Pacific Library Partnership

PLP Executive Committee Agenda
PLS Office
2471 Flores Street
San Mateo, CA 94403
June 28, 2017
10:00 a.m.
Conference Call
Conference Call Information:
Conference Number: 1-800-503-2899
Access Code: 3495538

I.	Adoption of the Agenda	Garzon	
II.	Old Business		
A.	Approval of the May 12, 2017 Minutes (Action Item)	Garzon	Attachment 1
B.	Draft Minutes of the May 12, 2017 PLP Administrative Council Annual Meeting (for information only)	Garzon	Attachment 2
C.	LSTA *Pitch-an-Idea* Grant: News Literacy (Action Item)	Frost	Attachment 3
III.	New Business		
A.	Finance		
1.	Approve Allocation for the FY 2017/18 Innovation and Technology Opportunity Grants (Action Item)	Frost	Attachment 4
2.	Analytics on Demand Renewal (Action Item)	Frost	Attachment 5
3.	Approval of FY 2017/18 PLS/PLP Contract (Action Item)	Frost	Attachment 6
4.	Approval of FY 2017/18 PLP Budget with Allocations as Determined for Analytics on Demand and the Innovation and Technology Opportunity Grants (Action Item)	Truong	Attachment 7
5.	Acceptance of FY 2017/18 CLSA Plan of Service (Action Item)	Frost	Attachment 8
6.	Discussion Regarding Use of the Remaining CLSA Funds (Action Item)	Frost	Attachment 9
B.	PLP Leadership Development Program Update	Light	Attachment 10
C.	PLP Strategic Priorities	Frost	
D.	FY 2017/18 PLP Executive Committee Meeting Schedule	Frost	Attachment 11

IV.   Reports

      A.   PLP President's Report   Garzon

      B.   PLP CEO's Report   Frost

      C.   State Library Report   Coles

V.   Agenda Building for Next Meeting on October 20, 2017

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

VII.   Adjournment

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

Meeting Locations:
Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010
Cabrillo College Library, 1000 Cabrillo College Drive, Aptos, CA 95003
California State Library, 900 N Street, Sacramento, CA 95814
Monterey County Free Library, 188 Seaside Circle, Marina, CA 93933
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
Oakland Public Library, 125 14th Street, Oakland, CA 94612
Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
PLS Office, 2471 Flores Street, San Mateo, California 94403
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063

Pacific Library Partnership

PLP Executive Committee
Minutes

San Jose Public Library
Village Square Branch Library
4001 Evergreen Village Square
San Jose, CA 95135

Friday, May 12, 2017
1:00 p.m.

Committee:	**System Staff:**
President Jane Chisaki	Carol Frost, PLP
Vice-President Gerry Garzon	Mary Alexander, PLP
Heidi Murphy	**State Library:**
Derek Wolfgram	Janet Coles
Megan Wong	
Monique Ziesenhenne	

The meeting was called to order at 1:10 p.m. by President Jane Chisaki.

I. **Adoption of the Agenda:** The Agenda was amended to correct a typo on page 8 of the Agenda packet and to include a revised version of Attachment 8, distributed separately. The Agenda was adopted as amended. (M/S Ziesenhenne/Wolfgram)

II. **Old Business**

A. **Approval of the January 31, 2017 Minutes:** The Minutes were approved as distributed. (M/S Wolfgram/Garzon; Murphy and Zeisenhenne abstained)

B. **Support for PLP Staff Development Initiatives and Activities:** Carol Frost reviewed the memo for *Support for PLP Staff Development Initiatives and Activities* (Attachment 2). The proposed new approach to supporting committees would include outreach to all PLP member libraries and posted on the PLP website. Discussion ensued about priority consideration for funding and requests for funding past the deadline. The Committee agreed to allocate $3,000 in the FY 2017/18 budget to support initiatives and activities, including workshops, which support the development of staff. It was recommended that staff send notification to libraries twice a year to solicit requests. (M/S Wolfgram/Murphy)

C. **Review of Analytics on Demand (AOD) and Consideration of Renewal:** A typo in the fourth question of *Analytics on Demand Survey Responses* (Attachment 3) incorrectly identified the consensus of Question 4 as "No" when it should have been "Yes." Analysis of the survey showed that half of the libraries using AOD completed the survey.

P 1

Of those, few have applied the data to change a service. Heidi Murphy suggested that the subscription be renewed and that mentor libraries could help others through a training session. Janet Coles informed the Committee that the California State Library (CSL) is investigating a state-wide contract for AOD. The Committee directed staff to negotiate with AOD for an 18-month subscription rather than the 12-month subscription. No action was taken on this item, and this will be discussed again at the June meeting.

D. **LSTA *Pitch an Idea* Grant: News Literacy Informational Campaign:** Carol reviewed the letter from the California State Library that was sent in response to the LSTA grant proposal for a News Literacy Informational Campaign (Attachment 4), which approved funding for $50,000 of the requested $100,000. Carol separately distributed the *Summer PLP News Literacy Meeting Planning* handout, which was a draft outline for a meeting and workshop and could be a scaled-down version of the grant. The revised plan would invite representatives from libraries and media partners such as The Trust Project from Santa Clara University and KQED to speak at the workshop. Discussion ensued about options, including PLP not pursuing the LSTA funds and fully funding its own project, completing the LSTA proposal "as-is" and contributing $50,000, or submitting a revised proposal to CSL staff to determine if it would be acceptable. The Committee authorized Carol to re-negotiate the terms of use for $50,000 from the State Library. (M/S Wolfgram/Murphy)

E. **LSTA *Pitch and Idea* Grant: State-Wide Student Success Initiative:** Carol reviewed the proposed grant to expand the Student Success Initiative state-wide (Attachment 5). The proposed grant would include funding for a second Educational Services Coordinator, increase the number of mentor and pilot libraries, and provide regional support. The current pilot libraries will be able to join this grant to receive continued support.

F. **Finance**

1) **Acceptance of the PLP FY 2015/16 Audit:** A typo on page 48 of the agenda packet (page 20 of the Audit, Attachment 6) incorrectly listed the amount of unearned revenue from FY 2015/16 to be recognized as earned at $6,76,243 instead of $676,243. There were no significant deficiencies identified and the Total Fund Balance for FY 2015/2016 was $1,102,042. The Committee agreed to accept the Audit. (Garzon/Ziesenhenne)

2) **Approval of FY 2016/17 Administrative Contract Amendment with PLS:** The memo was changed to correct June 2016 to July 2016 and the position of CFO in the second paragraph to CEO. The proposed amendments to the Administrative Contract include an additional $27,640 to compensate the CFO's increased hours to full time and the Acting Director's appointment to CEO. The Committee approved the Amendment. (Ziesenhenne/Murphy; Wolfgram recused)

3) **Controller Position Update:** Carol informed the Committee that interviews with five local candidates were held on May 8. A second interview will be held on May 18. It is hoped to have the position filled before the end of the fiscal year.

III. **New Business**

A. **Finance**

1) **PLP FY 2017/18 Budget Discussion:** Carol distributed an updated version of the *Discussion of the PLP FY 2017/18 Budget* memo. There were questions about the sources and amounts of participation fees, which will be addressed at the June meeting. CLSA funding is similar to the last fiscal year. Regarding the contract between PLS and PLP, it was questioned if any study had been done on the overhead being applied to the contract, and whether the 10% was reasonable. Carol confirmed that the PLS consultant established that percentage and deemed it reasonable, and that it will be applied consistently to all agencies contracting with PLS. The full cost of the Assistant Director is reflected in the PLP budget in the Contractual Services line item, which also includes funding for Innovation Grants and special projects.

B. **PLP Assistant Director Job Description and Duties:** Carol reviewed the *Assistant Director* job description and *Draft Work Plan for PLP Assistant Director* (Attachment 9). It was confirmed that recruitment will commence once the PLP Executive Committee approves the budget in June.

C. **PLP FY 2017/18 Plan of Service:** Carol reviewed the CLSB Plan of Service (Attachment 10). The budget included $264,005 for eResources, which includes $100,000 for the renewal of the PLS subscription to enki for FY 2017/18. The current year-end Equipment Revolving Fund balance from FY 2016/17 is $125,000. The Plan of Service mentions the status of the News Literacy Informational Campaign grant. The Committee agreed to defer taking action on the Plan of Service until the June 28 PLP Executive Committee meeting to allow time to determine if PLP will move forward with the LSTA News Literacy grant.

