

PLP Executive Committee Agenda

**October 21, 2019
10:00 a.m. via Conference Call**

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

- | | | |
|--|-------------------|---------------|
| I. Adoption of the Agenda (Action Item) | McCulley | |
| II. Approval of Consent Calendar (Action Item) | | |
| A. Approval of the June 10, 2019 Minutes | McCulley | Attachment 1 |
| B. Acceptance of PLP Letter to CLSA Board | McCulley | Attachment 2 |
| C. Acceptance of PLP Letter to LinkedIn Learning/Lynda.com | McCulley | Attachment 3 |
| D. Acceptance of PLP’s Internal Observations to Santa Cruz Grand Jury’s Report “Patron Privacy at Santa Cruz Public Libraries: Trust and Transparency in the Age of Data Analytics” July 2019 | McCulley | Attachment 4 |
| III. Old Business | | |
| A. Acceptance of PLPSDC Annual Report and Spring Workshop Discussion (Action Item) | Krasowski/
Tai | Attachment 5 |
| B. Update from PLP Marketing/Advocacy Ad-Hoc Workgroup | Chadwick | |
| C. Update on PLP Competitive Grants: Data Privacy Best Practices Training for Libraries | Alvarez | Attachment 6 |
| D. Update on PLP 2019/20 Technology and Innovation Grants | Alvarez | Attachment 7 |
| IV. New Business | | |
| A. Finance | | |
| 1. Consideration of Common Knowledge Proposal: Key to Community (Action Item) | Clark | Attachment 8 |
| 2. Update on PLP Call for Support for Staff Development Initiatives and Activities and Consideration of PLS Youth Services Committee Request for \$7,900 (Action Item) | Alvarez | Attachment 9 |
| 3. Review and Approval of Peninsula Library System Request of \$10,000 of CLSA Funds for Website Redesign (Action Item) | Frost | Attachment 10 |
| 4. Acceptance of 2018/19 Annual CLSA Report, System Expenditure Report and FY 2019/20 Detailed Budget (Action Item) | Frost | Attachment 11 |
| 5. Analysis of PLP Membership Participation Dues for FY 2019/20 (Action Item) | Frost | Attachment 12 |



- B. Approval of LSTA Competitive Grant for \$1M: Lunch at the Library (Action Item) Frost Attachment 13
- C. Approval of IMLS Laura Bush 21st Century Librarian Program Grant for \$245,721: Reimagining School Readiness for Libraries (Action Item) Frost Attachment 14
- D. Discussion of Agenda Items for California Cooperative Library Systems meeting at CLA Conference McCulley

V. Reports

- A. PLP Middle Manager and Executive Leadership Professional Development Groups Light
- B. PLP President’s Report McCulley
- C. PLP CEO’s Report Frost
- D. State Library Report Coles

VI. Agenda Building for Next Meeting on January 23, 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 agendized pursuant to State law.)

VIII. 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

Alameda County Library, 2450 Stevenson Blvd. Fremont, CA 94538

Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010

Los Gatos Library, 100 Villa Ave, Los Gatos, CA 95030

Monterey Public Library, 625 Pacific Street, Monterey, CA 93940

Oakland Public Library, 125-14th Street, Oakland, CA 94612

PLP Office, 2471 Flores Street, San Mateo, California 94403

Santa Clara City Library, 2635 Homestead Road, Santa Clara, CA 95051

Santa Cruz Public Libraries, 117 Union St., Santa Cruz, CA 95060

South San Francisco Public Library, 840 West Orange Avenue, South San Francisco, CA 94080

PLP Executive Committee Minutes

June 10, 2019

10:00 a.m. via Conference Call

Committee:

Brad McCulley, President
 Susan Nemitz, Vice-President
 Cindy Chadwick
 Hilary Keith
 Derek Wolfgram
 Inga Waite

System Staff:

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

Meeting was called to order at 10:02 am by President McCulley.

I. Adoption of the Agenda

The Agenda was adopted as presented. (M/S Chadwick/Waite)

II. Old Business

A. Approval of the May 10, 2019 Minutes

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

B. Draft Minutes of the May 10, 2019 Administrative Council Meeting

The Minutes were reviewed.

C. Review and Approval of Updated Guidelines for PLP Support for Staff Development Initiatives and Activities

At the May 10 meeting the Committee reviewed the guidelines and recommended edits as outlined in the Minutes. The updated document presented reflects those changes. A Motion was made and passed to approve the guidelines as presented in the packet. (M/S Waite/McCulley)

D. Approval of LSTA PLP Competitive Grants: Data Privacy Best Practices Training for Libraries

The Grant application was presented, and a motion was made and passed to approve the grant and amend the budget. (M/S Nemitz/Keith)

E. PLP Sponsored Regional Networking Event Update

Wolfgram reported that the final event was completed a few weeks ago at the Redwood Shores Library in Redwood City. Senator Hill was the speaker and Frost spoke on the Awareness to Funding Report. There were about 35 attendees and visitors from throughout the County. Some participants from Santa Clara County also came to participate in the Day in the District discussion. All four regions successfully completed events. There is not funding for this in the FY 2019/20 budget but perhaps it could be considered for FY 2020/21. There was great

representation because each event was localized. It was recommended that this would be added for future bi-annual consideration in the Spring budget discussions.

III. New Business

A. Preview and Approval of Change in PLP Executive Committee Membership

Bojorquez has moved on to City of Santa Clara as their new Assistant City Manager. Ryan Baker from Los Gatos has agreed to replace her as the new Member At-Large in July. A Motion was made and passed to approve the change. (M/S Chadwick/Wolfgram)

B. Discussion of PLP Staff Development Workshop Topics

PLP has a Staff Development standing committee that creates two annual staff development workshops: the Spring workshop focused on staff development, and the Future of Libraries conference in the Fall. The Committee is planning for October, and this year there will be no theme per se. They were considering Emily Chan or Doug Rushkoff as speakers for the Fall program. There was discussion of whether or not to have the Committee put parameters around the topics and to add this to the Agenda for October. There was discussion to check-in at the beginning, middle, and end of the fiscal year with the Executive Committee. Typically, the revenue exceeds the amounts allocated in the budget, and over the last two years attendance has decreased significantly. It is not clear whether this is due to the topics that are being selected or some other reason. There a request that this be added to future Agendas for review of the topics.

C. Discussion of “Young Adult Management Seminar” (YAMS) Proposal and “Leadership Development Program” Proposal

The proposals were presented. The YAMS proposal is a 10-day long program over a number of months. There were questions about frontline staff working with youth and whether they would be able to take the YAMS program and a response that if this is something that the Committee would like to pursue, this could be requested. There was a preference expressed for an entry-level manager training program that is not as intensive as the Middle and Executive Management programs. There was concern expressed that there is not a single individual that is responsible for young adult services in many of the libraries. There was discussion of framing as leadership as opposed to management. Current BALIS discussions around training for entry-level staff and giving them basic skill sets were brought up as types of trainings needs that have been expressed at the regional level. There was discussion of the LDP program and how it has previously been built around building a cohort within an institution and doing organizational succession planning. It was expressed that of the two proposals, LDP seemed more applicable at the local level. A decision was made that for MOBAC, SVLS, BALIS, and PLS, the LDP program should be taken to those committees for consideration at the local level. For the YAMS programs there was a decision to not take this forward to the smaller regions. YAMS is not a bad idea, just not a priority given limited funds available, so PLP will not pursue at this time.

D. Approval of FY 2019/20 PLP CLSA Plan of Service

The changes made to the draft since the last June meeting were presented. The next CLSA meeting is in September in Southern California. McCulley and Frost will be flying down for that meeting and PLP will be funding the travel. A Motion was made and passed to approve the Plan of Service. (M/S Wolfgram/Waite)

E. Finance

1. PLP/NorthNet FY 2019/20 Contract Approval

An updated version of the FY 2019/20 contract that was reviewed at the May meeting was presented. Changes since then include additional time allocated to NorthNet for receiving the Zip Books grant. The contract is higher because of cost-recovery for the work of the grants received. A Motion was made and passed to approve the contract (M/S Chadwick/Wolfgram)

2. PLP/PLS FY 2019/20 Contract Approval

The PLP/PLS FY 2019/20 contract was reviewed for approval. Wolfgram and McCulley recused themselves from voting. A Motion was made and passed to approve the contract. (M/S Waite/Keith)

3. PLP FY 2019/20 Budget Approval

Controller Yon presented the budget in detail, discussing changes since the draft presented in May. There was discussion of the member contribution based on library budgets and the results of a recent survey to PLP members for updated information on budget size as it relates to the membership fees. PLP will use the existing numbers, and next year PLP will be using the figures that aligned with the results of the survey. There was discussion about it is good to use the existing numbers for FY 2019/20 since some libraries may not have budgeted for moving into the next category. There was discussion of building this into the calendar year for review and discussion or of adding membership dues discussion to future agendas. There was discussion of the unallocated CLSA funds and whether there is a deadline for expenditures, and it was explained that there is a 3-year deadline for expenditure of each distribution. Chadwick moved approval. Keith seconded the Motion. The Motion passed.

F. PLP Executive Committee Meeting Scheduled for FY 2019/20

The meeting schedule was presented, and the Committee was reminded that if meeting in person is not an option, that we be notified to add call-in options and library locations to the Agenda.

IV. Reports

A. PLP President's Report

McCulley reported that this would be Wolfgram and Murphy's last meeting, thanking both of them for their service to the Committee.

B. PLP CEO's Report

Frost reminded the Committee that as the time gets closer to the CLSA meeting, PLP will need to write a letter to the Board around changes to the regulatory language around assessments. Staff will put out a call in July for Innovation Grants. Next week Frost and Keith will be going to ALA and have appointments with Ro Khanna and Zo Lofgren.

C. State Library Report Coles

No report.

V. Agenda Building for Next Meeting on October 21, 2019

- A. Review the Fee Structure for PLP**
- B. CLSA Budgets**
- C. Report from Marketing Committee**
- D. Staff Development Committee**
- E. PLP Innovation Grants**
- F. LSTA Ideas for Proposal**

VI. Public Comment

There was no public comment.

VII. Adjournment

The meeting was adjourned at 11:10AM by Chair McCulley.

September 3, 2019

Anne Bernardo, President
California Library Services Board
California State Library
P.O. Box 942837
Sacramento, CA 94237

Dear Ms. Bernardo:

As the President of the Pacific Library Partnership (PLP), I wanted to provide some input about the CLSA Plan of Service and System Annual Report forms, which have recently been updated.

The California State Library staff met several times with the system coordinators of the cooperative library systems to update the language in the CLSA Plan of Service, Annual Report, and associated budgets and to include the updated regulatory language into the forms.

My comments are based on discussions we have had at our PLP Executive Committee meetings, as well as conversations with other systems.

PLAN OF SERVICE -- PLANNING, COORDINATION AND EVALUATION (PC&E)

First, we would like to again thank the CLSB for approving the updates to the California Library Services Act Regulation and the ability to use funds for assessment.

Our first request is for the California Library Services Board (CLSB) to consider moving Planning, Coordination and Evaluation (PC&E) from the System Administration section (20% of the budget) to the Baseline section of the budget (80% of the budget) in the CLSA Plan of Service, where systems have discretion to allocate funds towards resources that will benefit their region.

The updated language is found in Article 7. Communications and Delivery, Section 20236. Inclusion states: "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," with the explanation "Language required clarifying that funds could also be used for products or fees necessary to facilitate the communication, and delivery of print, digital or other information materials or the sharing of resources. This section also includes reference to the statute language on assessment."

When this was approved and adopted into law in January 2019, the Pacific Library Partnership Executive Committee approved allocating CLSA funds to purchase a subscription to an assessment tool which analyzes their communities. The tool indicates the changes in populations, demographics, and needs of the communities. This data will allow libraries to modify their various ways of community engagement.

For instance, if demographics are changing where more parents with young children are moving in, or elders are decreasing, the libraries can adjust programming and collections (print and electronic). As the collections change and grow, it benefits other neighboring libraries through C&D resource sharing. The assessment tool also identifies geographic pockets of the library's service area where there are fewer people using the library, which helps with outreach efforts, and can help identify where resources are lacking in the library so that adjustments can be made.

PLP received approval from the State Library for purchase of the resource assessment tool, and after its purchase, a discussion ensued about whether PC&E's current placement in the System Administration portion of the budget was the best place, or if it should be brought to the CLSB for consideration to move it to Baseline. PLP worked with State Library staff and was granted a one-time exception to use Baseline funds for this purchase.

