PLP Executive Committee Agenda

June 26, 2020
10:00 a.m. via Zoom
https://us02web.zoom.us/j/86379902685?pwd=R215YkZlRFNZc3FmK1p3c3VNcTZCZz09
Meeting ID: 863 7990 2685; Password: 319212
Call-in Option: (669) 900-6833

I.	**Introductions**		
II.	**Approval of Consent Calendar** (Action Item)		
	A. Adoption of the Agenda	McCulley	
	B. Approval of the May 15, 2020 Minutes	McCulley	Attachment 1 pg. 3
	C. Draft Minutes of the May 15, 2020 Administrative Council Meeting (for information only)	McCulley	Attachment 2 pg. 6
III.	**Old Business**		
	A. PLP FY 2020/21 LSTA Application: Data Privacy Best Practices Training for Libraries (Action Item)	Alvarez	Attachment 3 pg. 10
	B. Updates on PLP 2019/20 Staff Development Initiatives and Activities and Allocations for FY 2020/21	Alvarez	Attachment 4 pg. 21
	C. Updates on PLP 2019/20 Innovation Grants and Allocations for FY 2020/21	Alvarez	Attachment 5 pg. 23
IV.	**New Business**		
	A. Review and Approve Request from Monterey Public Library for Reduced Membership for One Year (Action Item)	Frost	Attachment 6 pg. 25
	B. Finance		
	1. PLP/NorthNet FY 2020/21 Contract Approval (Action Item)	Frost	Attachment 7 pg. 26
	2. PLP/PLS FY 2020/21 Contract Approval (Action Item)	Frost	Attachment 8 pg. 29
	3. PLP CLSA Menu for Libraries (Action Item)	Frost	Attachment 9 pg. 31
	4. PLP FY 2020/21 Budget Approval (Action Item)	Yon	Attachment 10 pg. 35
	C. Review of PLP FY 2020/21 Plan of Service (Action item)	McCulley	Attachment 11 pg. 42
	D. PLP Strategic Priorities Workplan	Frost	Attachment 12 pg. 54

V. Reports

A.	PLP President's Report	McCulley
B.	PLP CEO's Report	Frost
C.	State Library Report	DePriest

VI. Agenda Building and Location for Next Meeting on October 19, 2020

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

Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20

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) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

PLP Executive Committee Meeting

May 15, 2020
1:30 p.m. via Zoom

MINUTES

Committee:
Brad McCulley, President
Susan Nemitz, Vice-President
Ryan Baker
Cindy Chadwick
Valerie Sommer
Jamie Turbak
Inga Waite

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

Others:
Meg DePriest, California State Library

Meeting was called to order at 1:33 pm by President McCulley.

I. Introductions
The libraries shared introductions.

II. Approval of Consent Calendar
- **A. Adoption of the Agenda**
- **B. Approval of the January 23, 2020 Minutes**
- **C. Acceptance of the PLP FY 2018/19 Audit**

A motion was made and passed to move item V.D.5 on the Agenda to immediately follow Item V.D.1. and to approve the Consent Calendar (M/S Baker/Waite)

III. Old Business

A. Changes to the Middle Manager Professional Development Training

Only the program for middle managers is being held this year. The cohort has been developing a modified program where they are meeting online on Zoom due to current COVID restrictions. Based on the uncertainty of what will be happening next fiscal year, and in the interest of fairness, the cost of the program has been reduced to $500. The line item in next year's budget for refreshments will be reduced based on the program moving to an online format. There was discussion of when billing occurs and a response that it occurs after the program has started. There was further discussion about staff changes at jurisdictions and a response that there have been situations where individuals have switched systems in the middle of the project and PLP has worked with them. Libraries mentioned that their professional development budgets are on the line for cuts. The Directors lamented staff not being able to meet in person.

IV. New Business

A. PLP Annual Meeting Debrief

President McCulley opened up the meeting for discussion. It was expressed that the speaker was succinct and did not belabor things and this was appreciated. The post-meeting COVID discussion was great. It was great to move as much as possible to the consent calendar, even with the roll call vote, the meeting moved quickly.

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B. Draft PLP FY 2020/21 LSTA Application: Data Privacy Best Practices Training for Libraries

PLP has been invited to apply for a second year of funding to expand on the current Data Privacy Best Practices Training for Libraries grant. For year two, staff will be expanding the grant to include cybersecurity best practices. The packet included a draft outline for year two activities. It will focus on developing two train-the-trainer modules supported by a series of unconference sessions and open phone calls focused on data privacy and cybersecurity best practices. The application is due on Monday, May 18. The Directors commented that this is a really great next step for the project. There was a question about how the unconference will work, and a description that it will be virtual with prescribed topics and breakout rooms.

C. Discussion of PLP Strategic Priorities

There was discussion about the priorities that were presented at the Administrative Council meeting. There was discussion about using Basecamp as a discussion platform for other topics. There was discussion about interest groups and the focus areas presented. There was discussion of forming an interest group for PLP, and it was expressed that having a group that would get together on short-term limited basis would be great. There was an idea that rather than having permanent groups that there be small group discussions that meet weekly for a couple weeks short-term for group brainstorming sessions and there was thinking that this might be a good model. There have been comments about how the Academics can get together and there was discussion of whether PLP could build a place for them. Staff was directed to use this as a broad framework for PLP priorities.

D. Finance

1. Approval of FY 2019/20 PLP/PLS Contract Amendment

PLP has been awarded the fiscal administration of the Lunch at the Library program. The total contract amendment is $23,240. A motion was made and passed to approve the FY 2019/20 PLP/PLS Contract Amendment (M/S Baker/Nemitz)

2. PLP/NorthNet FY 2020/21 Contract Review

Frost presented the contract in detail. There was a question about whether NorthNet will be fiscally impacted next year as it related to the governor's recommendation to not fund Zip Books, and a response that likely yes due to the Governor's revise but that most of the implications would be for FY 2021/22.

3. PLP/PLS FY 2020/21 Contract Review

Attachment 8 was presented in detail. There were no questions.

4. Discussion of FY 2020/21 CLSA Funds

This item was moved in the agenda to be discussed before the draft PLP Budget. The budget was created on the assumption that there would be full CLSA funds for next year. The Governor's revise recommends that CLSA funds will be reduced by 50%. The chart on page 69 shows the distribution of CLSA funds: 20% for System Administration and 80% for Communications and Delivery. There are $411,389 of unallocated C&D funds which will roll over, which cannot be used for System Administration. The 50% loss of System Administration funds will need to be covered using membership fees. In the past two years, PLP has allocated a portion of CLSA funding back to the libraries. Should PLP received even 50% of CLSA funds, an allocation back to libraries might be beneficial. It was requested that

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staff add a projected column to the budget for the following fiscal year as a projection for worst case. There was a question about how much of the reserve balance is non CLSA funds and a response that there is roughly $1.3M in reserve.

5. **PLP FY 2020/21 Draft Budget Discussion**
Controller Yon presented Attachment 9. The preliminary total budget is $2,178,045 but this will change with the CLSA reduction and the loss of the Lunch at the Library grant. There was discussion of repurposing the funding allocated for innovation grants to a different grant distribution system focusing on libraries that have experienced the highest cuts or libraries that are doing major infrastructure changes and prioritizing libraries that develop service models that are fundamentally different. PLP is anticipating that there will be one or more libraries seeking a reduction in membership fees due to budget cuts.

6. **PLP CLSA Menu for Libraries**
Attachment 11 was reviewed in detail. There was discussion of a PLP shared eResource and it was posed that for smaller rural libraries this could be very beneficial. Potential vendors for acquiring a shared resource were discussed. There was a question as to whether there are any vendors that specialize in Spanish language content and would allow libraries to share the content. A motion was made and passed to accept the recommended menu of options listed in the attachment. (M/S Waite/Nemitz)

E. FY 2020/21 PLP Executive Committee Meeting Schedule
The proposed meeting schedule for FY 2020/21 was reviewed. The June 15 meeting was changed to June 26 at 10:00am.

V. Reports

A. PLP President's Report
There was no additional report.

B. PLP CEO's Report
There was no additional report.

C. State Library Report
There was no additional report.

VI. Agenda Building and Location for Next Meeting on June 15, 2020

The meeting was changed to June 26, 2020 at 10:00am.

VII. Public Comment

There was no public comment

VIII. Adjournment

The meeting was adjourned at 2:58pm.

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Pacific Library Partnership

PLP Administrative Council Annual Meeting Minutes
Friday, May 15, 2020
9:30 am via Zoom

Administrative Council Members:

Cindy Chadwick	Alameda County Library
Jane Chisaki	Alameda Free Library
Elliot Warren	Berkeley Public Library
Brad McCulley	Burlingame Public Library
Melinda Cervantes	Contra Costa County Library
Chela Anderson	Daly City Public Library
Ashlee Wright	Harrison Memorial Library
Jayanti Addleman	Hayward Public Library
Tamera LeBeau	Livermore Public Library
Ryan Baker	Los Gatos Public Library
Sean Reinhart	Menlo Park Library
Hillary Theyer	Monterey County Free Library
Inga Waite	Monterey Public Library
Tracy Gray	Mountain View Public Library
Tom Rosko	Naval Postgraduate School
Jamie Turbak	Oakland Public Library
Gayathri Kanth	Palo Alto City Library
Heidi Murphy	Pleasanton Public Library
Derek Wolfgram	Redwood City Public Library
Katy Curl	Richmond Public Library
Kristan Lundquist	Salinas Public Library
Nora Conte	San Benito County Library
Tim Wallace	San Bruno Public Library
Shellie Cocking	San Francisco Public Library
Rochelle Eagen	San Juan Bautista Library
Carine Risley	San Mateo County Library
James Moore	San Mateo Public Library
Jennifer Weeks	Santa Clara County Library
Susan Nemitz	Santa Cruz Public Library
Valerie Sommer	South San Francisco Public Library

Others Present:

Carol Frost	PLP
Yemila Alvarez	PLP
Meg DePriest	California State Library

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Erin Baxter	San Benito County Library
Donald Reynolds	San Juan Bautista Library
Becky Yoose	LDH Consulting Services

The meeting was called to order at 9:34 a.m. by President McCulley.

I. Meeting Called to Order and Introductions

The libraries shared introductions

II. Approval of Consent Calendar

A. Adoption of the Agenda
B. Approval of May 10, 2019 Minutes
C. Election of FY 2019/20 Executive Committee and Officers
D. PLP Middle Manager and Executive Leadership Professional Development Groups
E. Adoption of Revised Membership Fee Schedule
F. PLP 2019/20 Innovation Grants
G. Correspondence: PLP Letter to State Librarian for CARES Priorities
H. Correspondence: PLP Letter to Monterey City Council
I. ULC Top Innovators 2019 – Palo Alto City Library, San Jose Public Library, Santa Clara County Library District

The consent calendar was presented. Item 3c was corrected to indicate election for FY 2020/21. A motion was made and passed to approve the Consent Calendar as corrected. (M/S Sommer/Wolfgram)

III. New Business

A. State Library Report

DePriest presented the report and shared her email address should anyone have questions. Services and programs mentioned included Beanstack, Data Collection Tool for Service During COVID-19, Career Online High School Deadline, Networking Calls with Public Libraries, and Gale Courses.