D. **FY 2017/18 PLP Executive Committee Meeting Schedule:**
   - June 28, 2017 at 10:00 a.m. (call-in meeting)
   - October 20, 2017 at 1:00 p.m.
   - January 31, 2018 at 10:00 a.m.
   - May 4, 2018 following the PLP Annual Meeting

IV. **Reports**

A. **PLP President's Report:** Jane Chisaki shared her experiences as PLP President and thanked the Committee for their hard work.

B. **PLP CEO's Report:** Carol updated the Committee on the recent CLSB meeting and discussed the SimplyE open source app deployment in California, funded by a one-time CLSA grant of $200,000. Califa is seeking libraries who subscribe to at least two eBook platforms who are interested in joining a pilot. The deadline is May 23. Alameda County is the first library to deploy the app, and Carol is speaking with them about developing metrics to measure the impact of the SimplyE app.

Recruitment for the Assistant Director will begin in July 2017, after the approval of the PLP budget. Progress on the International Language Resources Sharing Initiative has been temporarily postponed, pending the hire of the Assistant Director. Carol distributed the draft *PLS Executive Director/PLP CEO Work Plan January-December 2017*.

V. **Public Comment:** None.

VI. **Agenda Building for Next Meeting:** The next meeting will be held on June 28, 2017. Items to be included on the agenda for the next PLP Executive Committee Meeting include:

- Approval of FY 2017/18 PLP Budget
- Approval of FY 2017/18 Plan of Service
- PLP Strategic Priorities
- Analytics on Demand renewal
- News Literacy grant update
- Distribution of CSLA Funds

VII. **Adjournment:** The meeting adjourned at 3:35 p.m.

Pacific Library Partnership

PLP Administrative Council Annual Meeting

Minutes

May 12, 2017

San Jose Public Library
Village Square Branch Library
4001 Evergreen Village Square
San Jose, CA 95135

Attendees

Administrative Council Members:

Cindy Chadwick	Alameda County Library
Danielle Wilson	Alameda County Library
Jane Chisaki	Alameda Free Library
Megan Wong	Burlingame Public Library
Melinda Cervantes	Contra Costa County Library
Chela Anderson	Daly City Public Library
Tamera LeBeau	Livermore Public Library
Jayanti Addleman	Monterey County Free Library
Inga Waite	Monterey Public Library
Gerry Garzon	Oakland Public Library
Jamie Turbak	Oakland Public Library
Lana Adlawan	Oakland Public Library
Monique leConge Ziesenhenne	Palo Alto City Library
Heidi Murphy	Pleasanton Public Library
Derek Wolfgram	Redwood City Public Library
Sarah LaTorra	Redwood City Public Library
Katy Curl	Richmond Public Library
Eric Howell	Salinas Public Library
Tim Wallace	San Bruno Public Library
Michael Liang	San Francisco Public Library
Jill Bourne	San Jose Public Library
Nancy Donnell	San Jose Public Library
Nicole Cuadra	San Mateo County Library
Garrett Kuramoto	San Mateo County Library
Ben Ocon	San Mateo Public Library
Hilary Keith	Santa Clara City Library
Gail Mason	Santa Clara County Library
Shelly Bodamer	Santa Cruz Public Library
Pearl Ly	Skyline College Library
Valerie Sommer	South San Francisco Public Library
Liz Hickok	Sunnyvale Public Library

P 1

2471 Flores Street | San Mateo, CA 94403 | **P:** (650) 349-5538 | **F:** (650) 349-5089 | **Website:** www.plpinfo.org

Others Present:

Carol Frost	PLP
Wendy Cao	PLP
Jane Light	PLP
Mary Alexander	PLP
Janet Coles	California State Library
Kim Nguyen	San Jose Public Library
Miguel Figueroa	American Library Association

The meeting was called to order at 10:02 by President Jane Chisaki.

I.   Adoption of Agenda: The Agenda was adopted as distributed. (M/S Garzon/LeBeau)

II.   Old Business

  A. Approval of the May 6, 2016 Minutes: The Minutes were approved as distributed. (Wolfgram/Curl)

III.   Presentations:

PLP Executive Leadership and Middle Manager Professional Development Groups with Participant Perspective: Jane Light, Inga Waite, and Garret Kuramoto presented an overview of the Middle Manager Professional Development Group and shared their experiences as participants and facilitators of the program.

PLP Student Success LSTA Grant: Lana Adlawan, Oakland Public Library, and Nancy Donnell, San Jose Public Library, shared their experiences as a mentor library and a pilot library. Lana described Oakland Public Library's progress with the grant, which has been named the Oakland Promise Partnership. Nancy described the perseverance needed in creating a successful partnership.

PLP Innovation and Technology Opportunity Grants: Shelly Bodamer gave a presentation on the Santa Cruz Public Library's progress on the SCPL Super Wi-Fi Initiative funded by a PLP Innovation Grant. The goal of the project is to utilize TV White Space to provide free Broadband to underserved populations in the San Lorenzo Valley.

PLP/NorthNet Libraries Lead the Way LSTA Grant: Danielle Wilson gave a presentation on how the Libraries Lead the Way grant has helped Alameda County Library to provide outreach to senior communities and improve the library's relationship with the community.

IV.   Reports

  A. PLP Presence at National Legislative Day in Washington, D.C., on May 1-2, 2017: Carol Frost and Monique Ziesenhenne shared their experiences from attending National Legislative Day. Carol and Monique encouraged more PLP representatives to attend, and discussed strategies for libraries to fund trips for next year.

B. **State Library Report:** Janet Coles discussed Pitch-an-Idea grants and said that the LSTA Five Year Plan for FY 2018-2022 is in development. The Institute of Museum and Library Services (IMLS) has been assured stopgap funding through September 2017, and LSTA is fully funded through FY 2017/18. Janet updated the Council on the California Revealed state-wide digitization project, a digital family oral history initiative, a state-wide oral history project, and an upcoming MacGyver Your Library initiative.

C. **PLP CEO:** Carol shared her experiences of becoming PLP CEO from Acting Director in July 2016. Donna Truong is retiring on June 30, and her position will be replaced with a Controller. Recruitment for the incoming Controller is underway, and second interviews will be held the week of May 15. Carol updated the Council on the state-wide FY 2017/18 Student Success grant and a Pitch-an-Idea News Literacy Information grant. KQED and The Trust Fund have expressed interest in partnering with PLP to support a news literacy informational campaign. PLP is conducting outreach to library directors on the value of PLP and how PLP can better serve its member libraries.

V. **New Business**

A. **Election of FY 2017/18 Executive Committee and Officers:** Jane Chisaki acknowledged the current Committee officers and announced the nomination of Brad McCulley, Gerry Garzon, and Heidi Murphy. Those present voted in favor of electing the nominated candidates to the Executive Committee. (M/S Ziesenhenne/Wolfgram)

Featured Presentation: Miguel Figueroa, Director, Center for the Future of Libraries: Miguel presented *The Future Together: Trends, Signals, and Collaboration for the Future of Libraries.*

VI. **Public Comment:** None.

VII. **Adjournment:** The meeting was adjourned at 12:10 p.m.

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
PITCH-AN-IDEA GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

1. **Library/Organization**

   Pacific Library Partnership

2. **Library's DUNS Number**

   830926072

3. **Legal Business Name** (must match name registered with Federal Employer Identification Number (FEIN))

   Pacific Library Partnership

4. **Project Coordinator Name**

   Carol Frost

5. **Project Coordinator Title**

   CEO

6. **Email Address**

   frost@plpinfo.org

7. **Business Phone Number**

8. **Mailing Address** | **City** | **State** | **Zip**

   2471 Flores Street | San Mateo | CA | 94403

Project Information

9. **Project Title** News Literacy Resource Toolkit

10. **LSTA Funds Requested** $50,000

11. **Cash Match & In-Kind** $59,375

12. **Total Project Cost** $109,375

13. **California's LSTA Goals** (Check one goal that best describes the project)

   - [ ] Literate California
   - [x] 21st Century Skills
   - [ ] 22nd Century Tools
   - [ ] Content Creation/Preservation
   - [ ] Bridging the Digital Divide
   - [ ] Information Connections
   - [ ] Community Connections
   - [ ] Ensuring Library Access for All

14. **Primary Audience for project** (Select all that apply.)

