PLP Executive Committee

Agenda

PLP/PLS Offices
2471 Flores Street
San Mateo, CA 94403

Thursday, September 8, 2016

1:00 p.m. - 2:00 p.m.

Conference Call

I. Adoption of the Agenda (Action Item)   Chisaki

II. Old Business

    A. Approval of the August 8, 2016 minutes (Action Item)   Chisaki Attachment 1

III. New Business

    A. Approval of the Amended CLSA Plan of Service   Frost   Attachment 2
       (Action Item)

    B. Acceptance of the CSL System Detailed Budget   Frost   Attachment 3
       FY 2016/17 (Action Item)

    C. Acceptance of the 2015/16 System Annual Report   Frost   Attachment 4
       (Action Item)

    D. Approval of the Allocation of Broadband Network Funds   Frost   Attachment 5
       (Action Item)

IV. 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.)

V. 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

Alameda Free Library - 1550 Oak Street, Alameda, CA 94501
Cabrillo College Library - 6500 Soquel Drive, Building 1000, Aptos, CA 95003
Monterey County Free Libraries - 188 Seaside Circle, Marina, CA 93933
Mountain View Public Library - 585 Franklin Street, Mountain View, CA 94041
Oakland Public Library - 125-14th Street, Oakland, CA 94612-4397
Palo Alto City Library - 270 Forest Avenue, Palo Alto, CA 94301
Pleasanton Public Library - 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
Redwood City Public Library - 1044 Middlefield Road, Redwood City, CA 94063

CA State Library, 900 N St, Sacramento, CA 95814

Conference Call Information

Conference Number: 1-800-503-2899

Access Code: 3495538

PLP Executive Committee Meeting

Minutes

Monday, August 8, 2016

PLP/PLS Offices
2471 Flores Street
San Mateo, CA 94403

Attendees: **Staff:**
President Jane Chisaki   Carol Frost, PLP
Vice-President Gerry Garzon   Donna Truong, PLP
Jayanti Addleman (call-in)   Jane Light, PLP (call-in)
Rosanne Macek   Terry Jackson, PLP
Heidi Murphy (call-in)
Derek Wolfgram
Monique Ziesenhenne

Susan Hanks, State Library liaison (call-in)

The meeting was convened by President Chisaki at 10:05 a.m.

I. **Adoption of the Agenda:** Agenda adopted as distributed. (M/S Wolfgram/Garzon)

II. **Old Business**

A. **Approval of the June 30, 2016 minutes:** The minutes of the June 30, 2016 meeting were approved as distributed. (M/S Wolfgram/Murphy)

B. **2017 PLP Leadership Plan and Discussion:** Jane Light gave an overview of the current Leadership programs, which are very successful and valued within PLP. The Executive group has 11 participants, and the Middle Managers group has 9 participants. The structure for the Middle Managers is different from the Executive group; they discuss professional issues such as barriers to access and limited job opportunities for librarians, which may impact diversity in the profession. The meetings are held at different libraries, and tours are included as well as networking opportunities. Jane estimated that the net cost to PLP for both groups is $12,000 with $18,000 to $20,000 from the participating libraries. The Executive Committee expressed their support of these initiatives and voted to continue both groups for 2017. (M/S Murphy/Addleman)   Jane will begin soliciting new participants in the fall and hopes to get 10-12 people for each group in order to provide the capacity for rich and diverse discussions.

C. **CLSB Agenda Item #5 from July 12, 2016 Meeting:** Carol Frost reviewed Attachment 2, which outlines the actions taken by the CLSB at their July 12th meeting in which they allocated the on-

going $1.75 million in CLSA Communications and Delivery (C&D) funding. The Board will meet again in late September or early October to discuss the additional one-time CLSA augmentation of $3 million.

D. **Revised CLSA Plan of Service Recommendations and Discussion:** Based on the additional allocation of $333,731 that PLP received as a result of the Board action on July 12th as referenced above, the CLSA Plan of Service needs to be revised and submitted by August 29th. PLP has a total of $461,674 in CLSB funding available. The Committee voted (M/S Murphy/Ziesenhenne) $66,746 in administration funds, which includes $15,000 for an additional component of Analytics On Demand (AOD), which will allow libraries to import eBook user data and $1,918 to support CLSAinfo.org, a statewide knowledge-based information sharing platform for libraries.   The Committee voted (M/S Wolfgram/Murphy) to allocate the CLSA Communications and Delivery funding as follows:

- $100,000 for enki subscriptions for PLP
- $100,000 for reimbursable network expenses, including hardware and maintenance costs
- $100,000 for Simply E, the agnostic application for eBooks
- $94,928 remaining to be held unallocated for future initiatives

Prior to the meeting, Carol had forwarded to the Committee an email she received from the State Library asking for comments on proposed changes to the CLSA regulatory language and also distributed a memo prepared by Susan Hildreth on this topic. Comments are due by noon on Friday, September 9th, [and] Carol asked that the Committee give her any feedback as soon as possible. The group saw the need to think very expansively without being vague, and Monique Ziesenhenne cited delivery of materials by drones as a good example of what should be permitted under the new regulatory language.   The group also saw a need to ensure that delivery costs for couriers and services like LINK+ be covered in the new language.