B. PLP CEO Report

Director Frost presented the report, sharing that the PLP offices have moved and the new address is 32 W. 25th Avenue, San Mateo, CA. Frost and Hilary Keith from Santa Clara City Library attended National Library Legislative day in Washington DC and lobbied with several different legislators on behalf of PLP. Topics for 2020 advocacy include SB1025, and the restoration of funds for Zip Books, Lunch at the Library, and CLSA. Updates about the recently released

Governor's May Budget Revise were shared. In FY 2019/20 PLP received a Data Privacy Best Practices LSTA grant, and the last set of trainings are being completed. A related toolkit is being developed and will be released later this summer. For FY 2020/21, PLP has been invited to apply fora second round of this grant. PLP was also chosen to be the fiscal administrator for two statewide grants, Lunch at the Library and Economic Mobility – Working Scholars during this year. PLP owns two 3-D printers that can be shared among the PLP libraries. To request this printer email caow@plsinfo.org . Also we have some pandemic resources on the PLP website at www.plpinfo.org/covid-19, at www.clsainfo.org, and additionally on PLP COVID-19 Basecamp for the PLP group.

C. Review CLSA Priorities for FY 2020/21

It was reported that there is not clarity yet on what CLSA funding will be for FY 2020/21. In the Governor's May Budget Revision, it was proposed to reduce the typical $3.6M by 50%. This will be discussed at the PLP Executive Committee meeting this afternoon. Earlier this spring, PLP surveyed the member libraries about CLSA priorities, to modify the menu of options for local use. Sixteen libraries were interested in exploring purchasing a shared eMagazine collection. Twenty-four libraries were interested in exploring in an unlimited digital media solution. If one of these options were pursued, the subscription would need to be purchased by PLP and shared among at least three jurisdictions. Proposed changes to the FY 2020/21 menu are to add SimplyE and remove the MOBAC study. At the upcoming California Library Services Board meeting, they will be discussing the definition of Broadband, and considering expanding to be used for items other than hardware. There was a question about libraries that have had to decimate staff and would like to offer shared resources, if it would be possible to share a joint phone number or shared software for reference questions or curbside delivery. Staff said they would work with the State Library to investigate. There was also a question about OverDrive and the shared collection and how we could invest more in this.

D. Review and Discussion of PLP Priorities

The Executive Committee will be reviewing the draft priorities at their meeting this afternoon. The Council was given the opportunity to ask questions or share thoughts or concerns regarding the three-year proposed priorities so the Executive Committee can take them into consideration when working on the document. Some of the priorities are continuations, but the goals is to identify shared goals that are relevant to the diverse membership. Gratitude was expressed for the priorities drafted.

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IV. Presentations

A. *PLP Data Privacy Best Practices for Libraries*

Becky Yoose is the founder and Library Data Privacy Consultant for LDH Consulting Services. For over a decade, Becky has wrangled library data in its various forms in academic and public libraries. Becky is also an accredited information privacy professional with the International Association of Privacy Professionals, which brings valuable knowledge of data privacy practices and regulations in the US into library practices. Becky presented about the FY 2019/20 LSTA Regional Grant *Data Privacy Best Practices for Libraries Training*. There were questions around whether the previously held workshops would be available and a response that the webinars were not recorded to protect the privacy of the attendees. It was mentioned that there is still space available for the upcoming workshops. All training material will be included in the handbook, which is currently under development and will be available later this summer.

V. Public Comment

There was no public comment.

VI. Adjournment

The meeting was adjourned at 10:50 a.m. by President McCulley

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Library/Organization	**Pacific Library Partnership**
Project Title	**Data Privacy and Cybersecurity Best Practices Training for Libraries**

ITEMS 1-19. COMPLETED ON THE ONLINE APPLICATION SYSTEM SUBMITTABLE

ITEM 20. PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need (include supporting data and statistical information), how it relates to your library's strategic plan or other local planning documents, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Your summary should relate to activities in the timeline (Item 23).

A scan of professional literature in the library field shows little to no information on data privacy best practices training for the California library community. In FY 2019/20, the California State Library awarded the Pacific Library Partnership (PLP) an LSTA Regional Grant to develop the "Data Privacy Best Practices Training for Libraries" project. During the last year, libraries have learned about the California Consumer Privacy Act (CCPA), which provides California consumers various rights, including the right to request businesses to delete any personal information, and requiring businesses collecting personal information to provide a method for requesting personal information be deleted. Through a series of trainings and a handbook, libraries learned how this law relates to library contracts, privacy policy, and data retention. This FY 2020/21 application will cover more deeply these elements, extending the scope to include cybersecurity. Materials developed will be available to all libraries statewide as will specific participatory components of the project.

The expanded "Data Privacy and Cybersecurity Best Practices Training" for FY 2020/21 will develop two train-the trainer workshops on best practices and procedures, each focused on the topics of Data Privacy and Cybersecurity. The cybersecurity component provides added value by addressing topics related to the threat, vulnerabilities, and prevention of data breaches similar to those that have recently impacted several PLP libraries directly. All project training and activities will be conducted virtually and when possible shared out to the greater California through various networks. These trainings will be structured as a series of 60- to 90-minute webinars that will be open to PLP members and promoted to other library professionals in California. This will be of particular interest to library directors and key staff throughout the State who are concerned with library technology, data privacy and security. PLP will also develop train-the-trainer handbooks that participants will be able to use when training data privacy and cybersecurity advocates at their libraries. Workshops will include learning objectives post-training takeaways, best practices, steps and strategies for implementation and training at participant libraries. As additional support to these train-the-trainer workshops, two virtual unconference sessions will be held, one focused on Data Privacy and one focused on Cybersecurity, for library staff interested in sharing their own best-practices and learning from their peers about policies and procedures currently in practice. These sessions will be led by consultants from LDH consulting and Lyrasis who are trained experts in the fields of Data Privacy and Cybersecurity respectively, and training will utilize best practices identified within and outside the profession, including organizations such as ALA, Library Freedom Institute, and Future of Privacy Forum. The consultants will additionally hold three joint open conference calls for libraries to call in and discuss Data Privacy and Cybersecurity topics and share progress and questions surrounding implementation of training at their libraries.

The work of this grant relates to the PLP mission of 'empowering Bay Area member libraries through innovation, collaboration and training' by providing training to support and empower Bay Area libraries to improve their data storage and cybersecurity policies, procedures, and practices. Their collaboration through sharing policies and discussing best practices ensures libraries feel supported while navigating through these issues.

Evaluation feedback will be collected from participants following each training session and will be used to modify the training materials as needed for future iterations and to develop content for the related handbooks. Training will be successful if the majority of all PLP libraries attend the workshops and subsequent supporting events, and report that they feel more confident about next steps for their libraries regarding providing training on data privacy and cybersecurity. Participants in the trainings, unconference sessions, and conference calls will be invited to join the PLP Basecamp community of practice and to use CLSAinfo.org for sharing of Data Privacy and Cybersecurity best practices.

ITEM 21. PARTNERSHIP

Please list all formal partners for your project here. Please attach (under Item 25) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute. Attach a separate sheet if necessary.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project's outputs and outcomes. Attach letters of support under Item 25.

ITEM 22: PLANNING AND EVALUATION

Please answer each area concisely and completely. <u>For section A-F limit responses to four pages.</u>

22A. Project Intent *(Check **only one** that best describes the project)*

Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information

☐Improve users' formal education

☐Improve users' general knowledge and skills

Information Access: Improve access to information

☐Improve users' ability to discover information resources

☐Improve users' ability to obtain and/or use information resources

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

☐Improve the library workforce

☐Improve the library's physical and technology infrastructure

☒Improve library operations

Employment & Economic Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses

☐Improve users' ability to use resources and apply information for employment support

☐Improve users' ability to use and apply business resources

Human Services: Improve users' ability to apply information that furthers their personal, family or household circumstances

☐Improve users' ability to apply information that furthers their personal, family, or household finances

☐Improve users' ability to apply information that furthers their personal or family health & wellness

☐Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

☐Improve users' ability to participate in their community

☐Improve users' ability to participate in community conversations around topics of concern

22B. Project Purpose **– Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).**

The Data Privacy and Cybersecurity Best Practices Training project will develop train-the trainer workshops, related handbooks, and supporting unconference sessions and open conference calls focused on best practices and procedures in Data Privacy and Cybersecurity for the purpose of helping libraries improve their processes and procedures regarding patron data retention and cybersecurity protection, and create customized training to better prepare staff at their libraries on these topics.

22C. Anticipated Project Outputs **– Quantitative measures of services and/or products to be created/provided.**

- 1 each- Perform survey of public and academic libraries in PLP to determine and rank the importance of the focus topics for the trainings surrounding data privacy and cybersecurity and ensure the training developed fits member needs.

- 1 each – Privacy Train-the-Trainer Workshop
  A virtual training for PLP libraries to send lead privacy advocates to learn how to train other library staff on privacy best practices, including developing library privacy guidelines and performing privacy assessments. Training will include a related manual that trainers can use to train individuals at their organization. This 4-week training series will be offered twice.

- 1 each – Cybersecurity Train-the-Trainer Workshop
  A virtual training for PLP libraries to have lead cybersecurity advocates attend to learn how to train other library staff on cybersecurity best practices. Training will include a related manual that trainers can use to train individuals at their organization.

- 2 each – Train the trainer handbook – one for data privacy and one for cybersecurity training that libraries can use to develop customized training for their libraries on the topic of their choice

- 2 each – Data Privacy Unconference Session Based on Feedback From Survey
  Two 90-minute virtual unconference sessions where PLP libraries throughout the region can come together to discuss privacy topics identified in the survey, learn from best practices already in place in their institutions, and discuss future ideas their peers are considering for implementation. The unconference will end with participants identifying what action points from the discussions they can bring back to their library. This will be targeted towards PLP members, but we will open it up to other statewide participants.

- 2 each – Cybersecurity Unconference Session Based on Feedback From Survey
  Two 90-minute virtual unconference sessions where PLP libraries throughout the region can come together to discuss cybersecurity topics and best practices identified in the survey, learn from best practices already in place in their institutions, and discuss future ideas their peers are considering for implementation. The unconference will end with participants identifying what action points from the discussions they can bring back to their library. This will be targeted towards PLP members, but we will open it up to other statewide participants.

- 1 each – Develop community of practice on Basecamp
  Libraries can join, share documents like non-disclosure agreements, privacy policies, etc. and can ask and share information with each other.