   - [x] Adults
   - [ ] Families
   - [ ] Immigrants/Refugees
   - [ ] Intergenerational Groups (Excluding Families)
   - [x] Library Staff, Volunteers and/or Trustees
   - [ ] Low Income
   - [ ] Non/Limited English Speaking Persons
   - [ ] People with Disabilities
   - [ ] People with Limited Functional Literacy
   - [ ] Pre-School Children
   - [ ] Rural Populations
   - [ ] School Age Children
   - [x] Senior Citizens
   - [ ] Statewide Public
   - [ ] Suburban Populations
   - [ ] Unemployed
   - [x] Urban Populations
   - [x] Young Adults and Teens

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical information to support the project.

A 2016 Pew Research Center study showed that Americans get 57% of their news from television and 38% from digital media platforms, such as news websites, apps, and social media, where the lines between entertainment, commentary and news have grown increasingly blurred. A 2016 Gallup poll shows (https://goo.gl/VBg0i3) that the trust in mass media has dropped to the lowest level in Gallup history, with just 32% of people trusting media. After the November 2016 election, there have been calls to develop guidelines or tools for identifying whether the source is credible. Examples include Facebook's 'global fight' against fake news (goo.gl/og5O8q) and schools adding news literacy to their curricula (https://goo.gl/jjVJXR).

Given their unique standing in the community as neutral, trusted places for information access, libraries are well positioned to lead on the issue of news literacy. In response to expressed and demonstrated patron needs, some PLP libraries have developed and are offering news literacy resources and programs for the purpose of helping community members discern credible news from "fake" news. This proposed News Literacy project will complement the existing work of PLP libraries and support PLP's strategic initiative to develop models of community engagement.

The Bay Area has several media agencies currently working on news literacy, including The Trust Project from Santa Clara University (http://thetrustproject.org), which has developed eight 'Trust Indicators' which journalists world-wide have adopted to help identify sources of news which results in a reader's increased awareness of the source and the factual integrity of the story. KQED has done several projects regarding news literacy, most recently, on "Why Our Brains Love Fake News" (https://goo.gl/Zk49Bp). PLP has had initial conversations with both of these agencies, and they have expressed high interest in meeting and working with our various communities regarding news literacy. This proposal represents a collaborative approach between PLP libraries and local media.Through the project, we will:

- Create an initial survey for all PLP libraries to understand four elements: 1) what are the needs in their community regarding news literacy and which patron groups would they like to target around news literacy, 2) how they are currently addressing news literacy, 3) what tools they need as librarians to further address this issue, and 4) ideas for a News Literacy Resource Toolkit that they will be able to deploy at their libraries through programs and social media.

- Convene one regional meeting for 30-50 PLP library staff and media partners such as KQED, The Trust Project, and the John S. Knight Journalism Fellowship at Stanford, to discuss the current state of news literacy and any projects they have done to address it. It will provide an opportunity to discuss community and agency needs, next steps, and collaborative efforts. Common Knowledge will aid in the coordination and facilitation to ensure a productive dialog and clear outcomes.

- Identify representatives such as librarians and communications staff from 4-5 PLP libraries to serve on the News Literacy Working Group as advisors and test sites for this project. The libraries will vary in demographics and geographic areas to address the diversity of the Bay Area.

- The Working Group will review the findings of the survey and regional meeting and existing news literacy tools. They will work with Common Knowledge, whom we will contract with, and hold 3-4 focus groups of 15 people each, based on targeted populations identified in the survey, which will result in the following: i. Clarification of framework for News Literacy Resource Toolkit for staff which will be designed as a menu of resources, including key concepts, source listings, and case examples; ii. Clarification of strategies for sharing resources with different patron groups; iii. Development of a replicable program model for programming held in libraries; iv. Develop strategies for using social media in posting news literacy information (guides, graphics, online resources); v. Identification of key community partners for content and for co-promotion.

- Create and distribute the News Literacy Resource Toolkit by the Working Group and Common Knowledge. Facilitate the collaboration with educational, nonprofit and media partners. Develop graphics, handouts, fliers, and accompanying informational materials. At the end of the project, the Toolkit will be distributed to PLP libraries and hosted on the PLP website.

We will know if this project is successful if 80% of the library staff surveyed at the libraries participating in the News Literacy Working Group report that the Toolkit made them feel more confident in communicating with their communities about news literacy, and 75% of patrons surveyed who have interacted with elements of the News Literacy Resource Toolkit report that they feel supported in identifying credible news sources.

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute.

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)

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. **For section A-F limit responses to four pages.**

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

Lifelong Learning
☐ Improve users' formal education
☒ Improve users' general knowledge and skills

Information Access
☐ Improve users' ability to discover information
☐ Improve users' ability to obtain information resources

Institutional Capacity
☐ Improve the library workforce
☐ Improve the library's physical and technology infrastructure
☐ Improve library's operations

Economic & Employment Development
☐ 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 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 conversation around topics of concern

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

The purpose of this project is to develop a comprehensive, collaborative approach to enhancing news literacy, taking into account the diversity of PLP patrons and their use of online media as news resources. A regional meeting will allow librarians and media partners to discuss the current state of news literacy, where each group will benefit from hearing the work of the others, and conversations can begin which may lead to future collaborative efforts in serving our communities. The News Literacy Working Group will create a Resource Toolkit for librarians, which will make them more confident in communicating with their communities about news literacy. Patrons who interact with elements of the Toolkit will feel more supported in identifying credible news sources.

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

1. Create an initial survey for all PLP libraries to understand four elements: 1) what are the needs in their community regarding news literacy and which patron groupss would they like to target around news literacy, 2) how they are currently addressing news literacy, 3) what tools they need as librarians to further address this issue, and 4) ideas for a News Literacy Resource Toolkit that they will be able to deploy at their libraries through replicable program models and social media.

2. Convene one regional meeting for 30-50 PLP library staff and media partners such as KQED, The Trust Project, and the John S. Knight Journalism Fellowship at Stanford, to discuss the current state of news literacy and any projects they have done to address it. It will provide an opportunity to discuss community and agency needs, next steps, and collaborative efforts. Common Knowledge will aid in the coordination and facilitation to ensure a productive dialog and clear outcomes.

3. Identify representatives such as librarians and communications staff from 4-5 PLP libraries to serve on the News Literacy Working Group as advisors and test sites for this project. The libraries will vary in demographics and geographic areas to address the diversity of the Bay Area.

4. The Working Group will review the findings of the survey and regional meeting and existing news literacy tools. They will work with Common Knowledge and hold 3-4 focus groups of about 15 people each, based on targeted populations identified in the survey, which will result in the following: i. Clarification of framework for News Literacy Resource Toolkit for staff which will be designed as a menu of resources, including key concepts, source

listings, and case examples; ii. Clarification of strategies for sharing resources with different patron groups; iii. Development of a replicable program model for in-person programming at libraries; iv. Develop strategies for using social media in posting news literacy information (guides, graphics, online resources); v. Identification of key community partners for content and for co-promotion.

5. The News Literacy Working Group libraries will develop, test, and deploy prototypes for the elements of the News Literacy Resource Toolkit. The replicable program model will be developed as a template for programs to be held by staff for patrons, helping patrons identify credible news sources. The model will be tested by the Working Group by offering it at four locations for a total of approximately 75 people. Seven to ten guides and graphics will be developed for libraries to place on their social media channels to help patrons identify credible news sources. These will be tested on the Working Group's social media channels. For both the programming and social media outputs, patron feedback will be gathered through surveys and the elements will be modified accordingly. Some of the elements in the Toolkit may represent ideas or collateral which has been shared from media partners.

6. Develop a dissemination plan for the Toolkit for library staff. It will include why libraries will want to use the elements of the toolkit, as well as promotional messages and materials they can use in promoting it to patrons. In addition, talking points for libraries will be created to leverage their relationships with media partners in co-promoting and disseminating relevant graphics, handouts, flyers and online resources.

7. Finalize Toolkit and disseminate to PLP libraries; promote with media partners.

8. At the end of the project, the News Literacy Resource Toolkit will be placed on the PLP website and will be available for PLP and other libraries to use as a resource.