PLP is asking the CLSB to consider moving PC&E to the Baseline portion of the budget for the following reasons:

- The CLSA budget for systems is broken down into two portions: System Administration (no more than 20% of the budget, which includes staffing and indirect to support the system); and Baseline (80% of the budget, including operational support such as delivery and telecommunications; as well as the purchase of shared resources).
- In 1985, the CLSB voted to place PC&E in the System Administration portion of the budget in 1985. With a new definition of PC&E, reconsideration is needed based on future use of funds.
- For several of the systems, all 20% of the System Administration funds are used to cover the staffing for fiscal and administrative oversight of the system, and some systems reallocate System Administration funds to Baseline. Each system is different and has different needs. Placing PC&E in System Administration and not increasing the 20% would force a system to choose between paying for staff and paying for a service. It would be a fair guess to say that systems would choose paying for a staff, which would result in the inability to use CLSA funds for assessments.
- If the CLSB were to increase the 20% of the System Administration budget to something larger (for example, 35%), it is possible that the system still would not have enough funds available to pay for the assessment as well as staff. In addition, unless restrictions were placed on this, it would also be possible for systems to use all of those funds for staffing support.
- Placing PC&E in the Baseline budget allows a system to be more flexible in using Baseline funds for a blend of assessment and resource sharing. It also continues the practice that there is a cap on the amount of CLSA funds being used for administering a system.
- Perhaps a consideration about using PC&E funds for assessment should be the length of time a system may allocate funds towards assessment. For a system as large as PLP, with 42 library jurisdictions spanning 8 counties, two years would allow enough time for each system to perform their analysis and then work with the data results from the assessment for several years.

In PLP's case, we would not have been able to purchase a subscription to the assessment tool if we were limited to using System Administration funds.

PLAN OF SERVICE -- USE OF FUNDS FOR AUDIT

Most of the cooperative library systems are not part of a larger organization (such as a county) and operate independently as a Joint Powers Authority or some other type of joint agreement between the agencies. To provide fiscal and administrative oversight, most of the cooperatives obtain an annual audit. An audit serves several purposes: it ensures good fiscal management and it is tangible proof to members and stakeholders that funds (membership dues, CLSA, grants, etc.) are being spent correctly. Audits also provide substantial financial information for our records.

The audit of the financial statements is required by California State law for all governmental organizations. The single audit is required by Federal law for qualifying organizations that have federal expenditures of \$750,000 or more within its fiscal year. The State Controller requires governmental organizations to file their financial statements to maintain compliance as a system.

The previous instructions on the Plan of Service included the following:

Operations – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System. Such services generally include payroll, accounting, office space, utilities, etc.

It has now been modified to the following:

Operations – complete this section using the categories noted

There has been a longstanding precedent for some systems to use CLSA funds to cover costs related to audits, which typically cost a few thousand dollars. By removing the language of what is allowed, it leaves the category open for interpretation. PLP would like to ask the CLSB to clarify that this precedent be able to be continued using CLSA Baseline funds, and that the former language be included to ensure clarity for all allowable costs.

PLAN OF SERVICE – SYSTEM PENSION LIABILITY

The newly revised FY 2019/20 Plan of Service asks for the following: “Please also provide any Pension Liability for the Cooperative Library Systems including Legacy Systems.” The systems were told that this was included at the request of a CLSB member. We ask that this be removed from the next Plan of Service, since the data will not have changed significantly, and the request is extraneous to the activities of Communication and Delivery.

SYSTEM ANNUAL REPORT – PROGRAM WORKLOAD, COMMUNICATIONS ACTIVITY

The following question is on the Communications Activity section of the Annual Report: “What is the number of messages sent via each communication device listed below, on an annual basis: Telephone/ Tele facsimile; Internet (including electronic mail); Other (specify) (example postage).”

It is our belief that reporting the number of messages may be a holdover data request from when there were more systems participating that had their own shared automated library system. For cooperative

systems which have a shared automated library system for circulation and delivery (San Joaquin Valley Library System and Black Gold Cooperative), their data includes the number of email notices and telephone calls going out to patrons to notify them of their items being held for them or for their overdue items. For the other seven cooperative library systems, they may count actual communications with directors, etc., and report those numbers. Other systems, such as PLP and the NorthNet Library System, indicate N/A, as it is too difficult to quantify the number of phone calls and emails going to systems.

There is no clear standard being used by the nine cooperative systems, and it is difficult to establish a common data point.

For the fiscal accounting portion, this reporting is also done on the System Expenditure Report, so this is somewhat redundant.

We understand that CLSA funds are used for Communications and Delivery, and that this report, as it stands now, has sections to provide data points for these two deliverables. We believe the Delivery portion is still valuable but would like to suggest that the Communications section is no longer measurable for all of the systems and be either removed or else revised. The narrative questions may adequately cover the reporting out needed to ensure funds are being spent correctly.

Thank you for considering these changes. Should you have any questions, you may contact me at mcculley@plsinfo.org.

Sincerely,



Brad McCulley
Burlingame Public Library Director
Pacific Library Partnership President FY 2019/20

cc: Pacific Library Partnership Executive Committee
Greg Lucas, State Librarian, California State Library
Annly Roman, Administrative Assistant to CLSB, California State Library

Pacific Library Partnership
2471 Flores Street
San Mateo, CA 94403

Mr. Farhan Syed, Vice President of Client Solutions
LinkedIn
2029 Stierlin Ct Ste 120
Mountain View, CA 94043-4684

August 2, 2019

Dear Mr. Syed,

As the representative for the Pacific Library Partnership, a consortium of libraries in Northern California including San Francisco & Silicon Valley, I implore you not to ignore the golden opportunity given to your organization regarding libraries privacy concerns and LinkedIn Learning.

Privacy has been the bedrock of library services since 1939 when the American Library Association added this concern in Article III of our [Code of Ethics for Librarians](#). Librarians take privacy so seriously some of us have gone to jail over it. In January 2019, our ALA Council adopted a new, seventh article to the [Library Bill of Rights](#) addressing growing privacy concerns. Article VII states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information." With online and social media privacy concerns at the forefront of almost every news cycle, doesn't LinkedIn want to meet this head-on by working with libraries to come to a mutually beneficial conclusion and be the "Good Guys" in the next news cycle? We understand you have security concerns but I believe if you apply a cost/benefit analysis to the optics of this situation you will find that there are far more benefits by taking our privacy concerns seriously versus "doubling down" and being dismissive of libraries everywhere.

Please feel free to contact me at your earliest convenience if you would like to discuss further.

Sincerely,



Brad McCulley
Burlingame City Librarian
President, Pacific Library Partnership Executive Committee

Alameda County Library
Alameda Free Library
Berkeley Public Library
Burlingame Public Library
Cabrillo College Library
California State University Monterey Bay Library
Contra Costa County Library
Daly City Public Library
Gavilan College Library
Harrison Memorial Library
Hartnell College Library
Hayward Public Library
Livermore Public Library
Los Gatos Public Library
Menlo Park Public Library
Monterey County Free Libraries
Monterey Institute of International Studies Library
Monterey Peninsula College Library
Monterey Public Library
Mountain View Public Library
Naval Postgraduate School, Dudley Knox Library
Oakland Public Library
Pacific Grove Public Library
Palo Alto City Library
Pleasanton Public Library
Redwood City Public Library
Richmond Public Library
Salinas Public Library
San Benito County Free Library
San Bruno Public Library
San Francisco Public Library
San Jose Public Library
San Juan Bautista–Carl Martin Luck Memorial Library
San Mateo County Community College District
San Mateo County Libraries
San Mateo Public Library
Santa Clara City Library
Santa Clara County Library District
Santa Cruz City-County Library System
South San Francisco Public Library
Sunnyvale Public Library
UC Santa Cruz University Library
Watsonville Public Library

**PLP’s Internal Observations to Santa Cruz Grand Jury’s Report
“Patron Privacy at Santa Cruz Public Libraries: Trust and Transparency
in the Age of Data Analytics”
July 2019**

On June 24, 2019 the Santa Cruz Grand Jury issued their report “Patron Privacy at Santa Cruz Public Libraries: Trust and Transparency in the Age of Data Analytics.” This 24 page report examined the policies and practices of Santa Cruz Public Libraries as it related to the Analytics on Demand (AOD) software by Gale Cengage.

The purpose of this document is to review the Pacific Library Partnership’s (PLP) subscription of AOD for its member libraries, and to comment on the findings of the Grand Jury as it relates to PLP’s contract with Gale Cengage.

PLP’s Contract with Gale Cengage

As a Joint Powers Agency, the Pacific Library Partnership (PLP) may purchase goods and services for its member libraries, “In order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake, ” per the JPA agreement. At the direction of the PLP Executive Committee, PLP has purchased AOD for its members to use individually. Below is a chronology of those purchases:

- PLP signed an agreement for 15 months, Jan 2016 – June 2017 through Califa
- August 2016 – purchased eBook app for up to 13 libraries
- June 2017 – 18-month renewal, expiring December 2018
- Oct 2017 – purchased Branch Insights app for up to 13 libraries
- January 2019 -Gale Cengage extends contract through Jan 2019; PLP renews to June 2020. The product includes the five previously acquired applications, or apps: Marketing Action – Patrons; Marketing Action – Non-Patrons; Patron Profiles; the eBook app (for 13 libraries), Branch Insights (for 13 libraries); and the Dashboard (a visual business intelligence tool).

The purchase of AOD was made through requests from PLP libraries for the product, and the agreement renewals were due to libraries express continued interest and use of the product. The purchases and renewals have been reviewed and approved by the PLP Executive Committee. When it was agreed to purchase the current subscription at the January 2019 PLP Executive Committee meeting, it was agreed that this would be the last renewal for AOD as a system purchase. At least half of the PLP member libraries have used AOD through PLP’s subscription.

Using Analytics on Demand

Below is an excerpt from the Gale Cengage website with their description of Analytics on Demand:

*Ensure that your public library’s goals support households across the area you serve.
Integrating powerful demographics, Analytics On Demand adds value to existing data—from
your library’s ILS and other electronic systems—unlocking key insights about your*

community. Customized reports better equip your library to target new populations, create new programs, advance your value to the community, and allocate resources more efficiently.

Choose from seven apps that allow you to visualize data through maps, charts, and graphs.

Leveraging software from Alteryx, Inc., a leader in data blending and advanced analytics, as well as information from proven external data sources, like U.S. Census and Experian's Mosaic lifestyle segmentation, Analytics On Demand provides ongoing access to detailed, customizable reports. You can map your patrons (and non-patrons) at the household level with demographic data - including lifestyle profiles, location, household consumption, length of residency, and more.

Gale Cengage is one of several vendors which offer this type of data analytics, and several libraries use some type of data analytics tool for a variety of reasons.

Although there are many PLP libraries using AOD, each has their own unique login and data is independent for each library. PLP staff does not have access to each library's data, nor does any other library.

To use AOD, a library would first review their internal needs for reports. For instance, a library might want to build a new branch in a new part of their service area and want to understand how many library users they have currently, what demographics are in the new service area, and then think about how they might do outreach to those segments of the population. Or, maybe a branch is seeing that their collection is not being checked out or that fewer people are attending their programs. It is possible that the demographic of their service area has changed. Running an AOD report would help the library change their collection development, programming and outreach strategies to adapt to the changing demographics.

Based on the type of report a library is looking for, they would then consult a sheet provided from Gale Cengage which identifies the types of data they would need to extract from their integrated library system (ILS) to export and determine the level of information they want for their report. All libraries have an ILS, which is basically a relational databases with different modules: a patron database (with name, address, date of birth, phone number, and maybe some other information); a circulation module that identifies what items are checked out; a cataloging module where the data for all of the books is kept; and an acquisitions module for libraries to interface with vendors to buy materials.

A product like AOD (and others like it) is very extensible, meaning that the more data you provide, the more you can learn about your user base as well as the people in your community you are not reaching. Although a library's ILS holds patrons' personal data (name, address, DOB), there is other data, such as what a person has checked out, that is considered to be very sensitive. Depending on the vendor, there may be ways to provide some level of information without providing sensitive data. For instance, perhaps a library might give Gale Cengage a file that includes the patron's address and omit the name and/or barcode, or provide the total number of checkouts without identifying the items checked out. Ultimately it is up to each library to determine the dataset, and no one PLP library has access to that information. Gale Cengage understands this sensitivity and employs several safeguards to ensure the

data is secure. It automatically deletes reports after a short period of time, so it is up to the library staff to download any reports they would like to keep.

It should be noted that libraries use ‘third parties’ like database vendors, vendors for self-checkout machines, etc. Libraries take patron privacy very seriously, and most adhere to the American Library Association’s “Library Bill of Rights” (<http://www.ala.org/advocacy/intfreedom/librarybill>) which includes VII. *All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.* It is with this lens that libraries constantly think about how much data they want to retain in their ILS, and how much they want to share with trusted vendors.

As with goods and services which PLP procures and provides, PLP offers support for its member libraries to come together to discuss common strategies for using the product. This is true in the case of AOD where PLP members libraries can discuss with each other best practices to use the tools effectively. Each library can benefit from the experience of other libraries to use the tool effectively.

