

PLP Executive Committee Agenda
PLP Office - Upstairs Conference Room
2471 Flores Street, San Mateo, CA 94403
June 13, 2018
3:00 p.m.

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

- | | |
|---|-----------------------|
| I. Adoption of the Agenda (Action Item) | Murphy |
| II. Old Business | |
| A. Approval of the May 4, 2018 Minutes (Action Item) | Murphy Attachment 1 |
| B. Draft Minutes of the May 4, 2018 Administrative Council Minutes (for information only) | Murphy Attachment 2 |
| C. LSTA Statewide Grant: Statewide Student Success Initiative (Action Item) | Frost Attachment 3 |
| D. LSTA Pitch an Idea Regional Grant: Career Visioning for New Adults in Rural California (Action Item) | Frost Attachment 4 |
| E. LSTA Pitch an Idea Local Grant: Cybersecurity Training for Teens Using Minecraft (Action Item) | Alvarez Attachment 5 |
| F. Review of new PLP website | Frost |
| III. New Business | |
| A. PLP Membership Changes | Frost Attachment 6 |
| B. Update on Funding Requests for PLP Support for Staff Development Initiatives and Activities | Alvarez |
| C. PLP Strategic Priorities | Frost |
| D. Acceptance of PLP FY 2018/19 CLSA Plan of Service (Action Item) | Frost Attachment 7 |
| E. Finance | |
| 1. Approval of PLP/PLS FY 2018/19 Contract (Action Item) | Frost Attachment 8 |
| 2. Approval of PLP FY 2018/19 Budget (Action Item) | Yon Attachment 9 |
| F. PLP Correspondence regarding CLSA Regulatory Language | Frost Attachment 10 |
| G. PLP Executive Committee Meeting Schedule | Alvarez Attachment 11 |

IV. Reports

- | | |
|---------------------------|--------|
| A. PLP President's Report | Murphy |
| B. PLP CEO's Report | Frost |
| C. State Library Report | Coles |

V. Agenda Building for Next Meeting

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

VII. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

California State Library, 900 N Street, Sacramento, CA 95814
Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010
Monterey County Free Library, 188 Seaside Circle, Marina, CA 93933
Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
PLP Office, 2471 Flores Street, San Mateo, California 94403
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
Santa Cruz Public Libraries, 117 Union St., Santa Cruz, CA 95060



Pacific Library Partnership

PLP Executive Committee Minutes

Friday, May 4, 2018

Santa Clara City Library
Northside Branch Library
695 Moreland Way
Santa Clara, CA 95054

Committee:

President Heidi Murphy
Rosanne Macek
Brad McCulley
Susan Nemitz
Derek Wolfram
Monique Ziesenhenn

System Staff:

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

Additional Directors

Cindy Chadwick
Cynthia Bojorquez
Hilary Keith
Inga Waite

The meeting was called to order at 1:15pm by President Murphy.

I. Adoption of the Agenda

The Agenda was adopted as presented (M/S Ziesenhenn/Wolfram)

II. Old Business

A. Approval of the January 31, 2018 Minutes (Action Item)

B. Approval of the March 6, 2018 Minutes (Action Item)

A motion to approve both sets of Minutes as presented was made and both sets were accepted.
(M/S Wolfram/Ziesenhenn)

C. PLP Sponsored Regional Networking Events Updates

The Committee discussed the event planning in progress. Currently there are events being planned by BALIS, PLS, and SVLS, with goals of setting dates for the fall.

D. Finance

1. Acceptance of PLP FY 2016/17 Audit (Action Item)

Controller Yon presented and reviewed the Audit (Attachment 3) in detail to the Committee. The audit was accepted as presented. (M/S McCulley/Wolfram)

III. New Business

A. Discussion and Allocation of Use of CLSA funds (Action Item)

CEO Frost presented the memo on Allocation of CLSA funds (Attachment 4) and reviewed it in detail. The Committee discussed the ideas presented for funding. A director inquired about whether PLP should look into funding Proquest as a response to the new statewide databases K-12 schools. There were questions surrounding Zinio and whether there would be a startup cost. The Committee also discussed the sustainability of an allocation for any system-wide purchases.



Since the contract for Analytics on Demand ends in December, the Committee expressed interest in holding back funds should they choose to renew the contract in part or in whole again, once the regulatory language has been adopted and CLSA funds can be used for this. There was also discussion about allocating funds in a prudent way which would not disappoint libraries should a future allocation be less than this allocation. The Committee agreed that enki will not be renewed for the public libraries, and that an allocation of funds should be distributed to the libraries with a menu of items for libraries to choose from, including:

- enki
- Bibliotheca's CloudLibrary (to either join or add to the consortia collection)
- Link + (for new and existing customers, including the software and delivery costs)
- Overdrive (only the 14 PLP libraries who are able to purchase items in a shared setting are eligible)
- Broadband/Networking costs
- the MOBAC Special Project Study for a Shared ILS

A motion was made to allocate \$200,000 of the 2017/18 CLSA funds to PLP public libraries based on PLP's funding formula, reserving all other CLSA funds for future allocations and creating a menu of options for PLP libraries to choose from including enki, Bibliotheca's CloudLibrary, Link +, Overdrive, Broadband/Networking and the MOBAC Special Project Study for a Shared ILS. The motion passed. (M/S Nemitz/Wolfgang)

B. PLP FY 2018/19 CLSA Plan of Service Review

The draft CLSA Plan of Service was reviewed by Frost in detail. The draft will be updated based on the motion to allocate funding for a menu of service options to be expended independently by the libraries. The revised draft will be brought back to the Committee in June for approval.

C. Finance

1. PLP/PLS FY 2018/19 Contract Review

The draft PLP/PLS contract was reviewed in detail by Frost (Attachment 5) and highlights were discussed. The draft contract will be placed on the June agenda as an action item for approval.

2. PLP FY 2018/19 Draft Budget Discussion

Controller Yon presented the Draft FY 2018/19 budget in detail. Some adjustments were made to this budget in an attempt to represent ongoing fiscal decisions which previously had been made mid-year. The draft budget will be revised based on the decisions made during this meeting and an updated budget will be presented at the June meeting for approval.

D. FY 2018/19 PLP Executive Committee Meeting Schedule

The draft dates will be reviewed again at the next meeting.

- June 13th – 3pm. call-in meeting
- October 19
- January 30
- May 10

IV. Reports

A. State Library Report

The State Library Report will be presented separately in writing.

B. PLP President's Report

There was no additional report

C. PLP CEO's Report

CEO Frost shared an update on Califa's transition away from PLS. She reported that Heidi Murphy and Brad McCully attended the April CLSB meeting and provided public comment on the letter that PLP submitted about the draft regulatory language. The CSLB voted in favor of all the items outlined in the letter. The PLP website redesign is in progress. The Spring Fling workshops offered by PLP were successful and received positive feedback.

V. Agenda Building and Location for Next Meeting

The next meeting will be a call-in meeting. Existing members as well as the incoming members will be invited. The Committee reviewed the voting protocol for that meeting, where the incumbent members will vote, and the incoming members will participate but not vote. This allows them to be aware of the budget as they come in to their terms.

- PLP LSTA Grant Applications
- PLP FY 2018/19 CLSA Plan of Service
- PLP/PLS FY 2018/19 Contract
- PLP FY 2018/19 Budget
- PLP Executive Committee Meeting Schedule

VI. Public Comment – There was no public comment.

VII. Adjournment

Meeting was adjourned at 2:57 pm



Pacific Library Partnership

PLP Administrative Council Annual Meeting Minutes Friday, May 4, 2018 9:30-12:15

Santa Clara City Library - Northside Branch Library
695 Moreland Way
Santa Clara, CA 95054

Administrative Council Members:

Cindy Chadwick	Alameda County Library
Jane Chisaki	Alameda Free Library
Brad McCulley	Burlingame Public Library
Melinda Cervantes	Contra Costa County Library
Jessica Diaz	Daly City Public Library
Tamera LeBeau	Livermore Public Library
Ryan Baker	Los Gatos Public Library
Susan Holmer	Menlo Park Library
Chris Ricker	Monterey County Free Library
Inga Waite	Monterey Public Library
Jamie Turbak	Oakland Public Library
Scott Bauer	Pacific Grove Public Library
Monique Ziesenhenne	Palo Alto City Library
Heidi Murphy	Pleasanton Public Library
Derek Wolfgram	Redwood City Public Library
Katy Curl	Richmond Public Library
Cary Ann Siegfried	Salinas Public Library
Tim Wallace	San Bruno Public Library
Tom Fortin	San Francisco Public Library
Jean Herriges	San Jose Public Library
Nicole Pasini	San Mateo County Library
Ben Ocon	San Mateo Public Library
Paul Sims	Santa Clara City Library
Gail Mason	Santa Clara County Library
Susan Nemitz	Santa Cruz Public Library
Adam Elsholz	South San Francisco Public Library
Cynthia Bojorquez	Sunnyvale Public Library

Others Present:

Carol Frost	PLP
Yemila Alvarez	PLP
Andrew Yon	PLP
Wendy Cao	PLP
Jane Light	PLP
Janet Coles	California State Library
Marlon Romero	Alameda Free Library
Megan Wong	Burlingame Public Library

Dan Lou	Palo Alto City Library
Yu Tao	Pleasanton Public Library
Cheryl Lee	Santa Clara City Library
Justin Wasterlain	Santa Clara City Library
Sally Lehrman	The Trust Project

The meeting was called to order at 10:01 am by President Murphy.

I. Adoption of Agenda

The Agenda was adopted as distributed (M/S LeBeau/Ziesenhenné)

Old Business

II. Approval of May 12, 2017 Minutes (Action Item)

Minutes were approved as distributed (M/S Wolfram/Cervantes)

III. Presentations

- *PLP Middle Manager Professional Development Groups with Participant Perspective given by Jane Light, Program Facilitator and Cheryl Lee, Santa Clara City Library*
 - Jane Light and Cheryl Lee presented on the Middle Manager Professional Development program, discussing how it is a great experience for new managers and elevates up-and-comers in the organization. Topics discussed include courageous conversations, managing up, culture of getting to yes, self-care, measuring impact, design thinking and connecting with the community. Highlights were shared and there was gratitude to the PLP libraries on allowing tours and sharing insights. There was discussion of inviting the alumni for lunch and having a reunion of all the groups at another time to give a chance for individuals to catch up and network.
- *PLP Innovation and Technology Opportunity Grants given by Dan Lou, Palo Alto City Library and Megan Wong, Burlingame Public Library*
 - Palo Alto mentioned that they have been fortunate to receive a few grants, but this was one of the favorites. Directors were invited to attend their August 31st event looking at futures in libraries and to showcase innovative grants that have been executed at PLP locations. Palo Alto shared a video about the grant they received and demonstrated Dewey, the robot. Burlingame Library presented on the Get Lit project and how curating materials for their members has been a successful endeavor
- *PLP Student Success LSTA Grant, Yemila Alvarez, PLP and Nicole Pasini, San Mateo County Library*
 - PLP presented on the Student Success Initiative and progress over the last two grant periods. Pasini from PLS presented on the PLS participation in the initiative. SMCOL mentioned they are grateful for the initiative because it pushed them to build these relationships which they may not have done otherwise.
- *PLP News Literacy LSTA Grant given by Justin Wasterlain, Santa Clara City Library*
 - Santa Clara City Library presented on the News Literacy project, mentioning it aims to package for libraries various approaches to news literacy as neutral parties. Wasterlain shared out the tools that have been

created. There were questions about when the toolkit will be available for distribution and participants were encouraged to reach out to members of the News Literacy working group.

IV. Reports

A. PLP Presence at National Legislative Day in Washington, D.C. on May 7-8, 2018

Assistant Director Alvarez presented plans for National Library Legislative Day and announced that the PLP Executive Committee will send two Directors (McCulley and Addleman), and the PLP Assistant Director, Alvarez, to Washington D.C. for the event. In addition, Cervantes, Ziesenhenne and Goyal will be attending. Meeting participants were asked to submit stories for sharing to the NLLD attendees.

B. State Library Report

Janet Coles, Assistant Bureau Chief from the Library Development Services Bureau at the California State Library presented her report. Initiatives mentioned included: Sensational Storytime; Playmobile; California Listens; California Wildfire Story project; Statewide Library Literacy Coordinators conference; Early Learning with Families; Harwood Public Innovators Lab; Pitch-an-Idea; PLSEP; and the Rural Library Initiative. A written report will also be submitted.

V. PLP CEO

CEO Frost presented her report, and mentioned new staffing at PLP including Controller Yon and Assistant Director Alvarez; PLP has submitted three LSTA grant proposals: a local Pitch-An-Idea grant entitled Cybersecurity Training for Youth Using Minecraft; a regional proposal with other systems called Career Visioning for New Adults in Rural California; and the Statewide Student Success Initiative grant. She also discussed CLSA Funds, Simply E, Enki, development of a new website for PLP, regional networking meetings being developed for Boards/Commissioners/Friends, and 3d printers available to PLP members.

VI. New Business

A. Adopt ULC Statement on Race and Equity

The ULC statement on race and equity was presented and brought forward for discussion on whether PLP should sign on. There was brief discussion about other equity statements and initiatives that are out there. A motion to accept and sign-on to the statement was made and the statement was adopted (M/S Cervantes/McCulley).

B. Recognition of Retiring Executive Committee Members

President Murphy presented the recognition documents for Luis Herrera, Gerry Garzon, and read the statement honoring Rosanne Macek, who was present.

C. Election of FY 2018/19 Executive Committee and Officers

The slate was presented for approval. A motion was made and passed to approve the slate of candidates as presented (M/S Cervantes/?).

Featured Presentation: Sally Lehrman, Director of the Trust Project and Journalism Program, Markkula Center for Applied Ethics at Santa Clara University

Sally Lehrman presented on misinformation vs. high-quality journalism and the Trust Project, the concept of which is to flip algorithms so that they bring high-quality news to the top instead of clickbait. A hands-on workshop with members of the council followed the presentation.

VII. Public Comment – There was no public comment.

VIII. Adjournment

Meeting was adjourned at 12:30pm.

DRAFT

CALIFORNIA STATE LIBRARY

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FISCAL YEAR 2018/2019

STATEWIDE GRANT APPLICATION

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

Applicant Information

- | | |
|--|---|
| <p>1. Library/Organization
Pacific Library Partnership</p> <p>3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
Pacific Library Partnership</p> <p>4. Project Coordinator Name
Carol Frost</p> <p>6. Email Address
frost@plpinfo.org</p> <p>8. Mailing Address
2471 Flores Street</p> | <p>2. Library's DUNS Number
830926072</p> <p>5. Project Coordinator Title
CEO</p> <p>7. Business Phone Number
650-349-5538</p> |
|--|---|
- | | | |
|----------------------------------|----------------------------|-----------------------------|
| <p>City
San Mateo</p> | <p>State
CA</p> | <p>Zip
94403</p> |
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Project Information

- 9. Project Title** Statewide Student Success Initiative
- 10. LSTA Funds Requested** \$149,674
- 11. Cash Match & In-Kind** \$467,000
- 12. Total Project Cost** \$616,674
- 13. California's LSTA Goals [from FY 2018-2022 Five Year Plan]** *(Check one goal from the first five goals of the five-year plan that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Goal 1 [equitable access, trusted community space] | <input type="checkbox"/> Goal 5 [economic development and workforce innovation] |
| <input checked="" type="checkbox"/> Goal 2 [literacy services and learning opportunities] | <input type="checkbox"/> Goal 6 [collecting, preserving, and sharing digital access] |
| <input type="checkbox"/> Goal 3 [innovation, creativity, connections and collaboration] | <input type="checkbox"/> Goal 7 [skilled and diverse workforce, continuing education and leadership development opportunities] |
| <input type="checkbox"/> Goal 4 [technology to deliver information and services] | |

Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Low Income | <input checked="" type="checkbox"/> School Age Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Non/Limited English Speaking | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Intergenerational Groups
(Excluding Families) | <input type="checkbox"/> People with Limited Functional
Literacy | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Library Staff , Volunteers and/or
Trustees | <input type="checkbox"/> Pre-School Children | <input type="checkbox"/> Unemployed |
| | <input type="checkbox"/> Rural Populations | <input type="checkbox"/> Urban Populations |
| | | <input checked="" type="checkbox"/> Young Adults and Teens |

ELEMENT 2: 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 (Element 4).