D. **Anticipated Project Outcome(s) – What change is expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)**

- 80% of library staff surveyed at the libraries participating in the News Literacy Working Group will report that the News Literary Resource Toolkit made them feel more confident in communicating with their communities about news literacy.

- 75% of patrons surveyed who have attended a news literacy program at the library will a) report that they feel more supported in identifying credible news sources; and b) report that they are more likely to think of the library as a "go to" resource for news literacy.

- 75% of patrons surveyed who have accessed some part of the news literacy information through library social media will a) report that they feel more supported in identifying credible news sources; and b) report that they are more likely to think of the library as a "go to" resource for news literacy.

E. **Briefly describe how this project will be financially supported in the future.**

Convening the meeting between libraries and local media partnerships (30-50 people) will be the springboard for establishment of relationships for further programming at the library level. The Toolkit will be sustained through those established partnerships. PLP or local libraries will be able to support any future financial aspects of this project.

F. **Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).**

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:

-Convene one regional meeting for 30-50 PLP library staff and media partners such as KQED, The Trust Project, and the John S. Knight Journalism Fellowship at Stanford, to discuss the current state of news literacy and any projects they have done to address it. It will provide an opportunity to discuss community and agency needs, next steps, and collaborative efforts. Common Knowledge will aid in the coordination and facilitation of the event to ensure a productive dialog and clear outcomes.

- Identify representatives such as librarians and communications staff from 4-5 PLP libraries to serve on the News Literacy Working Group as advisors and test sites for this project. The libraries will vary in demographics and geographic areas to address the diversity of the Bay Area. PLP staff will be the liaison for the group and lead their activities.

-The replicable program model developed as a template for programs to be held by staff for patrons, helping patrons identify credible news sources will be tested by the Working Group by offering it at four locations for a total of approximately 75 people. Through patron feedback, the model will be modified.

-The 7-10 guides and graphics developed to help patrons identify credible news sources will be tested on the Working Group's social media channels. Through patron feedback, the content will be modified.

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:

-The News Literacy Working Group libraries will develop, test, and deploy prototypes for the elements of the News Literacy Resource Toolkit. The replicable program model will be developed as a template for programs to be held by staff for patrons, helping patrons identify credible news sources.

At least 7-10 guides and graphics will be developed for libraries to place on their social media channels to help patrons identify credible news sources.

- A dissemination plan for the Toolkit Toolkit for library staff will be developed. It will include why libraries will want to use the elements of the toolkit, as well as messages and materials they can use in promoting it to patrons. Talking points for libraries will be created to leverage their relationships with media partners in co-promoting and disseminating relevant graphics, handouts, flyers and online resources.

- Finalize Toolkit and disseminate to PLP libraries; promote with media partners.

- At the end of the project, the News Literacy Resource Toolkit will be placed on the PLP website and will be available for PLP and other libraries to use as a resource.

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 <u>in-house or third-party</u>)*

    ☒ 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:
Create an initial survey for all PLP libraries to understand four elements: 1) what are the needs in their community regarding news literacy and which patron groups would they like to target around news literacy, 2) how they are currently addressing news literacy, 3) what tools they need as librarians to further address this issue, and 4) ideas for a News Literacy Resource Toolkit that they will be able to deploy at their libraries through programs and social media.

The Working Group will review the findings of the survey and regional meeting and existing news literacy tools. They will work with Common Knowledge and hold 3-4 focus groups of 15 people each, based on targeted populations identified in the survey, which will result in the following: i. Clarification of framework for News Literacy Resource Toolkit for staff which will be designed as a menu of resources, including key concepts, source listings, and case examples; ii. Clarification of strategies for sharing resources with different patron groups; iii. Development of a replicable program model for in-person programming at libraries; iv. Develop strategies for using social media in posting news literacy information (guides, graphics, online resources); v. Identification of key community partners for content and for co-promotion.

As elements of the Toolkit are developed and implemented,patron feedback will be elicited to shape the programs. When the Toolkit is completed, surveys will be done with patrons who are participating in the in-person programs and who are interacting with social media elements of the toolkit to measure if they feel more confident in identifying credible news sources and report that they are more likely to think of the library as a "go to" resource for news literacy

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

Description:

ELEMENT 5: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Complete contract with Common Knowledge Group	X	X												
Conduct initial survey for PLP libraries for current news literacy and needs	X	X												
Convene regional meeting with libraries and media partners			X											
Identify 4-5 libraries as the News Literacy Working Group			X	X										
Convene Working Group for initial meeting				X										
Convene focus groups with patrons to explore news literacy and define project needs					X	X	X							
Develop, test and deploy prototype for News Literacy Resource Toolkit							X	X	X					
Develop dissemination plan for Toolkit							X	X	X					
Toolkit is implemented by Working Group									X	X	X	X	X	X
Finalize Toolkit and disseminate to PLP libraries; promote with media partners										X	X	X	X	X
Conduct final surveys with staff and patrons											X	X	X	X
Place final Toolkit on PLP website												X	X	X

ELEMENT6: BUDGET

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

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
1) PLP Director	$0	$7,800	$7,800
2) PLP Assistant Director	$0	$6,225	$6,225
3) 5 PLP News Literacy Working Group member librarians	$0	$19,500	$19,500
4) Community partner participation in focus groups	$0	$25,100	$25,100
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$0	$58,625	$58,625

Description:

1) PLP Director (.04 FTE) 75 hours @ $104 per hour = $7,800 for oversight, community connections and collaboration

2) PLP Assistant Director (.04 FTE): 75 hours x $83 per hour = $6,225 for coordination with News Literacy Working Group member librarians

3) Five PLP News Literacy Working Group member librarians (.002 FTE each; .14 FTE total): 5 each at 60 hours = 300 hours x $65/hour = $19,500 They will represent various libraries throughout PLP and work with PLP staff and Common Knowledge for convening focus groups, creating, testing and disseminating the News Literacy Toolkit.

4) Community partner participation in focus groups: Total $25,100 (see below) (217 hours; .1 FTE)

  Media partners 40 hours @ $120 per hour= $4800, 35 hours @ 100 per hour = $3500 Academic Partners:75 hours @ $120 per hour = $9000; 32 hours @ $100 per hour= $3,200

Nonprofit Partners: 35 hours @$60 per hour = $2,100. Other in-kind (donation of pamphlets, materials) $2,500.

  Source for estimations: http://blog.handsonsuburbanchicago.org/?p=201

Consultant Fees			
Contract with Common Knowledge for facilitation/content development	$43,680	$0	$43,680
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$43,680	$0	$43,680

Description:

We will work with Susan Clark and her team at Common Knowledge. Common Knowledge will assist in the following ways: collaborative creation of initial survey of PLP libraries to understand the need; use their extensive network for identifying community media partners for a regional meeting and facilitate the regional meeting between library staff and media partners; provide support and direction in facilitation of 3-4 focus groups of 15 people each to ensure a productive conversation, and assist in creation and distribution of the Toolkit.

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
Mileage for 50 people for regional meeting	$0	$750	$750
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$0	$750	$750

Description:

Mileage for 50 PLP Library Staff for regional meeting with library staff and media partners budgeted at $15/person

.535 mileage reimbursement x 28 miles per person = $15 per person x 50 people = $15 per person = $750

Budget Category	LSTA	Cash Match & In-Kind	Total
Supplies/Materials			
1) Handouts,supplies and working breakfast for one regional meeting	$300	$0	$300
2)Handouts, supplies,working breakfast for 3-4 focus group meetings	$360	$0	$360
3) Printed material for News Literacy Toolkit	$1,115	$0	$1,115
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0

	$0	$0	$0
Subtotal	$1,775	$0	$1,775

Description:

- Handouts, supplies, working breakfast for one regional meeting between PLP library staff and media outlets. $6 per person for 50 people: $6 x 50= $300

Handouts, supplies, food for 3-4 focus groups, 15 people per focus group. $6 per person. $6 x 60 = 360

- Printed material for News Literacy Toolkit (graphics, handouts, etc) at $26.54 per PLP library (including printing and mailing costs). $26.54 x 42 libraries = $1,115

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment ($5,000 or more per unit)			
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$0	$0	$0

Description:

Services			
		$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$0	$0	$0

Description:

Project Total	$45,455	$59,375	$104,830

Indirect Cost Rate Applied	10.0 % **Indirect Cost**		$4,545	$0	$4,545

Check one:

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

* please attach supporting documentation if required

Description: The Indirect supports the administration, accounting, and reporting of this grant.