GRAND JURY’S COMMENTS ABOUT PLP’S CONTRACT

Page 8 of the Grand Jury Report includes the following:

Understanding the Terms of Use for AoD

The Pacific Library Partnership (PLP), a consortium of 42 libraries, holds a contract with Cengage Learning allowing PLP to provide AoD to its member libraries, including SCPL. Because the contract was executed by the consortium, the member libraries using this analytical tool would not have seen the contract unless PLP shared it or individual libraries requested it. In the case of SCPL, our interviews have confirmed that the Library leadership did not obtain the actual contract until April 2019 and until then could not have been aware of the presence or absence of language protecting the interests of the Library and the privacy of its patrons. Instead, the Library relied on PLP to conduct due diligence in its negotiation of the contract.

When the Grand Jury requested “any licenses, agreements, or contracts for AoD,” SCPL provided a link to Gale Cengage Terms of Use for all of their web-based services and related apps. The Grand Jury was unable to determine how or why SCPL came to believe these terms applied specifically to AoD.

The Grand Jury has obtained the contract between PLP and Cengage Learning and concluded that it fails to explain several key points in clear and simple language, and does not address the following areas:

- **The confidentiality clause in the contract does not clearly state whether PLP member libraries should have access to contract’s terms and conditions.**

- The contract does not clearly state that the PLP, its member libraries, and Cengage Learning share responsibility for understanding and applying State laws pertaining to the protection of confidential patron information.
- The contract does not acknowledge that PLP member libraries retain ownership of the information they provide to the service.
- The contract does not clarify ownership and sharing of the aggregate data products produced by the service.
- The contract does not explain the responsibilities of Cengage Learning in the event of a data breach.
- The contract does not explain how PLP or its member libraries can terminate the agreement with the assurance that all data has been removed from the system.
- The contract does not provide for the removal of individual patron records, should any patrons choose to opt out.

PLP has reviewed the bullets and provides the following comments:

1. ***The confidentiality clause in the contract does not clearly state whether PLP member libraries should have access to contract's terms and conditions.***

PLP is a Joint Powers Agency which was formed in 2009. Among the many services which PLP provides its members, it is the ability to purchase shared products at a reduced pricing for its members. The PLP JPA document states:

“PLP shall possess all the powers, prerogatives and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508. It is further intended by the parties hereto to enter into this Agreement in order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake.”

At the direction of its members and of the PLP Executive Committee, PLP may purchase goods and/or services for some or all of its members. The PLP Executive Committee approved the renewal of the AOD contract at its January 30, 2019 meeting. The contract between PLP and Gale Cengage includes the following: a contract and an end user agreement which includes confidentiality clauses. It has been PLP's customary practice that contracts for goods and/or services are made available upon request to the libraries. Any pertinent information regarding the use of the product, or the terms, is shared with the libraries using the product. Since the Grand Jury report, the PLP CEO has notified the PLP Directors of the report and has offered to share the contract with them should they choose to review it.

2. ***The contract does not clearly state that the PLP, its member libraries, and Cengage Learning share responsibility for understanding and applying State laws pertaining to the protection of confidential patron information.***

Contracts signed between libraries and vendors within the State of California must adhere to California laws, which would include the California confidentiality laws, including Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5. In addition, PLP adheres to the ALA Library Bill of Rights, and would assume that each library within PLP also adheres to this basic principle of librarianship. It is common practice for all public libraries to have their own confidentiality policies that describe what data they collect and retain as it relates to the aforementioned government code. This would be based on their local interpretation of state law, and working with their own local government and attorneys to establish and adhere to these policies.

3. ***The contract does not acknowledge that PLP member libraries retain ownership of the information they provide to the service.***

Although this is not mentioned in the contract, PLP has a Non-Disclosure Agreement (NDA) which ensures the confidentiality of patron and other information as well as the right to ownership. We believe this NDA, which was designed by our attorney several years ago, covers the issue of ownership and sharing of information. It states, in part, the following:

1. *“This Agreement shall apply to all confidential and proprietary information disclosed by either party including, but not limited to, business strategies and business plans, customers, financial agreement, prospects, and ideas and concepts concerning either party’s media venture (hereinafter collectively referred to as “Confidential Information”). Confidential Information may be written, oral, recorded or contained on tape or other electronic or mechanical medium.*
2. *Confidential Information shall not include information which:*
 - *Was already known to the Receiving Party prior to the time that it is disclosed to such party;*
 - *Is in or has entered the public domain through no breach of this Agreement or other wrongful conduct of the Receiving Party;*
 - *Has been received from a third party not under obligation of confidentiality;*
 - *Has been approved for release by written authorization of either party;*
 - *Is independently acquired or developed through no breach of this Agreement or other wrongful conduct of the Receiving Party;*
3. *The Receiving Party agrees to hold the other party’s Confidential Information in strict confidence and not to disclose it to any third party or to use it on its own behalf for any purpose other than to evaluate whether or not to proceed with the proposed business relationship. The Receiving Party agrees that it will employ all reasonable steps to protect the other party’s Confidential Information from unauthorized or inadvertent disclosure.*
4. *No copies of the Confidential Information shall be made by the Receiving Party. Either party shall be deemed to be the owner of all Confidential Information disclosed by it hereunder.*
5. *Upon either party’s written request, the Receiving Party shall, at the other party’s option, either promptly destroy or return the Confidential Information to the other party.*

Such destruction, if applicable, shall be certified in writing to the other party by an authorized officer of the Receiving Party supervising such destruction.

6. *The Receiving Party acknowledges that the unauthorized disclosure, use or disposition of Confidential Information could cause irreparable harm and significant injury, which may be difficult to ascertain. Accordingly, the Receiving Party agrees that the other party shall have the right to an immediate injunction in the event of any breach of this Agreement. This right shall be in addition to any other remedies that may be available to the other party at law or in equity.*
7. *The Receiving Party shall cause each of its employees, agents, and subcontractors who has access to such information to comply with the terms and provisions of this Agreement in the same manner as it is bound hereby and shall remain responsible for the actions and disclosures of any such employees, agents and subcontractors."*

4. The contract does not clarify ownership and sharing of the aggregate data products produced by the service.

PLP asserts that the ownership and sharing of data is covered in the NDA agreement. In addition. Gale Cengage has two security bulletins which outline the sharing of data, storage, transfer, retention, security and automatic purging of data. In part, it notes that when libraries use the Gale AOD application to run reports, *"the library data files used are not permanently stored, but rather only used during 'run-time' and deleted within 24 hours... Gale Analytics on Demand applications and their associated data are secure even when being transferred among the horizontal array of execution servers in AWS... While the uploaded files are analyzed, and no one, including Gale staff, can view or download them. The algorithms that carry out this analysis do not copy your library's data to any other organizations."*

5. The contract does not explain the responsibilities of Cengage Learning in the event of a data breach.

The subscription agreement includes the following:

"The Licensee shall take all reasonable precautions to limit the usage of the Licensed Content to those specifically authorized by this Agreement and shall use reasonable efforts to inform its Authorized Users of the provisions of this Agreement. The Licensee agrees to notify Cengage if it becomes aware of any of the following: (i) any loss or theft of the Licensee's passwords(s); (ii) any unauthorized use of any of the Licensee's passwords(s) of the Licensed Content; or (iii) any breach by an Authorized User of the terms of this Agreement. Upon becoming aware of any breach of the terms of this Agreement by an Authorized User, the Licensee agrees to work with Cengage to correct such practices."

The Gale Technical Security Bulletin states:

"After you request information, the system generates a report that only you can read and download. The reports you retrieve are compressed and encrypted, helping to prevent anyone from intercepting the data while it's downloading to your computer. Any personal information, such as names, addresses and phone numbers, are deliberately kept separate from other information about personal attributes or behavior. Such data remains separate until you open the file, keeping sensitive information private and secure."

Storage and Time Sensitivity: Your reports are stored on a secure, encrypted, password-protected server that is separate from any other system. The server will allow you to retrieve reports to view, but it will automatically delete your data after 30 days, regardless of your activity. You can choose to delete any report sooner, however, within that 30-day time period."

PLP's contract with Gale would be enhanced if it did include a statement explaining what Gale Cengage responsibilities would be in the event of a data breach. We will add this to our checklist for future contracts.

6. The contract does not explain how PLP or its member libraries can terminate the agreement with the assurance that all data has been removed from the system.

PLP's NDA includes the following:

Upon either party's written request, the Receiving Party shall, at the other party's option, either promptly destroy or return the Confidential Information to the other party. Such destruction, if applicable, shall be certified in writing to the other party by an authorized officer of the Receiving Party supervising such destruction.

AOD contract 5.3 (a) Effect of Expiration or Termination section states,

"...termination of this Agreement, Subscription Access, the Licensee shall immediately cease to have Subscription Access, and to distribute or make available the Licensed Content to Authorized Users, and shall remove all links to the Licensed Content. "

PLP will pursue this with Gale Cengage and with future contracts to ensure clarity on what is done with data once a contract terminates.

7. The contract does not provide for the removal of individual patron records, should any patrons choose to opt out.

The California Consumer Privacy Act (CCPA) will become effective on January 1, 2020. This is a good reminder that every library should be reviewing their contracts to understand how vendors will address this issue or ensure that a local practice is established. As this relates to Analytics on Demand, the responsibility for this would be with the local library to address. For instance, if a patron asked for removal, the library has the data set, and would be responsible for removing that patron's data. Neither PLP nor Gale Cengage have access to that data. However, PLP will pursue this in relation to the CCPA to ensure vendors address this at the contractual level.

Pacific Libraries Partnership Staff Development Committee 2018-2019 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: Transforming Our Image, Practice, and Community was held at the San Francisco Public Library on October 3, 2018. The 1-day conference offered 5 sessions. The morning focused on the work Valerie Gross, Director/President of Education Enterprises for Libraries, is doing in shifting the library's image as primarily an educational organization. The afternoon included a session on the basics of networking, a panel of leaders speaking about hot topics within the field of librarianship, and an informational session about brain waves. This program included the following:

- *Transforming Our Image: The Education Advantage (Part I)*
 - Valerie J. Gross, Director/President, Education Enterprises for Libraries
- *Transforming Our Image: The Education Advantage (Part II)*
 - Valerie J. Gross, Director/President, Education Enterprises for Libraries
- *Positioning Yourself for Success*
 - Sarah La Torra, Acting Library Director, Redwood City Public Library
- *Hot Topics Panel, Moderated by Sarah Houghton (CA Digital Library)*
 - Valerie J. Gross, Director/President, Education Enterprises for Libraries
 - Lisa Harris, Senior Program Specialist, Alameda County Public Library
 - Anissa Malady, Program Manager Librarian III, South San Francisco Public Library
 - Jayanti Addleman, County Librarian, Monterey County Free Libraries

- *Making (Brain)Waves: Helping Patrons Optimize Brain Performance*
 - Michelle Krasowski, Librarian Specialist, Contra Costa County Library

Most of these events were recorded and posted to the PLP YouTube channel. The second part of Valerie Gross' talk was lost due to a technical error.

Evaluations reflected that the overall conference presentation was considered to be above average/excellent by the attendees. Valerie Gross' talk garnered the most feedback and was lauded as interesting and a conversation starter, even if not everyone agreed with her message.

Future of Libraries: Registration Count: 105 Revenue: \$3,150 Expended: \$2,343

Career Vision: Your Path to Professional Growth presented by Jamie Beck of Career Vision, a professional development consultant.

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 9, 2019; it was repeated on April 10 at the Martin Luther King Jr. Library in San Jose. The day began with a career visioning exercises, designed to identify passions and "work allergies". Ultimately the goal was to identify how participants could create an environment that is more rewarding at work. The day concluded with participants considering how to redefine their role at their library system in the short and long term. This portion included ideas for advocating with supervisors and embracing staff development.

Evaluations overall showed a positive response to the content and speaker at the workshop. Despite this, PLPSDC members who attended were generally underwhelmed by the speaker's presentation and felt that the recording of this workshop should not be posted.

Spring Workshop: Registration Count: 65 Revenue: \$1,625 Expended: \$4,341

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.

Data Privacy Best Practices Training for Libraries - LSTA Grant Update

Report to PLP Executive Committee, October 21st, 2019
Update by Becky Yoose, Library Data Privacy Consultant, LDH Consulting Services

Grant Project Summary

From the LSTA grant application:

The Data Privacy Best Practices Training for Libraries project aims to develop California specific training workshops and a resource toolkit for libraries on privacy-related topics surrounding library data privacy and digital safety, including privacy policy and procedure best practices, tips for library staff for working with vendors in sharing patron data, and an overview of the data privacy lifecycle in libraries, for the purpose of helping libraries improve their processes and procedures regarding patron data retention.

The goal of the grant is to develop and deliver **three in person privacy trainings** and a **privacy toolkit** for PLP members. These training materials will also be made available to other California libraries, as well as other interested libraries in the US who wish to modify the trainings and materials for their training purposes.