- 3 each – Open Conference calls
  Three 60-minute open conference calls can be held for staff at PLP libraries to call in and ask questions, and for libraries to share information about best practices. Calls will jointly focus on data privacy and cybersecurity topics as needed. Open conference calls will be available for other statewide participants.

22D. Outcomes- **Please select one or more of the outcomes provided by the State Library (see Instructions) that relate to the primary Five Year Plan goal that you selected in Item 17**

Goal 7: California libraries are staffed by a skilled and diverse workforce whose member engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities.

Outcome 7: California library staff is well-prepared to meet the diverse needs and effect positive change in their communities.

22E. **Briefly describe how this project will be financially supported in the future, should it prove successful.**

The goal of the project is to train California libraries in data privacy and cybersecurity best practices. Any efforts made to amend existing library policies, procedures, and practices would be funded locally by the libraries participating in training. PLP would continue to support the sharing of the toolkits and train-the trainer modules, as well as presentation slide decks and handouts via our website.

22F. Activities. **What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Item 22A) of a project is accomplished and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out) Select all that apply to your project and provide descriptions for each.**

1. ☒ **Instruction -** Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be **in-person, virtual, or both)***

   ☐Program - Formal interaction and active user engagement (e.g., a class on computer skills).

   ☒Presentation - Formal interaction and passive user engagement (e.g., an author's talk),

   ☐Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.

   ☐Other

Description:

- 1 each – Privacy Train-the-Trainer Workshop
  A virtual training for PLP libraries to send lead privacy advocates to learn how to train other library staff on privacy best practices, including developing library privacy guidelines and performing privacy assessments. Training will include a related manual that trainers can use to train individuals at their organization. This 4-week training session will be offered twice.

- 1 each – Cybersecurity Train-the-Trainer Workshop
  A virtual training for PLP libraries to send lead cybersecurity advocates to learn how to train other library staff on cybersecurity best practices. Training will include a related manual that trainers can use to train individuals at their organization.

- 2 each – Data Privacy Unconference Session Based on Feedback From Survey
  Two 90-minute virtual unconference sessions where PLP libraries throughout the region can come together to discuss privacy topics identified in the survey, learn from best practices already in place in their institutions, and discuss future ideas their peers are considering for implementation. The unconference will end with participants identifying what action points from the discussions they can bring back to their library. This will be targeted towards PLP members, but we will open it up to other statewide participants.

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- 3 each – Open Conference calls
  Three 60-minute open conference calls can be held for staff at PLP libraries to call in and ask questions, and for libraries to share information about best practices. Calls will jointly focus on data privacy and cybersecurity topics as needed. Open conference calls will be available for other statewide participants to attend.

2. ☒**Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be* ***physical, digital, or both)***

   ☐Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.

   ☒Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.

   ☐Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

   ☐Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

   ☐Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

   ☐Other

Description:

- 2 each – Train the trainer handbook – one for data privacy and one for cybersecurity training that libraries can use to develop customized training for their libraries on the topic of their choice

3. ☒ **Planning & Evaluation -** Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be **in-house or third-party)***

☒Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

☐Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

- 1 each- Perform an in-house survey of public and academic libraries in PLP to determine the needs for additional training surrounding data privacy and cybersecurity.

4. ☐ **Procurement – May only be used for projects with an Institutional Capacity Intent (see Item 22A).** Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description: N/A

ITEM 23: GRANT TIMELINE/ACTIVITIES

Using this table, please briefly describe your major project activities and when they will occur (the grant period starts July 1, 2021 and ends August 31, 2021).

Activity	Month Started	Month Ended
Plan and schedule activities for the grant period	July 2020	September 2020
Administer PLP in-house survey for priority topics for Train-the-Trainer	September 2020	October 2020
Develop train-the-trainer module content/Report progress to Executive Committee / Develop Basecamp Community	October 2020	December 2020
Develop train the trainer Manuals/Handbooks/Evaluation Survey	January 2021	February 2021
Midpoint Reporting	March 2021	March 2021
Administer Train-the-Trainer Workshops/Distribute DRAFT train-the-trainer handbooks	March 2021	April 2021
Evaluate/Revise Train-the-Trainer Manuals/Handbooks	March 2021	May 2021
Develop/Administer Unconference Sessions	April 2021	June 2021
Finalize and Print Train-the-Trainer Manuals/Handbooks	June 2021	July 2021
Round 1 Open Conference calls	May 2021	May 2021
Round 2 Open Conference calls	June 2021	June 2021
Round 3 Open Conference calls	July 2021	July 2021
Finalize all content and post to PLP Website/Basecamp	August 2021	August 2021
Final Reporting	August 2021	September 2021

ITEM 24: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category: Salaries/ Wages/ Benefits	**LSTA**	**Cash Match & In-Kind**	**Total**
1) PLP Assistant Director	$12,750	$0	$12,750
2) PLP CEO	$728	$0	$728
3) PLP Controller	$1025	$0	$1025
4) Administrative Assistant II	$155	$0	$155
5) Accounting Clerk II	$94	$0	$94
6) Administrative Assistant	$57	$0	$57
7) Train-the-Trainer Workshop Attendees	$0	$18,000	$18,000
8) Unconference Session Attendees	$0	$9,000	$9,000
Subtotal	$14,809	$27,000	$41,809

Description:

1) PLP Assistant Director will supervise project (Project Coordinator) for 150 hours at $85 per hour including regular communication with consultants, liasing with PLP libraries for administration of programs, advising on development of all materials and online presence, completing reporting required by CSL $12,750. 7% FTE

2) CEO to oversee project and work with State Library, $728,22 (6 hours @ $121.37/hour, .01 FTE)

3) Controller to oversee all fiscal elements, $1,025 (10 hours @ $102.50/hour, .01 FTE);

4) Administrative Asst II to develop and track contracts, $154.8 (3 hours @ $51.16/hour, .01 FTE);

5) Accounting Clerk II to process reimbursements and invoices, $94.04 (2 hours @ $47.02/hour, .01 FTE);

6) Administrative Asst to assist in processing reimbursements and in tracking attendance and evaluation $57 (3 hour @ $19/hr, .01 FTE)

7) Train-the-trainer attendees are estimated at 30 attendees per workshop x 4 sessions per workshop x 2 topics for a total of 240 attendees x $75 per hour (average) = $18,000.

8) Unconference attendees are estimated at 30 attendees per topic x 2 sessions per topic x 2 topics for a total of 120 attendees x $75 per hour (average) = $9,000.

Budget Category: Consultant Fees	**LSTA**	**Cash Match & In-Kind**	**Total**
1) LDH Consulting Contract for facilitation/content development	$30,000	$0	$30,000
2) Lyrasis Consulting Contract for facilitation/content development	$11,600	$0	$11,600
3) Design and development of train-the-trainer handbooks	$12,000	$0	$12,000
Click or tap here to enter text.	$0	$0	$0
Subtotal	$53,600	0	$53,600

Description:

1) PLP will work with Becky Yoose of LDH Consulting. LDH Consulting will assist in the following ways: collaborative creation of initial survey of PLP libraries to understand the need; development and facilitation of one 4-week train the trainer session; creation of a related train-the-trainer handbook; development of content and facilitation of 2 unconference sessions to ensure a productive conversation; facilitation of 3 open conference calls to answer questions and lend support to libraries; assist in development of community of practice.

2) PLP will work with Blake Carver of Lyrasis. Lyrasis will assist in the following ways: collaborative creation of initial survey of PLP libraries to understand the need; development and facilitation of one 4-week train the trainer session; creation of a related train-the-trainer handbook; development of content and facilitation of 2 unconference sessions to ensure a productive conversation; facilitation of 3 open conference calls to answer questions and lend support to libraries; assist in development of community of practice.

3) PLP will hire a consultant for design of the print version of the train-the-trainer modules as well as for web development and design and revisions to the digital version of the data privacy toolkit. All content created will be section 508 compliant.

Budget Category: Travel	**LSTA**	**Cash Match & In-Kind**	**Total**
	$0	$0	$0
Click or tap here to enter text.	$0	$0	$0
Subtotal			

Description:

Budget Category: Supplies/Materials	**LSTA**	**Cash Match & In-Kind**	**Total**
1) Printing of Train-the-trainer Handbooks	$3,870	$0	$3,870
Click or tap here to enter text.	$0	$0	$0
Subtotal	$3,870	$0	$3,870

Description:

1) The cost for printing of the train-the-trainer handbooks is estimated at $40 per toolkit per PLP library per topic, (including printing and mailing costs). $45x 42 libraries+1 office copy=$1,935 x two topics = $3870.

Budget Category: Equipment ($5,000 or more per unit)	**LSTA**	**Cash Match & In-Kind**	**Total**
Click or tap here to enter text.	$0	$0	$0
Click or tap here to enter text.	$0	$0	$0
Subtotal			

Description:

Budget Category: Services	LSTA	Cash Match & In-Kind	Total
1) Basecamp software for communication	$400	$0	$400
2) Zoom software for communication and conference calls	$540	$0	$540
Click or tap here to enter text.	$0	$0	$0
Subtotal	$940	$0	$940

Description:

1) The estimated cost for continued support of the PLP Basecamp Site for Data Privacy Best Practices and expansion to include Cybersecurity is $400 per year.

2) The cost for creation of a Zoom Pro account for the grant to facilitate the train-the-trainer sessions, unconference sessions, and open conference calls is estimated at $540 per year.

Project Total	$73,219	$27,000	$100,219
Indirect Cost Rate Applied 10.0 % Indirect Cost	$7,322	$0	$7,322

Check one:

☐ No Indirect ☐ Federally negotiated indirect cost rate * ☒ Indirect proposed cost rate *

* please attach supporting documentation if required

Description:

Project oversight and support, budget monitoring and accounting, and financial reporting, including coordination with 42 PLP library jurisdictions for grant communication; coordination of training workshops; survey distribution and tracking; and presentations at key PLP meetings about the project.

Grand Total	$80,541	$27,000	$107,541

Item 25: LSTA Risk Assessment

Item 26: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page.

Item 27: CERTIFICATION AND SIGNATURE

Library/Organization	**Pacific Library Partnership**
Project Title	**Data Privacy and Cybersecurity Best Practices Training for Libraries**

Check the Appropriate Library Type

☐ **Public Library** ☐ **Academic** ☐ **K-12** ☐ **Multi-Type** ☒ **Special/Other**

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Library/Organization	**Pacific Library Partnership**
Project Name	**Data Privacy and Cybersecurity Best Practices Training for Libraries**
Library Director Name	**Carol Frost**
Title	**CEO**
Email Address	**frost@plpinfo.org**
Phone Number	**(650) 349-5538**
Library Director Mailing Address *(if different than applicant information)*	**32 W. 25th Avenue, Suite #201**
City, State, Zip	**San Mateo, CA 94403**

Carol Frost May 18, 2020

_____ _____

Library Director Signature Date

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Yemila Alvarez, Assistant Director**
Subject: **Updates on PLP 2019/20 Staff Development Support Expenditures and Allocations for FY 2020/21**
Date: **June 26, 2020**

Background

In FY 2018/19 and FY 2019/20, the Executive Committee directed staff to allocate $10,000 for support of staff development initiatives and activities. Twice each fiscal year, a call for ideas that can be funded is put forth. For the past two years, the calls for support have exceeded the $10,000 allocation. The Executive Committee has approved additional funding to cover the requests. In FY 2018/19, there were six requests funded for a total of $14,250.