	Grand Total	$50,000	$59,375	$109,375

ELEMENT 7: ATTACHMENTS
If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION
Check the Appropriate Library Type

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

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

A.   ☐   **An individual applicant that is CIPA compliant.**

The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B.   ☐   **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C.   ☒   **Not Subject to CIPA Requirements.**

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I have read and support this LSTA Grant Application.

Pacific Library Partnership   News Literacy Resource Toolkit
Library/Organization   **Project Name**

Carol Frost   CEO
Library Director Name   **Title**

Carol Frost   June 13, 2017
Library Director Signature   **Date**

Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, Executive Director
Subject: FY 2017/18 Innovation and Technology Opportunity Grants
Date: June 28, 2017

In FY 2016/17, the PLP Executive Committee allocated $150,080 for Innovation and Technology Opportunity Grant awards to eleven libraries. Below is a summary of the grant recipients and the award amounts.

Library	Project	Funding Awarded Per Grant
Berkeley	Learning by Doing: Easy PC-Building Workshop	$12,000
Burlingame	Get Lit: A Librarian-Curated Delivery Service	$4,200
Contra Costa	Discover & Go	$25,000
Contra Costa	Tinker Trucks	$11,000
Monterey County	Building Better Communities	$15,000
Oakland	Learning Lab through Self-Serve Library Laptops	$15,000
Palo Alto City	Positioning Libraries for the Virtual Future	$14,000
San Jose	Life Skills Academy	$11,920
San Mateo County	San Mateo County Libraries Learning Landscape	$15,000
Santa Clara City	Retro Tech: Self-Service Preservation…	$11,991
Santa Cruz	SCPL Super Wi-Fi Initiative	$9,319
		Total Awarded: $150,080

In the FY 2017/18 Proposed Budget, Systems Operations includes $217,578 for special projects and Innovation and Technology Opportunity Grants. Based on this, PLP could again allocate $150,000 towards the FY 2017/18 Innovation and Technology Opportunity Grants.

Upon the Committee's confirmation of the allocation, an announcement would go out mid-July to PLP member libraries. As in previous years, grant applications may not exceed $15,000 and will be due Friday, September 29, 2017.

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Analytics on Demand (AOD) Renewal**
Date: **June 28, 2017**

Background

At the January, 2016 PLP Executive Committee meeting, it was agreed that PLP would purchase Analytics on Demand for a 15-month subscription for $100,000 for the period of March 2016 to June 30, 2017. This included three applications, or apps: Marketing Action – Patrons, Marketing Action – Non-Patrons, and Patron Profiles.

At the August, 2016 meeting, it was agreed that PLP would purchase the eBook app for 13 libraries for $15,000 which allows libraries to import eBook user data.

Consideration of Renewal for FY 2017/18

Based on the discussion at the May 2017 meeting, quotes were obtained for renewal of AOD.

12 months + 3 months free (15 months total):	$117,750 ($9812.50/month)
An additional 3 months (18 months total):	$7500/month or $22,500
TOTAL for 18 months:	$140,250

This quote includes 5 apps – the four PLP currently has access to, as well as the newly developed Dashboard, which replaces paper reports with a visual business intelligence tool.

In the FY 2017/18 Proposed Budget, Systems Operations includes $217,578 for special projects and Innovation and Technology Opportunity Grants. Should the PLP Executive Committee choose to allocated $150,000 towards the Innovation and Technology Opportunity Grants, $67,578 of those funds would remain and could be applied towards the AOD renewal. Fund balance could be used to cover any remaining costs.

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **FY 2017/18 PLP Contract with PLS for Administrative Services**
Date: **June 28, 2017**

PLP contracts with the Peninsula Library System (PLS) for administrative oversight. During this fiscal year, the PLS Administrative Council directed staff to review administrative costs related to the agencies which it contracts with for services. The outside financial consultant hired for this review recommended that PLS discontinue the current cost-sharing model and move to a fee-for-service model. The proposed fee-for-service model needs further examination, and due to timing constraints, the PLS Administrative Council has approved a modified cost-sharing model for the Fiscal Year 2017/18 administrative contracts with PLP, NorthNet (NLS) and Califa. The modifications are as follows:

- Consistent overhead charges will be applied to all contracts. Previously, NLS had been charged 10%, Califa 5% and PLP was not charged overhead. In FY 2017/18, all agencies will be assessed 10% overhead.
- The fully loaded cost for the Assistant Director will be reflected in the PLP budget. The FY 2017/18 budget reflect nine months for this position to allow time for recruitment.
- The previous time tracking which has been done for the last two fiscal years has demonstrated little variance. The NLS contract has not reflected the true cost of administrative oversight, and PLS has been supplementing that cost. The FY 2017/18 NLS contract will increased to more accurately reflect actual time spent, and the PLP and Califa contracts will continue with the current cost-sharing.
- Full market rent will be applied to Califa, based on current rents at 2471 Flores and taking into account the use of common areas.

Accordingly, the PLS/PLP Contract for FY 2017/18 is $635,032.05, which reflects a $47,599.05 increase from the FY 2016/17 revised contract of $587,333. The FY 2017/18 contract reflects the following:

- Assistant Director at full cost (pro-rated to nine months)
- CEO at .6675
- $100,380 for the NLS contract, which reflects a $36,112 increase from the FY 2016/17 contract of $64,268
- 10% overhead of $55,366.55

It should also be noted that the City of San Mateo has passed a local ordinance effective January 1, 2019 where the minimum wage will be $15/hour, and effective January 1, 2020, that minimum wage will be $15 plus CPI. The PLS Salary Schedule includes several classifications with the first step at $13.25, and seven steps ending at $17.76. During FY 2017/18, the administrative staff will review these salary classifications to ensure the salaries will be within compliance of upcoming laws and consider any impaction which may occur as a result of any salary adjustments.

PLS/PLP CONTRACT
JULY 2017-JUNE 2018

Administration, Operation & Accounting
Oversee the action plan to institute strategic directions
Coordinate and staff Council Meetings
 * Prepare and distribute Council agenda packets & minutes
 * Make arrangements for Council meetings
 * Submit written reports to Council regarding PLP activities
 * Distribute legislative, LoC, and other State Library correspondence
Administer and evaluate system contracts
Prepare system Plan of Service in consultation with Council and oversee implementation
Prepare annual reports
Maintain rosters, directories
Pursue funding opportunities
Represent and advocate for PLP regionally & statewide
Explore cooperative purchasing opportunities with other systems or regions
Coordinate with member libraries for delivery needs
Monitor budget developed by Council Budget Committee
Purchasing/payments
Financial reporting
Invoicing
Prepare 1099s for contractors
Coordinate annual audit
Prepare annual statements of LAIF interest earned, Statement of Economic Interest,etc.
Provide monthly newsletter

Delivery $26,000.00
Provide delivery service to Silicon Valley Library members

STAFF	Total
(Full cost for Assistant Director and $100,380 NorthNet Cost)	
Chief Executive Officer .6675	$156,043.00
Assistant Director (9 months)	$132,481.50
Controller .225 FTE	$79,488.00
Office Manager .275 FTE	$54,915.00
Secretary .19375 FTE	$23,707.00
Office Assistant .15 FTE	$8,135.00
Accountant .0875 FTE	$14,437.00
Account Clerk .625 FTE	$6,269.00
Account Clerk .29125 FTE	$32,427.00
Database Manager/Building Manager .3 FTE	$45,763.00
TOTAL PLP Staff	**$553,665.50**
10% Overhead	$55,366.55
TOTAL PLS/PLP CONTRACT	**$635,032.05**

 **ADMIN BUDGET: $655,009
   DELIVERY BUDGET : $28,600 for SVLS

**FY 16/17 Contract: $533,690 Admin
                        $26,000 Delivery
        Total $559,690**

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **PLP FY 2017/18 Budget**
Date: **June 28, 2017**

Background
The purpose of this memo is to present to the PLP Executive Committee the PLP FY 2017/18 Budget for consideration and approval.