Project Progress

The beginning few months of the project includes surveys and focus groups of PLP members to gather information for the trainings and toolkit. Two surveys were sent out to PLP members, and the project team is currently working on getting additional feedback from PLP members.

PLP Member Surveys

Survey One

PLP surveyed its members in May 2019 to determine needs surrounding data privacy and priority topics for inclusion in the workshops and related toolkit. All respondents (n=17) expressed interest in data privacy training. The top five topics chosen by PLP member libraries for training and toolkit material topics were:

- Data Privacy Lifecycle Best Practices (94%)
- Data Retention Policies/Procedures (88%)
- CCPA and its Implications (82%)
- Privacy Policies/Procedures (76%)
- Vendor Contracting (58%).

Survey Two

The first survey focused on providing additional information during the LSTA grant application process. After the grant was awarded, PLP again surveyed its members in September 2019 to gather additional information and to benchmark member interest and knowledge of key privacy topics. The survey had 62 overall responses, with a more balanced ratio between administrators and managers (n=23) and frontline staff (n=39). This allowed for a breakdown of these two groups during the analysis of the survey data.

Benchmarking Privacy Knowledge

California Consumer Protection Act (CCPA)

Over 50% of respondents are neutral or not familiar with CCPA and its implications for libraries. Staff were more likely to be unfamiliar with CCPA while directors reported to have more familiarity with it.

Privacy Policies

The overwhelming majority of survey respondents are familiar with their library's privacy and confidentiality policies. However, there are a couple of notable outliers in responses:

- Two people in the director group strongly disagreed that they are familiar with their library's policies
- One person from the staff group reported that their library does not have a policy

Data Retention

A majority of respondents (~66%) are familiar with their library's data retention policies. One person from the staff group reported that their library does not have a policy.

Law Enforcement

A majority of respondents (~69%) are familiar with their library's law enforcement request policies. Staff were more likely to report not being familiar with the policies than directors. One person from the staff group reported that their library does not have a policy.

Information Security

A majority (~61%) of the overall respondents are familiar with best practices surrounding information security. No noticeable differences between staff and directors.

Vendor Practices

Over 81% of respondents are neutral or not familiar with best practices in working with vendors. Staff were more likely to be unfamiliar with these practices while directors reported to have more familiarity.

Topic Rankings

Overall rankings for training interest showed that interests haven't shifted since the first survey:

1. Data privacy lifecycle
2. Privacy policies and procedures
3. California Consumer Protection Act
4. Data retention policies and procedures
5. NDAs and Contracts
6. GDPR
7. Cybersecurity legislation
8. RFID best practices
9. Vendor contracting
10. International privacy standards

Breaking down the rankings by group, there are some slight differences, but each group had the same top five topics as the overall topic ranking results.

Trends from open ended answers

Both groups share common topics and requests for the toolkit. The toolkit should contain materials that are practical and that can be used in a daily operations setting. These materials should include privacy checklists, staff training materials, templates for vendor contracts and library policies and procedures, patron privacy program curriculum and messaging, and messaging about privacy to administration or other external departments. Both groups mention some aspect of working with third party vendors, either through communicating with patrons about vendor privacy considerations or working through the RFP process

There are some unique requests and ideas for additional training from each group. Some of the staff respondents mentioned the struggle of constant onboarding and dealing with non-compliance with existing privacy policies. Other staff requested training about how privacy relates to patrons from targeted populations, such as immigrants and homeless/insecurely housed, and possibly how to create policies and procedures that protect these patrons who are traditionally subject to heavy surveillance. There was one request from the director's group to create a section about balancing marketing and data privacy.

Focus Group and Interview Updates

The plan after the survey was to conduct two online focus groups – one for administrators and managers, and one for frontline staff – to gather additional information for the trainings and toolkit. Focus group members were selected from a pool of survey respondents who indicated interest in a follow up conversation about library privacy at their library. However, scheduling conflicts in both groups, as well as the power outages and network outages in the Bay Area, have prevented the project team from conducting focus groups in the month of October so far.

To prevent additional delays in development of the training materials according to the project timeline, the project team will be creating a written questionnaire based on the focus group questions to be sent out to the frontline staff focus group. PLP project members expressed interest in trying to schedule the administrator focus group for the end of October, but will create a written questionnaire if scheduling conflicts continue.

Next Steps

October

- Send out the written questionnaire to the frontline staff focus group
- Conduct administrator focus group
 - If scheduling issues continue, send out written questionnaire

November

- Compile and analyze focus group responses
- Identify the main themes for the trainings
- Begin development of the three in-person trainings

A finalized draft of all three trainings, including handouts, slides, and scripts, will be ready for review at the January Executive Committee meeting on January 23rd, 2020. Training will take place between February and April. Each training will be conducted at two different PLP libraries to allow for the maximum amount of participation from all PLP members.

2019/20 Technology and Innovation Grants

FISCAL YEAR	GRANT TITLE	LIBRARY NAME	Category	REQUESTED AMOUNT	FUNDED AMOUNT
2019-2020	Branchlet Program	Hayward Public Library	A	\$ 15,000.00	\$ 15,000.00
2019-2020	Our Words, Our Voices: Stories of the Literacy Program	Hayward Public Library	A	\$ 3,250.00	\$ 3,250.00
	*Let's Talk Hayward - Building Community Through Shared Language and Culture		A		
2019-2020	Culture	Hayward Public Library		\$ 10,000.00	\$ -
2019-2020	Cut It Out: Laser Cutting Service at the Los Gatos Library	Los Gatos Library	A	\$ 14,400.00	\$ 14,400.00
2019-2020	Creating Opportunities for Lifelong Learning at Mountain View Public Library	Mountain View Public Library	A	\$ 15,000.00	\$ 15,000.00
2019-2020	Recycle a Bicycle at Your Library	Oakland Public Library	A	\$ 15,000.00	\$ 15,000.00
2019-2020	Digital Pop-Ups: Read While You Wait, Swim, Ride & Heal	Pleasanton Public Library	A	\$ 14,500.00	\$ 14,500.00
2019-2021	**Gavilan College Textbook Lending Program	San Benito County Free Library	A	\$ 15,000.00	\$ -
2019-2020	Secure Charging at SJPL	San Jose Public Library	A	\$ 12,458.38	\$ 12,458.38
2019-2020	Digital Access for All - Hotspots lending program	Skyline College Library	A	\$ 14,200.00	\$ 14,200.00
Total Category A:					\$ 103,808.38

FISCAL YEAR	GRANT TITLE	LIBRARY NAME	Category	REQUESTED AMOUNT	FUNDED AMOUNT
2019-2020	Pop-up Libraries: Libraries On-the-Go Using Wireless Technology	Alameda Free Library	B	\$ 6,500.00	\$ 6,500.00
2019-2020	Virtual Reality Gear - Stepping Stone to a digital media lab	Menlo Park Library	B	\$ 3,858.98	\$ 3,858.98
2019-2020	Self-Service and Outreach Laptops	Pacific Grove Public Library	B	\$ 9,230.00	\$ 9,230.00
2019-2020	Library Bike Stop	Redwood City Public Library	B	\$ 8,000.00	\$ 8,000.00
Total Category B:					\$ 27,588.98

TOTAL:				\$ 156,397.36	\$ 131,397.36
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* Hayward Public Library Submitted 3 projects and only two were funded. The lowest scoring option was dropped.

** San Benito County Free Library withdrew their application and will resubmit next year.

Common Knowledge

Expanding the Key to Community Project Proposal to Pacific Library Partnership

Oct. 14, 2019

Executive Summary

Common Knowledge is a mission-driven organization committed to demonstrating how inclusion of diverse stakeholders stimulates innovative solutions on the issues that matter most to today's communities. Working in cities and counties, with an emphasis on the Bay Area and Northern California, Common Knowledge designs culturally responsive communications and engagement programs. We are known for increasing participation of lesser-heard voices, enhancing community connections across perceived divides and creating a more sustainable approach to community transformation.

Over the years, Common Knowledge has worked on an intentionally curated mix of client projects, grant initiatives, strategic partnerships and pro bono work that has helped us deepen our understanding of how to access the positive energies and latent capacities in our communities. We began with a mission of "putting more public in public policy" and it has evolved over time to "putting more unity in community." Our work has been across sectors on a wide variety of issues such as health care, housing and homelessness, transportation, environment, early education, K-12 education, and adult literacy. Through our work with formal and informal local leaders, we have identified a set of consistent patterns and principles that can be put in service for better community outcomes.

Much of our work has been done through setting up learning cohorts of libraries, city teams or multi-sector collaboratives to add the important dimension of peer exchange. For example, we partnered with PLP libraries on the News Literacy Project, to help librarians meet patron interest in finding quality information and with PLP and the Northnet Library System (NLS) on Libraries Lead the Way, a community engagement and facilitation training program. We are currently working with NLS to create the Recovering Together platform, identifying both needs and member-generated resources to help libraries support their communities after a natural disaster (see the appendix for more work).

This year, we've expanded the Common Knowledge Group team to continue this work and launch a nonprofit that will bring the principles, practices, training, tools, and a rich platform for exchange together in one place. We would like to invite PLP to be a thought partner, early stakeholder, and sponsor in expanding our "seed" project, Key to Community. This will help build out the model for the nonprofit while also leveraging existing efforts for greater benefit to PLP libraries.

About the Key to Community project

- Key to Community builds on the seminal project that launched the Common Knowledge group 25 years ago. It began with an LSTA grant through the Santa Clara County library that had the intent of addressing the lopsided demographics of voter participation.
- To develop a more innovative approach to the longstanding pattern of low voter turnout among those with below-average education and below-average incomes, we worked with the Bay Area

New Readers Council and other emerging leaders at library-based literacy programs across California.

- These community members helped us dig beneath the usual survey results, which typically show that people “don’t have time” and/or “don’t like politics.”
 - Instead of asking “Why don’t you vote?,” this group asked their peers: “What do you care about in your community?”
 - This more generative approach stimulated the development of a [three-part voter engagement model](#) that ended up doubling voter turnout among people who had been presumed to be apathetic.
- Through a series of LSTA grants over the years, Common Knowledge grew the program and attracted complementary funding and over 500 partners in county elections offices, local League of Women Voters chapters, adult schools, community colleges, ethnic media, community groups and businesses, plus support from 65 newspapers.
- While attention often focuses on the popular Easy Voter Guide, the findings from the Key to Community project have had year-round impact, not just for elections. Two key insights:
 - **Start with “help your community,”** rather than *voting or civic participation*, as the invitation
 - Provide **accessible introductory information** and then dialogue to help people make sense of it together by bringing their lived experience into the discussion
- When invited to help their community, rather take sides in a debate, most people are willing to engage in conversations about our collective future. When these conversations are facilitated in a way that helps people **listen together and learn together**, it creates an appetite for:
 - More substantive information
 - Interest in finding productive and meaningful ways to get involved
- The Key to Community project busted the myth that people with less education, low incomes or diverse backgrounds somehow care less about civic issues and community life. Through community-driven design, learner leaders and Common Knowledge developed an innovative approach to a longstanding challenge.
- This fiscal year, there are separate elements around Key to Community that can be connected for greater impact. Already underway:
 - A California State Library (CSL) grant to update the voting workshops portion of the Key to Community project (last updated in 2012) and train teams of California Library Literacy Services (CLLS) coordinators and learner leaders in mid-November to lead activities in January and February (\$16,000, updating and leveraging past work)
 - A new “Community Talk” series at Oakland’s Second Start program (significant in-kind development work)
 - A new peer to peer leadership series at Berkeley READS (also significant in-kind effort)
- As a part of the CSL grant for voting workshops, Common Knowledge conducted a statewide survey of CLLS programs from August-September 2019. Survey responses and interviews with learners showed high levels of interest in an online platform for Key to Community, more Easy Voter Guide content around the candidates, support with news literacy, tools and training for introductory dialogues, year-round content and more ways to be active in one’s community.

Libraries as Incubators of Inclusive Community Engagement

- Libraries have been our most consistent ally in demonstrating an asset-based, “growth mindset” about how communities can increase their capacity to learn together and lead together (see

appendix). We also consistently partner with libraries in our work with cities and county governments.

- We've seen that communities experience the greatest gains when community members have access to:
 - Introductory **common reference points** that create a baseline understanding of local conditions and issues, which serve as a stepping off point for people to add their lived experiences
 - Facilitated **conversation with a diverse group of people** in a safe and welcoming environment that develops shared understanding about the present situation as well as future possibilities
 - An array of follow-up opportunities that offer both **community-based and civic actions** that invite people of all backgrounds to contribute their talents and energies and keep practicing and growing their "community skills"
- These cumulative findings have been corroborated through the Libraries Lead the Way community engagement training, the PLP-sponsored News Literacy project, and put into action in ten cities in San Mateo County with Home for All. Our work with Redwood City on their Library Takeover project also demonstrated the level of creative energy ready to be invited in.
- Communities that invest in [collaborative learning](#) experiences as well as fun, co-creative experiences end up with more positive possibilities for addressing common challenges.
- In particular, we value that libraries can offer a safe space to interact with those who may seem like "other" until people have a chance to share stories about their lives and what they care about. This mutual understanding is the first step toward mutual respect necessary for truly inclusive community engagement.
- We are continually inspired by the contributions and collaborative capacity of grassroots leaders and soon-to-be-leaders who are CLLS learners, newcomers, transition-aged youth and all those who represent their community's cognitive and occupational diversity.
- Libraries offer multiple opportunities to help people of all ages and backgrounds start where they are, discover their own talents and find ways to grow and contribute individually and collectively.