The Student Success Initiative was developed by the Pacific Library Partnership (PLP) and NorthNet Library System in fiscal year 2016/17, with a cohort of 11 pilot and 4 mentor libraries, to create collaborations between schools and libraries and provide public library cards for public school children. The project's goal was to improve K-12 students' access to public libraries' digital and physical collections and strengthen student learning opportunities in California. According to the California Department of Education, the ratio of teacher librarians to students is 1:7,187 (FY 2014/15), an average school library collection size is about 13,000, and quite often, schools have few or no databases available to them at school. Public libraries are able to fill the gap, be safe places for students after school, provide homework help and resources, and help prevent summer learning loss.

In 2017/18, the project expanded statewide with 36 pilot libraries, 9 mentor libraries, and the California Department of Education as a partner. To date, over 356,000 Student Success cards have been issued; the project has been presented to over 200 attendees at the conferences of the California Library Association and the Public Library Association; an Implementation Toolkit has been created and disseminated; and a Sustainability Toolkit is in development. It takes approximately 18-24 months to create a local Student Success Initiative, and libraries report that this project's tools and resources have helped them navigate this lengthy process successfully: 100% of reporting librarians state that participating in the project increased their skill in developing partnerships with schools; the collaborative environment and resource-sharing aspects of the project were instrumental to getting ideas and support for their local partnerships; and they increased their knowledge and skills around creating Student Success Initiatives.

In 2018/19, we will invite new libraries to join the Initiative and we will provide support and technical assistance to new and continuing libraries as they issue more library cards to students. Through a statewide survey, nearly half of California public libraries reported having some type of partnership with schools to provide student library cards, and we aim to include up to 70 library jurisdictions in the Student Success Initiative project this year.

Participating libraries will be divided into Implementing and Sustaining Libraries. Implementing Libraries will focus on establishing their Student Success Initiatives. Sustaining Libraries will mentor Implementing Libraries and work with PLP staff to develop strategies for maintaining and growing their Initiatives, and to develop tools to support increased programming, outreach, and evaluation. In addition, we will work with the California Department of Education to raise awareness of the project among educators.

The project will be successful if 100% of libraries establishing a new Student Success Initiative feel more confident about establishing their Initiative; 85% of libraries with an ongoing Student Success Initiative feel more confident about using the project's tools to sustain and grow their partnerships with schools; 90% of libraries in the second year of establishing their Initiative complete that Initiative; and 95% of libraries report that they are likely to apply what they have learned.

This project supports national initiatives to provide school children with library cards. In April 2015, President Obama's ConnectED Library Challenge called on libraries to work with mayors, school leaders, and school librarians to create and strengthen partnerships so that every child enrolled in school can receive a library card. When President Trump took office, the ConnectED Challenge was disbanded, and the Urban Libraries Council developed the Leaders Library Card Challenge. The Urban Libraries Council focuses on advocacy among city managers and elected officials and its challenge is open only to Council members. PLP's Student Success Initiative extends implementation of these challenges in California, where the potential exists for us to be the first state to set—and achieve—the audacious goal of having at least 75% of its youth with a public library card. These national efforts align with one of the strategic service priorities of the Pacific Library Partnership—the development of an easily available library card for students.

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. 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 Element 7.

The California Department of Education supports this Initiative, and attached is the letter of support for the project. Their guidance continues to aid us in identifying regional workshops and events where we may request to present about the initiative, and they continue to support us in developing additional ways to build out the program, such as through after school programming.

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' 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

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

Through the Student Success Initiative, we will support at least 70 library jurisdictions in implementing or sustaining collaborations with schools or school districts. The collaborations will result in the sharing of student data, the creation of public library cards for students, and the creation of a Measuring Community Impact Toolkit with best practices for programming, marketing and evaluation.

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

-A community of practice will be developed for 70 public library jurisdictions, comprised of:

- At least 45 libraries from Year One and Year Two that will continue either as Implementing Libraries (continuing to work to establish their Student Success Initiative) or Sustainability Libraries (where they have established their Student Success Initiatives and will now develop programs and tools to measure their impact).
- At least 15 new libraries that have relationships with schools but are not currently part of the Initiative, who will join as Sustainability Libraries
- At least 10 libraries that do not have a relationship with schools for library cards for students, who will join as Implementing Libraries

-Implementing Libraries: We will provide technical assistance for libraries developing relationships with schools. This will include providing a Student Success Implementation Toolkit and a Student Success Sustainability Toolkit, 5 open phone calls, individualized support from the Education Services Coordinators, and support from other libraries. All new Implementing Libraries will receive a mentor, and all continuing Implementing Libraries may choose to have a mentor or may rely upon the cohort of libraries and tools available (including open calls, Basecamp, and the Educational Service Coordinators).

-Sustainability Libraries: We will support libraries in sustaining the relationships they have developed with schools.

Technical assistance efforts will focus on specific regional needs (e.g. those specific to rural or urban communities), implementation processes (including developing MOUs), and assistance in expanding to the next set of schools in a community.

-Two Educational Services Coordinators (ESCs) will be hired, one for Northern California and one for Southern California.

-Two introductory virtual meetings will be held for all participants (a mandatory meeting for all participants), and at least five open phone calls will be held to facilitate questions, answers and support among the libraries.

-Each participating library will develop their own initial benchmarks to measure their growth, which may include identifying the number of library cards currently issued to students, number of partnerships with schools for library cards, quantity of programming for youth with student success cards, etc. Libraries may use benchmarks that have already been developed, or may choose new benchmarks. For Sustainability Libraries, one benchmark will be a percentage increase of the number of new student success library cards issued.

-The Sustainability Libraries, along with the Educational Resources Coordinators, will create a Measuring Community Impact Toolkit.

-Pacific Library Partnership staff will work with the California Department of Education to develop strategies to raise awareness of the project among educators. Specific activities to be undertaken with the Department of Education will be developed during the project period.

D. 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 Element 1

Goal 2: California libraries deliver essential literacy services and provide learning opportunities for their communities. Outcome 2b: Californians discover and participate in learning opportunities at their libraries.

For participating libraries that currently have a student success initiative, 85% surveyed will feel more confident about using the project's tools in sustaining and growing their partnerships with schools.

For the participating libraries that are continuing on in their second year, 90% surveyed will complete a Student Success Initiative.

For the participating libraries that are establishing a Student Success Initiative, 100% will report that the data in the toolkits and the support they have received make them feel more confident in establishing a Student Success Initiative.

95% of all participating libraries will report that they are likely to apply what they have learned

For the Sustainability Libraries, through the use of the elements included in the Measuring Community Impact Toolkit, parents, teachers and students will report that they are more aware of the resources available to them at the library.

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

The Student Success Initiative is grounded in the development of effective working relationships between libraries and partner school districts, and those relationships will help to sustain the project along with the community of practice we have developed for participating libraries. The tools we have developed have been placed on the Pacific Library Partnership website, and a Basecamp group has been developed. Basecamp can continue to be supported in the future for libraries. There is a commitment from PLP to continue to provide a platform where Student Success Initiative resources for member libraries, as well as other libraries, will be updated and supported by the knowledge and experience of member library staff.

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) 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:

-Two Educational Services Coordinators (one for Northern California and one for Southern California) will be hired and will provide consultation and technical assistance to libraries developing and sustaining their Student Success Initiatives.

-The Implementation Libraries will reach out to schools and schools districts and discuss the concepts of the Student Success Initiative. They will determine the level of collaboration and the type of library card that best suits the partnership. Each Implementing Library will be given the Student Success Implementation Toolkit and the Student Success Sustainability Toolkit to help guide them through their development of the Student Success Initiative, which include tips, best practices, methodologies and lessons learned. New Implementing Libraries will be paired with a mentor, and continuing Implementing Libraries will be given the option of a mentor or will avail themselves of the cohort of participants for consultation and assistance.

-The Sustainability Libraries will be provided with a Student Success Sustainability Toolkit. They will work together to develop best practices in sustaining relationships with schools in response to specific needs of the libraries. Those will include focus on specific regional needs such as rural and urban, expansion of their current initiative to additional grade levels and schools, and developing best practices for communicating to students, parents and teachers the value of having and using a public library card.

- PLP staff, the ESC's, and the participating libraries will work with schools, school districts, the California State Library Staff and the California Department of Education to identify regional opportunities to give presentations about the Student Success Initiative and to generate additional support for the Initiative.

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 Sustainability Libraries, along with the Educational Services Coordinators, will create a Measuring Community Impact Toolkit to quantify and assess the value of the Student Success Initiative. This will include developing ways to effectively count the number of students with library cards and measure the impact that the cards have on the students, parents, schools and community members. Even just counting can be challenging due to some libraries offering a limited Student Success Card, and if a student 'upgrades' to a full use card, tracking becomes difficult.

-The Sustainability Libraries and Education Services Coordinators will also develop strategies for marketing the resources available to students, parents, schools, and communities through the Student Success Initiative card. Marketing efforts might include promotion of databases (including the new statewide databases being released in FY 2018/19), parent and child classes and activities, and student resources.

-Libraries and the Pacific Library Partnership will also develop strategies for working with teachers to garner support for the Student Success Initiative, including issuing teacher cards, developing services targeted at teachers, and working with school librarians. Libraries will have funds available to support the development of these resources.

-Pacific Library Partnership staff will also continue to add information to the Student Success website, such as published reports and case studies of national and local initiatives. Libraries that are interested in the Student Success Toolkits (whether they are part of the initiative or not) will be able to access them from the website or request print copies from PLP staff.

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:

As noted above, the Sustainability Libraries, along with the Educational Services Coordinators, will create a Measuring Community Impact Toolkit to quantify and assess the value of the Student Success Initiative. This will include developing ways to effectively count the number of students with library cards and measure the impact that the cards have on the students, parents, schools and community members. Even just counting can be challenging due to some libraries offering a limited Student Success Card, and if a student 'upgrades' to a full use card, tracking becomes difficult.

The ESCs will hold two mandatory phone call kick-off meetings (one each for the Northern and Southern California libraries) for the Implementing and Sustaining Libraries. The phone kick-off meetings will be opportunities for Sustaining Libraries to share information about their collaborations with schools, and the Implementing Libraries to share information about their unique circumstances and aspirations. The Student Success Initiative activities and time line will be reviewed by the ESCs, and questions, suggestions and ideas will all be considered.

The ESCs will hold at least five open phone calls for all library participants to facilitate questions, answers and support among the libraries.

All Implementing and Sustaining Libraries will create initial benchmarks for progress, identifying the number of current library cards they have for their targeted school age population, and set a goal for where they would like to be at the end of this project.

In February, one mandatory in-person meeting will be held for Northern California and one for Southern California for the ESCs, Implementing Libraries, Sustainability Libraries and PLP staff. At this meeting, the Implementing Libraries will report on the status of their collaborations, share best practices and strategies for development of partnerships, and consider the type of library card which would be the most effective and achievable for their students. This could include issuing unique full-service library cards annually, utilizing the Student ID number, or creating an e-resource library card that provides access to all digital resources that could be upgraded to a full-service library card. The Implementing Libraries will share their strategies and efforts for sustaining and growing

their current initiative, and also share programs, marketing, programming and other ideas for student, parents and teachers to help ensure long-lasting collaborations. This is a time for libraries to check-in, consider any re-alignments in their priorities, and to gather feedback.

All planning and evaluation activities will be in-house.

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

Description:

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Confirm current participant continuation in initiative	X	X	X									
Identify 15 new Implementing Libraries	X	X	X									
Identify 10 new Sustainability Libraries	X	X	X									
Hire two Educational Services Coordinators	X	X										
Hold two phone kick-off meetings with ESCs and all participating libraries			X									
Libraries identify benchmarks and milestones of success			X	X								
Implementing Libraries activities				X	X	X	X	X	X	X	X	X
Sustainability Libraries activities				X	X	X	X	X	X	X	X	X
Hold at least five phone call check-ins				X	X	X	X	X	X	X	X	
Two face-to-face meetings of pilots, mentor, ESCs (held in 2 geographic regions)								X				
Attend conferences/perform outreach				X	X	X	X	X	X	X	X	
Development of Student Success Measuring Community Impact Toolkit									X	X	X	X
Prepare recommendations, information tools, final report												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) 70 Implementing and Sustainability Library participants	\$0	\$455,000	\$455,000
2)PLP Director	\$0	\$12,000	\$12,000
3)Library Assistant backfill	\$2,912	\$0	\$2,912
4) Librarian backfill	\$6,760	\$0	\$6,760
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$9,672	\$467,000	\$476,672

Description:

- 1) 70 libraries with 100 hours for each library based on a Librarian II salary of \$65 per hour; connecting with school district personnel, identifying best approach to take on service, working with local staff on building out service, communicating regularly with ESC and mentor site. Each library = 4.8% FTE.
- 2) PLP Director will supervise project for 120 hours at \$100 per hour including regular communication with ESCs, addressing questions, challenges, special circumstances in pilot or mentor sites, advising on development of all materials and online presence, completing reporting required by CSL. 4.9% FTE.
- 3) Library Assistant backfill to support the creation of library cards; cost shared among all participating libraries. .05 FTE (2 hr/week @ \$28 hr = \$56 x 52 = \$2,912
- 4) Librarian backfill to support outreach/promotion; cost shared among all participating libraries. .05 FTE (2 hr/wk @ \$65 = \$130 x 52=\$6,760

Consultant Fees			
1) Educational Services Coordinator (Northern California)	\$52,000	\$0	\$52,000
2) Educational Services Coordinator (Southern California)	\$52,000	\$0	\$52,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$104,000	\$0	\$104,000

Description:

Educational Services Coordinator contracted to provide support needed for effective communication and interaction with pilots. Typical activities: ILS/student card integration, develop implementation for service. Two positions to support state-wide effort.