Budget Summary
Below are highlights of the PLP FY 2017/18 budget. The overall budget is $1,659,948, which reflects a 3% increase from last fiscal year.

Revenues:
- The $550,762 Participation Fees for PLP membership remain unchanged. The funds are distributed as $326,764 in the Administration Budget and $223,998 in System Operations which supports the Innovation and Technology Opportunity Grants.
- Other Agency revenue is up due to the increase in the NorthNet contract.
- CLSA funding is similar to last fiscal year.
- Federal Grants have increased $92,526 or 85% to $200,795 due to indirect for administration of grants for the California State Library.

Expenditures:
- The only significant increase from last year is Contractual Services, which reflects the increase in the PLS/PLP contract. This also includes the cost for the Assistant Director.
- Contractual Services in System Operations includes $217,578 for Innovation Grants and special projects.
- Travel/Meeting is up slightly due to anticipated costs associated with CEO and Assistant Director.
- Workshop expenses now include $3,000 for system training, as well as $8,000 for the PLP Staff Development Committee.

Operating Reserve:
- The Operating Reserve Fund is equal to three months of the operating costs. For Fiscal Year 2017/18, this will be $313,383.

Fund Balance:
- The PLP Fund Balance is estimated to be $900,000.

Grants
PLP has two multi-year CLSA grants reflected in the budget, which include the expansion of enki state-wide, and the development of a state-wide implementation of SimplyE. In addition, PLP has two Pitch-an-Idea LSTA grants for news literacy and student success library cards. Finally, PLP administers several state-wide grants, including Adult Literacy, Immigration, Networking, Veterans Connect, Rural Library Initiative, and the California Preservation Program.

PACIFIC LIBRARY PARTNERSHIP

Code	BUDGET SUMMARY	FY 16/17	FY 17/18		
	General fund only, no LSTA grant				
	REVENUES	**FY 16/17**	**FY 17/18**		
3661	Participation Fees	$550,762	$550,762	0%	
3601	Other Agencies	$135,654	$182,783	35%	BALIS, Northnet, Monterey Public and Pacific Grove
3510	Interest Income	$7,000	$12,000	71%	
3667	State Library-CLSA	$694,160	$705,608	2%	
3668	Federal Grant	$108,269	$200,795	85%	LSTA Indirect from last year
3663	Workshop Fees	$8,000	$8,000	0%	Staff Development and other workshops
3000	Fund Balance	$115,417			
	TOTAL	**$1,619,262**	**$1,659,948**	**3%**	
	EXPENDITURES				
4105	Health Benefits	$9,000	$9,000	0%	for BALIS retires
4212	Communication	$4,000	$5,000	25%	
4216	Mileage	$300	$300	0%	
4217	Equipment Maint.	$5,000	$4,800	-4%	Copier
4218	Printing	$4,000	$4,000	0%	
4219	Professional Services	$40,000	$40,000	0%	Audit, attorney fee, consultants
4220	Contractual Services	$1,488,792	$1,536,378	3%	PLS contract, Project Coordinator, Innovation grants
4230	Office Supplies	$5,600	$6,500	16%	
4233	Postage	$4,000	$5,500	38%	
4238	Library Books/Materials	$15,000		-100%	
4301	General Insurance	$3,000	$3,000	0%	
4302	Member fees/dues	$19,420	$19,920	3%	
4303	Travel/meeting	$8,000	$9,500	19%	
4304	Education & training	$800	$800	0%	
4305	Subscriptions	$500	$500	0%	
4373	Service Fees	$500	$400	-20%	
4434	Workshop Expenses	$8,000	$11,000	38%	
4567	Computer Equipment	$2,500	$2,500	0%	PC & Software
4441	Lease Equipment	$850	$850	0%	postage meter
			$0		
	TOTAL	**$1,619,262**	**$1,659,948**	**3%**	
	Operating Reserve		$313,383		
	C&D Reserve	$32,000			
	Fund Balance	$1,070,042	$900,000	estimated	
	Total Reserves & Fund	**$1,102,042**	**$1,213,383**		
	Balance				

PACIFIC LIBRARY PARTNERSHIP

Code	BUDGET SUMMARY				
	General fund only, no LSTA grant				
Code	REVENUES	**Admin**	**CLSA C&D**	**System Operation**	**TOTAL**
3661	Participation Fees	$326,764		$223,998	$550,762
3601	Other Agencies	$180,783	$2,000		$182,783
3510	Interest Income			$12,000	$12,000
3667	State Library-CLSA	$148,860	$556,748		$705,608
3668	Federal Grant	$200,795			$200,795
3663	Workshop Fees			$8,000	$8,000
3000	Fund Balance				$0
	TOTAL	**$857,202**	**$558,748**	**$243,998**	**$1,659,948**
	EXPENDITURES				
4105	Health Benefits	$9,000			$9,000
4212	Communication		$5,000		$5,000
4216	Mileage	$300			$300
4217	Equipment Maint.	$4,800			$4,800
4218	Printing	$4,000			$4,000
4219	Professional Services	$40,000			$40,000
4220	Contractual Services	$772,552	$546,248	$217,578	$1,536,378
4230	Office Supplies	$4,500	$2,000		$6,500
4233	Postage		$5,500		$5,500
4301	General Insurance	$3,000			$3,000
4302	Member fees/dues	$4,500		$15,420	$19,920
4303	Travel/meeting	$9,500			$9,500
4304	Education & training	$800			$800
4305	Subscriptions	$500			$500
4373	Service Fees	$400			$400
4434	Workshop Expenses			$11,000	$11,000
4567	Computer Equipment	$2,500			$2,500
4441	Lease Equipment	$850			$850
					$0
	TOTAL	**$857,202**	**$558,748**	**$243,998**	**$1,659,948**

ADMINISTRATION

Code	Revenues	FY 16/17	FY 17/18	
3661	Participation Fees	$425,759	$326,764	
3601	Other Agencies	$133,654	$9,000	BALIS for Retirees $9,000
			$171,783	NorthNet Admin Contract
3668	State Grant-CLSA	$138,832	$139,187	
	State Grant-CLSA		$9,673	CLSA indirect from SimplyE and Shared eBook with Library Owned Content grants
3668	Federal Grant	$108,269	$200,795	Grant-indirect from last year
	Total Revenues	**$806,514**	**$857,202**	
	Expenditures			
4105	Health benefits	$9,000	$9,000	BALIS retirees-pay from BALIS Reserves
4216	Mileage	$300	$300	
4217	Equipment Maintenance	$5,000	$4,800	copier, MIP Accounting
4218	Printing	$4,000	$4,000	directory, letterhead
4219	Professional services	$40,000	$40,000	attorney fees, consultants, audit
4220	Contractual Services	$709,564	$772,552	PLS Contract $655,009
				Coordinator for Northnet $55,000
				Other special services $62,543
4238	Library Books/Materials	$15,000		Gale -Analytics On Demand
4230	Office supplies	$3,500	$4,500	
4301	General Insurance	$3,000	$3,000	board liability insurance
4302	Member fees/dues	$4,000	$4,500	CLA,ALA , Baynet & other
4303	Travel/meeting	$8,000	$9,500	board, ALA, CLA
4304	Education & training	$800	$800	
4305	Subscriptions	$500	$500	
4373	Service Fees	$500	$400	credit card fees, bank fees
4567	Computer Equipment	$2,500	$2,500	PC, software
4585	Lease Equipment	$850	$850	Postage meter
	Total	**$806,514**	**$857,202**	

CLSA COMMUNICATIONS & DELIVERY

Code	REVENUES		FY 16/17	FY 17/18	
3601	Other Agencies		$2,000	$2,000	extra delivery for MOBAC
3667	State Library-CLSA		$555,328	$556,748	
	TOTAL		**$557,328**	**$558,748**	
	EXPENDITURES				
4212	Communication		$4,000	$5,000	
4230	Office Supplies		$2,100	$2,000	delivery tags/labels
4233	Postage		$4,000	$5,500	
4220	Contractual Services-Delivery		**$280,243**	**$546,248**	
	BALIS	$55,000			
	MOBAC	$58,000			
	PLS	$58,000			
	SVLS	$28,600			
	CLSA Unallocated C&D Fund	**$346,648**			
	TOTAL		**$290,343**	**$558,748**	