Additionally, for several years PLP has allocated $8,000 to the Staff Development Committee for planning and preparation of the Spring and Fall Workshops. PLP typically charges admission to these workshops which produce revenues to offset the costs.

Current FY 2019/20 Allocations and Expenditures

In FY 2019/20, the call for support resulted in requests totaling $21,970. At the January 23, 2020 PLP Executive Committee Meeting, these requests were presented to the Executive Committee and a motion was made and passed to fund an additional $1,070 from fund balance to support these initiatives for a total allocation of $11,070.

The included chart indicates the initiatives funded in FY 2019/20, along with current claimed expenditures through May 2020. COVID-19 has significantly impacted operations for our member libraries and many of these initiatives have not been able to be executed. Only $5,033 of the allocated amount for these initiatives has been claimed and expended thus far.

Additionally, after expenditures and revenues for the PLP Fall Workshop, there was a remaining balance of $10,386 available. The Spring Workshop was cancelled due to COVID-19.

Overall, this results in a total of $16,423 of unclaimed funds, assuming no other items are claimed before end of June.

Recommendation

The FY 2020/21 proposed budget includes $10,000 of funding for continued support of staff development initiative and activities, and $8,000 of funding for the Staff Development Committee. It is recommended that the Executive Committee consider approving funding to support staff development initiatives and activities for FY 2020/21 as well as support for the Staff Development Committee. The Committee may choose to lower the allocations due to potential ongoing program impacts due to COVID-19, and the reduced allocation to redirect those funds to the Innovation Grants.

PLP Staff Development Allocations
FY 2019-20

Staff Development Initiatives and Activities

FY	FUNDING CYCLE	LIBRARY / COMMITTEE	PROGRAM TITLE	AMOUNT REQUESTED	AMOUNT FUNDED
2019-2020	July-Dec	MOBAC Reference Committee	Training on the Harwood Institute Model of Turning Outward	$2,000.00	$1,000.00
2019-2020	July-Dec	Sunnyvale Public Library	Training on the Basics of SOGIE (sexuality, orientation, gender identity and expression)	$980.49	$980.49
2019-2020	July-Dec	Oakland Public Library	Training on iCount and equity initiatives from LA County Library	$2,000.00	$2,000.00
2019-2020	July-Dec	PLS Youth Services Committee	Rae Pica: Youth Services Training	$7,900.00	$0.00
2019-2020	Jan-June	MOBAC Technology Commitee	Best Practices for Web Accessibility	$100.00	$100.00
2019-2020	Jan-June	MCFL	Mental Health First Aid	$1,890.00	$1,890.00
2019-2020	Jan-June	SMCL	Embodied Learning	$2,000.00	$2,000.00
2019-2020	Jan-June	MOBAC SPLAMBA	Mindfulness and Ways to Stop Bullying	$300.00	$300.00
2019-2020	Jan-June	MOBAC Literacy Committee	Writing from the Senses	$500.00	$500.00
2019-2020	Jan-June	Alameda County Library	Addressing Implicit Bias in Your Organization	$4,300.00	$2,300.00
Total Allocation					$11,070
Funds Expended					($5,033)
Remaining Balance					**$6,037**

Staff Development Committee

2019-2020	Jan-June	PLP Staff Development Committee	Spring Workshop		$4,000
2019-2020	July-Dec	PLP Staff Development Committee	Fall Workshop (Future of Libraries)		$4,000
Total Allocation					$8,000
Revenues					$4,745
Funds Expended					($2,359)
Remaining Balance					**$10,386**

TOTAL REMAINING BALANCE	**$16,423**

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Yemila Alvarez, Assistant Director**
Subject: **Updates on PLP 2019/20 Innovation Grants and Allocations for FY 2020/21**
Date: **June 26, 2020**

Background

Each fiscal year, PLP awards grants through a competitive process to PLP libraries to support innovation and technology. Grants are awarded in two categories: Innovation and Technology Opportunity Grants (Category A), and the Grant Replication Program (Category B). The grant amounts awarded vary, but typically are up to $15,000. In FY 2018/19 and FY 2019/20, the Executive Committee directed staff to allocate $150,000 in the budget for support of PLP Innovation and Technology grants. In FY 2018/19 the Executive Committee funded thirteen grants for a total of $153,000.

Current FY 2019/20 Allocations and Expenditures

In FY 2019/20, there were thirteen grants funded for a total of $146,397. The attached chart indicates the grants that have been funded. Due to the impact of the COVID-19 pandemic, several libraries have delayed claiming their funds, and some have notified PLP that they would be unable to complete their projects by the end of the fiscal year. Two libraries, Menlo Park and Pacific Grove, have officially notified PLP that they would like to forfeit their grants completely.

In order to allow completion of the grant projects, PLP extended the FY 2019/20 innovation grant deadline through December 31, 2020. It is anticipated that $133,308 of the allocated FY 2019/20 funding will be claimed and expended by June 30, 2020.

Allocations for FY 2020/21

At the May 15, 2020 PLP Executive Committee meeting, there was discussion of repurposing the funding allocated for innovation grants for FY 2020/21 to a different grant distribution system focusing on libraries that have experienced the highest cuts due to the impact of the COVID-19 pandemic or libraries that are doing major infrastructure changes as a result of the pandemic, and prioritizing libraries that develop service models that are fundamentally different to respond to the pandemic.

The FY 2020/21 proposed budget includes $37,304 of funding for continued support of the PLP Innovation and Technology Grants.

Recommendation

It is recommended that the PLP Executive consider funding for FY 2020/21 for the PLP Innovation and Technology Grants. Should the Committee wish to increase the budget, they may consider taking funds from the Staff Training budget, allocating funds from the Fund Balance.

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
2019-2020	*Let's Talk Hayward - Building Community Through Shared Language and Culture	Hayward Public Library	A	$ 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
2019-2020	**Gavilan College Textbook Lending Program	San Benito County Free Library	A	$ 15,000.00	$ 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:					**$ 118,808.38**

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	$ -
2019-2020	***Self-Service and Outreach Laptops	Pacific Grove Public Library	B	$ 9,230.00	$ -
2019-2020	Library Bike Stop	Redwood City Public Library	B	$ 8,000.00	$ 8,000.00
Total Category B:					**$ 14,500.00**

TOTAL:				**$ 156,397.36**	**$ 133,308.38**

* *Hayward Public Library Submitted 3 projects and only two were funded. The lowest scoring option was dropped.*

** *San Benito County Free Library opted not to withdraw their application as previously noted and was funded their full requested amount of $15,000.*

*** *Library has forfeited grant due to inability to complete project due to COVID-19 impacts.*

CITY OF MONTEREY

Colton Hall, California Constitution Hall 1849

MONTEREY PUBLIC LIBRARY

Inga Waite
Library & Museums Director
Phone: 831.646.5602
waite@monterey.org

June 18, 2020

Carol Frost
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System
32 W. 25th Avenue, Suite 201
San Mateo, CA

Dear Ms. Frost,

Monterey Public Library has been a member of the Pacific Library Partnership since MOBAC first joined PLP many years ago. We view consortia participation as vital to our services. We wish to continue our membership into the future.

Due to the devastating impact of the coronavirus pandemic on our City's revenues, the Monterey Public Library budget for fiscal year 2020-21 has been reduced from the previously approved $3.2M per year to $1.2M. Given this sudden, unexpected and significant reduction to our budget, we respectfully request that the PLP Executive Committee adjust our participation fee of $10,641 to $8,641.

Thank you in advance for your consideration, and please let me know if you have any questions concerning this request.

Sincerely,

Inga Waite
Library & Museums Director

625 PACIFIC STREET • MONTEREY • CALIFORNIA • 93940 • 831.646.3932 • FAX 831.646.5618
Web Site • http://www.monterey.org/library

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Approval of FY 20/21 NorthNet/PLP Contract for Administrative and Fiscal Services and Contract for Additional Work**
Date: **June 26, 2020**

Background

The NorthNet Library System (NLS) has a contract with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2018. As part of that bid, PLP now provides NLS with a baseline budget, and then submits a separate proposal with the anticipated additional work to be done during the fiscal year.

Attached are the NLS baseline and supplemental work contracts, which have been reviewed at the May 17, NLS Executive Committee meeting were approved at the June 12 NLS Executive Committee meeting.

The FY 2020/21 baseline contract is $130,563 which is an increase of $1,783 from the previous fiscal year. The baseline contract includes preparing and monitoring budgets and contracts such as Zinio, OverDrive, and Gale; contracts with delivery vendors; oversight of PLSEP, filing regular CalPERS paperwork; invoice payment, billing and distribution of CLSA funds, preparing meeting agenda packets for NLS as well as the three legacy systems, and other general support.

Discussion of Additional Work

As is the case from previous years, NLS will be in need of work above and beyond the baseline services. Those activities included the work regarding the continued CalPERS obligations for the legacy systems; continued work for the NLS Link+ study and associated advocacy with the State Library and California Library Services Board. NLS has also applied for an LSTA grant, Preparing to Respond and Recover Together, and the contract includes fund to account for the work associated with that grant. Because of those additional activities, the System Coordinator's time has been increased along with slight increases in other staff support. The proposed FY 2020/21 Contract for Additional Work is an additional $28,132, for a combined total of $158,955.

With NLS being awarded another year as the Zip Book Statewide Grant Administrator, the budget for staff, including hiring a Zip Book Coordinator, totals $111,832, with these funds coming from the grant. As has been past practice, 90% of the Indirect for both the Zip Books grant and the CLSA Link+ grant will go to PLS for overhead and other costs, and 10% will remain with NLS as additional revenue.

Recommendation

It is recommended that the PLP Executive Committee consider approval of the baseline contract and the Contract for Additional Work for 2020/21, for a total of $310,336.