III. **Reports**

A. **PLP President's Report:** None

B. **PLP System Director's Report:** Carol updated the Committee on the grant application process for the Student Success Initiative with applications due on August 17th. Terry Jackson reminded the group that the deadline for applications for the PLP Innovation and Technology Opportunity Grants and Replication Grants are due September 30th, and a reminder will be sent out to PLP member libraries. Carol shared that SVLS had met to discuss a study they had commissioned to look at the feasibility and possibilities of a shared ILS. They will meet again at the end of September to get more information on the 3M Cloud Library and to further discuss the ILS options.

C. **State Library Report:** Susan Hanks reminded the group that the Public Library Survey must now be submitted on-time and each library must complete the survey. If libraries do not comply, the libraries will forfeit future LSTA grant opportunities.

IV. **Agenda Building for Next Meeting and Meeting Schedule:**   Terry advised the group that staff had discussed the idea of a semi-annual Directors meeting, as was mentioned at the last Executive Committee meeting.   Staff did not think that this additional meeting would ensure a new or

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expanded audience and thus suggested the concept of an orientation to PLP with a social component for networking. Library Directors would be asked to invite new staff as well as staff at all levels who might need to interact with PLP. Terry remarked on the number of Director openings in PLP and how these new Directors would be encouraged to attend. Rosanne Macek mentioned that this could be useful, especially in light of succession planning.

Because of the need to approve the Amended Plan of Service, the next meeting is scheduled for Thursday, September 8th, at 1:00 p.m. and will be conducted via conference call. Future agenda Items will include: approval of the Plan of Service, CSL System Detailed Budget Summary and the 15/16 Annual Report.

Additionally, the October 31st meeting is canceled due to a heavy meeting schedule at that time and the need to remain flexible in scheduling future meetings, pending any CLSB actions or decisions that may require subsequent actions or decisions by the PLP Executive Committee.

V. **Public Comment:** No public comment.

VI. **Adjournment:** The meeting was adjourned at 11:40 p.m.

System Information
FY 2016/17

<table>
<tr><td colspan="4">System Name:
Pacific Library Partnership</td></tr>
<tr><td colspan="2">Director:
Carol Frost</td><td colspan="2">Email:
frost@plpinfo.org</td></tr>
<tr><td colspan="2">Address:
2471 Flores Street</td><td>City:
San Mateo</td><td>State:
CA   Zip:
94403</td></tr>
<tr><td colspan="2">Phone:
650-349-5538</td><td colspan="2">Fax:
650-349-5089</td></tr>
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<tr><td>System Chair for FY 2016/17 (if known):
Jane Chisaki</td><td>Fiscal Agent:</td></tr>
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<tr><td>Date approved by Administrative Council:</td></tr>
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Signature of System Administrative Chair for FY 2016-17   Date

Print Name: Jane Chisaki

SYSTEM NAME: **Pacific Library Partnership**

(a) Personnel (Attach job descriptions)

Classification	FTE/No. of Positions	Salary	Benefits	Total
	/	$	$	$
	/	$	$	$
	/	$	$	$
	/	$	$	$
Total (a):	/	$	$	$

(b) Operations

1. Office Supplies	$
2. Duplication/Photocopy	$
3. Travel	$
4. Training	$
5. e-Resources – (Enki, SimplyE)	$ 100,000

(b) Operations (continued)

6. Contract Services (specify) $ 66,746
   Subscription for knowledge base platform, resource sharing study, and contractual support services

7. Telecommunications (specify) $ 166,985
   For libraries in support of network hardware and ongoing monthly broadband telecommunication costs

8. Indirect Costs/Fiscal Agent Fee
   (provide description of services received)
   Do Not Include System Indirect (pc&e) $

9. Other: (specify) $

                 Total (b): $ 233,731

(c) Capital Outlay

Equipment (specify) $

Equipment Replacement Revolving Fund $

                 Total (c): $

(d) Anticipated Current (2016/17) Year-end Balance in the Equipment Revolving Fund $

Total of (a), (b), (c): $ 333,731

2016/17 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	266,985
Equipment	
Service Program Sub-total	266,985
System Administration (PC&E)[1]	66,746
TOTAL	333,731

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

Funding for Communications and Delivery – FY 2016/17

There are two sections to this portion of the plan. The first section requires your best estimate for 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 Totals for e-Resources, Training, and Broadband Usage

a. Estimated total number of e-resources to be used (circulated/ downloaded/streamed, etc.) by residents of System member libraries	60,000
b. Percentage of CLSA funds to be spent on e-resources?	37%
c. Estimated number of training events to be presented using C&D Operations funds	
d. Estimated number of training events to be presented using System Administration funds	
e. Percentage of CLSA funds to be used for Broadband technology improvements	63%
f. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) Each public library within PLP will receive an allocation to be used at their discretion for allowable C&D costs to support their network. Costs may include recurring monthly broadband fees, network hardware, installation, etc.	