- 1) Northern California (20/wk for 52 wk @ \$50/hr)
- 2) Southern California (20/wk for 52 wk @ \$50/hr)

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
1) Travel for libraries to attend regional meetings	\$2,085	\$0	\$2,085
2) Travel for ESC, Staff, Rurals Libs for regional meetings	\$3,470	\$0	\$3,470
3) Food/refreshments for two regional meetings	\$1,665	\$0	\$1,665
4) Attendance/presentations at key conferences to promote SSI	\$1,950	\$0	\$1,950
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$9,170	\$0	\$9,170

Description:

- 1) Two in-person meetings, one in NorCal and one in SoCal. This will be the only opportunity for pilot and mentor sites to be physically together with the ESCs. Participants will share experiences, strategies, and progress, and provide feedback to each other. Mileage reimbursement for 45 people, .545, 85 miles ea. (\$2,085)
- 2) Travel for regional meetings. 6 rural library participants (200 miles x .545 and \$150 lodging=\$1,554); 2 PLP staff members for NorCal and SoCal meetings (60 miles x .545; \$150 lodging, \$250 airfare, \$30 meals =\$925); 2 ESCs for NorCal & SoCal Meetings (120 miles x .545; \$150 lodging, \$250 airfare, \$30 meals =\$991) (\$3470)
- 3) 2 Regional meeting support includes working breakfast & lunch, 90 people @ \$18.50 pp (\$1,665)
- 4) Attend key conferences to garner support. Travel/registration/lodging/meals for 3 people, estimate \$650 pp. (\$1950)

Supplies/Materials			
1) Copies of Success & Implementation toolkits for participants	\$2,880	\$0	\$2,880
2) Additional reproductions of toolkits	\$1,000	\$0	\$1,000
3) Microsoft 360 licenses (2 ea) for ESCs	\$130	\$0	\$130
4) Basecamp software for communication	\$400	\$0	\$400
5) Printing/developing tools/library card reimbursement costs	\$10,000	\$0	\$10,000
	\$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	\$14,410	\$0	\$14,410

Description:

- 1) Sustainability and Implementing libraries and the ESCs will receive print copies of the Student Success Implementation Toolkit and Student Success Sustainability Toolkit. 72 copies of each toolkit (total 144 copies) x \$20 per copy = \$2,880.
- 2) 50 additional copies of toolkit produced for handing out at meetings and for library requests 500 x \$20) = \$1,000
- 3) Microsoft 360 software license for email for the two ESC (\$65 x 2) \$130
- 4) Basecamp software for communication between libraries, ESCs and PLP staff (about 100 people) including setup, maintenance and software costs \$400
- 5) Printing/developing tools/library card costs/staff time reimbursement for developing programming/issuing large quantities of library cards (reimbursement to libraries) \$10,000

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
Subtotal	\$0	\$0	\$0
Description:			

Project Total	\$137,252	\$467,000	\$604,252
Indirect Cost Rate Applied 10 % Indirect Cost	\$12,422	\$0	\$12,422
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description: To support and oversee the work of the initiative			
Grand Total	\$149,674	\$467,000	\$616,674

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.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Pacific Library Partnership

Library/Organization

Statewide Student Success Initiative

Project Name

Carol Frost

Library Director Name

CEO

Title

Library Director Signature

Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

Natalie Cole

Grant Monitor Name

Grant Monitor Signature

Date

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

- | | | | |
|--|-------------------------------------|--------------|------------|
| 1. Library/Organization | 2. Library's DUNS Number | | |
| NorthNet Library System | 830-898-677 | | |
| 3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i> | | | |
| NorthNet Library System | | | |
| 4. Project Coordinator Name | 5. Project Coordinator Title | | |
| Jacquie Brinkley | System Coordinator, NLS | | |
| 6. Email Address | 7. Business Phone Number | | |
| brinkley@plpinfo.org | 650-349-5538 | | |
| 8. Mailing Address | City | State | Zip |
| 2471 Flores Street | San Mateo | CA | 94403 |

Project Information

- 9. Project Title** Career Visioning for New Adults in Rural California
- 10. LSTA Funds Requested** \$110,000
- 11. Cash Match & In-Kind** \$27,100
- 12. Total Project Cost** \$137,100
- 13. California's LSTA Goals [from FY 2018-2022 Five Year Plan]** *(Check one goal from the first five goals of the five-year plan that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Goal 1 [equitable access, trusted community space] | <input type="checkbox"/> Goal 4 [technology to deliver information and services] |
| <input type="checkbox"/> Goal 2 [literacy services and learning opportunities] | <input checked="" type="checkbox"/> Goal 5 [economic development and workforce innovation] |
| <input type="checkbox"/> Goal 3 [innovation, creativity, connections and collaboration] | |

Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.

Goal 2: learning opportunities, and

Goal 3: connections and collaboration

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

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Low Income | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Non/Limited English Speaking | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Library Staff, Volunteers and/or Trustees | <input type="checkbox"/> Pre-School Children | <input checked="" type="checkbox"/> Unemployed |
| | <input checked="" type="checkbox"/> Rural Populations | <input type="checkbox"/> Urban Populations |
| | | <input checked="" type="checkbox"/> Young Adults and Teens |

ELEMENT 2: 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 (Element 4).

According to the California State Library's Five-Year Investment Plan, 80% of California is considered rural. Rural communities in the CLSA Systems of NorthNet Library System, Pacific Library Partnership, and Black Gold Cooperative Library System, which comprise 74,732 square miles, continue to experience higher than state and national average unemployment rates. Several communities within each of these systems are lagging far behind the economic recovery and job development seen in larger urban cities.

Workforce resources in rural communities are limited. While Job Centers and Employment Development Department One-Stops are available in the county seats, communities in the very rural and geographically isolated areas are sorely lacking in employment resources and job training. Calls made to these community One-Stops verify that resources are often limited to what is available via their website, or that services are offered only within their central locations. According to the Robert Wood Johnson Foundation Program's 2018 County Health Rankings Report (countyhealthrankings.org), five of the lowest ranking CA counties in the Health Outcomes report are located in rural Northern CA. Access to employment and education, resources lacking in many rural regions, are two of the social and economic factors that influence the overall health of a community.

New adults in rural areas, ages 16-24, are particularly hard hit with lack of jobs and resources - the national unemployment rate for teens hovers near 14%, compared to 4.1% for all Americans. Young people in rural communities often lack transportation to access available job training resources and may need to rely on parent or public transportation, if available. In addition, quite often the only adult role models in rural areas are teachers and parents, and their access to, or knowledge of career opportunities and how best to prepare for the developing workforce may be limited. Library directors in rural areas who are engaged with their community youth programs report that new adults, particularly those aging out of foster care or who are part of the probation department, are at highest risk of not learning of or being encouraged to explore career opportunities.

Career Visioning for New Adults in Rural CA will target new adults in the most rural communities of the three identified CLSA Systems and provide workshops and job skill resources customized to their communities and meeting with youth where they gather and where most accessible. Trainer, Jaime Beck, will develop each of these sessions. New adults, as well as other underserved patrons will learn of resources and strategies for creating a plan for their future long term career path, sustainable employment, and self sufficiency. The resources will be tailored to their geographic region. Incorporating practices of the Harwood Model, Career Visioning will identify community employment resources available and include them in workshop planning and presentation. New adults and other workshop participants will know their local resources, as well as the library's programs and collections that can assist them in career exploration and job search.

In July, the Project Team (project coordinator & trainer) will reach out to select libraries to identify the employment development needs of new adults in their regions. Libraries will be encouraged to utilize the Harwood Model in engaging their community and looking outward. The Team will secure workshop dates & locations, customize program fliers, connect with local library staff and coach them on their role in the project. In August, the coordinator and presenter will begin to work with the libraries to identify community partners and to advertise the workshops. Our presenter will research, revise and customize the presentation materials and resources for each community. A PowerPoint presentation with local resources and book list recommendations will be created for each library. After each workshop, a survey will be given to participants to gauge their increase in knowledge and increase in confidence in visioning a career and they will be surveyed on print material needs. Libraries will receive funds to purchase print materials based on patron and presenter request after attending the workshops. Libraries will also follow up with the community partners established as a result of the grant and continue to design ways to work with them to support their patrons and future collaborative projects.

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. 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)
California Workforce Association	Other - Non-Profit Member Association	Non Profit	Participation & promotion of workshops to clients & colleagues	Staff & access to contact information for CWA regional association members

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 Element 7.

Local workforce development and America's Job Center/One-Stop staff will assist in the promotion of workshops to their clients and will participate in the workshops when conducted in their communities.

Based on the Harwood Model, many of our partnerships will emerge as we go through our process in each community and to assume our partners now and uniformly in each community would defeat the model. Career Vision is going to create the "space" for partnerships to emerge that could potentially transform the community as we help facilitate libraries in turning outward. In our initial meeting with libraries who want to participate and host a Career Vision program, we will help them identify their community assets which can help us leverage potential partners as we plan the trainings.

As we work with libraries, our goal is to partner with a variety of local agencies and organizations in each area where we will be hosting a workshop. Library directors and System Directors will connect Project Team to established partners in each community including foster youth organizations and county probation departments. In addition, other potential partners may include Tribal TANF, CalWorks, Workforce Development, Offices of Education, Community Colleges, Local Churches, and Service Clubs. Since several rural counties may have workforce development centers, but may not be targeting new adults, we will work with the local libraries to identify the best potential community partners.

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' 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

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

Career Visioning for New Adults in Rural Communities seeks to engage new adults and other underserved members of communities, and connect community service providers, job seekers, and librarians together to identify the local barriers to meaningful employment and provide solutions to them through Career Vision programming. Participants will learn new resources and strategies tailored to their unique geographic region for creating a plan for their future long-term career path, sustainable employment, and self sufficiency.

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

Host 30 Career Visioning Workshops at library or community sites in rural NLS, PLP and Black Gold regions

300 New Adults (ages 16-24) will attend a Career Vision Workshop

300 Adults will attend a Career Vision Workshop

Create 750 Workshop Handbooks with valuable career development resources

Create 30 customized Local Resource Guides (local resources identified for each host library) for clients to use to overcome barriers to employment. Each library to receive 25 copies (750 total produced)

Purchase approximately 300 Career preparation & Vocational books for libraries' collections (est 10 per site)

Create online site for archiving of all Career Vision resources

Create 30 Promotional materials

Create 30 Newspaper and social media ads

D. 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 Element 1

Goal 5/Outcome 5: Californians engage in economic development and workforce innovation at the library.

Career Visioning participants will learn of resources and strategies tailored to their unique geographic region for creating a plan for their future long term career path, sustainable employment, and self sufficiency. In addition, participants will know of and utilize library resources for on-going career development and utilize community connections made at the workshops for their future job search and employment support. A post-workshop survey will be emailed to all participants to evaluate impact as a result of attending the CV workshop and will include questions such as: did they secure employment, have they used library resources, did they meet with local workforce providers, etc. Providers attending CV workshops will also participate in outcome surveys and post-workshop interviews to discuss future work with library partners.

While beyond the scope of this 12 month project, long-term outcomes for new and other adults would ideally include for each participant: increased employment options, increased earnings, increased sustainable employment & retention, and ultimately, increased self-sufficiency. This project is designed with both short term and long-term goals in mind.

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

The connections which library staff and the trainer have in their communities, with outside agencies and with workforce development providers will be leveraged and future collaborations will be discussed throughout the project. Other grant & funding opportunities with CWA partners & libraries will be identified. In addition, the USDA (U.S. Dept of Agriculture) currently offers a business loan for regional rural collaboratives that operate as non-profits. CWA providers and libraries together may be eligible to apply for targeted technical assistance as well as training and other activities leading to the development or expansion of small and emerging private businesses in rural areas. Additional research for these collaborative community models will be conducted by Project Team and library partners

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) 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: All Instruction will be provided in-person.

Program - Thirty 4-6 hour workshop sessions that will teach new adults and other community members about workforce resources available in their region - at the library and within their community. Participants will engage in discussion with consultant and have opportunities to practice skills learned in these workshops.

Presentation -Thirty interactive presentations that will allow time for patrons to discover what employment is going to look like for them specifically in their local rural area and a chance for local service providers to hear about the types of work patrons want to perform and what support they need to achieve these results.

Consultation-Ms. Beck will develop and host thirty workshops based specifically on each geographic region,including their local workforce assets and barriers. In addition, a local resource guide wil be developed and distributed to all participants to assist patrons with their basic needs as well as employment related needs. Consultant will also meet with each library in advance to help them implement the Harwood Model of looking outward in planning the Career Vision workshops and will be available to support libraries after, as well in, connecting with community partners that emerge from this project.

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: Acquisition -Libraries, in consultation with workforce providers and project Consultant, will purchase career preparation and workforce development materials for their collection. Materials may be print and/or digital.

Creation - Consultant will create printed workshop participant handbooks and local resource guides that will include employment and workforce resources customized to each workshop location. Both resources will also be available to libraries in digital format.

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:

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

Description:

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Contact libraries in 3 CLSA partner regions to invite for hosting CV workshops	x	x										
Contact Workforce Programs/One-Stops to invite to CV workshops	x	x	x									
Create 2018/19 CV Workshop calendar with confirmed dates/locations		x	x									
Research local area resources & create customized handbook for each location			x	x	x	x	x					
Hold a librarian training call for how to participate & get the most from CV		x										
Create promotional flyers, social media ads, press releases, etc		x	x									
Create a Powerpoint for libraries to archive			x	x								
Advertise workshops			x	x	x	x	x	x	x	x		
Hold workshops at pilot libraries				x	x	x						
Review evals of pilot workshops/review format/adjust if needed				x	x	x	x					
Monthly Best Practice librarian check-in calls				x	x	x	x	x	x	x	x	
Hold workshops at all remaining libraries or community sites							x	x	x	x	x	
Program evaluation & administer post-workshop online surveys								x	x	x	x	
LSTA reporting per schedule - Financial, Mid-Project and Final				x			x			x		x
Post & host Career Visioning for New Adults training resources on NLS website						x	x		x	x		x
Consult with CWA members to identify underserved areas & report back	x	x				x	x	x		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) Project Manager (.02FTE) approx 40 hrs	\$0	\$4,000	\$4,000
2) Project Coordinator (.10FTE) approx 210 hrs	\$14,500	\$2,500	\$17,000
3) PLP CEO(.01FTE) approx 25 hrs	\$0	\$2,800	\$2,800
4) Black Gold System Director (.01FTE) approx 25 hrs	\$0	\$2,800	\$2,800
5) Backfill for Library Staff	\$22,000	\$0	\$22,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$36,500	\$12,100	\$48,600
<p>Description: 1) NLS System Chair -.02FTE @ \$100/hr=\$4,000. Will provide project oversight & assist with coordination of libraries across NLS</p> <p>2) NLS System Coordinator- approx 195 hrs @ \$75/hr= \$14,500 (LSTA). 15 hrs @ \$75/hr=\$2,500 (NLS In-Kind). Will serve as project contact for libraries, manage workshop logistics, support promotion & implementation, and project and outcomes reporting.</p> <p>3) PLP CEO - Will provide assistance with project coordination across PLP System</p> <p>4) Black Gold System Director - Will provide assistance with project coordination across Black Gold System</p> <p>5) Backfill for Library Staff - approx 20 hrs per 1 staff x 30 sites @ \$36/hr = \$22,000 (approx \$735 per site) . Library staff will assist with securing meeting space, local promotion, and hosting of workshop. Staff will also assist with Outcome Surveys for participants- distribution of survey tool, assistance to complete, if needed, and collection of surveys.</p>			
Consultant Fees			
Consultant/Trainer	\$45,000	\$0	\$45,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$45,000	\$0	\$45,000
<p>Description: Consultant/Trainer Jamie Beck - Ms. Beck has a well-respected reputation in working with CA libraries to build on existing local resources and create out-of-the-box approaches to workforce development in communities. Ms. Beck will develop 30 customized regional-specific workshop presentations and all related participant materials. Ms. Beck will consult with libraries for advance planning and deliver workshops at identified library or community locations in high-need, low resourced rural areas of three CLSA systems - NLS, PLP and Black Gold. Consultant fees include creation of all workshop materials, handouts, promotional materials, creation of online resources and all travel related to delivering 30 workshops. Consultant fees = \$1,500 per workshop.</p>			

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
	\$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	\$0	\$0	\$0
Description:			
Supplies/Materials			
1) Print & Media materials	\$10,100	\$0	\$10,100
2) Workshop materials and Local Resource Guide	\$4,250	\$0	\$4,250
3) Printing of Marketing & Promotional materials	\$2,500	\$0	\$2,500
4) Placement of ads and social media	\$1,500	\$0	\$1,500
	\$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	\$18,350	\$0	\$18,350
Description:			
1) Print & Media materials for library collections. Career and vocational print and/or digital resources approx 10 books per site x 30sites @ \$35/item = approx \$335 per library . Recommended titles to be selected in consultation with local Workforce provider, workshop participants, consultant and library staff. A bibliography of titles purchased will be developed and hosted with CV library training materials on NLS website. 2) Workshop Materials & Local Resource Guide -approx \$7/participant x est 600 participants = \$4,250. Each participant to receive handbook & local resource guide developed by Consultant and to support their employment development. 3)Marketing & Promotional Materials - Printing of Posters & flyers for distribution in communities where CV workshop are hosted. Approx \$80 budget per site. 4) Newspaper ads & Social Media promotional marketing for CV workshops in local communities. Prices will vary. Approx \$50 budget per site.			