SYSTEM OPERATION/COMMITTEE SUPPORT

Code	REVENUES	FY 16/17	FY 17/18	
3663	Workshop Fees	$8,000	$8,000	
3661	Participation Fees	$125,003	$223,998	
3510	Interest Income	$7,000	$12,000	
3000	Fund Balance	$83,417		
	TOTAL	**$223,420**	**$243,998**	
4220	Contractual services	**$200,000**	**$217,578**	**Special projects/innovation grants**
4302	Membership Fees	$15,420	$15,420	Califa membership for members
4434	Workshop Expenses	$8,000	$11,000	Staff Development and workshops
	TOTAL	**$223,420**	**$243,998**	

GRANTS

CLSA Grant SimplyE Year 2

		FY 17/18
Code	REVENUES	
3667	State Library-CLSA	**$100,000**
	EXPENDITURES	
4220	Contractual services	**$100,000**

CLSA Grant Shared eBook Platform with
Library Owned Content Year 2

Code	REVENUES	
3667	State Library-CLSA	**$120,000**
	EXPENDITURES	
4220	Contractual services	**$120,000**

**System Information
FY 2017/18**

System Name: Pacific Library Partnership			
Director: Carol Frost	Email: frost@plpinfo.org		
Address: 2471 Flores Street	City: San Mateo	State: CA	Zip: 94403
Phone: (650) 349-5538	Fax: (650) 349-5089		

System Chair for FY 2017/18 (if known): Gerry Garzon	Fiscal Agent:

Date approved by Administrative Council:

 x	
Signature of System Administrative Chair for FY 2016-17	Date
 Print Name: Jane Chisaki	

Demographics of System Service Area
System Population Profile, FY 2017/18

Total Population of System Service Area: 6,653,240 [a]

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged [b] (Below poverty level)	740,701	11.13%
Institutionalized [c]	47,421	0.71%
Aged (65+) [d]	762,331	11.46%
Children & Youth: • Under 5	393,193	5.91%
• 5 to 9	391,049	5.88%
• 10 to 14	368,436	5.54%
• 15 to 19	389,570	5.86%
Handicapped [e]	543,773	8.17%
Speakers of limited English or English as a Second Language [f]	2,167,082	32.57%
Non-English Speaking [g]	1,180,198	17.74%
Ethnicity [h] • Black	385,111	5.79%
• Hispanic	1,701,813	25.58%
• Asian	1,643,115	24.70%
• Native American	34,334	0.52%
• Other (specify)	534,750	8.04%
Geographically Isolated [i]	132,045	1.98%
Functionally Illiterate [j]	1,065,144	16.01%
Shut-In [k]	22,3866	3.36%

List source(s) of this data:

[a] Total Population - American Fact Finder/2011-2015 American Community Survey, Demographic and Housing Estimates (DP05)

[b] Economically Disadvantaged - 2010-2014 American Community Survey 5-Year Estimates

[c] Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)

[d] Age Demographics - 2009-2013 American Community Survey, Demographic and Housing Estimates (DP05)

[e] Handicapped - 2009-2013 American Community Survey, Disability Characteristics (S1810)

[f] Speakers of Limited English - 2009-2013 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

2

g Non-English Speaking - 2010-2014 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/ 2009-2013 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.

SYSTEM NAME: **Pacific Library Partnership**

(a) Personnel (Attach job descriptions)

Classification	FTE/No. of Positions	Salary	Benefits	Total
Chief Executive Officer (partial cost)	/.67	$ 139,187	$	$ 139,187
	/	$	$	$
	/	$	$	$
	/	$	$	$
Total (a):	/	$	$	$ **139,187**

(b) Operations

1. Office Supplies	$ 2,000
2. Duplication/Photocopy	$
3. Travel	$
4. Training	$
5. e-Resources	$ 264,005

(b) Operations (continued)

6. Contract Services (specify)	$ 280,243
Delivery services for PLP member	
7. Telecommunications (specify)	$ 5,000
Telephones & fax	
8. Indirect Costs/Fiscal Agent Fee (provide description of services received) **Do Not Include System Indirect (pc&e)**	$
9. Other: (specify)	$ 5,500
Postage	
Total (b):	$ **556,748**

(c) Capital Outlay

Equipment (specify)	$
Equipment Replacement Revolving Fund	$
Total (c):	$

(d) Anticipated Current (2017/18) Year-end Balance in the Equipment Revolving Fund $ 125,000

Total of (a), (b), (c): $ 695,935

P 36

4

2017/18 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	556,748
Equipment	
Service Program Sub-total	556,748
System Administration (PC&E)[1]	139,187
TOTAL	695,935

[1]Must not exceed System Administrative (PC&E) total

Funding for Communications and Delivery – FY 2017/18

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	2,999,500	5,500	3,005,000
b. Non-public libraries in System area	42,000	3,000	45,000
TOTAL	3,041,5000	8,500	3,050,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			6
d. Frequency/schedule of physical delivery service			3-5 days

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
1%	%	70%	28.9%	.1%

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

f. Estimated total number of e-resources to be used (circulated/ downloaded/streamed, etc.) by residents of System member libraries	64,611 (enki)
g. Percentage of CLSA funds to be spent on e-resources?	38%
h. Estimated number of training events to be presented using C&D Operations funds	NA
i. Estimated number of training events to be presented using System Administration funds	NA

6

j. Percentage of CLSA funds to be used for Broadband technology improvements	0%

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

PLP libraries benefitting from Broadband improvements are using local funds for improvements.

Section 2

1. Briefly describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

   This funding will be used primarily to support resource sharing by moving materials within PLP from location to location. PLP member libraries continue to place the highest value and priority on the delivery of materials. When PLP libraries were surveyed, the delivery of materials was the unanimous first priority for the use of Systems funds. 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 receives a subsidy commensurate with their CLSA allocation.

   In addition to the delivery, some of the CLSA FY 2016/17 funds were used to purchase annual subscription to Enki for access to additional eBooks. This augments the current platforms used, and supports the communities' continued request for eBooks. Due to the additional CLSA funds in FY 2016/17, $119,642 was used to support broadband connectivity and for the future development of the SimplyE app for eResources.

   In FY 2017/18, the primary use of CLSA funds will be to support delivery. As demand for eResources continue, funds may be used to purchase an annual Enki subscription. No funds are anticipated to be used to support broadband connectivity.

2. Describe your current delivery model. How has it changed from last year? Will you 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 delivery using PLS-employed staff consisting of three drivers, sorting staff and 3 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) contract with PLS for delivery service for a driver and van 2 days per week. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2

jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy. In FY 2016/17, PLS added an automated materials handling system (AMHS) to its central sort location in order to increase efficiencies with the delivery.

3. What is the estimated average cost (including library and system staff time) to move one item in the region?

   The cost is estimated at $0.21 per item.

4. 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 $443,447 in local funds to support 5-day delivery. This increase is due to PLS adding an automated materials handling system (AMHS) to its central sort location. The cost of the AMHS is being divided between some CLSA funds and individual libraries. Two MOBAC member libraries also provide local funds for increased delivery. Many PLP members use local funds for ILL services such as LinkPlus. In the last three fiscal years, many PLP libraries have been joining CalREN using a combination of local funds and funds from the state-wide CENIC grants. It is anticipated that PLP libraries planning to connect to the CalREN network in FY 2017/18 will use a combination local funds and CENIC grant funds from the previous round of grants.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

   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. PLP will continue delivery of de-accessioned material to the Internet Archive warehouse in Richmond, in response to demand of member libraries.

   As more PLP libraries join CENIC, PLP will work with member libraries to review and propose solutions for hardware needs in order to take advantage of the full benefits of the increase bandwidth.

8

Future Plans for Cooperative System

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

On July 1, 2016 Carol Frost was appointed the Acting Director of PLP, with the departure of Susan Hildreth. In January 2017, Carol assumed the role of PLP Chief Executive Officer. The CFO, Donna Truong, will be retiring in June, 2017. The position will become a Controller, and a recruitment is underway. In FY 2017/18, PLP will also be recruiting for an Assistant Director. FY 2017/18 will be a year of transition for the organization.

The structured PLP membership dues provide stable funding for PLP and supports the strategic priorities of the system. In FY 2016/17, PLP established a reserve policy which will ensure safeguards for the organization.