NorthNet Library System
Connecting Northern California Libraries
32 West 25th Avenue, Suite 201, San Mateo
(650) 349-5538 Fax: (650) 349-5089
www.northnetlibs.org

PLP / NorthNet Contract FY 2020/21

Staff	FTE		Total
		Administration	
CEO	0.05	2 hours/week at $121.37/hour *Provide oversight; work with Executive Committee and Coordinator*	$12,622
Office Manager	0.20	8 hours/week @ $62.89/hour *Manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, set up conference calls for committees.*	$26,162
Administrative Assistant ll	0.04	1.50 hours/week @ $51.16/hour *Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.*	$3,990
Subtotal - Administration	***0.29***		**$42,775**
		Fiscal Accounting	
Controller	0.10	4 hours/week @ $102.51 *Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services*	$21,322
Account Clerk	0.08	3 hours/week at $43.42 *Process payables weekly, prepare invoices, prepare deposits*	$6,774
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at $ 65.60 *Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance*	$11,939
Administrative Assistant	0.10	4 hours/week at $20.51 *Filing, prepare Holiday Schedule, mail checks and invoices*	$4,266
Subtotal - Fiscal Acctg	***0.36***		***$44,301***
		Total Administration/Fiscal Accounting	**$87,076**
Coordinator	0.20	8 hours/week at $75/hour *Distribute legislative, CLSA and other State Library Correspondence, prepare agenda with Executive Council committee, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports*	$31,200
		Total Staffing	**$118,276**
		Mileage 3 round trips @242 mile@ 57.5 cents per mile	$417
		Total	**$118,694**
		10% Overhead	$11,869
Total FTE	**0.85**	**Grand Total**	**$130,563**

NorthNet Library System
Connecting Northern California Libraries

32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
(650) 349-5538 Fax: (650) 349-5089

www.northnetlibs.org

Additional Proposed Work: PLP / NorthNet Contract FY 2020/21

The following additional services will be provided to NLS for FY 2020/21

Continuing the work of the NLS Link+ study, including continued work with costs, contracts and implementation with additional libraries; developing plan for CLSB meeting.

Further work related to CalPERS obligations for legacy systems; developing cost share formulas, working with CalPERS and attorney as needed

Work related to the LSTA regional grant "Preparing to Respond and Recover Together"
Note: NLS grant includes $5,000 for NLS Coordinator's time

Staff	Additional Hours		Total
CEO	1 hour/week at $121.37/hour		$6,311
Coordinator	5 hours/week at $75/hour		$19,500
Subtotal			$25,811
		10% Indirect	$2,581
		TOTAL ADDITIONAL WORK	**$28,392**

Work Related to the CLSA ZipBooks Statewide Grant

Staff	Additional Hours		Total
CEO	1 hour/week at $121.37/hour		$2,097
Controller	1 hours/week at $102.51 /hour		$1,935
Operation Manager	1 hours/week at $62.89 /hour		$1,196
Accounting Clerk	18 hours/week at $43.42/hour		$41,604
NLS System Coordinator	2 hours/week at $75/hour		$7,800
Zip Books Coordinator	22 hours/week at $50/hour		$57,200
		Zip Books Subtotal Staff	**$111,832**
Zip Books Indirect Costs			
	$1,000,000 with 4.5% indirect = $43,977. 90% indirect		
FY 2020/21 ZipBooks Contra	PLS ($39,579); 10% NLS $4,398)		**$39,579**
		TOTAL ZIP BOOKS	**$151,411**
		TOTAL ADDITIONAL WORK	**$179,803**
FY 2020/21 Baseline Contract			$130,563
TOTAL CONTRACT			**$310,366**

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Approval of FY 2020/21 PLP Contract with PLS for Administrative Services**
Date: **June 26, 2020**

PLP contracts with the Peninsula Library System (PLS) for administrative oversight. The proposed PLS/PLP Contract for FY 2020/21 is $984,060, which reflects a $115,662 decrease (10.5%) from the FY 2019/20 amended contract of $1,099,722.

Below are highlights from the proposed contract:

- With the Governor's May Revise recommending that the Lunch at the Library grant being cut, the revenue from being the fiscal and administrative monitor has been eliminated from the budget.

- As mentioned in a previous agenda item, NorthNet has been awarded to be the grant administrator for the FY 2020/21 Zip Books grant. The increase to this PLP/PLS contract reflects the increased staffing costs due to this grant. It should be noted that this grant also was not included in the Governor's May Revise, and no revenue should be expected for that next fiscal year.

- The staffing support costs include the time allotted to both PLP and NLS work.

- As has been the case in previous contracts, this proposed contract also includes .05 FTE time for the IT Director, to reflect the time spent supporting the PLP website, maintaining emails for contract workers and providing technical support for PLP activities.

Recommendation

It is recommended that the PLP Executive Committee approve the FY 2020/21 PLP/PLS contract for $984,060. This contract will also be reviewed for approval by the PLS Administrative Council on June 22.

Note: This contract reflects the anticipated work known to PLS at this time. Should PLP receive any additional statewide grants to monitor or additional projects, this contract may be reviewed and renegotiated based on the additional work.

Pacific Library Partnership

PLP/PLS CONTRACT

July 1, 2020 to June 30, 2021

Scope of Services for PLP and NorthNet Systems

Administration, Operation & Accounting

Oversee the action plan to institute strategic directions
Coordinate and attend System Executive and Council Meetings
* Prepare and distribute System Executive and Council Meeting agenda packets & minutes
* Make arrangements for System Executive and Council Meetings
* Prepare and submit reports to System Executive and Council Meeting regarding system activities
Maintain systems member rosters and directories
Prepare, monitor, and report on CLSA activities, funding and reports in consultation with System Executive Committees
Represent and advocate for PLP and NLS regionally, statewide and nationally
Distribute legislative, State Library and federal/IMLS correspondence
Coordinate with member libraries for delivery needs
Pursue grant and other funding opportunities
Administer and evaluate system contracts
Explore cooperative purchasing opportunities with other systems or regions
Prepare and monitor systems budget in consultation with System Executive Committees
Prepare Professional Services and Contractual Services agreements
Invoice preparation, accounts receivable and payable
Systems acquisitions and invoice payments
Systems narrative and financial reporting (grant & non-grant)
Prepare annual IRS 1099 form for contractors
Coordinate systems annual Single Audit and Financial Statements
Prepare annual statements of LAIF interest earned, Statement of Economic Interest, etc.

Chief Executive Officer	0.75	**$189,337**
Assistant Director	0.88	**$186,787**
Controller	0.55	**$117,271**
Office Manager	0.63	**$81,757**
Fiscal/Admin Services Specialist	0.46	**$63,107**
Account Clerk ll	0.72	**$70,295**
Administrative Assistant	0.50	**$53,206**
Office Assistants	0.84	**$35,925**
IT Director	0.05	**$9,322**
TOTAL PLP & NLS Staffing Support Costs	**5.37**	**$807,007**
(Time included for administering PLP and NorthNet)		
Director & Asst Director prorated auto allowance		**$3,300**
Total PLP & NLS Staffing Support & Auto Allow. Costs		**$810,307**
10% Overhead		**$81,031**
PLS/PLP BASELINE CONTRACT		**$891,338**
NLS Contract Amendment		**$92,722**
TOTAL CONTRACT		**$984,060**

FY 19-20 PLP/PLS Contract Amount		
Admin Staffing Cost	$	786,857
PLS Director & Asst Auto Allowance	$	3,300
10% Overhead	$	79,016
Total	$	869,173
Contract Amendment	$	230,549
TOTAL CONTRACT	$	1,099,722

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **PLP CLSA Allocations and Menu for Libraries FY 2020/21**
Date: **June 26, 2020**

BACKGROUND

PLP annually receives California Library Services Act (CLSA) funds that may be used for resource sharing. For the last two years, $200,291 and $300,000 were allocated back to public libraries (respectively) to select from a menu of services that was approved by the PLP Executive Committee based on surveyed member needs.

At the May 2020 PLP Executive Committee meeting, a CLSA menu of items was approved. The purpose of this memo is to consider the addition of two items, and to consider allocations to libraries.

PLP CLSA MENU OF OPTIONS

Based on the survey sent to member libraries, the following menu was approved at the May Executive Committee meeting:

- enki (libraries negotiate their own subscriptions)
- OverDrive (only for the 20 libraries which are in a shared environment)
- Bibliotheca's CloudLibrary Consortia product
- Broadband hardware costs
- Link+
- SimplyE
- PLP negotiated shared eContent platform for select libraries

Below are other considerations for CLSA distribution of funds for FY 2020/21:

- The CLSB will be meeting on June 25 and will consider a request to expand the broadband definition. Currently, broadband only includes costs for hardware purchases and one-time connection costs. The NorthNet Library System is requesting the Board to consider expanding this to include ongoing CENIC costs, warranties on data center routers, and network security software at data centers. It should be noted that PLP already has allowed broadband costs, but should the Board approve this request, it will have a very positive effect on some of the more rural libraries in PLP, particularly in the MOBAC region.
- Because of the pandemic, the State Library has approved the use of CLSA funds in two additional ways. Should PLP add this to its menu of items, any library that claims funds for these two items would need to provide a justification which PLP staff can review, and will be placed in our Plan of Service for final approval:
    - For a library to purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year.
    - For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk.

It is recommended that the Executive Committee consider adding the two additional bullets to the menu of items for FY 2020/21.

ALLOCATION TO LIBRARIES FOR FY 2020/21

At the writing of this memo, the Governor's May budget revise includes a 50% reduction in the CLSA allocation. Based on that allocation, PLP has been given the following allocation: $72,967 for System Administration (20%) and $291,865 for Communications and Delivery (80%), for a total of $364,832. With a 50% reduction in the System Administration funds, PLP will use membership dues to cover the other 50% of costs.

The Communications and Delivery (C&D) supports system-wide costs, such as the website, the Zoom and 800 numbers, postage, etc. It also covers delivery costs for the four regions of PLP. These items are taken 'off the top.' The remaining C&D funds may be used to support resource sharing among 3 or more libraries.

In past years, PLP has been fiscally prudent and has not allocated all of its C&D funds, which must be spent within 3 years of receipt.

The FY 2020/21 CLSA budget includes $221,912 in 'off the top' expenses. With the $411,389 of roll-over C&D funds, the available C&D balance is $481,342.

Funds for MOBAC Website

PLP has been notified that the platform for the MOBAC website is obsolete and must be upgraded. A MOBAC subcommittee has been formed, and PLP recommends a new website. It is estimated that the cost will be $8,000. PLP has used CLSA funds in the past to support the development of the PLP and PLS websites.

Purchasing a PLP Shared eResource

At the May PLP Executive Committee meeting, there was a discussion about the PLP CLSA survey results. In that survey 16 libraries expressed interest in the use of CLSA funds for a shared eMagazine subscription. The Executive Committee recommended PLP continue to pursue information on purchasing this for the libraries with the smallest budgets.

A preliminary price quote was received from both EBSCO for Flipster and RBDigital for Zinio. Based on pricing and the ability to share the eResource per the terms of using CLSA funds, the Executive Committee agreed to pursue Flipster. PLP would buy one shared subscription of 25 titles that the participating libraries would collectively choose. The participating libraries would have their own portal and own unique link and can get their own unique statistics.