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			
1) Library meeting space for hosting CV workshops	\$0	\$10,000	\$10,000
2) Community venues for hosting CV workshops	\$0	\$5,000	\$5,000
3) Website hosting of CV for New Adults resources	\$250	\$0	\$250
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$250	\$15,000	\$15,250

Description: 1) Library meeting space - 20 library locations @ \$500/site = \$10,000

2) Community venue space when library not available, or community venue is determined as best option for maximizing participation - 10 community sites @ \$500/site = \$5,000

3) NLS to create website page to host & maintain CV for New Adults training resources Golden Ideas is website host for NLS.

Project Total	\$100,100	\$27,100	\$127,200
Indirect Cost Rate Applied 10.0 % Indirect Cost	\$9,900	\$0	\$9,900

Check one:

☐ No Indirect

☐ Federally negotiated indirect cost rate *

☒ Indirect proposed cost rate *

* please attach supporting documentation if required

Description: Project oversight, budget monitoring and accounting, and financial reporting. Available for technical advisement, as needed.

Grand Total	\$110,000	\$27,100	\$137,100
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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.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

NorthNet Library System

Library/Organization

Career Visioning for New Adults in Rural California

Project Name

Todd Deck

Library Director Name

Tehama County Librarian

Title

Library Director Signature

Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

Lena Pham

Grant Monitor Name

Grant Monitor Signature

Date

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FISCAL YEAR 2018/2019
PITCH-AN-IDEA LOCAL GRANT APPLICATION

Attachment 5

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

Applicant Information

- | | | | | | | | |
|---|---|-------------|--------------|------------|-----------|----|-------|
| <p>1. Library/Organization
Pacific Library Partnership</p> <p>3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
Pacific Library Partnership</p> <p>4. Project Coordinator Name
Yemila Alvarez</p> <p>6. Email Address
alvarez@plpinfo.org</p> <p>8. Mailing Address
2471 Flores Street</p> | <p>2. Library's DUNS Number
830926072</p> <p>5. Project Coordinator Title
Assistant Director</p> <p>7. Business Phone Number
(650) 349 - 5538</p> <table border="0"> <tr> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <td>San Mateo</td> <td>CA</td> <td>94403</td> </tr> </table> | City | State | Zip | San Mateo | CA | 94403 |
| City | State | Zip | | | | | |
| San Mateo | CA | 94403 | | | | | |

Project Information

- 9. Project Title** Cybersecurity Training for Youth Using Minecraft
- 10. LSTA Funds Requested** \$44,555
- 11. Cash Match & In-Kind** \$14,990
- 12. Total Project Cost** \$59,545
- 13. California's LSTA Goals [from FY 2018-2022 Five Year Plan]** *(Check one goal from the first five goals of the five-year plan that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Goal 1 [equitable access, trusted community space] | <input type="checkbox"/> Goal 4 [technology to deliver information and services] |
| <input checked="" type="checkbox"/> Goal 2 [literacy services and learning opportunities] | <input type="checkbox"/> Goal 5 [economic development and workforce innovation] |
| <input type="checkbox"/> Goal 3 [innovation, creativity, connections and collaboration] | |

Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Low Income | <input checked="" type="checkbox"/> School Age Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Non/Limited English Speaking | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Library Staff, Volunteers and/or Trustees | <input type="checkbox"/> Pre-School Children | <input checked="" type="checkbox"/> Unemployed |
| | <input type="checkbox"/> Rural Populations | <input checked="" type="checkbox"/> Urban Populations |
| | | <input checked="" type="checkbox"/> Young Adults and Teens |

ELEMENT 2: 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 (Element 4).

According to two recent reports, tweens (8- to 12-year olds) use an average of about six hours' worth of entertainment media daily, which has been increasingly shifting away from TV towards online activities (<https://tinyurl.com/ybfav6fn>) (<https://tinyurl.com/znu8uus>). Some research has been done to assess youth trust in online environments (<https://tinyurl.com/y86jrpp5>), but very few resources have been developed for youth regarding Cybersecurity. The Department of Homeland Security created a resource guide focusing on print material entitled "Stop. Think. Connect." (<https://tinyurl.com/y7z89k5k>) to promote safe cyber behavior in teens in corporate environment (for example, how to spot a Phishing email). In 2017 Google released their "Be Internet Awesome" gaming website (<https://beinternetawesome.withgoogle.com/>) targeting children below the age of ten and functioning like a storybook a parent might share with their child.

Our proposed project will use gamification to teach cybersecurity to youth through the creation of an interactive, vendor neutral cybersecurity learning platform in the videogame Minecraft.

Minecraft is the second most popular videogame in history. Its premise is to take blocks and build objects and environments to go on adventures. Objects and adventures that people build can be used by them or shared with others. There are communities that build educational adventures for Minecraft. Minecraft Education Edition (MEE) is one such community currently used internationally by educators in grades K-12 to teach a range of subjects, and hosts an online repository of lessons plans that map directly to specific learning outcomes and curriculum standards in the United States and abroad. <https://education.minecraft.net/how-it-works/why-minecraft/>

This project will use MEE to build a cybersecurity learning platform for youth (tweens or teens, to be further clarified through surveys). The open playstyle of Minecraft will allow us to build an adventure using meaningful cybersecurity metaphors that youth will remember and understand. For example, Minecraft players who use survival mode have to make decisions that impact the health and safety of their in-game character and resources—in order to progress through the game they must actively assess their surroundings and avoid threats. This is not unlike how internet users are tasked with protecting their online privacy by choosing to use one website or social media platform over another and develop a password management strategy that is resistant to data breaches. Building walls and forts also plays an important role in Minecraft, and through design thinking exercises students will learn how to evaluate the effectiveness of their in-game defenses in the same way an internet user at home needs to understand the limitations of their cable internet ISP's firewall.

Participants will learn 4 key things: network security basics such as password protection; how to identify outside threats such as phishing; data protection; and social engineering.

The project will also create accompanying programming material for libraries to teach these Minecraft cybersecurity modules. This will include a list of best practices, set-up guide for public computer labs, lesson plans, and a survey for patrons. A survey will go to all PLP libraries to understand their cybersecurity needs regarding youth and this will help shape the modules. 4-6 PLP libraries will become test sites for this project. Using these learning modules, 6-8 programs will be offered to youth within PLP libraries. At the end of the grant, the modules will be available to all PLP libraries and shared among the Minecraft community.

This project supports PLP's strategic priority of developing models for community engagement. We will know if this project is successful if 75% of the library staff and partners surveyed at the libraries participating in the project report that the modules made them feel more confident in communicating with their communities about cybersecurity, and 75% of patrons surveyed who have interacted with modules report that they feel more confident in protecting themselves online.

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. 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 Element 7.

MEE Global Mentor Program - The MEE Global Mentor Program will provide technical support for development of the modules and will assist with vetting of the modules so they comply with MEE guidelines and align with existing educational templates

Palo Alto Unified School District - Will partner with us for marketing and will promote programming to to their students to develop a pool of participants

Palo Alto Community Services - Will serve as advisors for the project through their various teen advisory groups for joint development of the modules. They are also exploring whether they may be able to provide additional space for programming as well.

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' 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

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

This project will address the need for youth cybersecurity education by building a set of cybersecurity modules using Minecraft. Through exploring these educational online adventures, youth will learn about cybersecurity and online safety. Librarians will be trained on offering programs using this model. Youth will become more confident in their understanding of network security basics such as password protection; how to identify outside threats; data protection; and social engineering.

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

- 1 survey will be administered to all PLP libraries to gauge focus areas for specific cybersecurity modules; which primary target ages will be most responsive to which cybersecurity modules (teens; tweens; etc.); how the library is currently addressing cybersecurity needs, and what tools the library would like built into these new modules
- Staff will hold at least 1 meeting with a PLP library teen advisory group for input
- At least 1 MEE module will be built addressing the 4 key areas of: network security basics such as password protection; how to identify outside threats such as phishing; data protection; and social engineering (to be built by the Palo Alto City library staff)
- 1 training material manual will be produced for librarians
- At least 4 staff training sessions will be held to train staff on administering the course-content
- 4-6 test sites will be identified to shape the content of the module and administer the programs
- 6-8 public programs will be held to train youth on cybersecurity at various PLP libraries

D. 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 Element 1

Goal 2: California libraries deliver essential literacy services and provide learning opportunities for their communities.

Outcome 2b: Californians discover and participate in learning opportunities at their libraries.

At least 75% of youth participants in Minecraft cybersecurity public library programs will report increased knowledge of cybersecurity methods due to participating in a Minecraft program at their library.

At least 75% of youth participants in Minecraft cybersecurity public library programs will report that they feel more confident in protecting themselves online due to participating in the Minecraft program at their library.

At least 75% of youth participants in Minecraft cybersecurity public library programs will report their intent to apply their learning to their everyday interactions online.

At least 75% of staff trained to administer Minecraft cybersecurity modules will report feeling more confident about teaching cybersecurity using Minecraft at their libraries.

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

All of the Minecraft content created will be Creative-Commons licensed and available for use and remixing within the global Minecraft community. The training manual for librarians will be available to PLP and other libraries beyond the grant period. Any costs for software licenses and hosting will be assumed by the libraries for future years.

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) 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:

-4 or more staff training sessions to be administered, either in person or virtually, to teach librarians how to offer programs using the Minecraft modules and explore the MEE content portal.

-6-8 public programs will be held to train youth on cybersecurity at various PLP library locations

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:

-1 survey will be administered to all PLP libraries to gauge focus areas for specific cybersecurity modules; which primary target ages will be most responsive to which cybersecurity modules (teens; tweens; etc.); how the library is currently addressing cybersecurity needs, and what tools the library would like built into these new modules
 -At least 1 MEE educational module will be built addressing the 4 key areas of: network security basics such as password protection; how to identify outside threats such as phishing; data protection; and social engineering (to be built by the Palo Alto City library staff). Library staff will work with youth advisory groups to test the modules
 -1 Training material manual will be produced for librarians

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:

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

Description:

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 Assistant Director (60 hours at \$79/hr)	\$0	\$4,740	\$4,740
2) 5 PLP librarians (30 hours ea at \$65/hr)	\$0	\$9,750	\$9,750
3) Backfill for Palo Alto City Library staff time	\$39000	\$0	\$39,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$39,000	\$14,490	\$53,490

Description:

- 1) PLP Assistant Director (.03 FTE) 60 hours x \$79 per hour = \$4,740 for oversight and assistance with coordination across PLP libraries
- 2) Five PLP librarians (.014 FTE each) 30 hours = 150 hours x \$65/hour = \$9,750 They will represent various libraries throughout PLP and work with PLP staff for testing and disseminating the cybersecurity modules and administering related programs.
- 3) Backfill for Palo Alto City Library staff time (.28 FTE) 600 hours x \$65/hour = \$39000 for development of the course content; training of PLP staff; and coordination with PLP libraries for administration of the programs

Consultant Fees			
	\$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:

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
1) Travel reimbursement for staff training at 5 PLP libraries	\$275	\$0	\$275
	\$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	\$275	\$0	\$275

Description:

1) Travel costs include mileage reimbursement for PLP staff training at 5 PLP libraries (500 miles at \$.545) and will reimburse instructors for travel to these locations.

Supplies/Materials			
1) Marketing and Evaluation of modules and course content		\$500	\$500
	\$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
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$500	\$500

Description:

1) This includes any print or electronic publicity as well as printing of the paper surveys to be administered during programs. Expenditures are estimated at around \$500.

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			
1) Minecraft Education Edition Software Licenses (\$5/user x 150)	\$750	\$0	\$750
2) Minecraft Public Server Cloud Hosting (\$20/month for 12 months)	\$240	\$0	\$240
3) Minecraft Test Server Cloud Hosting (\$20/month for 12 months)	\$240	\$0	\$240
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$1,230	\$0	\$1,230

Description:

- 1) Purchase of 150 Minecraft Education Edition Software Licenses to be used and shared as needed to administer Minecraft programming at PLP libraries (\$5/user x 150=\$750)
- 2) Cloud hosting of a publicly accessible server to host the MEE module developed for this project for 12 months (\$20/month x 12=\$240)
- 3) Cloud hosting of a private server for building out and testing of the MEE module prior to making public (\$20/month x 12=\$240)

Project Total	\$40,505	\$14,990	\$55,495
Indirect Cost Rate Applied 10.0 % Indirect Cost	\$4050	\$0	\$4,050
Check one: <input type="checkbox"/> No Indirect <input checked="" type="checkbox"/> Federally negotiated indirect cost rate * <input type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description:			
Grand Total	\$44,555	\$14,990	\$59,545

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.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Pacific Library Partnership
Library/Organization

Carol Frost
Library Director Name

Cybersecurity Training for Youth Using Minecraft
Project Name

CEO
Title

Library Director Signature

Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

Laura Mitchell
Grant Monitor Name

Grant Monitor Signature

Date

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: San Juan Bautista Library Membership
Date: June 13, 2018

Background

At the February 2016 MOBAC meeting, the MOBAC Administrative Council agreed to request that the PLP Executive Board waive the FY 2015/16 PLP membership fees for the San Juan Bautista Library because the library staff expressed an inability to pay the membership dues.

At the June 2016 PLP Executive Committee, the Committee approved waiving the FY 2015/16 PLP membership dues for the San Juan Bautista Library. The San Juan Bautista Library has not paid the FY 2016/17 or FY 2017/18 PLP membership dues. Per the PLP Bylaws, the 4 systems comprise the membership of PLP, rather than individual libraries. Therefore, San Juan Bautista Library is a member of MOBAC. The MOBAC Bylaws state the following regarding membership:

MOBAC MEMBERS AND MEMBERSHIP

- A. Any library in Monterey, San Benito, or Santa Cruz counties is eligible for membership.*
- B. Libraries that wish to become members shall make formal application to the Administrative Council.*
- C. The Administrative Council will vote on all membership applications.*
- D. All members shall participate equally in MOBAC.*
- E. Membership in MOBAC shall be contingent on the payment of a membership fee.*

I spoke with the San Juan Bautista Library staff on May 9 about being in arrears and their ability to pay past, current and future membership fees. According to Dee Dee Hanania, they are unable to do so, and have no future funds to pay. In 2017, the San Juan Bautista Library dropped out of the MOBAC delivery because of their inability to pay. They are not using the PLP enki subscription.

Recommendation

Because of San Juan Bautista's continual inability to pay membership fees, the MOBAC Administrative Council will be voting on June 15 to discontinue the San Juan Bautista Library's membership effective July 1, 2018. The library will not receive any California Library Services Board funds allocated to PLP nor be able to participate in any PLP or MOBAC committees. Once this is completed, the Pacific Library Partnership staff will notify the library, as well as the California State Library and provide a formal letter that may need review by the California Library Services Board. This decision may also slightly affect the CLSA allocations that PLP receives.