Bringing the elements together

- We are creating a nonprofit project that helps us bring these findings and tools into an integrated platform that supports libraries and communities in year-round community engagement and connection.
- The Key to Community **online platform** will offer accessible welcoming information and resources that can be used across California. *See branding at the preliminary keytocommunity.org landing page and in the attached flyer.* The site will also have elements that can be customized for local information and opportunities:
 - **Basics about how to vote** and accessible resources about voting (building off of material already supported in the current FY 19/20 CLLS LSTA voting workshops grant); would add support to help the League of Women Voters enhance content for the Easy Voter Guide for the March 2020 primary that responds to library and CLLS needs
 - **Evergreen "Know Your Community" information and conversation guides** that provide a shared starting point about local residents, economy and environment (with a template for libraries to populate with local data)

- **“Grow your community” menu of actions and opportunities** for people to choose how they want to get involved in community and civic-based action (which will be deeply customized for pilot locations)
- **Facilitation guides for Know Your Community; Grow Your Community conversations** that use an accessible, welcoming “Listen and Share” facilitation style to support new community connections, while increasing the appetite for voting, for more information, for other library offerings and trying out new ways to participate in community life
- **Friendly information about the census** and links to census resources and partnerships
- **Seed stories of “growing the good in your community”** that inspire people to consider a range of ways they can make a difference, highlighting the extraordinary kindness and resourcefulness of “ordinary” people. The platform would invite libraries and partners to add more stories.
- Note that input from CLLS programs and past projects also suggest funding other features for accessibility, such as increased video and audio production of information, as well as multiple languages. This proposes a starting point that can be added to for the fall 2020 election season.
- The initial platform would be ready by early November for review and feedback by interested PLP libraries. There would be a full orientation webinar to the platform and resources in early December for all PLP libraries; a public-facing launch would take place in mid-January (and the state librarian has already offered to help promote it).
- While any library will have access to the platform and materials, 3-4 PLP libraries would volunteer to be pilots of an integrated effort and would be supported in implementation and tracking outcomes. Derek Wolfgram at Redwood City Library, who has been integral in conceptual development, has offered to help convene a briefing to explain the project and issue the call for pilot collaborators. November 8, 2020 is our target date for that session (*see full timeline below*).
- The Key to Community platform will provide materials for a coordinated **“Love Your Community Week”** campaign that offers a wide range of positive activities enabled by the above materials. As a way to offset the anticipated focus on divisions and disillusionment leading up to the March 2020 primary election, libraries will be able to offer an array of “Know Your Community: Grow Your Community” activities that fit their own style, such as facilitated dialogues, volunteer activities, open houses, field trips, collaborative art-making, book displays and passive programming. Libraries can enhance their position and visibility as a positive, constructive learning and connection place when it is needed most.

Partnership with PLP

- Given our successful past work with the PLP network, member libraries and Bay Area CLLS programs, we believe PLP could make a great anchor partner for the Key to Community project. The ask to PLP:
 - Serve as a thought partner in helping shape this program with us and linking it to existing programs and activities in the PLP network that are also facilitating community education and connections
 - Support in getting pilot partners and key advisors engaged and identifying other possible opportunities for collaboration
 - Fiscally support some or all of the initial pilot:
 - Online Platform and launch webinar
 - “Know your Community” starter guides
 - “Grow your Community” menu of actions and opportunities
 - Facilitation guides for “Conversations that Count”

- Supplemental voting and census content not covered in current Key to Community CLLS grant
- Audio/video stories of people growing the good in the community
- Love Your Community campaign and related events
- All PLP libraries would have access to the materials and would be invited to share feedback
- PLP can also help us in a) identifying resources/partnerships for additional priority opportunities for the platform and tools for the March primary season, such as adding Spanish language; b) getting additional regional cooperatives to support growing this across the state in time for the November 2020 election
- The evidence shows that inclusive education and engagement can enhance the overall health of communities. If successful, Key to Community could be a national model for inclusive community and civic engagement with PLP libraries leading the way

Key Dates

October 21	PLP Executive review of project; approval and guidance
October 22	Send out invite to PLP network for a November 8th orientation
November 8	Orientation with PLP network, co-hosted by Carol Frost, Derek Wolfgram, and Common Knowledge to explain the project and get feedback on a prototype of the platform; invite libraries to express interest in becoming a pilot partner
November 18	CLLS learner leaders and staff training in Sacramento (including 4-5 from PLP programs); grassroots leaders trained and accessibility of platform and tools refined
Early December	Internal project and platform launch to PLP network
Late December	Final list of Presidential candidates released and incorporated into LWV Easy Voter Guide content
Early January	Community-facing launch of Key to Community
Late-Jan to Mid-Feb	PLP/CLLS programs host Know Your Community and Grow Your Community conversations and voting workshops
Early February	Love Your Community Week -- focal point for campaign
Late March or early April	Debrief with PLP and determine next steps
April 20-21	Share project highlights at national Lead the Way: Libraries at the Heart of Community Engagement Conference in Madison, WI

Budget

These are discrete funding elements for PLP to consider. The total is \$75,000 if fully funded.

Initial online platform buildout, January launch event and webinar for all PLP libraries	\$18,500
Create learning exchange within PLP; recruit and convene pilots; set up measures for all of PLP as well as pilots and other project management; debrief and report back to PLP exec	\$8,000 base, plus \$1000 per pilot library (goal of 3-4 pilot libraries)
“Know and Grow Your Community” guides that provide a shared starting point about local residents, economy and environment plus a menu of actions and opportunities customized based on location in pilot libraries	\$6,000 for base template, \$2000 per pilot library
Introductory facilitation guides for “Conversations that Count”	\$4,000
Add additional voting and census content to the March 2020 Easy Voter Guide in response to CLLS survey findings and to build on the pioneering work done in PLP libraries.	\$6,500
Selected audio and video stories of people growing the good in their communities (partnering with existing library projects)	\$8,000
Supporting the learner-leader inspired Love Your Community campaign with materials for all PLP libraries and in-person events in pilot libraries	\$4,000 for campaign (excluding printing costs) and \$2,000 per pilot libraries having in-person events

Lead Team Members Partnering with PLP

Susan Stuart Clark, Executive Director

Susan formed Common Knowledge to pioneer “community-driven design”, demonstrating how inclusion of diverse stakeholders stimulates innovative solutions on issues such as housing, health care, the environment, education outcomes, voting and financial literacy. Susan has over two decades of experience designing culturally responsive communications and engagement programs and presents frequently about increasing participation of lesser-heard voices, multi-sector collaboration and how investments in social cohesion enhance a community’s overall well-being.

Susan’s original marketing and communications experience includes serving as Vice President of Planning and New Products at Del Monte Foods and as a Brand Manager at Procter & Gamble. Her expertise in civic and community engagement was initially developed through affiliations with the Kettering Foundation and as director of the annual Public Policy Institute at U.C. Davis Extension. Susan has served as a consultant to the Institute for Local Government and as a board member of the National Coalition for Dialogue & Deliberation, a network of over 30,000. Due to her interest in combining the best of in-person

and digital engagement, as well as the intersection of employee engagement and community engagement, Susan has been an adviser to PayPal, Code for America, Voter's Edge and other civic tech groups.

Nicole Neditch, Senior Director

Nicole Neditch is a leader in the civic technology and local government fields. She served on the senior leadership team at Code for America, where she ran the organization's flagship fellowship program and later the Code for America Network. There, she had the opportunity to work with over 30 cities and counties across the country on their digital innovation projects. She was the chair of the Code for America Summit that brought together 1200+ leaders in government and technology annually, and she led a community-driven design process to develop a governance framework for the 25k+ volunteers in the Code for America Brigade program.

Prior to Code for America, Neditch worked for the City of Oakland where she spearheaded a city-wide website redesign and helped develop RecordTrac, an application to help the City of Oakland manage public record requests and improve access to public information. She was a founding member and the government liaison to Open Oakland, a community of coders, designers, and city staff that collaborate on tech projects to improve the City. And she helped administer a community-led initiative to develop the City's first open-data policy. She started working with the City of Oakland through her role in the community as the co-owner of the Mama Buzz Cafe and Gallery. She helped found Oakland's First Friday Artwalk "Art Murmur", which continues to draw thousands of people to Oakland each month and was appointed to the Cultural Affairs Commission by then-Mayor Jerry Brown.

Most recently, Neditch helped launch a new initiative called ActLocal to recognize and support emerging leaders and give them tools to build coalitions and engage their communities and helped launch a platform to ignite civic and political participation called Beacon.

William Cooley, Director of Civic Programs

William is an experienced journalist, educator and counselor. Over the six years he spent as a journalist, William held nearly every position in the newsroom, including reporter, designer, copy editor and photographer. He started his career at the Sonoma Sun, one of the first bilingual community weeklies in California. Before transitioning to teaching, William worked for the Center for Investigative Reporting in Berkeley and graduated summa cum laude from San Jose State University's school of journalism.

In 2010, William joined Teach for America as a special education teacher. While teaching at San Jose High School, he provided academic and counseling support to a diverse group of students and garnered Teacher of the Year honors for the collaborative relationships he built with students and stakeholders. William also helped develop the district's Common Core math curriculum and fought hard to see that principles of universal design were implemented district-wide. As a presenter, he has led trainings on a wide range of topics, including collaborative teaming, community engagement and positive behavioral supports. William's special education background makes him particularly sensitive to issues of inclusion, accessibility and cultural relevance.

www.ckgroup.org
Office 415-454-6500

Appendix
Expanding the Key to Community Project
Proposal to Pacific Library Partnership

Oct. 14, 2019

Highlights of Common Knowledge Projects with Libraries

About Common Knowledge

- Common Knowledge has carefully curated a team of skilled community and civic engagement practitioners from a mix of disciplines dedicated to inclusion through community-driven design, culturally responsive communications and collaborative process.
- We develop breakthrough civic, community, and employee engagement programs that bring different parts of communities together to jointly define and act in complementary ways on shared goals. Most of our work has been with city and county libraries, city governments, county governments, community foundations and other entities that have a mission or mandate to be responsible to a local community as a whole.

PLP and PLP Members

News Literacy Project - PLP project [visit site](#)

Libraries Lead the Way Community Engagement and Facilitation Skills Training (PLP and NLS) – [visit site](#)

Redwood City Library Takeover - [visit site](#)

Oakland Public Library – support “Community Talk” (pro bono)

Berkeley READS – support “Our Time” peer leadership series (pro bono)

Berkeley READS – New Resume Project (funded by PLP Innovation grant)

San Francisco Project READ - Project Money (LSTA)

PLS project supporting dialogues about shared services in San Mateo County - hosted at Daly City library and San Mateo library

Also of note:

Common Knowledge designed and has helped implement an award-winning community engagement program for the Home for All initiative of San Mateo County that has involved partnerships with PLP libraries in Burlingame, Redwood City, Half Moon Bay, and others.

Common Knowledge Senior Director Nicole Neditch worked alongside the Oakland Public Library to produce Oakland Answers, a community-led website that answers questions about City of Oakland services and RecordTrac, a website to make public documents more accessible.

CA State Library

CLLS Key to Community and related learner leadership

- 1994 – 1998, 2000-06, LSTA grants to support the development of complete curriculum for the three-part engagement model and the Easy Voter Guide
 - FY 11/12 refresh of Key to Community tools with ALLI and videos about various aspects of leadership and volunteering
 - FY 19/20 - Update Voting workshops curriculum and conduct training of learner leaders and CLLS staff
 - *Note: every election cycle since Common Knowledge transferred coordination of the Easy Voter Guide to the League of Women Voters in 2008, we continue to develop content about the ballot measures through review sessions conducted at CLLS programs around the Bay Area*
- Adult Learner Leader Reunion in 2017 (pro bono)

CLLS Family Literacy

- Statewide convening March 2018
- Research and report of landscape analysis – in addition to statewide survey, in depth interviews across the state included leaderships teams at PLP members Contra Costa Library, Redwood City and Monterey

Rural Libraries Strategic Planning - (session and process co-designed and co-presented by PLP member Monterey County library)

Facilitation Skills - Statewide needs survey, training webinars and CLA Presentation

NorthNet Library System

Recovering Together - LSTA

Libraries Lead the Way - Community Engagement and Facilitation Skills Training

Main County Library – five pilot dialogues about housing and related issues

Napa County Library – planning and pilot dialogue for Know Your Community

To: PLP Executive Committee
From: Yemila Alvarez, Assistant Director
Subject: Update on PLP Call for Support for Staff Development Initiatives and Activities and Consideration of PLS Youth Services Committee Request for \$7,900
Date: October 21, 2019

Background

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year a call for ideas that can be funded for January through June and July through December is put forth. In May of 2019, PLP Adopted guidelines for support of staff development initiatives and activities. Per the guidelines for support, the maximum request amount is \$2,000. Requests over \$2,000 must be brought the PLP Executive Committee for approval at their next regularly scheduled meeting.