In reviewing the budgets for PLP public libraries, there are:

- 14 libraries with budgets under $5M
- 5 libraries with budgets between $5-6M
- 1 library with budget between $6-7M
- 1 library with budget between $7-8M
- 2 libraries with budgets between $8-9M
- 2 libraries with budgets between $9-10M

This totals 25 of the 34 PLP public libraries. The two libraries with budgets between $9-10M are Palo Alto City Library and Santa Cruz Public Libraries. These two libraries were not included in the price quote, and the PLS libraries were also not included in the price quote, since PLS already has a shared eMagazine subscription.

14 Libraries with budgets under $5M

Alameda Free Library
Daly City Public Library
Harrison Memorial Library - Carmel
Los Gatos Public Library
Menlo Park Public Library
Monterey Public Library
Pacific Grove Public Library
Pleasanton Public Library
Salinas Public Library
San Benito County Library
San Bruno Public Library
San Juan Bautista Public Library
South San Francisco Public Library
Watsonville Public Library

5 Libraries with budgets between $5-6M

Burlingame Public Library
Hayward Public Library
Livermore Public Library
Mountain View Public Library
Richmond Public Library

1 Library with budget between $6-7M

San Mateo Public Library

1 Library with budget between $7-8M

Sunnyvale Public Library

2 Libraries with budgets between $8-9M

Monterey County Free Libraries
Redwood City Public Library

14 Proposed Libraries

Alameda Free Library
Harrison Memorial Library - Carmel
Hayward Public Library
Los Gatos Public Library
Monterey County Free Libraries
Monterey Public Library
Mountain View Public Library
Pacific Grove Public Library
Richmond Public Library
Salinas Public Library
San Benito County Library
San Juan Bautista Public Library
Sunnyvale Public Library
Watsonville Public Library

2 Libraries w Shared Subscription

Livermore Public Library
Pleasanton Public Library

7 PLS Libraries

Burlingame Public Library
Daly City Public Library
Menlo Park Public Library
Redwood City Public Library
San Bruno Public Library
San Mateo Public Library
South San Francisco Public Library

A survey was sent to the 16 non-PLS libraries with budgets of $8,999,999 and lower. Six have subscriptions to Flipster, eight have subscriptions to RBDigital (2 of the libraries have subscriptions to both), and four libraries (Monterey Public, San Benito County, San Juan Bautista and Richmond) have no eMagazine subscription. Fourteen of the sixteen libraries have confirmed interest in acquiring a shared resource.

It was also discovered through the survey that Livermore and Pleasanton libraries share an eMagazine subscription with the San Leandro Library. We reached out to them and they have decided that they would rather continue with their current shared environment rathe than join this initiative.

A quote for Flipster for the 16 libraries is $81,840. Based on the latest information from Livermore and Pleasanton, it would be recommended that the 14 libraries listed in the chart above be included in the shared subscription, which would result in a slightly lower price.

RECOMMENDATION

PLP Executive Committee may consider allocating some or all of the $481,342 back to libraries during FY 2020/21.

Some options may include:

- Allocating $8,000 for the MOBAC website.
- Purchase of the eMagazine subscription for 14 libraries, with no funds being allocated to the libraries participating in the shared eMagazine subscription (libraries may need to be surveyed again to ensure commitment under this arrangement).
- Distribute funds to libraries not participating in the shared eMagazine subscription, to choose from the menu of items.

It is further recommended that the PLP Executive Committee add the following two additional items to the CLSA menu:

- For a library to purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year.
- For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk.

To: **PLP Executive Committee**
From: **Andrew Yon, Controller**
Subject: **Approval of the PLP FY 2020/21 Budget**
Date: **June 26, 2020**

Background
The purpose of this memo is to provide the PLP Executive Committee the PLP FY 2020/21 budget for consideration and approval. This has been updated since the May Executive Committee meeting to reflect the decisions at the meeting, as well as a modification to the NorthNet contract due to additional work.

Budget Summary
Below are highlights of the PLP FY 2020/21 budget. The overall budget is $1,965,498, which is 11% less than last year's budget of $2,215,122.

Administration

Revenues:

- Other Agency revenue from administering the NorthNet library cooperative reflect NLS's additional time for the Zip Book grant. Please note that this is not in the Governor's recommended budget for next year, so PLP should expect the contract to be lower in FY 2021/22.
- CLSA System Administration funds have been reduced by 50% per the Governor's recommended budget.
- Membership fee revenue has increased due to the use of the new formula. The request for decreased costs for Monterey Public have been incorporated into the budget.
- The LSTA indirect revenue is lower due to the Governor's recommended budget not including Lunch at the Library in FY 2020/21.
- Although none of the four PLP legacy systems have CalPERS obligations, BALIS does pay for health care costs for retirees.

Expenditures:

- Travel/Meetings includes the past several years' practice of allocating $5,400 towards the National Legislative Day in Washington DC.
- Workshop Expenses reflects $10,000 for support for PLP Staff Development initiatives and activities.

Communication and Delivery

- The FY 2020/21 CLSA Communication and Delivery allocation has been reduced by 50%, to $291,865 per the Governor's recommended budget.
- In revenue, the budget reflects $411,389 of previous year unallocated CLSA funds
- After expenditures, there are $483,342 CLSA C&D funds which may be allocated to libraries.

System Operations

- The Workshop Fees revenue reflects the revenue generated from the PLP Staff Development Committee's Spring Fling and Future of Libraries workshops, as well as the revenue from the PLP Executive and Middle Management Leadership groups.
- Membership fees, in previous years, were sufficient for PLP to allocate $150,000 for Innovation Grants. Because of the loss in revenue, this budget includes $37,304 for Innovation Grants.

Fund Balance:

- The PLP Ending Fund Balance is estimated to be $1,713,196.

Operating Reserve:

- The Operating Reserve Fund is equal to three months of the administrative costs. For FY 2019/20, the Operating Reserve was set at $238,221. For FY 2020/21, three months of Operating Reserve is $313,383.

Grants

- Grants will be included in the CLSA Annual Report.

Recommendation

Should the PLP Executive Committee wish to increase the funds for Innovation Grants, it may consider reducing or eliminating the $10,000 in the Administration budget for local requests for system-wide training. It is also possible that costs associated for training sponsored by the PLP Staff Development Committee may be lower. For instance, if the Future of Libraries were held virtually, no funds for refreshments would be needed.

It is recommended that the PLP Executive Committee approve the FY 2020/21 budget.

FY 2020-21 PLP Membership Fees

Library	Amount
Alameda County Library	$30,641
Alameda Free Library	$10,641
Berkeley Public Library	$27,641
Burlingame Public Library	$15,641
Cabrillo College Library	$2,000
Contra Costa County Library	$30,641
CSU Monterey Bay Library	$2,000
Daly City Public Library	$10,641
Gavilan College Library	$1,500
Harrison Memorial Library - Carmel	$8,641
Hartnell College Library	$1,500
Hayward Public Library	$15,641
Livermore Public Library	$15,641
Los Gatos Public Library	$9,641
Menlo Park Public Library	$9,641
Monterey County Free Libraries	$18,641
Middlebury Institute of International Studies	$1,500
Monterey Peninsula College Library	$1,500
Monterey Public Library	$8,641
Mountain View Public Library	$15,641
Naval Post Graduate School Library	$5,000
Oakland Public Library	$35,641
Pacific Grove Public Library	$8,641
Palo Alto Public Library	$19,641
Pleasanton Public Library	$11,641
Redwood City Public Library	$18,641
Richmond Public Library	$15,641
Salinas Public Library	$11,641
San Benito County Library	$7,641
San Bruno Public Library	$9,641
San Francisco Public Library	$35,641
San Jose Public Library	$35,641
San Juan Bautista Public Library	$750
San Mateo County Community College District	$3,000
San Mateo County Library	$35,641
San Mateo Public Library	$16,641
Santa Clara City Library	$19,641
Santa Clara County Library	$35,641
Santa Cruz Public Libraries	$27,641
South San Francisco Public Library	$11,641
Sunnyvale Public Library	$17,641
UC Santa Cruz Library	$5,000
Watsonville Public Library	$10,641
TOTAL	**$636,903**

FY 2020-21 PLP PROPOSED BUDGET SUMMARY

	Admin	Delivery	System Operation	TOTAL
Revenue				
Interest Income			$49,000	$49,000
Other Agencies	$318,766	$2,000		$320,766
Member Fees	$588,177		$48,726	$636,903
Workshop Fees			$18,000	$18,000
State Grant-CLSA	$72,967	$291,865		$364,832
State Grant-LSTA	$190,000	$411,389		$601,389
Fund Balance	$0		$0	$0
Total Revenue	**$1,169,910**	**$705,254**	**$115,726**	**$1,990,890**
Expenditure				
Communications		$5,000		$5,000
Mileage	$300			$300
Equipment Maintenance	$5,000			$5,000
Printing	$3,000			$3,000
Professional Services	$120,700		$25,000	$145,700
Contractual Services	$1,000,060	$208,912	$0	$1,208,972
Office Expense	$3,000	$2,000		$5,000
Postage		$6,000		$6,000
Special Departmental		$483,342	$37,304	$520,646
Library Materials				$0
General Insurance	$3,000			$3,000
Membership Fees/Dues	$4,500		$15,030	$19,530
Travel & Meetings	$9,400		$1,000	$10,400
Education & Training	$800			$800
Subscriptions	$500			$500
Service Fees	$400			$400
Reimbursable - Legacy System EXP	$8,400			$8,400
Workshop Expenses	$10,000		$12,000	$22,000
Lease Equipment	$850			$850
Total Expenditure	**$1,169,910**	**$705,254**	**$90,334**	**$1,965,498**
Fund Balance	**FY19/20**		**FY20/21**	
Beginning Fund Balance	**$1,709,345**		**$1,713,196**	
Estimated Ending Fund Balance	**$1,713,196**		**$1,713,196**	
Reserve				
Operating Reserve	**$313,383**			

PACIFIC LIBRARY PARTNERSHIP
FY 2020-21 PROPOSED BUDGET

ADMINISTRATION (920)