The San Juan Bautista Library staff understand the impending termination of their membership in MOBAC and PLP. They report not having enough staff to participate in the MOBAC Council or any Committees, but do like to attend workshops sponsored by MOBAC when they have staff available. There is precedence where non-member libraries (Hayward and San Leandro) participate in PLP sponsored events, such as the PLP Staff Development Spring Fling and Future of Libraries workshops.

System Information

FY 2018/19

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

System Chair for FY 2018/19 (if known): Brad McCully	Fiscal Agent:
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Date approved by Administrative Council:
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x	
Signature of System Administrative Chair for FY 2018-19	Date
Print Name: Brad McCully	

Demographics of System Service Area

System Population Profile, FY 2018/19

Total Population of System Service Area: 6,718,865

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	775,294	11.54%
Institutionalized	49,220	0.73%
Aged (65+)	884,911	13.17%
Children & Youth:	405,592	6.04%
• Under 5		
• 5 to 9	411,855	6.13%
• 10 to 14	396,783	5.91%
• 15 to 19	395,863	5.89%
Handicapped	617,912	9.20%
Speakers of limited English or English as a Second Language	1,191,988	2.86%
Non-English Speaking	2,817,079	41.93%
Ethnicity	377,532	5.62%
• Black		
• Hispanic	1,739,357	25.89%
• Asian	1,734,801	25.82%
• Native American	32,800	0.49%
• Other (specify)	38,924	0.58%
Geographically Isolated	132,600	1.97%
Functionally Illiterate	1,065,144	15.85%
Shut-In	253,033	3.77%

List source(s) of this data:

- a United States Census Bureau, American Fact Finder/2012-2016 American Community Survey, Demographic and Housing Estimates (DP05)
- b 2012-2016 American Community Survey 5-Year Estimates S1701 used in 2018
- c United States Census Bureau, American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)
- d United States Census Bureau/2012-2016 American Community Survey, Disability Characteristics (S1810)
- e United States Census Bureau, American Fact Finder/2012-2016 American Community Survey, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02)
- f 2012-2016 American Community Survey 5-Year Estimates
- g 2010-2014 American Community Survey 5-Year Estimates
- h United States Census Bureau, American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). NOTE:Use 'Rural' not 'Frontier'

i U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy State and County Estimates of Low Literacy 2013, Released 2009

j United States Census Bureau, American Fact Finder/ 2012-2016 American Community Survey, Disability Characteristics (Shut-in was 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.

DRAFT

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2018/19
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: Pacific Library Partnership

<p>(a) Personnel (Attach job descriptions)</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE/No. of Positions</th> <th style="text-align: left;">Salary</th> <th style="text-align: left;">Benefits</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td>Chief Executive Officer (Partial cost)</td> <td>.625/1</td> <td>\$ \$138,965</td> <td>\$ _____</td> <td>\$ \$138,965</td> </tr> <tr> <td>_____</td> <td>/</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>/</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>/</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>Total (a):</td> <td>/</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ \$138,965</td> </tr> </tbody> </table>	Classification	FTE/No. of Positions	Salary	Benefits	Total	Chief Executive Officer (Partial cost)	.625/1	\$ \$138,965	\$ _____	\$ \$138,965	_____	/	\$ _____	\$ _____	\$ _____	_____	/	\$ _____	\$ _____	\$ _____	_____	/	\$ _____	\$ _____	\$ _____	Total (a):	/	\$ _____	\$ _____	\$ \$138,965	<p>(b) Operations</p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:80%;">1. Office Supplies</td> <td style="width:20%; text-align: right;">\$ 2,000</td> </tr> <tr> <td>2. Duplication/Photocopy</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>3. Travel</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>4. Training</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>5. e-Resources</td> <td style="text-align: right;">\$ 347,406</td> </tr> </tbody> </table>	1. Office Supplies	\$ 2,000	2. Duplication/Photocopy	\$ _____	3. Travel	\$ _____	4. Training	\$ _____	5. e-Resources	\$ 347,406
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<p>(b) Operations (continued)</p> <p>6. Contract Services (specify) \$ \$195,456 <u>Delivery Services for PLP member libraries</u></p> <p>7. Telecommunications (specify) \$ 5,000 <u>Telephone and Fax lines</u></p> <p>8. Indirect Costs/Fiscal Agent Fee (provide description of services received) Do Not Include System Indirect (pc&e) \$ _____ _____</p> <p>9. Other: (specify) \$ 6,000 <u>Postage</u> _____</p> <p align="right">Total (b): \$ 555,862</p>	<p>(c) Capital Outlay</p> <p>Equipment (specify) \$ _____ _____</p> <p>Equipment Replacement Revolving Fund \$ _____</p> <p align="right">Total (c): \$ _____</p>																																								
	<p>(d) Anticipated Current (2018/19) Year-end Balance in the Equipment Revolving Fund \$ _____</p> <p align="right">Total of (a), (b), (c): \$ 694,827</p>																																								

2018/19 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	\$555,862
Equipment	
Service Program Sub-total	
System Administration (PC&E) ¹	\$138,965
TOTAL	\$694,827

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

Funding for Communications and Delivery – FY 2018/19

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	3,015,000	10,000	3,025,000
b. Non-public libraries in System area	42,000	3,000	45,000
TOTAL	3,057,000	13,000	3,070,000
		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
1%	.1%	70%	28.8%
			Other .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	71,072 (enki)
g. Percentage of CLSA funds to be spent on e-resources?	N/A
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

j. Percentage of CLSA funds to be used for Broadband technology improvements	N/A
k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) Some of the PLP libraries may choose to use their disbursements on Broadband. It is anticipated that they will either be purchasing hardware needed for their Broadband, or else using the funds to offset telecommunication costs. All PLP libraries benefitting from Broadband improvements use local funds for improvements, and libraries using CLSA funds will use them as an augmentation to local funds.	

Section 2

1. 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 CLSA 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, for the last several years PLP has allocated \$100,000 of CLSA funds to purchase an annual subscription to enki for the 34 public libraries for access to additional shared eBooks, which has augmented the current eBooks purchased locally by the libraries and supports the communities' continued request for eBooks. This last year, \$50,000 of CLSA funds were also allocated for PLP libraries to connect to the SimplyE app for aggregating eResources. This will allow a more seamless experience for our patrons. CLSA funds were also allocated to refresh the PLP website to ensure its usefulness as a communication tool and the potential ability for libraries to share resources and information.

In FY 2018/19, the primary use of CLSA funds will be to support delivery.

In Spring of 2018, 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 2018 PLP Executive Committee meeting, the Committee approved a new model for distribution of CLSA funds, allocating \$200,000 to PLP public libraries based on our formula, where libraries may choose from the five following: a subscription to enki, networking/broadband costs, costs related to Link+, purchasing Overdrive eMaterials in a shared environment, purchases of shared eMaterials in Biblioteca's CloudLibrary, or participating in a study for a shared ILS between 5 PLP libraries. 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. At this time we expect at least one library to use CLSA funds to support broadband connectivity.

2. How will your Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? How much of your CLSA funds are spent on each program or service? 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 regions of PLP, as well as between the regions. In FY 2018/19, \$195,456 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.

Generally, PLP attempts to purchase products and services that benefit all members, or when distributions are approved, they are divided up by the PLP formula. In the past, the \$100,000 for system-wide enki was handled through one contract managed centrally.

In FY 2018/19, with the analysis of the survey done by members, PLP will allocate \$200,000 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. It will help inform PLP regarding local priorities and ideas for future CLSA allocations. A portion of CLSA funds are initially being unallocated in order to potentially fund ideas which might arise during the next fiscal year.

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 \$472,912 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+. In the last several 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 2018/19 will use a combination local funds and CENIC grant funds from the previous round of grants. Nearly all PLP libraries also use local funds for eResources.

4. If you are providing e-resources, what exactly are you providing? (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 we anticipate that at least half of the 34 public libraries will choose to use their CLSA funds for eResources. The eResources which libraries may choose from include eBooks and eAudiobooks from Overdrive, CloudLibrary, and enki, and

will be a mix of fiction and nonfiction for adults and youth. In the past, when enki was purchased system-wide, the annual circulation was about 71,000.

5. 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.

We do not anticipate any delivery service changes in the upcoming year.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please give description of how you utilized your 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 .625 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. The funding is allocated across all programs, including applying for and administering local, regional and statewide grants.

7. 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.

Each year the enki statistics are gathered and the value of the purchase is considered. In Spring 2018 a survey was sent to all PLP libraries to review how CLSA funds are spent and to receive input on new ideas for allocation of CLSA funds.

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. During the last year, grants were made available to all California public libraries to assist in programming and services related to Broadband. Many PLP libraries received funding

which assisted in purchasing materials and wifi hotspots to enhance the public's use of Broadband.

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?

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. Because PLP is administered by the Peninsula Library System, there is staffing that allows PLP to offer additional services, which includes administering statewide grants.

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 priorities were 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 (the Future of Libraries) and spring workshops (Spring Fling) 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.

- 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.

Revised Website: In FY 2017/18, CLSA funds were allocated to update the PLP website. This is under way, and the hope is to build a more robust site that will allow more collaboration and sharing of ideas and initiatives as outlined in the above strategic priorities.

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 it becomes an essential go-to repository.

Grants

In FY 2016/17 PLP was awarded a CSL LSTA Pitch-An-Idea grant for the "**Student Success Initiative**," in collaboration with NLS, with the goal of creating a community of support for libraries in their development of various models of relationships with schools for student card initiatives, and to document best practices to share with all our members and the field. This project was expanded statewide in FY 2017/18, and PLP is working with the California State Library to expand it even further in FY 2018/19.

In FY 2018/19, PLP is working with the NorthNet Library System and the Black Gold Cooperative Library System for an LSTA Regional Grant "**Career Visioning for New Adults in Rural California**," supporting youth who are moving into adulthood. Workshops will be conducted that include job skill resources to help new adults create a plans for their future long-term career path, sustainable employment and self-sufficiency.

In FY 2018/19, PLP is submitting a CSL LSTA Pitch-An-Idea grant "**Cybersecurity Training for Teens Using Minecraft**." The goal is to build a new educational model in Minecraft to enhance the learning experience about cybersecurity, and create accompanying programming material for libraries to help facilitate the use of Minecraft as a learning tool.

System Audits

Please also provide your systems Annual audits with their annual reports/expenditures.

DRAFT



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: FY 2018/19 PLP Contract with PLS for Administrative Services
Date: June 13, 2018

PLP contracts with the Peninsula Library System (PLS) for administrative oversight. The PLS/PLP Contract for FY 2018/19 is \$781,458, which reflects a \$146,426 increase from the previous year's contract of \$635,032. This is \$6,122 higher than the contract presented to the Executive Committee in May, due to an increase in the NorthNet contract for additional services.

Below are highlights from the proposed contract:

- When the FY 2017/18 budget was approved it included the full cost for the Assistant Director, prorated for 9 months. This FY 2018/19 proposed contract includes 95% of that position, with the remainder being charged to PLS.
- Other factors attributing to the salary cost include a 2% COLA, and \$77,900 of personnel for the NLS contract.
- This proposed contract now 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.
- This contract also includes \$3,300 for mileage for staff to attend PLP related meetings within PLP and in Sacramento.

The City of San Mateo has passed a local ordinance where the minimum wage will be \$15/hour to be effective January 1, 2019, with an annual increase to \$15 plus CPI on January 1, 2020. An external consultant has been hired to review the PLS salary classifications which will be affected by the increase in the minimum wage, as well as to review any impact which may occur as a result of any salary adjustments.

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.

PLP/PLS CONTRACT
 July 1, 2018 to June 30, 2019
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 Execut
 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.

Delivery

Provide delivery service to Silicon Valley Library members **\$26,000**

<u>Personnel</u>	<u>FTE</u>	<u>Total</u>
Chief Executive Officer	0.70	\$155,827
Assistant Director	0.88	\$156,845
Controller	0.60	\$107,551
Office Manager	0.63	\$75,583
Management Analyst	0.46	\$55,932
Account Clerk II	0.25	\$19,655
Account Clerk II	0.72	\$51,401
Secretary	0.50	\$39,105
Office Assistants	0.84	\$13,846
IT Director	0.05	\$7,737
TOTAL PLP & NLS Staffing Support Costs	5.62	\$683,480
<i>(Time included for administering PLP and NorthNet)</i>		
<i>Director & Asst Director prorated auto allowance</i>		\$3,300
<i>Total PLP & NLS Staffing Support & Auto Allow. Costs</i>		\$686,780
10% Overhead		\$68,678
TOTAL PLS/PLP CONTRACT		<u>\$781,458</u>

Note: FY 17/18 PLP/PLS Contract
\$553,665 - Admin Staffing Cost
\$26,000 - Delivery
\$55,367- 10% Overhead

To: PLP Executive Committee
From: Andrew Yon, Controller
Subject: Approval of the PLP FY 2018/19 Budget
Date: June 13, 2018

Background

The purpose of this memo is to provide the PLP Executive Committee the PLP FY 2018/19 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 2018/19 budget. The overall budget is \$2,081,121. Several adjustments have been made to the budget to more accurately reflect recurring annual costs which typically have been approved mid-year.

Administration

Revenues:

- Other Agency revenue from administering the NorthNet library cooperative is slightly lower. NLS issued an RFP earlier this year, which PLP responded to and was awarded. The new contract reflects a baseline of service, and an addendum to the contract has been recommended for approval at their Board meeting in May. These are attached at the end of the packet.
- CLSA System Administration funds are similar to last fiscal year.
- Federal Grants have increased \$91,185 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 is discussed in a separate memo). This also includes the contract for Jane Light in leading the PLP Executive and Middle Management Leadership groups.
- Travel/Meetings has been modified to now include the past several years' practice of allocating \$5,400 towards the National Legislative Day in Washington DC. Adding it to this line item more accurately reflects the true annual costs of Travel, rather than adding it mid-year.
- Workshop Expenses reflects the \$10,000 approved at the January Executive Committee meeting for support for PLP Staff Development initiatives and activities. The \$5,000 allocated to the Palo Alto event in August will come from this line item.

Communication and Delivery

- The CLSA allocation is similar to the previous fiscal year.
- The FY 2018/19 CLSA Communication and Delivery allocation is \$555,862
- Per the May 2018 meeting, the budget reflects \$200,000 in CLSA allocations to member libraries for identified projects
- There are \$411,411 unallocated CLSA funds

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. It is reduced from last Fiscal Year, as that included the funds for the support for PLP Staff Development initiatives and activities. That has now been moved to the Administration program budget.

Fund Balance:

- The PLP Ending Fund Balance is estimated to be \$1,066,500.

Operating Reserve:

- The Operating Reserve Fund is equal to three months of the administrative costs. For Fiscal Year 2016/17, the Operating Reserve was set at \$313,383. This was not changed in FY 2017/18. For FY 2018/19, three months of Operating Reserve would be \$238,221.

Grants

- Grants will be included in the CLSA Annual Report.

Membership Fees

Attached is the current roster for PLP members and accompanying membership fees for FY 2018/19. With the anticipation of San Juan Bautista leaving PLP, their \$750 membership fee has been removed from the schedule.