The June call for support resulted in the requests outlined in Exhibit A. The next call for support will go out in December.

Exhibit A

PLP Responses to Call For Support for Staff Development Initiatives and Activities.

FY	FUNDING CYCLE	LIBRARY / COMMITTEE	AMOUNT REQUESTED	AMOUNT FUNDED	PROGRAM TITLE
2019/20	July-Dec	MOBAC Literacy Committee	\$2,000.00	\$1,000.00*	Training on the Harwood Institute Model of Turning Outward
2019/20	July-Dec	Sunnyvale Public Library	\$980.49	\$980.49	Training on the Basics of SOGIE (sexuality, orientation, gender identity and expression)
2019/20	July-Dec	Oakland Public Library	\$2,000.00	\$2,000.00	Training on iCount and equity initiatives from LA County Library
2019/20	July-Dec	PLS Youth Services Committee	\$7,900.00		Rae Pica: Youth Services Training
Total Budget					\$10,000.00
Total Allocated					\$3,980.49
Total Remaining					\$6,019.51

*Revised request amount after event details were finalized

Request from PLS Youth Services Committee

The PLS Youth services Committee has requested \$7,900 of funding for a staff development early literacy. Per the current guidelines for funding, any requests over \$2,000 must be brought to the PLP Executive Committee for approval at their next regularly scheduled meeting. Details of the request are below.

Exhibit B
PLS Youth Services Committee Proposal

<p>Scope or summary of the training, workshop or special event: As children and youth librarians are sought out more by teachers, parents and caregivers as early literacy specialist it would be beneficial for us to gain the knowledge and understanding from a specialist in the field. Many librarians do not have a child development or early childhood education degree to help guide and support the programs and services we provide. We learn through trial and error, personal experience, colleagues, workshops and trainings such as these. This workshop will not only be for children and youth librarians but for all library workers, as we all encounter children by nature of our work at the library. The workshop will help library workers re-think the way we deliver our programs and services and even guide our interactions.</p>
<p>Amount of funding requested: \$7,900</p>
<p>Estimated date of the program: Between October – December 2019 (actual date TBD)</p>
<p>What An interactive workshop where she will be discussing research studies and provide easy to apply practices. She described it as "speak - then move and do, speak - then move and do." She wants everyone to get up and move throughout the workshop.</p>
<p>Length of time Her portion of the workshop will be half day. She didn't specify how long this will be because she'll have to develop specific content for us.</p> <p>I still want this to be a full day event. After her portion, I would like to provide lunch. Then, I want to do a Guerilla Storytime, so we can all share favorite finger plays, songs, egg shaker songs, best practices and problem-solve issues during storytimes and other children's programs. It will be structured, but a fun learning exercise.</p>
<p>Attendees She said there is not cap on attendees</p>
<p>Date/Location If I find out a little after the Executive meeting on October 21st, Rae said we can have the workshop on Friday, November 15th or Friday, December 6th. She said this is enough time for her to create content.</p> <p>I have a potential city facility in South San Francisco that has a capacity of 200 if auditorium seating or 150 dining style seating and the space may be free. If they require a fee I will look for another venue that will provide a space for free.</p>
<p>Marketing and Registration I will have a flyer created. This will be distributed to all PLP libraries through PLP working groups and/or library directors. I will consult others on the best way to disseminate this information more effectively as well. Registration will be through Eventbrite.</p>
<p>Cost Majority of the cost is for speaker fee. After my conversation with Rae over the phone the lowest she is able to accommodate is \$6,500 plus travel fees. She will be flying from the Easy Coast. After some research, flight and hotel combined averages \$600. This brings the total speaker fee to \$7,100. I want to make this a full day event, so I would like to have light breakfast and lunch. If everything is from Costco and not catered, I calculated and can do this for \$750.32 if we have about 250 attendees.</p>

Recommendation

It is recommended that the PLP Executive Committee consider funding the PLS Youth Services Committee request for \$7,900 for a Staff Development Training opportunity.

RAE PICA KEYNOTES & CONSULTING

Key Consulting Areas:

1. The development and education of the whole child
2. Active learning
3. Children's physical activity
4. Developmentally appropriate practice

Biography:

Rae has been an education consultant since 1980 and is the most-published author in the fields of children's physical activity and active learning. A former adjunct instructor with the University of New Hampshire, she is the author of 20 books, including the textbook *Experiences in Movement and Music* (in its 5th edition) and, most recently, *What If Everybody Understood Child Development?: Straight Talk About Bettering Education and Children's Lives* and *Acting Out!: Avoid Behavior Challenges with Active Learning Games & Activities*.

Rae is known for her engaging and informative presentations and has shared her expertise with such groups as the *Sesame Street* Research Department, Head Start Bureau, Centers for Disease Control, President's Council on Physical Fitness and Sports, Nike, and health departments, universities, resource and referral agencies, and school districts throughout the country.

Additionally, Rae is an active [blogger](#) and [YouTube creator](#), a former columnist for *Young Children*, and cofounder of BAM Radio Network (www.bamradionetwork.com), the world's largest online education radio network, where she hosts *Studentcentricity*, offering interviews with experts in education, child development, play research, the neurosciences, and more.

Testimonials:

"It was wonderful to have you as our keynote speaker. You are a terrific person, and it certainly was reflected in your presentation and commitment to children and professionals."

"I learned so much from this training. Rae was so funny and exciting. I wish all trainings were as fun as this one."

"You were fabulous!!!! The staff had nothing but raves about the day....There was positive feedback on the value of the information you shared, but especially, on how knowledgeable you were about your topic."

Popular Keynotes:

Educating the Whole – Thinking, Feeling, Moving – Child

Developmentally appropriate practice dictates that we educate the whole child in an integrated fashion. But more than ever the trend is toward the mind and body as separate entities, with children regarded as existing only from the neck up. We have the research that proves how children learn; now we have to implement best practice! Rae's presentation informs, entertains, and empowers as she explores the possibilities for uniting mind and body.

Why Does Sitting Still Equal Learning?

The research is clear: sitting increases fatigue and reduces concentration but physical activity stimulates the brain! This presentation debunks the myth that the mind and body are separate and unrelated and demonstrates why it's vital that active learning and physical activity be part of the classroom and the school day, for the sake of both the body and the mind.

What If Everybody Understood Child Development?

Based on her popular book of the same name, this keynote explores the possibilities for children's lives and education if teachers, parents, and policymakers fully comprehended child development. What changes would occur in schools and homes? How would it affect you? Rae invites you to join her in imagining a brand new world in which the unique and magical period of childhood is understood and valued.

Popular Workshops:

Moving & Learning Across the Curriculum: Active Learning for the Whole Child

The domains of child development -- physical, social/emotional, and cognitive -- are so intertwined in the early years that a child can't learn something in one domain without learning something in the others. To truly educate the whole child, we must recognize children as thinking, feeling, moving human beings who learn through all their senses. In this workshop, participants explore activities that will offer children meaningful and long-lasting educational experiences in art, language arts, mathematics, music, science and social studies.

Physical Development & Beyond: Why Children Need to Move

When we think of the words *children* and *movement*, physical development is usually the first benefit to come to mind. And physical development - in terms of movement skills and fitness - is critical in early childhood. But movement also has much to offer in the cognitive and social/emotional domains. Learn how!

Trouble-Free Transitions: They're Possible If We Understand Child Development

If there were a list of things that young children aren't developmentally ready to do, at the top of that list would be being still and being quiet. Yet those are the two requirements — along with forming an orderly line — we try to impose on young children during most transitions. And rarely does any of it work! But if we handle transitions in imaginative and developmentally appropriate ways — and plan them, as other parts of the program are planned — transitions will be both trouble-free and filled with important learning experiences.

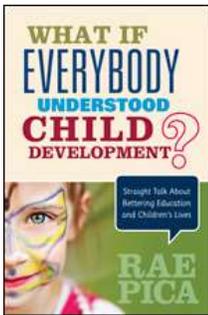
Rae will design her presentation to meet the needs of your organization or conference.

If you're interested in a consulting project, click [here](#) to see some of the possibilities.

703-550-0595 | rae@raepica.com | www.raepica.com

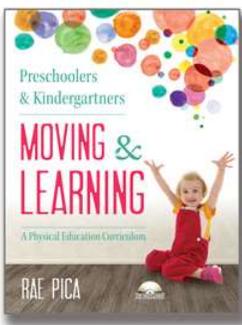
Publications include (click on the book cover to learn more):

Praise for ***What If Everybody Understood Child Development?: Straight Talk About Bettering Education and Children's Lives:***



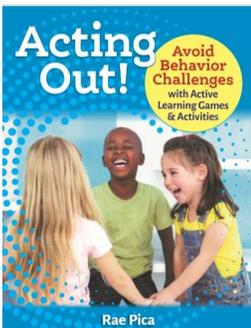
"Rae Pica has a deep understanding of childhood development and she has delved into every facet of it so that educators, parents, and policymakers will come to that understanding too.... This book needs to not just be on everyone's shelves, but open in everyone's hands." (Peter DeWitt, Author/Consultant/Former K-5 Principal)

"This is an amazing book. It does far more than chase down the myths about how to ensure that children are successful. It offers real, research-backed practical strategies every teacher and parent can use quickly and easily. This belongs on every desk for quick and handy use!" (Eric Jensen, Director, Jensen Learning)



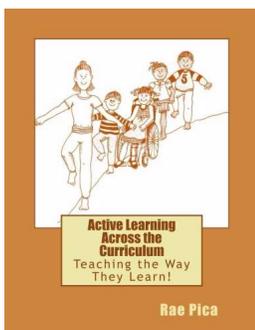
Preschoolers & Kindergartners Moving & Learning provides more than 80 developmentally appropriate movement and music activities that contribute to a well-rounded curriculum in any classroom or program. Complete with a CD of original music.

This curriculum is part of the Moving & Learning Series, which also includes ***Toddlers Moving & Learning*** and ***Early Elementary Children Moving & Learning***.



Movement is not misbehavior! Current policies in the early childhood field ask teachers to treat children as though they exist from the neck up—even though research clearly demonstrates that the mind-body connection is vital to development. Rae advocates for active learning, not only because it's developmentally appropriate but because doing so promotes a calmer, friendlier, and less challenging learning environment.

Includes 200 ready-to-use movement activities that can be easily implemented into the day. Most require no materials, and every activity includes "Curriculum Connections," so readers can understand and clearly explain why the children aren't "just playing."



Praise for ***Active Learning Across the Curriculum: Teaching the Way They Learn***

"Rae Pica has it just right! In Active Learning Across the Curriculum, fun and fresh activities jump off the page, and we dive into irresistible best practices in six content areas. Strikingly, this gifted author makes such great sense of extensive research in the field that we are at once absorbed into a way of thinking—rich in content, rationale and robust pedagogy. Thank you sincerely, Rae Pica, for this opportunity to join you in delivering on promises and practices, which forever enhance the lives of young children. Your astute book—crisp, concise and consistent—is, indeed, easy to pick up and hard to put down. Kudos! With great appreciation!" (Sally Durbin, National Board-Certified teacher)

703-550-0595 | rae@raepica.com | www.raepica.com

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Peninsula Library System Request of \$10,000 of CLSA Funds for Website Redesign
Date: October 21, 2019

Background

The Peninsula Library System (PLS) has been updating its website, which had not been updated for over ten years. PLS has allocated approximately \$10,000 of its funds toward this project.

One of the challenges with PLS and its website is pointing a patron to the individual library's resources. Since there are nine different jurisdictions and 35 locations, custom programming is needed to replace the archaic structure of referring patrons to the appropriate links. Although each library has its own website, the PLS website is used by both the public as well as library staff to determine which libraries are open currently, and what resources can be found at each library (for instance, ADA equipment, meeting rooms, etc.)

Because of the complexity of the project and the need for special programming, PLS is requesting that the PLP Executive Committee consider allocating \$10,000 of CLSA funds to support PLS in its web site redesign. The PLS libraries have, as a group, chosen to allocate their FY 2019/20 CLSA allocations to their shared eBook OverDrive collection.

Available CLSA Funds

At the January 2019 PLP Executive Committee meeting, it was agreed to allocate California Library Service Act (CLSA) funds to renew Analytics on Demand for a final time, and to allocate \$300,000 to libraries for local programs. These actions have resulted in the use of all prior year remaining CLSA funds, leaving a balance of \$283,895.