GL Acct		Adopted FY19/20	Proposed FY20/21	Note
	Revenues			
3601	Other Agencies	$ 8,400	$ 8,400	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	336,089	310,366	NorthNet Contract
3661	Member Fees	465,690	588,177	PLP Membership Fees
3667	State Grant-CLSA	140,253	72,967	CLSA System Admin Funds
3668	Federal Grant	275,000	190,000	LSTA Grants-Indirect Costs Prior & Current Year
3000	Fund Balance			Use of Fund Balance
	Total Revenues	**$ 1,225,432**	**$1,169,910**	***(4.53%)***
	Expenditures			
4216	Mileage	$ 300	$ 300	
4217	Equipment Maintenance	4,800	5,000	MIP Acctg Software Maint. & Support
4218	Printing	4,000	3,000	PLP Directory
4219	Professional services	80,000	120,700	NLS Sys. Coord. ($58.5K) & ZipBooks Coord. ($57.2K); Consultants ($5K)
4220	Contractual Services	1,088,482	1,000,060	PLS Contract $984,060; Audit Services $16,000
4230	Office Expense	4,500	3,000	Office Supplies
4301	General Insurance	3,000	3,000	Professional Liability Insur-PLP Board Members
4302	Member Fees/Dues	4,500	4,500	CLA, ALA , BayNet & other membership fees
4303	Travel/Meetings	14,900	9,400	Annual Conferences ($4K); Nat'l Legislature Day ($ 5.4K)
4304	Education & Training	800	800	
4305	Subscriptions	500	500	
4373	Service Fees	400	400	Credit card and banking fees
4434	Workshop Expenses	10,000	10,000	System-wide Non-Fee Trainings
4448	Reimbursable - Legacy System Expense	8,400	8,400	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	850	850	Postage meter
	Total Expenditure	**$1,225,432**	**$1,169,910**	***(4.53%)***

PACIFIC LIBRARY PARTNERSHIP
FY 2020-21 PROPOSED BUDGET

CLSA COMMUNICATIONS & DELIVERY (924)

GL Acct	Revenues		Adopted FY 19/20	Proposed FY 20/21	Note
3601	Other Agencies		$ 2,000	$ 2,000	MOBAC Add'l Delivery Service
3667*	State Library-CLSA		561,011	291,865	CLSA C & D Allocation
3667	State Library		233,066	411,389	*Roll -over CLSA Funds FY2019-20*
	Total Revenues		**$796,077**	**$705,254**	***(11.41%)***
	EXPENDITURES				
4212	Communication		$5,000	$5,000	PLP 800 Number; Fax; Landlines
4220	Contractual Services		**204,840**	**207,232**	Systems delivery contracts
4220			-	1,680	Website Hosting Fees $1,380 (PLP) & $300 (MOBAC)
	Systems Delivery				
	BALIS	$56,900			
	MOBAC	61,800			
	PLS (CLSA Fund)	61,532			
	SVLS	27,000			
	Total Systems Delivery	**$207,232**			
4230	Office Expenses		2,000	2,000	Delivery Supplies (tags, labels, etc)
4233	Postage		6,000	6,000	UPS & FEDEX
4234*	***Special Departmental -CLSA***		***300,000***	**-**	***CLSA Allocation to Libraries***
4234*	***Special Departmental -CLSA***		***278,237***	***483,342***	***Unallocated CLSA Funds***
	Total Expenditure		**$796,077**	**$705,254**	***(11.41%)***
				-	

**Note - Highlighted budget allocations pending approved CSL FY20/21 Approved Budget*

PACIFIC LIBRARY PARTNERSHIP
FY 2020-21 PROPOSED BUDGET

SYSTEM OPERATION (928)

GL Acct	Revenues	Adopted FY 19/20	Proposed FY 20/21	Note
3510	Interest Income	$ 90,400	$ 49,000	Investments Interest Income (LAIF & CD)
3661	Member Fees	95,213	48,726	PLP Membership Fees (Prorated)
3663	Workshop Fees	$8,000	$18,000	Spring Fling & Future of Libraries ($8K), Exec & Mid-Mgmt Training ($10K)
3000	Fund Balance	-	-	Use of Fund Balance
	Total Revenues	**$193,613**	**$115,726**	***(40.23%)***
4219	Professional Services	$ -	$ 25,000	Consultant for Exec & Mid-Mgmt Training (moved from Admin Budget)
4220	Contractual Services	170,193		Innovation Grants (FY19/20)
4234	***Special Departmental***		37,304	Innovation Grants
4302	Membership Fees	15,420	15,030	Califa membership for members
4303	Travel & Meetings	-	1,000	Mileage
4434	Workshop Expenses	8,000	12,000	Staff Development Fee-Based Training ($8,000)- Future of Libraries, Mid-Mgnt Training Refreshments & Supplies ($4,000)
	Total Expenditure	**$193,613**	**$90,334**	***(53.34%)***

System Information
FY 2020/21

System Name: Pacific Library Partnership			
Director: Carol Frost	Email: frost@plpinfo.org		
Address: 32 West 25th Ave., Suite 201	City: San Mateo	State: CA	Zip: 94403
Phone: 650-349-5538	Fax: 650-349-5089		

System Chair for FY 2020/21 (if known): Brad McCulley	Fiscal Agent:

Date approved by Administrative Council: June 26, 2020

x	
Signature of System Administrative Chair for FY 2020-21 Print Name: Brad McCulley	Date

Demographics of System Service Area
System Population Profile, FY 2020/21

Total Population of System Service Area: 7,144,213

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	662,358	9.27%
Institutionalized	49,990	0.70%
Aged (65+)	972,044	13.61%
Children & Youth: • Under 5	411,847	5.76%
• 5 to 9	411,753	5.76%
• 10 to 14	417,711	5.85%
• 15 to 19	404,835	5.67%
Handicapped	649,747	9.09%
Speakers of limited English or English as a Second Language	1,218,795	17.06%
Non-English Speaking	2,996,072	41.94%
Ethnicity • Black	390,342	5.46%
• Hispanic	1,829,228	25.60%
• Asian	1,881,306	26.33%
• Native American	35,332	0.49%
• Other (specify)	41,864	0.59%
Geographically Isolated (RURAL) * see note	132,676	1.86%
Functionally Illiterate	1,065,144	14.91%
Shut-In	266,812	3.73%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

[a] Total Population – California State Library – Certified Population Figures
[b] Economically Disadvantaged - 2012-2016 American Community Survey 5-Year Estimates
[c] Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)
[d] Age Demographics - 2012-2016 American Community Survey, Demographic and Housing Estimates (DP05)
[e] Handicapped - 2012-2016 American Community Survey, Disability Characteristics (S1810)

[f] Speakers of Limited English - 2012-2016 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

[g] Non-English Speaking - 202-2016 American Community Survey 5-Year Estimates

[h] Ethnicity - 2010-2014 American Community Survey 5-Year Estimates

[i] Geographically Isolated - American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). Use 'Rural'

[j] Functionally Illiterate - U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy State and County Estimates of Low Literacy 2013, Released 2009

[k] Shut-In - American Fact Finder/ 2012-2016 American Community Survey, Disability Characteristics (based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

Describe briefly how this data will be used to plan CLSA-funded services:

The demographics of the System Service Area remain consistent from last year. We will use this information to inform the activities and strategic plans of PLP.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

C&D Service Program Budget Request FY 2020-2021 (Section 18745)

System Administration

(a) Personnel (Salaries & Personnel)

Classification	***FTE/NO of positions***	***Salary***	***Benefits***	***Total***
Chief Executive Officer	.28 /1	$ 57,647	$ 15,320	$ 72,967
	/	$	$	$
	/	$	$	$
	/	$	$	$
	/	$	$	$
Total of (a)	.28 /1	$ 57,647	$15,320	$ 72,967

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c)	$72,967

(d) Operations	
1. Office supplies	$2,000
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.)	$69,953
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)	$213,232
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	$
Specify what funds were used for: WEBSITE HOSTING/SUPPORT; ZOOM, 800# PHONE; FAX	$ 6,680
8. Resource Sharing (Zipbooks, Link+, document depository)	$
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval)	$
Total of (d)	$ 291,865

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2018/2019) Year-end Balance in the Equipment Revolving Fund	
	$

Total of (a-e)	$ 291,865

2020/21 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$72,967
PC&E	
Indirect	
Sub-total	$72,967
Operations	$291,865
Equipment	
Sub-total	$291,865
TOTAL	$364,832

C&D FUNDING: System Administration 20%
System Baseline 80%

Funding for Communications and Delivery – FY 2020/21

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	3,389,577	10,000	3,399,577
b. Non-public libraries in System area	69,437	3,000	72,347
TOTAL			3,471,924
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			7
d. Frequency/schedule of physical delivery service			3-6 days

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
1%	.1%	70%	28.8%	.1%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	X
g. Percentage of CLSA funds to be spent on e-resources?	%
h. Percentage of CLSA funds to be used for Broadband technology improvements	%

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)

X

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System evaluate that the goals where met and the funding has met the needs of the community?

In FY 2020/21, the primary use of CLSA funds will be to support physical delivery and resource sharing within PLP. PLP member libraries continue to place the highest value and priority on the delivery of materials. The ability to provide delivery services in support of resource sharing allows member libraries to enhance the breadth and depth of their individual collections. PLP supports four separate delivery services throughout the PLP service area, and each region's cost for delivery is covered either partially or fully, based on a baseline of delivery service. It is estimated that the cost is $207,232.

In Spring of 2020, PLP surveyed its member libraries to review the current CLSA allocations and to gather ideas for shared eResources which might be funded with CLSA funds. At the May 2020 PLP Executive Committee meeting, the Committee approved continuation of the previously established model for distribution of CLSA funds, allocating funds to PLP public libraries based on our formula, where libraries may choose from the following menu of shared services: a subscription to enki, networking/broadband costs, costs related to Link+, purchasing Overdrive eMaterials in a shared environment, purchases of shared eMaterials in Bibliotheca's CloudLibrary, or funds to support SimplyE. PLP is adding to the menu a shared PLP-purchased eMagazine collection for approximately 14 libraries. For this year only, it will also offer libraries to use CLSA funds to purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year; and for three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk. These last two items are of particular interest because of the pandemic and how libraries are changing their service models.

This menu replaced group purchasing of resources, which members felt did not always address their local needs. Once CLSA funds are received, a claim form will be distributed to the libraries for them to identify which area or areas their CLSA distributions will support.

With the 50% reduction of funds, $221,912 is allocated to essential services, including web support, telecommunication and delivery, leaving $69,953 to pay for a shared eMagazine

resource. The PLP Executive Committee has allocated its funds prudently and leaves fund to roll over into next years as a precaution. In the case of FY 2020/21, this will benefit PLP libraries, as an additional $XXXXXX will be allocated back to libraries based on the menu of items and formulas mentioned above. It is estimated that libraries will choose $XX for Link+, $XX for CENIC hardware, $XX for local eResources, and $XX for a shared eMagazine collection. It is not known at this time if any libraries may choose funds for curbside pickup or for remote reference.

As in past years, ILL statistics will be evaluated along with usage patterns to determine the most effective delivery schedules. We will remain responsive to the local needs of our members in offering delivery services. By surveying member libraries on a regular basis on their local needs, we can ensure the funds are supporting the needs of the community.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

When assessing the CLSA allocations, the first priority is delivery within each of the four PLP regions as well as between the regions. In FY 2020/21, $207,232 of CLSA funds are allocated towards delivery, and the delivery is handled through a combination of couriers as well as outsourcing the Peninsula Library System's in-house delivery. Delivery benefits all PLP member libraries, and the contracts and funds are managed centrally.

