assistant Director, and with rigorous scheduling and staffing changes, the cost for sorting has been reduced, and a new staffing model including more supervision has been implemented. More efficiencies will be presented at the January meeting.**
- Continue to review efficiencies for PLS work flows in accounting. Ensure staff complete the analysis of paperless retention of accounts payable and accounts receivable and implement it for FY 2018/19. **Completed/ongoing. Electronic attachments of supporting financial documents for accounting transactions has been implemented. Basecamp has been set up for all grant monitoring for more transparency and better communication. A purchase order module for the accounting system has been purchased and will be implemented within the next few months.**
- Present at the Public Library Association conference in Philadelphia with San Francisco Public Library and Contra Costa County Library on "Change and evolution in 21st century public library collections and technical services," discussing the sharing among the PLS consortia libraries. **Completed. I presented on the above-mentioned program for over 150 people. I spoke about PLS as a shared environment and major initiatives we have undertaken regarding shared collections.**
- Assist in review of eResource sharing within PLS. **Partially Completed. The ad hoc group reviewing shared eResources has been assumed by the PLS Information Services group.**

- Create draft of updated policies and procedures on Patron Privacy to ensure clearer directions and to reflect current policy. **Completed. These updated policies and procedures were presented at the December Administrative Council meeting and approved. Right after their approval we received yet another FBI request, and were able to successfully use these updated policies and procedures. The revised policies and procedures are now on FIDO.**

Pacific Library Partnership

- Respond to the NLS RFP for Administrative and Fiscal Services (due February 1). Should PLP be awarded contract, provide strategic direction and management to NorthNet Library System (NLS), working closely with system coordinator, NLS directors and PLS staff. Develop an implementation plan for Link+ per the direction of the NLS Executive Committee. Continue work on CalPERS obligations for legacy systems, and work on modifying Bylaws to allow individual members to join NLS, rather than only systems. **Completed. RFP was successful and PLP was awarded the NLS contract. NLS Bylaws were changed to reflect membership to NLS rather than the legacy systems. CalPERS attorney was hired and provided analysis. Contract for Link+ implementation is in process.**
- Continue the implementation of the Statewide Student Success Initiative, and work with the California State Library to consider continuing this as a grant in FY 2018/19. This project involves two Educational Services Coordinators as contract workers, and 45 libraries throughout the state. **Completed. The grant was renewed for FY 2018/19, and has expanded to 75 participating libraries.**
- Support the PLS Executive Committee as well as the four legacy systems by attending meetings and responding to requests and initiatives. **Completed. Between PLP and NLS, we support over 35 meetings annually. I attend all the PLP and associated legacy system meetings, as well as the NLS Executive Committee and Annual meetings.**
- As part of the PLP strategic initiatives, continue to explore and develop an effective model for resource sharing of international language materials. **Partially Completed. The SVLS Technical Services Group has reconvened and is actively working on developing a resource sharing model for SVLS, which can be expanded to PLP. This project has been handed off to the PLP Assistant Director as a resource and liaison.**
- Put out a call for PLP Pitch an Idea Grants, and apply if directed by PLP Executive Committee. If grant awarded, implement project. **Completed. PLP applied for and was approved for a third year for the Statewide Student Success Initiative. PLP also applied for and received a grant for "Cybersecurity Training for Youth Using Minecraft." PLP, in cooperation with NorthNet and Black Gold Cooperative Library Systems, is participating in the "Career Visioning for New Adults" regional grant.**
- Work with California State Library around specific statewide initiatives. **Completed. I participated in a year-long process with the State Library in reviewing how the State Library administers LSTA grants. I attended several meetings in Sacramento along with the System Coordinator from SCLC.**
- Working with the other statewide system coordinators, take the lead in working with them and the State Library staff in changing the CLSA regulatory language to reflect current and future resource sharing. **Completed. The two-year long process of changing the CLSA regulatory**

language was completed. It went into law effective January 2019. This will greatly expand the way PLP can spend CLSA funds.

- Present at the Public Library Association conference in Philadelphia on the Student Success Initiative with a cohort of grant participants. ***Completed. I presented in Philadelphia on “Success on a Massive Scale: Library Cards for All Students” with others from the Student Success Initiative, with over 200 people in attendance. We also had a program at the 2018 California Library Association conference in Santa Clara on the Student Success Initiative, with about 65 people attending.***

Additional items of note:

The transition for Califa to separate from PLS as its own entity was a long, incredibly complex topic of disentangling staffing, services and financial accounting. Although it was completed at the end of July, questions still arise from Califa staff which we are handling on a case-by-case basis. PLS staff were very diligent in ensuring an accurate and complete transition was done.

Because of the transition, we were able to re-evaluate the work flow in the Accounting Unit. We have reorganized the staffing and responsibilities and implemented several new work flows that are resulting in less paper being retained and more transparency in tracking. Introducing the use of Basecamp for tracking the multiple statewide grants has greatly decreased the questions we have gotten and has created a good communication tool that will be continued to be used.