FY 18/19 PLP PROPOSED BUDGET SUMMARY

	Admin	Delivery	System Operation	TOTAL
<u>Revenue</u>				
Interest Income			\$38,000	\$38,000
Other Agencies	\$167,775	\$0		\$167,775
Member Fees	\$347,938		\$256,246	\$604,184
Workshop Fees			\$8,000	\$8,000
State Grant-CLSA	\$151,315	\$555,862		\$707,177
State Grant-LSTA	\$291,980	\$264,005		\$555,985
Fund Balance				\$0
Total Revenue	\$959,008	\$819,867	\$302,246	\$2,081,121
<u>Expenditure</u>				
Health Benefits	\$9,000			\$9,000
Communications		\$5,000		\$5,000
Mileage	\$300			\$300
Equipment Maintenance	\$4,800			\$4,800
Printing	\$4,000			\$4,000
Professional Services	\$40,000			\$40,000
Contractual Services	\$861,458	\$195,456	\$278,826	\$1,335,740
Office Expense	\$4,500	\$2,000		\$6,500
Postage		\$6,000		\$6,000
Special Departmental-CLSA		\$611,411		\$611,411
Library Materials				\$0
General Insurance	\$3,000			\$3,000
Membership Fees/Dues	\$4,500		\$15,420	\$19,920
Travel & Meetings	\$14,900			\$14,900
Education & Training	\$800			\$800
Subscriptions	\$500			\$500
Service Fees	\$400			\$400
Workshop Expenses	\$10,000		\$8,000	\$18,000
Computer Equipment	\$0			\$0
Lease Equipment	\$850			\$850
Total Expenditure	\$959,008	\$819,867	\$302,246	\$2,081,121
Fund Balance	FY17/18			
Beginning Fund Balance	\$1,106,442			
Estimated Ending Fund Balance	\$1,066,500			
Reserve				
Operating Reserve	\$313,383			

**PACIFIC LIBRARY PARTNERSHIP
FY 2018-19 PROPOSED BUDGET**

ADMINISTRATION (920)

		Adopted FY 17/18	Proposed FY 18/19	Note
<u>GL Acct</u>	<u>Revenues</u>			
3601	Other Agencies	9,000	15,700	BALIS for Retirees (\$9K) -BALIS Reserve
		171,783	152,075	NorthNet Contract
3661	Member Fees	\$326,764	\$347,938	PLP Membership Fees (Prorated)
3667	State Grant-CLSA	139,187	138,965	CLSA System Administration Funds
	State Grant-CLSA	9,673	12,350	CLSA indirect from SimplyE and Shared eBook with Library Owned Content grants
		200,795	291,980	
3668	Federal Grant			LSTA Grants-Indirect Costs Prior & Current Year
	Total Revenues	\$857,202	\$959,008	11.88%
	<u>Expenditures</u>			
4105	Health benefits	\$9,000	\$9,000	BALIS retirees-pay from BALIS Reserves
4216	Mileage	300	300	
4217	Equipment Maintenance	4,800	4,800	Copier, MIP Acctg Software Maint. & Support
4218	Printing	4,000	4,000	Directory, letterhead
4219	Professional services	40,000	40,000	attorney fees, consultants, audit
4220	Contractual Services	772,552	861,458	PLS Contract \$781,458
				Coordinator for NorthNet \$50,000
				Other consultation services \$30,000
4230	Office Expense	4,500	4,500	Office Supplies
4238	Library Books/Materials			Gale -Analytics On Demand Renewal 12/2018
		-	-	(\$0) CLSA Funds
4301	General Insurance	3,000	3,000	Professional Liability Insurance-PLP Boards
4302	Member Fees/Dues	4,500	4,500	CLA, ALA , Baynet & other membership fees
4303	Travel/Meetings	9,500	14,900	Annual Conferences (\$ 9.5K); 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	0	10,000	System-wide Non-Fee Trainings
4567	Computer Equipment	2,500		
4585	Lease Equipment	850	850	Postage meter
	Total Expenditure	\$857,202	\$959,008	11.88%

**PACIFIC LIBRARY PARTNERSHIP
FY 2018-19 PROPOSED BUDGET**

CLSA COMMUNICATIONS & DELIVERY (924)

		Adopted FY 17/18	Proposed FY 18/19	Note
<u>GL Acct</u>	<u>Revenues</u>			
3601	Other Agencies	\$2,000	\$0	MOBAC Add'l Delivery Service FY17/18
3667	State Library-CLSA	556,748	555,862	CLSA C & D (\$208,456); eResources (\$347,406)
3668	State Library-LSTA Grant	150,000	264,005	<i>Rolled-over Unallocated FY 17/18 CLSA Funds</i>
	Total Revenues	\$708,748	\$819,867	15.68%
<u>EXPENDITURES</u>				
4212	Communication	\$5,000	\$5,000	PLP 800 Number; Fax; Landlines
4220	Contractual Services	546,248	195,456	Systems delivery contracts
	<u>Systems Delivery</u>			
	BALIS	\$52,128		
	MOBAC	59,328		
	PLS (CLSA Fund)	58,000		
	SVLS	26,000		
	Total Systems Delivery	\$195,456		
4230	Office Expenses	2,000	2,000	Delivery Supplies (tags, labels, etc)
4233	Postage	5,500	6,000	UPS & FEDEX
4234	Special Departmental -CLSA		200,000	CLSA Allocation to Libraries (Rolled-over FY17/18 CLSA Funds)
4234			411,411	Unallocated CLSA Funds
4238	Library Materials	150,000		
	Total Expenditure	\$708,748	\$819,867	15.68%

**PACIFIC LIBRARY PARTNERSHIP
FY 2018-19 PROPOSED BUDGET**

SYSTEM OPERATION (928)

		Adopted FY 17/18	Proposed FY 18/19	Note
<u>GL Acct</u>	<u>Revenues</u>			
3510	Interest Income	12,000	38,000	Investments Interest Income (LAIF & CD)
3661	Member Fees	223,998	256,246	PLP Membership Fees (Prorated)
		\$8,000	\$8,000	Spring Fling & Future of Libraries, Exec & Mid-Mgmt Training
3663	Workshop Fees			
3000	Fund Balance	72,672	-	
Total Revenues		\$316,670	\$302,246	-4.55%
4220	Contractual Services	\$311,324	\$278,826	Innovation grants (\$150K); Unallocated membership fees (\$128,826)
4302	Membership Fees	15,420	15,420	Califa membership for members
		13,912	8,000	
4434	Workshop Expenses			Staff Development Fee-Based Training (\$8,000)-Future of Libraries, Mid-Mgmt Training
Total Expenditure		\$340,656	\$302,246	-11.28%

FY 2018/19 PLP Membership Fees	
Library	Amount
Alameda Free Library	\$10,641
Alameda County Library	30,641
Berkeley Public Library	25,641
Burlingame Public Library	10,641
Cabrillo College Library	2,000
Contra Costa County Library	30,641
CSU Monterey Bay Library	2,000
Daly City Public Library	10,641
Defense Language Institute	1,500
Gavilan College Library	1,500
Harrison Memorial Library - Carmel	8,641
Hartnell College Library	1,500
Livermore Public Library	11,641
Los Gatos Public Library	8,641
Menlo Park Public Library	9,641
Monterey County Free Libraries	15,641
Middlebury Institute of International Studies	1,500
Monterey Peninsula College Library	1,500
Monterey Public Library	9,641
Mountain View Public Library	11,641
Naval Post Graduate School Library	5,000
Oakland Public Library	30,641
Pacific Grove Public Library	7,641
Palo Alto Public Library	15,641
Pleasanton Public Library	10,641
Redwood City Public Library	15,641
Richmond Public Library	15,641
Salinas Public Library	11,641
San Benito County Library	7,641
San Bruno Public Library	8,641
San Francisco Public Library	30,641
San Jose Public Library	30,641
San Mateo County Community College District	3,000
San Mateo County Library	25,641
San Mateo Public Library	11,641
Santa Clara City Library	15,641
Santa Clara County Library	30,641
Santa Cruz Public Libraries	25,641
South San Francisco Public Library	11,641
Sunnyvale Public Library	15,641
UC Santa Cruz Library	5,000
Watsonville Public Library	9,641
TOTAL	\$550,012



March 24, 2018

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

Dear Ms. Bernardo,

Please accept this letter as public comment to the proposed updates to the Regulations Implementing the Library Services Act, Procedures of the California Library Services Board.

As the President of the Pacific Library Partnership (PLP), I would like to express PLP's appreciation of the efforts which have been undertaken by the California State Library as well as the California Library Services Board (CLSB) to consider updating regulatory California Library Services Act language to reflect current as well as future needs of our public libraries. PLP would like to provide comments on two sections.

Article 2, Section 20118, Regular Meetings.

We agree with the elimination of the language for the CLSB to meet at least bi-monthly. We also appreciate that the qualified 'at least' has been included in the 'at least once each year.' In the spirit of collaboration and ensuring that the business of the libraries is being addressed, we respectfully request that the CLSB consider increasing this to at least twice a year. The CLSB carries out important work, including the approval of the CLSA Plans of Service, the allocation of funds, the certification of population figures, the approval of libraries to move from one system to another, as well as many other important tasks. Although the spirit of the phrase infers that the Board could meet more than once a year, the proposed wording would allow a precedent for the Board to be able to meet just once a year. This would have severe impacts on the ability for libraries to perform their functions. For instance, for libraries wishing to form, or to move from one cooperative library system to another, with the Board currently meeting twice a year, the library must wait for a Board meeting to be scheduled. Should that be potentially reduced to once a year, that library may miss out on CLSA funds for an entire year. Another example is the certification of population. At least one cooperative library system uses these certified numbers to determine the CLSA allocation between member libraries. Delaying certification could cause delays in funds being allocated to libraries. We respectfully request that the CLSB entertain modifying the proposed regulatory language to 'at least twice each year.'

Article 2, Section 20125. Speakers.

The proposed change in Subsection (a) states "Member of the public or the State Library staff may be recognized by the President..." We would respectfully request that the CLSB not change the word 'will' to 'may.' The CLSB Mission Statement includes the following: "Public

Participation – We value and ensure public participation in carrying out the intent of the California Library Services Act through locally appointed System Advisory Boards, open public meetings, and involvement of voluntary groups.” The value of public participation can be found in all public libraries’ meetings, where public comment is encouraged. We would like the CLSB to also ensure that all comments will be heard. Changing the language could open the possibility to imply bias or blocking of comments. Keeping the word “will” ensures transparency and openness, and ensures compliance with both the letter and the spirit of the Bagley-Keene Open Meetings Act.

We appreciate the consideration of this letter by the State Library staff as well as the CLSB. Should you need additional information, please do not hesitate to contact me at hmurphy@cityofpleasantonca.gov.

Sincerely,



Heidi Murphy
President, Pacific Library Partnership
Library Director, Library Services Department, Pleasanton

cc: Pacific Library Partnership Executive Committee

California State Library/California Library Services Board
Stanley Mosk Library and Courts Building
Office of the State Librarian
914 Capitol Mall, Suite 220
Sacramento, CA 95814

NOTICE OF AMENDMENTS TO TEXT OF PROPOSED REGULATORY CHANGES, REGULATORY SECTIONS
20100-20265 TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS RELATING TO THE CALIFORNIA
LIBRARY SERVICES ACT

On March 2, 2018, the California State Library published a Notice of Proposed Rulemaking in the California Regulatory Notice Register in accordance with section 11346.4 of the Government Code, providing notice to the public of the California State Library and California Library Services Board's intention to amend portions of Title 5 of the California Code of Regulations (CCR), sections 20101-20265. On April 17, 2018, the California State Library and California Library Services Board held a hearing on the proposed amendments.

The proposed amendments to the California Library Services Act regulations will conform the regulations to changes which have been made to the related statute under the Education Code. These changes include removing obsolete reimbursement and grant program provisions that are no longer supported by state funds or statute; updating the regulations to reflect the ability of Cooperative Library Systems to use remaining Communication and Delivery program grant funds for resource sharing and delivery of digital materials; and the proposed action will change the meeting requirements to conform to current Bagley-Keen (Bagley-Keen Act) Open Meeting Act requirements.

California State Library staff and the appointed members of the California Library Services Board considered the comments submitted during the comment period and at the hearing. The California Library Services Board approved several changes to the proposed regulatory language based on the comments and testimony. Those proposed, significantly related, changes are outlined below.

Subsection (b)(2) was added to CCR section 20107 of Title 5 to include a definition of "Home Library". This change is not based on public comment but was a previously requested change from the President of the California Library Services Board to provide a definition of language used in section 20205 that was not previously defined. This change can be found on Page 2, line 1 of the regulatory language accompanying this notice and is represented with a double underline as follows:

(2) "Home Library" means the public library within whose taxing area a person resides.

Subsection (a) of CCR section 20118 of Title 5 was amended to require the California Library Services Board to meet at least twice each year rather than at least once each year. This change can be found on Page 4, line 28 of the regulatory language accompanying this notice and is represented with an underline, strikeout and a double underline as follows:

- (a) Date. Regular meetings of the State Board shall take place at least ~~bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association conference~~ once twice each year.

The public comments submitted in writing as well as those who testified at the public hearing felt that at least twice was the minimum number of meetings the California Library Services Board could hold to effectively handle the business of the Board. The California Library Services Board agreed with the assessment and requested that the language be changed.

Subsection (a) of CCR section 20125 of Title 5 was amended to remove the word “may” in place of the word “will”. This change can be found on Page 6, line 9 of the regulatory language accompanying this notice and is represented with an underline, strikeout and a double underline as follows:

- (a) Recognition of Speakers. Members of the public or the State Library staff ~~may~~ will be recognized by the President ~~of the State Board~~ to speak at any State Board meeting. All remarks made shall be germane to the business at hand and shall be addressed to the President. ~~No person other than the person having the floor and members of the State Board shall be permitted to enter the discussion.~~

The public comments submitted in writing as well as those who testified at the public hearing expressed that they felt the removal of the word “will” and its replacement with the word “may” in the context of individuals being recognized to speak at a State Board meeting would stunt public participation and provide a potential situation where public comment could be blocked. The California Library Services Board agreed that such a change would open a path to a reduction in transparency and requested that the language be changed to remove the word “may” and resubstitute the word “will”.

Section 20203 of Title 5 was amended to remove the words “excepted from” and replace them with “provided in”. This change can be found on Page 11, line 19 of the regulatory language accompanying this notice and is represented with an strikeout and a double underline as follows:

“...In determining the places of residency, the following rules as ~~excepted from~~ provided in Government Code section 244 shall be observed.”

This change was made for clarifying purposes as requested by the President of the California Library Services Board.

A copy of these proposed amendments is being sent to all individuals who requested notification of such changes, as well as those who commented orally or in writing, and will be available to other persons upon request. All written comments concerning this notice must be submitted to The California State Library no later than 5:00 p.m. on June 19, 2018, and should be directed to:

Annly Roman
California State Librarian’s Office,
P.O. Box 942837, Sacramento, CA 94237
Email: annly.roman@library.ca.gov

All written comments received by June 19, 2018, which pertain to the indicated changes will be reviewed and responded to by California State Library staff as part of the compilation of the rulemaking file.

1 **CALIFORNIA LIBRARY SERVICES REGULATIONS**
2 (Code of California Regulations, Title 5, Division 2, Chapter 1, Subchapter 2,
3 Articles 1-8, Sec. 20101-20265)

4 **SUBCHAPTER 2. CALIFORNIA LIBRARY SERVICES**

5 **ARTICLE 1. GENERAL PROVISIONS**
6

7 **§ 20100. Scope.**

8 The regulations contained in this chapter shall implement the California Library Services
9 Act, Chapter 4 of Part 11 of Division 1 of Title 1 of the Education Code, beginning with
10 section 18700 thereof.