During FY 2015/16, services and activities for the near future were developed, including updated priorities and directions to the original strategic plan, "Meeting the Challenge," which was created in 2010. The strategic planning process included participation by all member libraries in three regional workshops. This planning process reassessed and evaluated how PLP can best provide added-value services to its members. Three workshops were held throughout PLP using the discussion framework that was developed by the Southern California Library Cooperative and used in several other CLSA systems. The resulting strategic plan was presented at the PLP annual meeting in May 2016, and outlines eight service priorities. During the upcoming year, the following initiatives will support these priorities:

Staff training and professional development: PLP is continuing to offer two one-year management development programs: the Library Leadership Council for Executive Managers and the Library Middle Managers Professional Development Program. The long-standing Staff Development Committee, provides an annual fall conference and spring workshops that address staff needs and interests.

Shared eResource Search Platform for Convenient Access: As libraries continue to collect and share eResources, there is a recognition of a critical need for a tool which allows patrons to access all eResources from one app, which is not tied to any one vendor. PLP has allocated CLSA funds to augment the state-wide money for development of the SimplyE eBook app which will fill this void.

Access to Professional Expertise/Consultants: This is an area that can be very impactful for member libraries. There are some short-term services that we can provide – identifying consultants and other sources of professional expertise, with customer evaluations, and making them easily available to member libraries through contracts. There are three significant longer-term projects:
- Develop system support for all aspects of world language materials – selecting, purchasing, cataloging, processing and sharing. Staff needs to research this service and determine how best to provide this.
- Develop a cadre of consultants/practitioner who can provide marketing expertise for member libraries to address system and/or local member communication needs.

9

- Provide a possible temporary assistance pool of library assistants and librarians to fulfill short-term or temporary staffing needs of member libraries. Again, a fairly significant project that must have a business plan to succeed but can be developed with member knowledge and insights.

The potential of PLP as a start-up or beta site for the development of complex or expensive activities or services and/or PLP as the host for application development in the digital environment are activities that are well-suited to PLP's flexibility and entrepreneurship.

Models for Community Engagement: 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.

Knowledge Platform/Document Repository: This need has been identified by a number of regional systems. The Black Gold Library System is hosting a pilot site, "CLSA Knowledge Base," http://clsainfo.org/, and PLP will support this financially as well as through sharing policies, procedures and best practices. We hope all California libraries continue to use this in so that is becomes an essential go-to repository.

Grants

In FY 2016/17 PLP was awarded a CSL Pitch-An-Idea grant for the **"Student Success Initiative,"** in collaboration with NLS. Eleven pilot PLP and NLS libraries began development of various models to develop formal relationships with schools for student card initiatives and to document best practices to share with all our members and the field. This project was so successful that in FY 2017/18 PLP is writing a state-wide grant to expand this even further. We have received support from the California Department of Education and hope to extend support regionally.

In FY 2017/18, PLP was invited to move forward with at CLA Pitch-An-Idea grant for "**News Literacy Information Campaign,**" which develops a social media campaign about news literacy, as well as a toolkit for librarians in developing their own programs.

10

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Discussion Regarding Use of the Remaining CLSA Funds**
Date: **June 28, 2017**

Background

At the June 2017 PLP Executive Committee meeting, it was requested that a list of the last five years of CLSA funding be provided. Below is that information:

> 2017/18: $695,935
> 2016/17: $694,160 (original allocation of $360,429 and additional allocation of $333,371)
> 2015/16: $360,102
> 2014/15: $548,748 (original allocation $357,735, and additional allocation of $191,013
> 2013/14: $353,263
> 2012/13: $350,618
> Total: $3,002,826

Allocation of FY 2017/18 Funds

For FY 2017/18, the detailed budget is due to the California State Library on September 1, 2017. PLP has three years from receipt of funds to expend the funds. The FY 16/17 funds must be expended by June 30, 2019, and the FY 2017/18 funds must be expended by June 30, 2020.

> FY 2017/18
> $139,187   System Administration funds (salaries)
> $292,743   Delivery, telecommunications, postage, supplies
> **$264,005**   **eResources (unallocated)**

PLP has the following unexpended CLSB funds from FY 2016/17:

> **$75,285**   **remaining unallocated funds**
> $100,000   allocation of funds for SimplyE (not expended)

Potential initiatives for funding are listed below.

enki: PLP has previously used C&D funds for an annual system-wide subscription to enki. Of note is $200,000 of additional content currently being purchased to enhance the enki collection. **Cost: $100,000**

SimplyE: Through a state-wide grant, six pilot libraries throughout California will be deploying the SimplyE eBook app during the next several months. Califa is overseeing the implementation. Single library pricing is currently based on cost recovery for setup and hosting/maintenance at a flat rate of $3,000 for FY 2017/18, taking grant funding into consideration. Califa has developed special pricing for PLP, with the assumption that PLP will also purchase enki. The $50,000 will allow each PLP library to create its own SimplyE subscription so that all their possible platforms are streamed into the app. Since it will take time for each library to connect, the yearly subscription begins once a library is fully deployed on the SimplyE app. Because of the inherent issue of creating 33 staggered subscriptions, the cost will include at most two years from when a library is connected, to June 30, 2019, which is essentially a two-year subscription. **Cost: $50,000**

Digitization: Several of the other system cooperatives are using CLSA for digitization projects. SCLS is purchasing scanners to digitize material through digi-labs, where one will be in a fixed location and one will rotate. Inland is purchasing a digitization device which is being rotated among the system. Black Gold received a local history digitization grant, and has created a site for their photos, http://www.luna.blackgold.org/luna/servlet . Although this was paid for through a grant, this would be allowable. PLS may consider some project which would support the development or sharing of digital content.

Shared eContent: The State Library defines shared e-content as any 2 or more members of a library system sharing access to or costs for e-content. As an alternative use for these CLSA funds in FY 17/18, PLP as a system could identify an e-content provider that all or most of the member libraries either were subscribing to with local funds and/or wished to subscribe to using CLSA funds. The member engagement in such an initiative could save members local funds to reallocate for other purposes.

Provide money back to systems for allowable use: A disbursement of funds could be given to each jurisdiction to offset costs of allowable expenditures within the definition of Communications and Delivery. Such costs would include ILL/Link+, eMaterials, delivery costs not covered by initial CLSA funds, or for Broadband needs (hardware and networking costs).

Future Potential Allocation

At the last California Library Services Board meeting, the Board approved updated language for Communications and Delivery which include subscription tools which support the assessment of system-wide services to allow libraries to respond to the changing needs of their communities. The language must now go through the approval channel of the state, and at this time there is no update on when that process may be completed. The California State Library's interpretation of this includes subscriptions such as Analytics on Demand.

Pacific Library Partnership

To: PLP Executive Committee

From: Jane Light

Subject: 2017 PLP Professional Development Programs

Date: June 28, 2017

The two programs have each met five times and will continue meeting through 2017. Each person hosts a meeting and provides a tour of their library. PLP hosts a listserv for each group.

The Library Leadership Program for executives has nine participants, four directors and five assistants/deputies. The goals of the program are to increase participants' tool kits for problem solving as well as to build and strengthen their networks.

At each meeting a participant presents an issue or problem with background, context, and possible actions. The group discusses the issues and possible actions in depth. Often guests come for part of the day to share their experiences and engage in discussion. Guests have included Sally Reed, Debra Figone, and Susan Hildreth.

The middle management group has thirteen participants. It focuses on management skills. Often participants have had little or no management coursework in their MLIS programs. Each person selects a topic to research, present, and then lead a discussion. Topics have included managing up, project management, and storytelling for advocacy. Guests have included Derek Wolfgram, Susan Nemetz, and Dawn Merkes. Meetings include time for networking and general discussion.

PLP's net costs for the two 2017 programs is estimated to be $10,000. Total program costs will be about $32,000 and revenue from participant fees will be about $22,000.

Pacific Library Partnership

FY 2017/18 PLP Executive Committee Meeting Schedule

Wednesday, June 28, 2017, 10 a.m. (call-in meeting)

Friday, October 20, 2017, 1 p.m.

Wednesday, January 31, 2018, 10 a.m.

Friday, May 4, 2018, at the conclusion of the PLP Annual Director's Meeting