Updating websites is an allowable use of CLSA funds as it supports communication and resource sharing. PLP's website was recently updated using CLSA funds. It should be noted that the MOBAC website will also require updates, and a request for that will be coming within the next six months.

Recommendation

It is recommended that the PLP Executive Committee allocate \$10,000 to PLS to continue their website redesign, which will improve effective communication between libraries and provide a better resource tool for patrons.



LIBRARY SEARCH

Choose a Library (optional)

- All
- Burlingame Public Libraries
 - Burlingame Main
 - Easton Library
- College Libraries
 - Canada College Library
 - College of San Mateo Library
 - Skyline College Library
- Daly City Libraries

Select Equipment (optional)

I want ...

Filter by...
 Open Currently

SEARCH

Default state is Open Currently

All Equipment

Accessibility Resources

- ADA Computer Station
- ADA Walker
- Kurzweil Readers
- SARA (scanning and reading apparatus)
- CCTV text magnification
- JAWs (Windows Screen Reader)
- MAGic (screen magnification for Windows)
- VisualTek
- Zoom Text
- VRS (Video Relay Services)
- Rolling walker with seat
- Homebound Delivery/Pickup

Audio-Visual Equipment

- Cassette Players
- CD Players
- VCR Equipment
- Microfiche Reader with Printer

Non-Internet Equipment

- 3D printer
- Print/Copy
- Fax/Scan
- Software (MS Office)

User can search by jurisdiction or a specific Library Branch.

CALIFORNIA LIBRARY SERVICES ACT
2018/19 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 3, 2019
Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

COMMUNICATIONS ACTIVITY, FY 2018/19		
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 / Tele facsimile (includes teleconference, Zoom)	N/A	\$4,048
b. Internet (including electronic mail) Website, website support, Domain names	N/A	\$538
c. Other (specify) (example postage) Supplies and postage	N/A	\$6,961
Total	N/A	\$11,547

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 2018/19					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 13-27, 2018	October 10-24, 2018	January 28-February 11, 2019	April 1-15, 2019	Total multiplied by 6.5
a. System member public libraries	153,288	154,104	155,417	155,403	4,018,378
b. Non-public libraries in System area	2,373	2,938	2,490	3,513	73,541
Total	155,661	157,042	157,907	158,916	4,091,919
				System Owned	Contracted Vendor
c. Number of delivery vehicles					7
d. Number of miles traveled by all System vehicles					126,828
e. Percentage of items delivered by:					
U.S. Mail <u>1</u> % UPS _____ % System Van _____ % Contracted Van <u>98.9</u> % Other <u>0.1</u> %					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					5,353/101,069

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? Did you complete all the funding objectives described in your Plan of service, if not why?

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

Approximately \$193,100 of CLSA funds were spent to support Delivery to facilitate resource sharing through movement of materials and resources from location to location within the Pacific Library Partnership. Delivery services continue to be prioritized by member libraries 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 one full-time Delivery Supervisor, three full-time drivers, additional hourly sorting and driving staff and 4 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) have 2-day courier delivery service. 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:

- In FY 2018/19, with the analysis of a survey of the members, PLP allocated \$206,842 back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu, with the expectation that all members will benefit equally from CLSA funding through an allocation per library by PLP formula. Libraries made their selections from the five following: a subscription to enki (4 libraries), networking/broadband costs (5 libraries), costs related to Link+ (6 libraries), purchasing Overdrive eMaterials in a shared environment (5 libraries), purchases of shared eMaterials in Biblioteca's CloudLibrary (3 libraries), or participating in a study for a shared ILS (7 libraries). An estimated \$90,257 was expended on circulating eMaterials in FY 2018/19. This represents a decrease of 40% from the estimated \$150,000 that was expended in FY 2017/18. This is due to the elimination of a shared enki eBook subscription, and the libraries expending more funding on local resource sharing such as Link+.

The 7 PLP libraries located in Monterey County completed their feasibility analysis and recommendations study for a shared ILS, which was performed by an outside agency. The libraries include six smaller city libraries and the larger county library system. Six of the seven are all on the same platform. The report reviewed current policies and procedures of all of the agencies and developed four possible scenarios for sharing. The

report also recommended very clear next steps for continued exploration. This is a complex topic, and the group is still discussing the findings.

- PLP additionally allocated \$156,250 to an assessment tool which will help member libraries determine their users and non-users, and develop strategies for better marketing, collections and programming for their diverse communities.
- CLSA funds were also allocated to refresh the PLP website to ensure its usefulness as a communication tool and the ability for libraries to share resources and information.

2. How much of the System's funding for the FY 2017/18 has been spend? If not all the funds have been spend are you on track to expend funds by June 2020, please explain.

All FY2017/18 funding has been expended.

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:

1. Local funding for delivery: PLS member libraries contributed \$448,583 in local funds to support 5-day delivery. Two MOBAC member libraries also contributed \$2,000 in local funds to supplement additional delivery.
2. Inter-Library Loan Services: Libraries fund inter-library loan services locally, including OCLC World Share and Link+
3. Broadband: In Fiscal Year 2018/2019, PLP libraries used local funds to invest in their connectivity via broadband to the CalREN network.
4. 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. Other PLP libraries belong to the Northern California Digital Library for eBook sharing statewide.

**California Library Services Act
System Expenditure Report – FY 2018/19**

Pacific Library Partnership

Programs	Source of Funds for Expenditure						Total		
	a.	State	Federal	Local			g.	h.	i.
		b.	c.	d.	e.	f.			
Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other				
Program 1: C&D System Administration									
Salaries & Benefits	\$138,965	\$138,965	\$0	\$0	\$0	\$0	\$138,965	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$779,204	\$0	\$0	\$779,204	\$0	\$0	\$779,204	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$918,169	\$138,965	\$0	\$779,204	\$0	\$0	\$918,169	\$0	\$0
Program 2: System C&D (baseline)									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$821,867	\$579,143	\$0	\$2,000	\$0	\$0	\$581,143	\$240,724	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$821,867	\$579,143	\$0	\$2,000	\$0	\$0	\$581,143	\$240,724	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 3: FY18/19 Networking CA Library Resources									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$444,120		\$274,492	\$0	\$0	\$0	\$274,492	\$169,628	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$444,120	\$0	\$274,492	\$0	\$0	\$0	\$274,492	\$169,628	\$0

Program 4: FY18/19 CA Library Metrics									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$473,000	\$0	\$384,553	\$0	\$0	\$0	\$384,553	\$88,447	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$473,000	\$0	\$384,553	\$0	\$0	\$0	\$384,553	\$88,447	\$0

Program 5: FY18/19 Veterans Connect@Library									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$272,731	\$0	\$175,263	\$0	\$0	\$0	\$175,263	\$97,468	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$272,731	\$0	\$175,263	\$0	\$0	\$0	\$175,263	\$97,468	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a.	b.	c.	d.	e.	f.	g.	h.	i.
	Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance

Program 6: FY18/19 Student Success Initiative									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$137,252	\$0	\$98,788	\$0	\$0	\$0	\$98,788	\$38,464	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$137,252	\$0	\$98,788	\$0	\$0	\$0	\$98,788	\$38,464	\$0

Program 7: FY18/19 Rural Initiative - CA Rural and Tribal Libraries									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$101,230	\$0	\$12,768	\$0	\$0	\$0	\$12,768	\$88,462	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$101,230	\$0	\$12,768	\$0	\$0	\$0	\$12,768	\$88,462	\$0

Program 8: FY18/19 Public Library Staff Education Program									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$18,314	\$0	\$12,696	\$0	\$0	\$0	\$12,696	\$5,618	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$18,314	\$0	\$12,696	\$0	\$0	\$0	\$12,696	\$5,618	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 9: FY18/19 Literacy Initiative									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$260,085	\$0	\$193,547	\$0	\$0	\$0	\$193,547	\$66,538	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$260,085	\$0	\$193,547	\$0	\$0	\$0	\$193,547	\$66,538	\$0

Program 10: FY18/19 Cybersecurity Training Teens									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$40,505	\$0	\$9,119	\$0	\$0	\$0	\$9,119	\$31,386	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$40,505	\$0	\$9,119	\$0	\$0	\$0	\$9,119	\$31,386	\$0

Program 11: FY18/19 CA Preservation Program									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$222,040	\$0	\$96,100	\$0	\$0	\$0	\$96,100	\$125,940	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$222,040	\$0	\$96,100	\$0	\$0	\$0	\$96,100	\$125,940	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 12 : FY16-19 ENKI Content									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$27,227	\$27,227	\$0	\$0	\$0	\$0	\$27,227	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$27,227	\$27,227	\$0	\$0	\$0	\$0	\$27,227	\$0	\$0

Program 13 : FY17-19 SimplyE									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$42,227	\$42,227	\$0	\$0	\$0	\$0	\$42,227	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$42,227	\$42,227	\$0	\$0	\$0	\$0	\$42,227	\$0	\$0

Program 14 : FY 17/18 California Statewide Initiatives Book Project									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$487,500	\$0	\$487,500	\$0	\$0	\$0	\$487,500	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$487,500	\$0	\$487,500	\$0	\$0	\$0	\$487,500	\$0	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 15 : FY17/18 Public Library Staff Education Program									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$11,366	\$0	\$11,366	\$0	\$0	\$0	\$11,366	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$11,366	\$0	\$11,366	\$0	\$0	\$0	\$11,366	\$0	\$0

Program 16 : FY17/18 CA Library Metrics									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$127,768	\$0	\$127,768	\$0	\$0	\$0	\$127,768	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$127,768	\$0	\$127,768	\$0	\$0	\$0	\$127,768	\$0	\$0

Program 17 : FY 17/18 California Preservation Program									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$98,741	\$0	\$98,741	\$0	\$0	\$0	\$98,741	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$98,741	\$0	\$98,741	\$0	\$0	\$0	\$98,741	\$0	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 18 : FY17/18 News Literacy Resources Toolkit									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$19,004	\$0	\$19,004	\$0	\$0	\$0	\$19,004	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$19,004	\$0	\$19,004	\$0	\$0	\$0	\$19,004	\$0	\$0

Program 19 : FY 17/18 CA Rural Library Initiative									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$54,160	\$0	\$54,160	\$0	\$0	\$0	\$54,160	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$54,160	\$0	\$54,160	\$0	\$0	\$0	\$54,160	\$0	\$0

Program 20 : FY 17/18 Student Success Initiative									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$34,331	\$0	\$34,331	\$0	\$0	\$0	\$34,331	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$34,331	\$0	\$34,331	\$0	\$0	\$0	\$34,331	\$0	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 21 : FY 17/18 Veterans Connect@The Library									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$94,889	\$0	\$94,889	\$0	\$0	\$0	\$94,889	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$94,889	\$0	\$94,889	\$0	\$0	\$0	\$94,889	\$0	\$0
Program 22 : FY17/18 Networking CA Library Resources									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$106,856	\$0	\$106,856	\$0	\$0	\$0	\$106,856	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$106,856	\$0	\$106,856	\$0	\$0	\$0	\$106,856	\$0	\$0
Program 23 : FY17/18 Literacy Initiatives									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$147,440	\$0	\$147,440	\$0	\$0	\$0	\$147,440	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$147,440	\$0	\$147,440	\$0	\$0	\$0	\$147,440	\$0	\$0
Grand Total System Expenditures	\$4,960,822	\$787,562	\$2,439,381	\$781,204	\$0	\$0	\$4,008,147	\$952,675	\$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
Service A Delivery:									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$195,590	\$193,590	\$0	\$2,000	\$0	\$0	\$195,590	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$195,590	\$193,590	\$0	\$2,000	\$0	\$0	\$195,590	\$0	\$0
Service B eResources (and Other Services Chosen By Libraries) :									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$206,524	\$206,524	\$0	\$0	\$0	\$0	\$206,524	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$206,524	\$206,524	\$0	\$0	\$0	\$0	\$206,524	\$0	\$0
Service C Libraries Assessment Tool									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$156,250	\$156,250	\$0	\$0	\$0	\$0	\$156,250	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$156,250	\$156,250	\$0	\$0	\$0	\$0	\$156,250	\$0	\$0

Programs	Source of Funds for Expenditure						Total		
	a.	State	Federal	Local			g.	h.	i.
		b.	c.	d.	e.	f.			
Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Service D Local Costs (Website, Postage, Office Supplies, etc) :									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$7,944	\$7,944	\$0	\$0	\$0	\$0	\$7,944	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$7,944	\$7,944	\$0	\$0	\$0	\$0	\$7,944	\$0	\$0
Service E (as described in Plans of Service):									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service F (as described in Plans of Service):									
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CLSA Programs	Expended Funds	Encumbered Funds	Unexpended Funds
Program 1: C&D System Administration			
CLSA Funds from Prior Year FY17/18	\$0	\$0	\$0
Program 2: C&D (baseline)			
CLSA Funds from Prior Year FY17/18	\$264,005	\$0	\$0