11 **§ 20101. General Provisions.**

12 (a) The State Board finds that it is in the best interests of the citizens of California and
13 best fulfills the purposes of the Act (Chapter 4, part 11, Division 1, Title 1, Education
14 Code) that libraries participating in any one program of the Act participate in all
15 applicable programs of the Act.

16 (b) Any public library participating in programs of the Act shall, under section
17 18724(g)(e) of the Act, provide access to the library's bibliographic and location data
18 upon request from the State Board for inclusion in the appropriate database
19 established by the State Board in implementation of the Act. The access shall be
20 provided in such form, manner, and frequency as are agreed upon between the
21 State Board and the library.

22 (c) Funding distributed according to California Library Services Act provisions may not
23 be used to support other than library purposes. To comply with Education Code
24 Section 18703(c), the funding may not be used to replace local funds for library
25 services, but only to supplement the local funding to further the purposes of the Act.

26 (d) A public library participating in any program of the Act must participate in the direct
27 loan transaction reporting, whether the library participates in either of the direct loan
28 programs or not. During the designated transaction reporting periods all CLSA
29 participating libraries must record all direct loans made to eligible residents of other
30 jurisdictions whose libraries are participating in the direct loan programs, as long as
31 the handling costs of paid loans are not being covered in whole, or in part, by CLSA
32 funds in addition to direct loan reimbursement funds, LSTA funds, or by funds
33 provided by the jurisdiction of the eligible non-resident.

34 **§ 20103. Waiver of Filing Date.**

35 The State Board may waive or reset any filing dates required by these regulations, if the
36 State Board determines that so doing would best serve the purposes of the Act.

37 **§ 20104. Eligibility to Participate.**

38 Funding under any program of the Act shall be provided only to libraries which are
39 physically and administratively located within California and which meet any additional
40 eligibility criteria required for specific program participation.

1 **§ 20105. General Requirements for Participation.**

- 2 (a) Public Library Participation Authorization. Every public library wishing to participate
3 in any of the programs of the Act must file with the State Board an authorization by
4 the jurisdictional governing body for that library's participation. The authorization
5 must be in the form and manner and be filed by the date specified by the State
6 Board.
- 7 (b) Public Library Certification. Upon the authorization by the jurisdictional governing
8 body, the head librarian of each public library wishing to participate in the programs
9 of the Act must file a certification of compliance with provisions of the Act. This
10 certification shall remain in effect until the library jurisdiction no longer complies with
11 the stated provisions. The certification shall specifically include compliance with
12 Education Code Sections 18703(c) and 18724~~(e)~~(d). If the library or jurisdiction is no
13 longer in compliance, the head librarian shall notify the Board no later than thirty
14 days following such a change in compliance status.
- 15 (c) Participation by Libraries other than Public Libraries. The head librarian of such
16 library eligible to participate in any of the programs of the Act and wishing to do so
17 must file with the State Board a notice of its intent to participate and of its agreement
18 to the provisions of the Act and administrative regulations as they apply to the
19 library's participation. This notice shall be filed in such form and manner as specified
20 by the State Board by September 1 of the fiscal year preceding active participation.
21 The agreement shall remain in effect until rescinded by the State Board or the
22 library.
- 23 (d) Reports, Applications, and Claims. Any budget documents, reports, applications,
24 and claims for funds pursuant to this Act shall be submitted by participating libraries
25 in such form and manner and by the dates established by the State Board.
- 26 (e) No public library participating in the programs of the Act may charge its residents, as
27 defined in section 20203, any fee to obtain a library card nor for services for which it
28 is receiving reimbursement under the California Library Services Act.
- 29 (f) The California Library Services Board believes that it is in the best interests of the
30 citizens of California that the information services of public libraries be provided free
31 of charge.

32 **§ 20106. Uniform Population Statistics.**

33 Any funds distributed per capita shall be awarded using the most recently published and
34 available combined estimate for cities and counties from the California State
35 Department of Finance.

36 **§ 20107. Definitions.**

- 37 (a) The definitions concerning California Library Services Act components set forth in
38 Education Code Section 18710 are hereby incorporated by reference, with additions
39 as noted in subsection (b) of this section. ~~The definitions incorporated by reference~~
40 ~~are accurate to California Statutes 1979~~2016.
- 41 (b) Additions to the regulations hereby incorporated are as follows:
- 42 (1) "Board Assistant" means the Administrative Assistant II position designated to
43 the Board
- 44 ~~(1)(2) "Chief Executive Officer" means the State Librarian.~~

- (2) "Home Library" means the public library within whose taxing area a person resides.
- (2)(3) "President" means the elected President of the Board.
- (3)(4) "Public library affiliation" means the formal and legal joining to a System (i.e. the obtaining of full System membership status) by a public library not previously a member of any System. A Public Library Affiliation is not considered complete until all necessary local System and jurisdictional agreements have been approved and are in force, and the State Board has approved the affiliation.
- (4)(5) "Public library consolidation" means the formal and legal joining of the functions, services, operations, etc. of two or more formerly independent public libraries into a single public library, as defined in Education Code Section 18710 (f). A Public Library Consolidation is not considered complete until all necessary local jurisdictional agreements have been approved and are in force, and the State Board has approved the consolidation (see Administrative Code Section 20180, below).
- (6) "Resource Sharing" refers to the allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries' with three (3) or more participating libraries.
- ~~(5) Reference collection. Reference collection means a collection of materials, both print and non-print, designed primarily for use in answering requests for information.~~
- ~~(6) Reference specialist. Reference specialist means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the undeserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.~~
- ~~(7) "Secretary" means the Executive Secretary of the Board.~~
- ~~(8) "State Board" means the California Library Services Board.~~
- (9)(7) "System consolidation" means the formal and legal joining of geographic service areas, functions, operations, etc. of two or more formerly separate Systems into a single Cooperative Library System, as defined in Education Code Section 18710(c). A System Consolidation is not considered complete until all necessary local System consolidation agreements have been approved and are in force, and until the State Board has approved the consolidation (see Administrative Code Section 20185, below).
- (10)(8) "Valid non-resident borrowers card" means a card that is issued free of charge by a public library to a resident of another jurisdiction which maintains a public library, as long as such card meets all of the legal requirements of the issuing library.
- (11)(9) "Vice-President" means the elected Vice-President of the Board.

ARTICLE 2. CALIFORNIA LIBRARY SERVICES BOARD PROCEDURES

§ 20116. Officers of the State Board.

1 The State Board shall elect a President and Vice-President. The State Librarian shall be
2 the Chief Executive Officer of the State Board.

3 (a) The State Board shall ~~annually~~ biennially elect a President and Vice-President at the
4 first last regular meeting of ~~each~~ every odd numbered calendar year.

5 (b) Should a vacancy occur in the Office of President or Vice-President, the State Board
6 shall at its ~~not~~ next regular meeting elect one of its members to fill such vacancy for
7 the remainder of the term.

8 (c) Duties of President. The President shall preside at all meetings of the State Board,
9 shall execute for the State Board any documents requiring such execution, and shall
10 perform such other duties as the State Board so provides.

11 (d) Duties of Vice-President. The Vice-President shall in the absence of the President
12 perform any of the duties of President that cannot reasonably await the President's
13 return.

14 (e) Duties of the Chief Executive Officer.

15 (1) Make such reports and recommendations to the State Board as he deems
16 desirable and appropriate or as may be required by the State Board.

17 (2) Administer the provisions of this chapter.

18 (3) Review all claims to ensure programmatic and technical compliance with the
19 provisions of this chapter.
20

21 **§ 20117. Quorum.**

22 A quorum for all State Board meetings shall be seven (7) members. The concurrence of
23 7 of its members shall be necessary to the validity of all actions of the State Board.

24 **§ 20118. Regular Meetings.**

25 (a) Date. Regular meetings of the State Board shall take place at least ~~bi-monthly on~~
26 ~~the third Thursday of the months of February, April, June, August, October; the~~
27 ~~December meeting shall be held in conjunction with the California Library~~
28 ~~Association conference once twice each year.~~

29 (b) Place. The tentative time of year and locations for the regular meetings of in the
30 ~~following forthcoming~~ calendar year shall be determined annually, at the last regular
31 meeting of the calendar year.

32 (c) Change of date or place. Nothing in this regulation shall be construed to prevent the
33 State Board from altering its regular meeting dates or ~~places of meeting~~ location.

34 (d) Meeting notice. ~~A notice of regular meetings shall be provided at least seven days~~
35 ~~prior to the meeting date to any person annually requesting such notice under~~
36 ~~section 20119 below. Such notice shall include the time, date, and place of the~~
37 ~~regular meeting and a copy of the agenda therefor. Notices of regular meetings shall~~
38 comply with all requirements laid out in Government Code sections 11120-11131.

39 (e) Any person or organization desiring to receive notice(s) of State Board meetings
40 may email the current Board Assistant or direct the request to: California Library
41 Services Board, State Librarian's Office, California State Library, P.O. Box 942837,
42 Sacramento, CA 94237-0001.

43 **§ 20119. Notices.**

44 (a) ~~Eligibility. Notice of any regular or special public meeting of the State Board shall be~~

1 given to any person annually requesting under section 20119(b).

2 (b) Procedure. Individuals and organizations wishing to receive notice of regular and
3 special meetings of the State Board and copies of the agenda may annually request the
4 Secretary to include their names on the mailing list. Inclusion on the mailing list will
5 result in notification to the addressee of all regular and special meetings of the State
6 Board. The Secretary shall annually notify interested agencies and organizations that,
7 upon request, they are entitled to be placed on the mailing list.

8 **§ 20120. Open Meetings of Committees, Commissions, and Advisory Bodies.**

9 (a) State Board Committees. Meetings of State Board committees composed solely of
10 members of the State Board, created by a formal action of the State Board, shall be
11 open and public.

12 (b) Advisory Bodies. Unless otherwise provided by law, meetings of any advisory body,
13 or committees or subcommittees thereof, created by statutes or by formal action of
14 the State Board, to advise or report or recommend to the State Board, shall be open
15 and public.

16 **§ 20121. Open Meetings.**

17 All meetings of the State Board will be open and public except for executive sessions
18 authorized by Government Code Sections 11120- 11131.

19 **§ 20122. Special Meetings.**

20 Special meetings may be called by the President of the State Board or a majority of the
21 members thereof for any stated purpose. Notice of such meetings shall be provided at
22 least 24 hours in advance to those persons so requesting under section 20119(b).
23 Special meetings shall comply with all special meeting provisions in Government Code
24 sections 11120-11131.

25 **§ 20123. Emergency Meetings and Agenda Items.**

26 (a) Power. An emergency meeting may be called by the President of the State Board or
27 a majority of the members thereof without providing the notice required by section
28 20119 section 20118(d) if there is an unforeseen emergency condition in existence.

29 (b) Definition. An unforeseen emergency condition exists when there is an immediate
30 threat of adverse effects on the program authorized by the Act of such scope that
31 requires action of the State Board to avert such effects.

32 (c) Agenda Items. An item may be included on the agenda of any regular meeting if an
33 unforeseen emergency condition exists without the notice required by section 20119
34 section 20118(d).

35 (d) Certification. Concurrence of 7 of the members is required to certify that an
36 emergency condition exists in order to take any action at an emergency meeting or
37 regarding an emergency item.

38 (e) Notice. If reasonably possible, notice of the emergency item or meeting shall be
39 provided to those so requesting under section 20119(b)20118(e). Lack of such
40 notice shall not invalidate any action taken on said item or at said meeting.

1 **§ 20124. Agenda.**

- 2 (a) All matters to be submitted for consideration of the State Board shall be sent to the
3 Secretary to the Board Assistant at least 40 15 business days preceding a regular
4 meeting of the State Board, by email or by mail at California Library Services Board,
5 California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.
6 (b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set
7 by the Chief Executive Officer at least 8 12 business days prior to the meeting.

8 **§ 20125. Speakers.**

- 9 (a) Recognition of Speakers. Members of the public or the State Library staff may will be
10 recognized by the President ~~of the State Board~~ to speak at any State Board meeting.
11 All remarks made shall be germane to the business at hand and shall be addressed
12 to the President. ~~No person other than the person having the floor and members of~~
13 ~~the State Board shall be permitted to enter the discussion.~~
14 (b) Subject of Remarks. All speakers before the State Board shall confine their remarks
15 to the subject ~~indicated in their written request, or indicated in the recognition by for~~
16 which they were recognized by the President.

17 **§ 20127. Robert's Rules of Order.**

18 Except where the provisions of the California Library Services Act of 19772016 or of
19 these regulations provide to the contrary, or when the State Board determines
20 otherwise, the State Board shall operate under the latest edition of Robert's Rules of
21 Order.

22
23 **§ 20130. Public Hearings.**

- 24 (a) Notice. The State Board may hold a public hearing regarding any matter pending
25 before it, after giving the 45-day notice as required by the California Administrative
26 Procedures Act. Such notice shall include adequate descriptive matter relating to the
27 subjects to be considered in hearing.
28 (b) Alternative hearing. The State Board may direct that a public hearing be held before
29 staff of the State Library, an advisory commission to the State Board, or a standing
30 or ad hoc committee of the State Board regarding any matter which is, or is likely to
31 be, pending before the State Board.
32 (c) Speakers.
33 (1) Notice. Persons wishing to address the State Board on a subject to be
34 considered at a public hearing, should present a request to the Secretary Board
35 Assistant four (4) working days in advance of the meeting ~~at the office of the~~
36 Secretary by email, or in person at the Board Assistant's Office, at the Stanley
37 Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814,
38 stating the subject they wish to address, the organization they represent, if any,
39 and the nature of their testimony. Persons wishing to address the Board, who
40 have not presented a request four days in advance, may be heard at the
41 discretion of the presiding officer.

- (2) Copies of Statement. The speaker may provide a written copy of his statement to the Secretary Board Assistant 24 hours in advance of the hearing.
- (3) Public Testimony. At or before the hearing at which oral comments from the public are to be received, the State Board or other hearing body shall determine the total amount of time that will be devoted to hearing such oral comments, and may, at its discretion, determine the time to be allotted to each person or to each side of an issue.

§ 20131. Waiver by Presiding Officer.

At any time upon a showing of good cause, the presiding officer of the hearing may waive the requirements of Sections 20130.

§ 20134. Public Records.

(a) Inspection of Public Records.

- (1) Inspection of the original copy of any public record of the State Board (as defined in Government Code section 6252(d) and 6254) will be permitted during regular office hours of the State Library, Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814.
- (2) Requests to inspect such records should be filed with the Secretary Board Assistant at least five working days prior to the requested date in order to insure availability.
- (3) Requests for inspection should be as specific as possible in identifying the records desired.
- (4) Original copies of public records shall not be removed from the office the Secretary Stanley Mosk Library-Courts Building.

(b) Obtaining Copies of Public Records.

- (1) Requests to obtain copies of public records may be made in person or by mail to the office of the Secretary Board Assistant at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.
- (2) Such requests should be as specific as possible in identifying the records desired.
- (3) Certification of the authenticity of copies may be obtained from the Secretary Board Assistant.

ARTICLE 3. GENERAL PROVISIONS FOR SYSTEMS

§ 20135. System Budget Request and Plan of Service.

Each System participating in programs of the Act shall adopt a System Plan of Service and prepare a budget for carrying out the objectives of the Plan. After approval by the Administrative Council, the System budget request and Plan of Service shall be annually submitted to the State Board by June 1 of the fiscal year immediately preceding the fiscal year for which funds are requested.