With the 50% reduction of funds, $221,912 is allocated to essential services, including web support, telecommunication and delivery, leaving $69,953 to pay for a shared eMagazine resource. In FY 2020/21, the PLP Executive Committee will allocate an additional of $XXXXXX previous year funds back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu for the libraries to choose from, with the expectation that all members will benefit equally from CLSA funding through an allocation per library by PLP formula. A claim form will be distributed to each library indicating how they will spend the CLSA funds so that we may track their usage. This will help inform PLP regarding local priorities and ideas for future CLSA allocations.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

PLS member libraries are contributing $664,671 in local funds to support 5-day delivery. Many PLP members use local funds for ILL services such as OCLC inter-library loan and Link+. Nearly all PLP libraries also use local funds for eResources.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

Once the libraries have completed and returned their claim forms, we will be able to determine the overall distribution of funds to eResources, but based on the selections made for FY 2019/20 we anticipate that at least 15 of the 34 public libraries will choose to use their CLSA funds for eResources, including eBooks, eAudiobooks, and eMagazines from Overdrive, CloudLibrary in the consortial environment, enki, and Zinio, and will be a mix of fiction and nonfiction for adults and youth. In FY 2019/20, estimated circulation for shared eResources was 101,000.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

The current delivery model is as follows: The libraries in San Mateo County (PLS) have a 5-days-a-week or 6-day-a-week delivery using PLS-employed staff consisting of four drivers, sorting 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 a 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.

Changes anticipated in FY 2020/21 include potential reductions in service delivery days due to the impact of COVID-19, based on library need. PLP staff regularly communicates with member libraries to determine delivery needs and amend as needed.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The estimated cost to move one item in the region is $0.21. Administrative funding is allocated to 0.28 FTE of the CEO salary. The allocated time supports attending over 22 Council and Committee meetings annually to support the four regions of PLP as well as the PLP Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; work with accounting staff to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California Library Staff, attend California Library Service Board meetings.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues?

PLP will be distributing funds to local libraries to address local priorities. It is possible that one or more libraries may use CLSA funds to support broadband connectivity, including purchasing network hardware at their main location or at branches.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

The structured PLP membership dues provide stable funding for PLP and support the strategic priorities of the system. PLP has additionally established a reserve policy which will ensure safeguards for the organization. Because PLP is administered by the Peninsula Library System, there is staffing that allows PLP to offer additional services, which includes administering statewide grants.

The previous Strategic Priorities FY 2015/16- FY2019/20 have been completed. A survey was issued to PLP libraries about CLSA funds and PLP priorities in Spring 2020. Based on the survey results, as well as conversations with libraries, the following were identified as strategic priorities for PLP: Staff Training and Professional Development; Support Innovation and Technology; Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries; Maximize the Knowledge and Strength of PLP Individual Libraries. PLP continues to evolve and change through these strategic priorities.

During the upcoming year, the following initiatives will support these priorities:

Staff training and professional development: For several years, PLP has offered two one-year management development programs: the Library Leadership Council for Executive Managers and the Library Middle Managers Professional Development Program. For FY 2020/21 PLP will continue to off the Library Middle Managers Professional Development Program. The long-standing Staff Development Committee additionally provides an annual fall conference (the Future of Libraries) and an annual spring workshop that address staff needs and interests. PLP additionally allocates funds to support regional staff development training. Training topics are developed by either local libraries or regional committees. They are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives from its members.

Innovation and Technology: Each year, PLP allocates funds for Innovation and Technology Opportunity Grants for member libraries. These grants support the implementation of an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Grants are also available for libraries to leverage an idea from another library and tailor it to their community's needs. Recent grants include maker spaces, outreach, and robots in the library. PLP also regularly scans the field for new advances in technology to identify shared technology to support some or all PLP members.

Grants: In FY 2020/21, PLP is submitting an LSTA Competitive grant "*Data Privacy and Cybersecurity Best Practices Training for Libraries*". A continuation of the FY 2019/20 grant, the

goal is to develop California specific training for libraries on privacy-related topics surrounding library data privacy, cybersecurity, 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. The cybersecurity component provides added value by addressing topics related to the threat, vulnerabilities, and prevention of data breaches.

PLP Website: The PLP website allows for collaboration and sharing of ideas and initiatives as outlined in the above strategic priorities. PLP will continue to maintain the website as a key source of communication with our members.

PLP Shared Cataloging/Acquisitions of International Language Materials: In 2018, the Silicon Valley Library System (the PLP member libraries in Santa Clara County) formed the regional Technical Services Group which has established guidelines for sharing information regarding cataloging and acquisitions of international language materials, and they are actively sharing selection lists with each other through a Basecamp group. In the PLP survey, 21 libraries expressed interest in accessing these shared lists and participating in this initiative. In the upcoming year, this group will be extended to all PLP libraries to increase resource sharing and knowledge base.

PLP STRATEGIC PRIORITIES FY 2020/21 – FY 2022/23

The Pacific Library Partnership's mission is to empower Bay Area member libraries through innovation, collaboration and training. PLP can do this by improving the services of its constituent member libraries to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes by offering innovative and collaborative approaches to programming and operational services that enhance collective resource sharing.

PLP's previous strategic priorities from FY 2016/17 – FY 2019/20 have been completed.

A survey was issued to PLP libraries about PLP priorities in Spring 2020. Based on the survey, as well as conversations with libraries, the following strategic priorities were approved by the PLP Administrative Council at their annual meeting.

1. **Staff Training and Professional Development**
   PLP has a tradition of providing staff training and professional development for its members, knowing the value of building leadership and providing training that is relevant to its diverse membership. This can be accomplished through the following mechanisms:

   a. Continue to offer leadership training. We have done this through the year-long Executive Leadership Cohort and the Library Middle Managers Professional Program, both ably led by Jane Light. Leadership training can continue to evolve.

   b. We will continue to support the good work of the long-standing Staff Development Committee, that provides an annual fall conference and spring workshops that address staff needs and interests.

   c. PLP can continue to allocate funds to support regional staff development training. Training topics are developed by either local libraries or regional committees. They are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives from its members.

   d. We are constantly searching for further professional development opportunities.

2. **Support Innovation and Technology**
   Being in the heart of Silicon Valley, our academic and public libraries are well positioned to develop innovative and transformative ideas. In the past few years, PLP has supported this by:

   a. Annually funding the Innovation and Technology Grants. By continuing to make this a priority, libraries are able to engage in risk-taking in developing new ideas and service models with the seed money provided by the grant.

   b. Search for new opportunities for shared technology for some or all PLP members.

3. **Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries**
    a. In the last three years, we have been awarded three LSTA regional grants: the Student Success Initiative, News Literacy, and Data Privacy grants. PLP has a good track record of querying its members and applying for grants that provide training on relevant topics. We will continue to look for collaborative partners for LSTA, CLSA and IMLS and other grants.

    b. Working with the State Library, PLP can continue to be the fiscal and administrative agent for statewide grants. We can lend our expertise to the greater California community in establishing new initiatives.

4. **Maximize the Knowledge and Strength of PLP Individual Libraries**
    The staffing and expertise within PLP individual libraries is a strength which can be further tapped to benefit member libraries. We can create opportunities for us to share, including but not limited to:

    a. **Continue and Expand the PLP Shared Cataloging/Acquisitions of International Language Materials.** In 2016, as part of the strategic priorities, PLP formed a working group which made great headway on how PLP libraries can share resources related to international language materials. That included identifying which libraries have staff with specific expertise, which libraries collect in certain languages, selection lists, names of vendors, etc. In 2018, SVLS formed the regional Technical Services Group, which took over this initiative. They have established guidelines for sharing, and are actively sharing selection lists with each other through a Basecamp group. In the PLP survey, 21 libraries expressed interest in accessing these shared lists and participating in this initiative. We can expand this to include all interested PLP academic and public libraries, provide training and expand this resource sharing.

    b. **Consider establishing regional or PLP-wide community of interest groups.** Currently, PLP has only one standing group: the Staff Development and Training Committee. Three of the four regions currently have standing groups. The PLP Executive Committee, along with the four regions of PLP, can review the level of interest at the higher level, as well as regionally, to add additional interest groups.

    c. **Explore Purchasing Shared eResources.** PLP can continue to work with the data from the most recent survey to identify possible eCollections which can be shared among libraries. This may be through the use of CLSA funds or collective funds.

PLP Activities for FY 2020/21 to Support Strategic Activities

Strategic Priority 1. Staff Training and Professional Development

Activity 1a. To continue to offer leadership training that supports library managers, a call will be put out in November for the 2021 cohort, with the hope that both the Executive and Middle Management groups will be offered.

Activity 1b. The Staff Development Committee will begin to pivot and develop programming that could be offered virtually or in person, depending on the current health climate, for both the Future of Libraries and Spring Workshops. Training will address staff needs and interests.

Activity 1c. To continue to allocate funds to support regional staff development training, calls will be put forth twice in FY 2020/21 for support.

Activity 1d. To continue further professional development opportunities, PLP will coordinate at least one brown bag virtual discussion related to best practices, to be led by one of the libraries.

Strategic Priority 2. Support Innovation and Technology

Activity 2a. In FY 2020/21 the Innovation and Technology Grants will have a revised focus. Grant funding will be for libraries that have experienced the highest cuts; libraries that are doing major infrastructure changes; and prioritizing libraries that develop service models that are fundamentally different.

Strategic Priority 3. Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries

Activity 3a. In FY 2020/21, PLP will perform the work of the LSTA regional grant Data Privacy and Cybersecurity Best Practices Training for Libraries, and the Year 2 activities of the IMLS Reimagining School Readiness Grant in partnership with the Bay Area Discovery Museum.

Activity 3b. PLP will be the fiscal and administrative agent for the following statewide grants: Literacy, Veterans Connect, Metrics, Networking, and Economic Mobility.

Strategic Priority 4. Maximize the Knowledge and Strength of PLP Individual Libraries

Activity 4a. To support the sharing of processes regarding the acquisition and cataloging of international language materials, PLP will convene a meeting with the SVLS Technical Services Group to develop a plan for expanding the international language resource sharing system-wide; reach out to the 21 libraries that expressed interest and extend an invitation by Fall 2020; create some type of metrics to measure success. This activity will be led by the group.

Activity 4b1. Per the survey results, reach out to the academic members to see if they are interested in their own community of interest group.

Activity 4b2. Consider development of short-term interest groups, including workforce development, digital inclusion and home school outreach.

Activity 4c. PLP can continue to work with the data from the most recent survey to identify possible eCollections which can be shared among libraries. This may be through the use of CLSA funds or collective funds.