Due to the San Mateo City Ordinance changing the minimum wage, a PLS Salary survey was needed. We hired a consultant who spent several months reviewing PLS staff salaries and job descriptions. After the report was completed, further analysis was done in developing several salary schedule scenarios that reflected the annual CPI increase to the wage ordinance and included somewhat comparable market rates for the salaries. A model was approved by the PLS Administrative Council and will take effect for FY 2019/20. This will aid PLS in more effective recruitment and retention, and also keep the agency in compliance with the local ordinance.

During this last year we hired an outside agency and redesigned the PLP website. The site was over 10 years old, and the content and look needed updating. I worked with the Assistant Director and stakeholders to update the content, reorganize the searching and ensure the sight reflects the values that member libraries receive from PLP. The redesigned website was launched in June. We will continue to find ways to use it as an effective communication tool for projects, announcements and job postings.

I have been working with the NorthNet Library System (NLS) for the last two years in developing a plan for a system-wide Link+ implementation. During the last year, we completed work with one consultant, and hired a second consultant. I worked closely with the consultants, the NLS project coordinator, and the Executive Committee in securing funding from the State Library for one-time implementation fees for new libraries. I am in the process of final negotiations with Innovative and NLS libraries to move all existing NLS Link+ libraries onto a master contract, as well as to bring three new libraries onto Link+. This has been a complex project. It is my hope that the groundwork laid here can be replicated in some part by another cooperative system within California. Finding the right balance for rural libraries of Zip Books and Link+ has been an education for everyone. The libraries joining will see a big return on

investment, and the reports issued can stand as documentation for others considering a similar endeavor.

Besides the 3 LSTA grants (the Statewide Student Success Initiative, Cybersecurity Training for Youth Using Minecraft, and Career Visioning for New Adults), PLP will be finishing out 2 CLSA grants for SimpleE and enki. NorthNet's CLSA Zip Books grant was greatly expanded this summer/fall. We were approached in August by the State Library, notifying us that the LSTA Zip Books grant was discontinuing, and that they would like to move all those libraries over to the NLS Zip Books grant. This required a tremendous pivot, and staff needed to develop a work plan for a fast yet smooth transition and ensure funding was not disrupted while developing a new funding model. We worked closely with the NLS Chair and system coordinator during this process. We hired a new half-time program coordinator, and after a three-month transition, the project is now fully up and running, and has more accountability embedded into the processes.

California Library Services Act (CLSA). I have worked closely with the other cooperative library systems, their Chairs, and the State Library in finalizing the changes for the regulatory language. The SCLC coordinator and I were called upon to provide in-depth analysis of defining 'home library' to ensure that the new regulations included a definition. The PLP President, the NLS Chair and I attended the April 2018 California Library Services Board meeting to provide public comment about some of the proposed changes (the CLSB meeting a minimum of once per year and the possibility of eliminating public comment). I actively worked with other cooperative systems to write letters for the Board packet as public comment to ensure our opinions were documented. I continue to work closely with the State Library and other systems to ensure that the interpretations of the new law include projects that support PLP. Because of the new changes, we will be able to use CLSA funds for Analytics on Demand. I have also made several suggestions to the State Library about equity in funding for resource sharing, and I will continue to pursue these ideas. To ensure that PLP was spending its CLSA funding in ways that brought value to its member libraries, we put out a survey of ideas. Because of this, PLP changed its CLSA distribution, which allowed for more support of local initiatives.

I completed my second year on the CLA Legislative and Advocacy Committee.

All of the above were accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.

PLS Executive Director/PLP CEO Work Plan

January - December 2019

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2019 Work Plan:

Peninsula Library System

- In order to create additional revenue, move the PLS staff from the lower work space into a shared work space upstairs at 2471 Flores Street after minimal remodel of upstairs work space. Rent out lower work space.
- With impending move, the PLS, PLP and NLS addresses will change. With PLS Administrative Council, consider PLS logo refresh, along with PLS website refresh.
- With the Controller and Executive Committee, continue to analyze PLS revenues and develop recommendations for changes.
- Assist the San Mateo Community College District with the transition to a new statewide shared ILS. Work with Administrative Council and College District in defining new service model.
- Onboard new IT Director.

Pacific Library Partnership

- Continue RFP process for overseeing Statewide Broadband Aggregator and Program Manager grants. Should PLP be awarded contract, provide strategic direction and management, and hire a program coordinator.
- Continue the implementation of the Statewide Student Success Initiative, and work with the California State Library to consider continuing this as a grant in FY 2019/20.
- Put out a call for PLP LSTA Grants and apply if directed by PLP Executive Committee. If grant awarded, implement project.
- Support the PLS Executive Committee as well as the four legacy systems by attending meetings and responding to requests and initiatives.
- Continue to provide strategic direction and management to NorthNet Library System (NLS) in implementation of Link+. Continue work on CalPERS obligations for legacy systems.
- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Work on joint priorities.

All of the above will be accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.