- 1 (a) Plan of Service. The annual Plan of Service shall describe in the form and manner
2 prescribed by the State Board how the System proposes to carry out the purposes of
3 the Act, and it shall include information relative to the following statements
4 (1) A population profile. This shall be no more than ~~five~~ three years old, and shall
5 use the most current data available.
6 (2) A description of the users ~~and the non-users~~ of the services of the members of
7 the System.
8 (3) A description of the services provided by the System.
9 ~~(4) A list of the major unmet information needs of the population of the System area.~~
10 ~~(5)-(4)~~ A plan for the use of CLSA funds, listing each of the services(s) in (3) above
11 which the System plans to maintain or improve, ~~and each of the unmet needs in (4)~~
12 ~~above which the System plans to address.~~ Under each such service to be provided,
13 the plan shall include:.
14 (b) Budget. The System budget shall document in the form and manner prescribed by
15 the State Board the dollar amounts to be expended for providing each System
16 service ~~or addressing each unmet need~~.
17 (c) In addition, each System shall file by September 1 of each year a report, in the form
18 and manner prescribed by the State Board for the fiscal year just ended, that
19 describes actual accomplishments and expenditures of the System program,
20 compares them with the planned accomplishments and expenditures for the fiscal
21 year reported and includes other appropriate commentary.
22 (d) Membership and Population Figures. The State Board shall periodically, and at least
23 annually, review and approve the membership and population figures, and
24 determine an appropriate funding formula which shall be uniform statewide.

25 **§ 20136. System Administrative Policy Manual.**

26 Each System participating in programs of the Act must develop ~~by July 1, 1979,~~ a
27 System Administrative Policy Manual which shall include along with any other items the
28 System finds useful, its policies for:

- 29 (a) Receiving and accounting for state and federal funds on behalf of the System.
30 (b) Employment of System personnel.
31 (c) Executing the System programs approved by the State Board. Policy manuals shall
32 be in conformity with the California Library Services Act. Policy manuals shall be
33 kept current.

34 **§ 20140. System Administration.**

- 35 (a) Cooperative Library Systems. The System Administrative Council shall consist of the
36 head librarian of each jurisdiction in the system. In case of the head librarian's
37 absence, an official delegate or alternate may vote in place of the head librarian. It
38 shall have regular meetings, open and accessible to the public as required in the
39 Ralph M. Brown Act (Govt. Code Section 54950-549643). Information about the
40 meetings of the Council shall be disseminated in such a way and in such languages

as the Council determines will most effectively inform the public of the Council's activities. The Council shall provide for the position of a Council Chair-person, and for rotation of that position among the Council members.

ARTICLE 4. SYSTEM REFERENCE

~~§ 20158. Allowance.~~

~~Each System shall receive an annual allowance based on the number of member libraries of the System and on the total population served by that System. The State Board shall periodically, and at least annually, review and approve the membership and population figures, and determine an appropriate funding formula which shall be uniform statewide.~~

ARTICLE 5: CONSOLIDATIONS AND AFFILIATIONS

§ 20180. Public Library Consolidations.

- (a) If any two or more contiguous jurisdictions operating public libraries wish to consolidate their libraries into a single library agency ~~and receive establishment grants under Education Code Section 18732~~, a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction, and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.
- (b) The State Board's approval of requests for library consolidation ~~funds under Education Code Section 18732~~ shall be based on its determination that the consolidation provides a more effective means of carrying out the purposes of the Act than would be the case if the consolidation did not occur.
- (c) ~~For purposes of determining the eligibility of the consolidating jurisdictions to receive funds under other provisions of the Act, a~~ public library consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

§ 20185. System Consolidations.

- (a) If any two or more Systems whose borders are contiguous wish to consolidate and ~~receive a consolidation grant under Education Code Section 18751~~, a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system plan of Service and budget, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. ~~If the State Board approves the consolidation funding~~

request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.

(b) The State Board's approval of requests for System consolidation funds under Education Code Section 19851 shall be based on its determination that the consolidation provides a more effective way of carrying out the purposes of the Act than would be the case if the consolidation did not occur.

(c) For purposes of determining the eligibility of the consolidating systems to receive funds under other provisions of the Act, a A system consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

§ 20190. Public Library Affiliation with an Existing System.

(a) If any jurisdiction, not previously a member of any System, joins a System with borders contiguous to the jurisdiction, and the System wishes to receive an affiliation grant under Education Code Section 18752, the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board.

(b) The State Board's approval of requests for affiliation shall be based on its determination that the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with a System other than the one joined.

(c) For purposes of determining the eligibility of the affiliating public library or system to receive funds under other provisions of the Act, a An affiliation will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation authorization is filed.

§ 20192. Public Library Withdrawal from System Membership.

(a) If a member library does not retain its membership in any System participating in the programs of the Act, the System shall notify the State Board no later than three months preceding the beginning of the fiscal year in which the withdrawal takes effect.

(b) Any System failing to provide the notice required in Section 20192(a) may be required to return to the State Board any funds allocated to it on the basis of the withdrawing library's membership, if the Chief Executive Officer determines that such funds would not have been allocated had the required notice been provided.

§ 20195. Public Library Change of System Membership.

If any jurisdiction at present or previously a member of a System which has received state funds pursuant to that jurisdiction's membership, wishes to join another System instead, and if the library and the System it proposes to join wish to receive state funds pursuant to that jurisdiction's membership under Article 5 of the Act, the governing body of the jurisdiction and the administrative body of the System it proposes to join shall file a joint notice of intent with the State Board. The notice shall be filed by September 1 of the year preceding any July 1 of the first full fiscal year for which state funds pursuant to

1 the new membership are requested. The State Board shall approve all appropriate state
2 fund payments to the System under Article 5 of the Act only if it determines that the new
3 membership results in a more effective statewide method of carrying out the purposes
4 of the Act than would be the case if the jurisdiction retained or resumed the System
5 membership it had previously. If the State Board does not make such a determination in
6 favor of the new membership, then the new System's funding under Article 5 of the Act
7 shall be calculated on the basis of the System comprising only those public library
8 jurisdictions whose membership is approved.

9 **ARTICLE 6. DIRECT LOAN**

10 **§ 20200. Scope.**

11 Except where otherwise specified, the regulations contained in the Article apply both to
12 Education Code Section 18731 (Universal Borrowing) and Education Code Section
13 18743 (Equal Access) of the Act.

14 **§ 20203. Residency.**

15 For purposes of this Article, each resident of the State shall be deemed to have a single
16 legal residency, which shall entitle ~~him/her~~ them to resident library services of the
17 jurisdiction in which ~~he/she~~ they resides, and such services shall not be reimbursable
18 under this Article. In determining the places of residency, the following rules as
19 ~~excepted from provided in~~ Government Code section 244 shall be observed:

- 20 (a) It is the place where one remains when not called elsewhere for labor or other
21 special or temporary purpose, and to which ~~he or she~~ one returns in seasons of
22 repose.
- 23 (b) There can be only one residence.
- 24 (c) A residence cannot be lost until another is gained.
- 25 (d) The residence of the parent with whom an unmarried minor child maintains ~~his or~~
26 ~~her~~ their place of abode is the residence of such unmarried minor child.
- 27 (e) A married person shall have the right to retain ~~his or her~~ their legal residence in the
28 State notwithstanding the legal residence or domicile of ~~his or her~~ their spouse..

29 **§ 20205. Non-Resident Borrower Eligibility.**

30 An eligible non-resident borrower must be a resident of California,

- 31 (a) Hold a valid borrowers card issued by ~~his/her~~ their home library, or
32 (b) Hold or obtain a valid non-resident borrowers card issued by any California public
33 library, or
34 (c) Hold a valid state borrowers identification card issued by any California public
35 library;
36 (d) And present any additional identification normally required by a library of its own
37 residents.
- 38 (e) Nothing in this section shall prevent the issuing of a non-resident card or charging of
39 fees to a resident of another state, except that loans to such non-residents shall not
40 be counted as reimbursable transactions.

1
2 **§ 20206. Valid Identification.**

3 The lending library must be supplied with the name and current address of the borrower
4 and the name of the library jurisdiction in which the borrower maintains his or her legal
5 residency.

6 **§ 20210. Exchange of Local Funds Prohibited.**

7 Libraries participating in direct loan programs authorized by the Act, shall not charge
8 other jurisdictions for borrowing privileges extended to their residents, except that
9 contracts for loan or other services provided within a defined geographic area by a
10 library jurisdiction to residents of another jurisdiction not served by their library
11 jurisdiction are not prohibited. Persons served under such contracts are to be registered
12 as residents of the jurisdiction providing the contract service.

13 **§ 20211. Maintenance of Local Service Standards.**

14 It is the intent of this Article that local service standards be maintained:

15 (a) Extension of borrowing privileges by libraries to non-residents, should not adversely
16 affect the level of service provided by the home library to its own residents.

17 (b) No library jurisdiction may reduce or fail to maintain or improve the level of service to
18 its residents for the purpose of placing undue reliance on the library services of
19 neighboring library jurisdictions.

20 ~~**§ 20215. Reimbursement for Net Direct Loans.**~~

21 ~~Loan of a library material of any type by a participating public library to an eligible~~
22 ~~nonresident borrower shall result in reimbursement from the state under Education~~
23 ~~Code Sections 18731 and 18743 to the extent that the number of such loans exceeds~~
24 ~~the number of items borrowed by that library jurisdiction's residents from other~~
25 ~~participating public libraries, during a specific reporting period.~~

26
27 ~~**§ 20216. Reporting Requirements.**~~

28 ~~To obtain reimbursement, participating public libraries shall provide reports in the form~~
29 ~~and manner, and for the period required. Reports must be submitted by established~~
30 ~~deadlines. Records in support of claims for state funds must be maintained for four~~
31 ~~years.~~

32
33 ~~**§ 20217. Reimbursable Costs.**~~

34 ~~Reimbursable costs, expressed on a unit basis, are those handling costs incurred by the~~
35 ~~lending library in processing a direct loan to a non-resident. The State Board shall~~
36 ~~periodically review, at least once a year, and approve such cost data, but the~~
37 ~~reimbursement rate, as adopted, shall be uniform statewide.~~

38
39 **ARTICLE 7. COMMUNICATION AND DELIVERY**

40 **§ 20235. Definition of Reporting Terms.**

41 In complying with the reporting requirements of Section 20135 each system shall report

the following items using the following definitions with respect to the communication, and delivery, and resource sharing programs:

- (a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes.
- (b) "Item delivered" means the physical-removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system or the delivery of digital materials. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one -not 10,000 items).
- (c) "Frequency/schedule of delivery service" means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.
- (d) "Other" means that when a system employs communications, ~~or~~ delivery methods, or shared resources, other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

§20236. Inclusion

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

ARTICLE 8. INTERLIBRARY LOANS

~~§ 20251. Scope.~~

~~The regulations in this article refer to interlibrary loan activity covered under the provisions of Education Code section 18744 (i.e. System interlibrary loan) and 18765 (i.e. Statewide loan).~~

~~§ 20252. Intent.~~

~~It is the intent of this program of the Act to support the sharing of library resources through interlibrary loan. Library materials needed by a library user and not available in that user's library will be made available to the user via interlibrary loan.~~

~~§ 20255. Eligibility.~~

~~(a) Public Libraries. Any public library as defined in Education Code section 18710(lj),~~

1 which has been authorized by its jurisdiction to participate in programs of the Act must
2 participate in the interlibrary loan programs of the Act.

3 ~~(b) Libraries Other Than Public Libraries. To be eligible to participate these libraries~~
4 ~~must be authorized by their own administrative authorities to do so and must file the~~
5 ~~proper notice with the State Board as outlined in section 20105(c). Further, a library,~~
6 ~~other than a public library, may be eligible for a reimbursement only for a loan to an~~
7 ~~eligible public library. Libraries, other than public libraries, which can become eligible for~~
8 ~~participation in the interlibrary loan reimbursement programs of the Act include only the~~
9 ~~following:~~

10 ~~(1) Libraries operated by public schools or school districts. These libraries include only~~
11 ~~those defined in Education Code section 18710(m).~~

12 ~~(2) Libraries operated by public colleges or universities. These include those academic~~
13 ~~libraries (Education Code section 18710(a)) which are funded primarily with public~~
14 ~~funds. Academic libraries potentially eligible for these programs include the libraries of~~
15 ~~the University of California, of the State University and College System, and of the~~
16 ~~California Community Colleges.~~

17 ~~(3) Libraries operated by public agencies for institutionalized persons. Libraries for the~~
18 ~~institutionalized include hospital, correctional, and residential treatment facility libraries~~
19 ~~which are funded primarily with public funds (i.e. local, state, or federal tax monies).~~

20 ~~(4) Libraries operated by nonprofit private educational or research institutions. These~~
21 ~~libraries include those operated by private colleges and universities which maintain~~
22 ~~nonprofit status under provisions of the federal Internal Revenue Service or the~~
23 ~~California Franchise Tax laws. These libraries also include those operated by private~~
24 ~~companies which are primarily devoted to educational or research purposes and which~~
25 ~~maintain nonprofit status under provisions of the federal Internal Revenue Service or the~~
26 ~~California Franchise Tax laws. Such libraries may be required by the State Board to~~
27 ~~furnish proof of their nonprofit status in addition to any other required notices and forms.~~

28 **~~§ 20257. Reimbursable Transaction.~~**

29 ~~An interlibrary transaction can result in reimbursement under Education Code sections~~
30 ~~18744 and 18765 if it consists of the loan of a library material of any type which is~~
31 ~~collected by a library or if it consists of the provision of a copy in lieu of loan of a library~~
32 ~~material, from any eligible, participating lending library to any eligible public library as~~
33 ~~defined in section 20255 and in Education Code sections 18744 and 18765.~~

34 **~~§ 20260. Reimbursable Costs.~~**

35 ~~Reimbursable costs are only those handling costs which a lending library incurs in filling~~
36 ~~a successfully completed interlibrary loan transaction. The State Board shall~~
37 ~~periodically, and at least annually, review and approve the cost data and determine an~~
38 ~~appropriate funding formula which shall be uniform statewide.~~

39 **~~§ 20265. Participation Requirements.~~**

40 ~~Participating libraries, both public and nonpublic, shall conform to the following~~
41 ~~requirements:~~

1 (a) Reporting. To obtain reimbursement a library shall provide by the deadline reporting
2 date, all required reports of its interlibrary loan transactions in an established form and
3 manner determined by the Board for the period required.

4 (b) Audit. For audit purposes, a record of the interlibrary loan transactions must be
5 maintained for four years.

6 (c) Fees. A library providing an item for interlibrary loan may not collect a handling fee
7 on a transaction for which that library claims an interlibrary loan reimbursement under
8 provisions of this article. A photocopy fee, exclusive of photocopy handling charge, may
9 be collected.

10 (d) Direct Loan Availability. Participating libraries shall make maximum use of available
11 bibliographic access tools to refer users to borrow directly from nearby libraries where
12 requested material is easily available, rather than to process an interlibrary loan.

13 (e) Responsibility for Borrowed Materials. The borrowing library shall be responsible for
14 all items it borrows, and if such item is lost or damaged by the library or its users, the
15 borrowing library may be required by the lending library to make restitution for the item.

16 (f) Adherence to Standards. All participating libraries shall attempt to follow the
17 standards described in the "California Library Services Act Interlibrary Loan Standards,"
18 which is hereby incorporated by reference. The State Board may withhold
19 reimbursements to libraries which continually fail to meet the standards of performance.
20

Draft**FY 2018/19 PLP Executive Committee Meeting Schedule**

Wednesday, June 13, 2018, 3 p.m. (call-in meeting)

Friday, October 19, 2018, 1 p.m.

Wednesday, January 30, 2019, 10 a.m.

Friday, May 11, 2019, at the conclusion of the PLP Annual Director's Meeting