***Note: If an extension is needed beyond the funding expenditure deadline period, send your request via email to Monica Rivas, at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

California State Library
System Detailed Budget – FY 2019/20

System Name: Pacific Library Partnership

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System C&D Administration						
Salaries & Benefits	\$140,253	\$275,000	\$0	\$0		\$415,253
PC& E	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$594,470	\$0	\$8,400	\$602,870
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$140,253	\$275,000	\$594,470	\$0	\$8,400	\$1,018,123
Program 2: System C&D (Baseline)						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$561,011	\$0	\$2,000	\$0	\$240,724	\$803,735
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$561,011	\$0	\$2,000	\$0	\$240,724	\$803,735
Program 3: Systems Operations						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$234,821	\$0	\$0	\$234,821
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	\$234,821	\$0	\$0	\$234,821

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: FY19/20 Economic Mobility and California Public Libraries						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$175	\$0	\$0	\$0	\$175
Materials	\$0	\$80,000	\$0	\$0	\$0	\$80,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$80,175	\$0	\$0	\$0	\$80,175
Program 5: FY19/20 Data Privacy Best Practices Training For Libraries						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$42,925	\$0	\$0	\$0	\$42,925
Materials	\$0	\$5,255	\$0	\$0	\$0	\$5,255
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$48,180	\$0	\$0	\$0	\$48,180
Program 6: FY19/20 California Library Metrics						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$451,000	\$0	\$0	\$0	\$451,000
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$451,000	\$0	\$0	\$0	\$451,000

Program 7: FY19/20 Literacy Initiatives

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$235,750	\$0	\$0	\$0	\$235,750
Materials	\$0	\$22,550	\$0	\$0	\$0	\$22,550
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$258,300	\$0	\$0	\$0	\$258,300

Program 8: FY19/20 Networking California Library Resources

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$336,800	\$0	\$0	\$0	\$336,800
Materials	\$0	\$3,000	\$0	\$0	\$0	\$3,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$339,800	\$0	\$0	\$0	\$339,800

Program 9: FY19/20 Librarians for the 21st Century

Salaries & Benefits	\$0	\$0	\$0	\$0	\$34,686	\$34,686
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$31,256	\$31,256
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$65,942	\$65,942

Program 10 : FY19/20 Veterans Connect@ the Library						
Salaries & Benefits	\$78,000	\$0	\$0	\$0	\$0	\$78,000
Operating Expenses	\$164,855	\$0	\$0	\$0	\$0	\$164,855
Materials	\$74,995	\$0	\$0	\$0	\$0	\$74,995
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$317,850	\$0	\$0	\$0	\$0	\$317,850

Program 11: FY18/19 Networking CA Library Resources						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$169,628	\$0	\$0	\$0	\$169,628
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$169,628	\$0	\$0	\$0	\$169,628

Program 12: FY18/19 CA Library Metrics						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$88,447	\$0	\$0	\$0	\$88,447
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$88,447	\$0	\$0	\$0	\$88,447

Program 13: FY18/19 Veterans Connect@Library						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$97,468	\$0	\$0	\$0	\$97,468
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$97,468	\$0	\$0	\$0	\$97,468

Program 14: FY18/19 Student Success Initiative						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$38,464	\$0	\$0	\$0	\$38,464
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$38,464	\$0	\$0	\$0	\$38,464

Program 15: FY18/19 Rural Initiative - CA Rural and Tribal Libraries						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$88,462	\$0	\$0	\$0	\$88,462
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$88,462	\$0	\$0	\$0	\$88,462

Program 16: FY18/19 Public Library Staff Education Program						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$5,618	\$0	\$0	\$0	\$5,618
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$5,618	\$0	\$0	\$0	\$5,618

Program 17: FY18/19 Literacy Initiative						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$66,538	\$0	\$0	\$0	\$66,538
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$66,538	\$0	\$0	\$0	\$66,538

Program 18: FY18/19 Cybersecurity Training Teens						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$31,386	\$0	\$0	\$0	\$31,386
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$31,386	\$0	\$0	\$0	\$31,386

Program 19: FY18/19 CA Preservation Program						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$125,940	\$0	\$0	\$0	\$125,940
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$125,940	\$0	\$0	\$0	\$125,940

Grand Total System Budget FY19/20	\$1,019,114	\$1,452,455	\$831,291	\$0	\$315,066	\$3,617,926
Encumbered Funds from Prior Year FY18/19	\$0	\$711,951	\$0	\$0	\$0	\$711,951
Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service A: Delivery of Items to Libraries						
Salaries & Benefits	\$198,700	\$0	\$2,000	\$0	\$0	\$200,700
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$198,700	\$0	\$2,000	\$0	\$0	\$200,700
Service B eResources (and Other Services Chosen By Libraries) :						

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Service C Local Costs (Office Supplies, Postage, etc)						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Service D (as described in Plans of Service):						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Analysis of PLP Membership Participation Dues for FY 2019/20
Date: October 21, 2019

Background

Membership funds are used to pay for general support such as staff and to provide value to members through Innovation grants, paying for Califa memberships, and staff development and training.

The Pacific Library Partnership (PLP) membership participation fees model was adopted in January 2011 and was modified in FY 2015/16 for a lower participation fee for the largest libraries and the academic libraries. PLP has not applied a cost of living increase to the membership participation fees since this model was implemented.

The current formula for public libraries sets a base amount of \$5,641, and then applies a tiered amount based on operating budget size. For the academic libraries, there is a tiered scale with no base fee. See **Exhibit A** for the current schedule

At the June 2019 PLP Executive Committee, it was requested that our staff send out a request to all PLP directors to verify their annual operating budget. The purpose of this memo is to provide an update on this and allow the Executive Committee an opportunity to review the formula again to examine whether any modifications are recommended.

Membership Budgets Have Increased

Based on the query of PLP members' budgets

- 18 of the 43 participating libraries have increased budgets
- There are fewer libraries with budgets under \$1M
- The number of libraries with budget of \$10M or higher has increased

Due to the large number of libraries that would move into a higher membership fee category which may not have budgeted for the increase, membership fees stayed at the same rate for FY 2019/20, and will be assessed the larger fee in FY 2020/21.

Using the current membership fee structure, this will increase the revenue from \$560,903 to \$625,903, or an additional \$65,000. The chart below shows the number of libraries within each budget category range.

Budget	Membership Fee	2016 - 2019 Number of Libraries	FY 2020/21 Number of Libraries
PUBLIC LIBRARIES			
Under \$500,000	\$750	1	1
Up to \$999,999	\$7,641	2	1
\$1M - \$1,999,999	\$8,641	3	3
\$2M - \$2,999,999	\$9,641	3	2
\$3M-\$3,999,999	\$10,641	4	2
\$4M - \$4,999,999	\$11,641	6	6
\$5M - \$9,999,999	\$15,641	6	7
\$10M - \$19,999,999	\$25,641	3	5
\$20M +	\$30,641	6	7
ACADEMIC LIBRARIES			
Up to \$999,999	\$1,500	4	4
\$1M - \$1,999,999	\$2,000	2	2
\$2M - \$2,999,999	\$3,000	1	1
\$3M - \$3,999,999	\$4,000		
\$4M - \$4,999,999	\$5,000	2	2
Total libraries		43	43

The chart below breaks down the movement between categories and the associated membership categories and costs.

Movement of Libraries by Category	\$1M - \$1,999,999 (+\$3,000)	\$2M - \$2,999,999 (+\$4,000)	\$3M - \$3,999,999 (+\$5,000)	\$4M - \$4,999,999 (+\$6,000)	\$5M - \$9,999,999 (+\$10,000)	\$10M - \$19,999,999 (+\$20,000)	\$20M + (+\$25,000)
Up to \$999,999	1						
\$1M - \$1,999,999		2					
\$2M - \$2,999,999			2	1			
\$3M - \$3,999,999				3			
\$4M - \$4,999,999					5		
\$5M - \$9,999,999						3	
\$10M - \$19,999,999 (+\$20,000)							1
Total Additional Revenue	\$1,000	\$2,000	\$2,000	\$5,000	\$20,000	\$30,000	\$5,000

Analysis

Membership fees as necessary for the basic costs of PLP, and also provide value to members through programs, trainings, grants and initiatives.

As more libraries move into the higher thresholds, the Executive Committee may consider making no changes to the current formula, or may consider keeping the base fee, and modifying the additional tiered amount based on the total operating budget of the libraries. The Executive Committee may consider forming a Membership Formula Ad Hoc Group for review and to provide a recommendation at the next meeting.

Exhibit A

PLP Participation Fees

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.

The PLP Participation Fee as approved by the general membership is based on the following formula.

Public Libraries: All public libraries pay a base fee of \$5,641 and then an additional tiered amount based on the total operating budget of the libraries.

Base fee of \$5,641 plus the amount below:

Total Operating Budget	Amount
Up to \$999,999	\$2,000
\$1,000,000 - \$1,999,999	\$3,000
\$2,000,000 - \$2,999,999	\$4,000
\$3,000,000 - \$3,999,999	\$5,000
\$4,000,000 - \$4,999,999	\$6,000
\$5,000,000 - \$9,999,999	\$10,000
\$10,000,000 - \$19,999,999	\$20,000
\$20,000,000+	\$25,000

Academic and Special Libraries: Tiered amount based on the total operating budget as below:

Total Operating Budget	Amount
Up to \$999,999	\$1,500
\$1,000,000 - \$1,999,999	\$2,000
\$2,000,000 - \$2,999,999	\$3,000
\$3,000,000 - \$3,999,999	\$4,000
\$4,000,000 - \$4,999,999	\$5,000



October 2, 2019

Carol Frost, Chief Executive Officer
Pacific Library Partnership
2471 Flores Street
San Mateo, CA 94403

Subject: Lunch at the Library project
Title: Application for Partner Agency in the 2019-2020 fiscal year

Dear Carol:

With this letter, the State Library approves your application to become the State Library's partner agency for the Lunch at the Library project in the 2019-2020 fiscal year.

The Pacific Library Partnership will be the administrative and fiscal agent for state funds appropriated for the continuation of California's Lunch at the Library program. The State Library monitor on this project is Natalie Cole who can be contacted at natalie.cole@library.ca.gov

The project will begin on November 1, 2019. Natalie will reach out to you shortly to confirm a project budget, implementation plan and reporting schedule. After that, we'll issue an award letter.

If you have any questions, please reach out to me or Natalie. Looking forward to working with you on this project.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

CC: Janet Coles
Natalie Cole
Colette Moody



Connecting People to Information and Ideas

June 27, 2019

Wendy Cao
caow@plsinfo.org

RE: IMLS Grant RE-13-19-0061-19

Dear Wendy Cao:

It gives us great pleasure to notify you that your organization has been selected to receive an FY 2019 Laura Bush 21st Century Librarian Program award.

This cycle we received 88 preliminary proposals requesting \$25,730,590 and invited 37 to submit full proposals, requesting \$11,973,456. Of these, we selected 24 projects to receive funding totaling \$8,004,596.00. IMLS's peer reviewers evaluated all eligible and complete grant applications, assessing the merit of each proposal and its fit with the goals of the grant program and project category. IMLS staff presented this information to the IMLS Director, who then made the final funding decisions. Included with this letter are documents you will need to manage your project:

Official Award Notification for Grants and Cooperative Agreements

This document verifies important information about your award, including the people designated as the Project Director and the Authorizing Official; the Federal Award Identification Number we have assigned it; the dollar amounts of the award and the cost share or match, if any; the indirect cost rate; the period of performance start and end dates; and the reporting schedule for your performance narrative and financial reports. Page 2 lists the name, phone number, and e-mail address of the program staff member who will serve as your primary IMLS contact, and any special terms and conditions of your award.

Budget

This document is the official approved budget for your project. Changes to it will be subject to the limitations set forth in the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#).

GETTING STARTED

Here is what you need to do right away.

1. Make sure your [SAM.gov](#) registration is current and that the associated banking information is accurate. This is how IMLS transfers funds to your institution.
2. Read the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#). This document contains important

information about complying with the terms of your grant. Please read all this information carefully.

3. Access the [Grantee Communications Kit](#). This kit provides guidance for fulfilling your requirements to acknowledge IMLS and for spreading the word about your grant project.
4. Bookmark and become familiar with the [Grant Recipients Administration page](#) on the IMLS website. This is where you will find forms and instructions you will need to manage your award.

If you have any questions after reviewing these materials, please get in touch with your IMLS Program Officer (named on the included award document), who is always available to assist you.

Congratulations on your award! We are pleased to support your work and look forward to following the progress of your project.

Sincerely,



Kelcy Shepherd
Associate Deputy Director for Discretionary Programs
Office of Library Services

cc: Carol Frost, frost@plpinfo.org
Carol Frost, frost@plpinfo.org