Section 2

1. Briefly describe the goals for the Communication and Delivery funding. Your amended plan of service should address how these funds will be used specifically to promote and enhance resource sharing using 21st century technologies. 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? The following are examples that were discussed at the July 12th board meeting:

   - Development of e-content through digitization or other methods.
   - Improved access to library e-books or other library digital materials.
   - Alternate delivery methods such as the federally funded pilot project, Zip Books (See below)
   - Assistance to member libraries in costs associated with connecting to the California Research and Education Network via the State Library Broadband Project.

This Amended Plan of Service allows us to expand the services with the allowable costs of Communication and Delivery in relation to resource sharing using 21st century technologies. Fund. There are three primary purposes for the funds:

- Renew the PLP subscription to enki. Renewing this subscription will continue to allow our patrons access to the diverse collection of materials available, which stretch beyond the scope of most traditional library vendors. This is also in alignment with the State Library' recommendation and the CLSB's approval of funds to further expand enki state-wide. This meets the CLSBs definition of improved access to library e-books or other library digital materials.

- Allocation of funds for further development of the SimplyE eBook app. This is in alignment with the State Library' recommendation and the CLSB's approval of funds to further expand the development of the agnostic eBook reader platform. This will achieve several goals: respond to patron comments about difficulty in having several different platforms for reading eBooks based on vendor, increase usage of all eBook vendors by using this agnostic device so patrons won't be choosing content based on vendor, but based on interest and exposure to greater content. This meets the CLSBs definition of improved access to library e-books or other library digital materials.

- Allocation of funds to support costs associated with network access. Funds will support hardware and connection costs. Several member PLP libraries have expressed a need for further funds for their networks, which, in some cases will allow them to purchase hardware to connect branches to CENIC, and in other cases, will offset the costs of monthly network fees, whether they are on CENIC or not. This falls within the definition of "providing access to [the library's] bibliographic records and materials location information… based on the most cost-effective methods of exchanging materials and information among the member libraries."

2. 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 $587,416 in local funds to support 5-day delivery. Many PLP members use local funds for ILL services such as Link+. In FY 2014/15 and FY 2015/16, the libraries in PLS used local funds for increased bandwidth through CENIC; it is anticipated that PLP libraries planning to connect to the CalREN network in FY 2016/17 will use local funds.

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

   We will remain responsive to the local needs of our members in offering eContent. Usage statistics from enki will be evaluated for PLP libraries. We will also continue to reach out to our libraries regarding their needs regarding networking and offer expertise as needed.

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?

In March 2015, Susan Hildreth was hired as the PLP Chief Executive Officer. In May 2016, Carol Frost was hired as the PLP Assistant Director. Susan accepted a professorship at the University of Washington Information School in Seattle, WA and resigned as the PLP Executive Director June 30, 2016. She will serve as a strategic advisor to PLP. The PLP Executive Committee appointed Carol Frost as the System Director for a period of six months, at which time her appointment will be reviewed. FY 2016/17 will be a year of transition for PLP.

During FY 2015/16, Susan Hildreth met with the membership at the Annual Meeting as well as the Executive Committee to outline services and activities for the near future, including developing 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. This planning process reassessed and evaluated how PLP can best provide added-value services to its members. Three workshops were held throughout PLP using the discussion framework that was developed by the Southern California Library Cooperative and used in several other CLSA systems. The resulting strategic plan was presented at the PLP annual meeting in May 2016, and outlines eight service priorities. During the upcoming year, the following initiatives will support these priorities:

Staff training and professional development: PLP is continuing to offer two one-year management development programs: the Library Leadership Council for executive managers, and the Library Middle Managers Professional Development Program. We will continue to support the good work of the long-standing Staff Development Committee, that provides an annual fall conference and spring workshops that address staff needs and interests. We are constantly searching for further professional development opportunities and; as Infopeople transitions from a state-wide, state-subsidized continuing education program, we will determine what types of training may be effectively delivered at a regional system level, through Infopeople or other providers.

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 staff are involved in developing and testing this platform. We anticipate using this to collect policies, procedures and best practices from interested systems and to develop our own specific repository for PLP materials.

Data Analytics Platform: PLP, working through Califa, has negotiated a 15-month contract (3/16 – 6/17) at a very reasonable cost for all member libraries with Gale for their Analytics on Demand product. This subscription was funded by PLP local system funds and is currently not eligible for CLSA funding. Although some member libraries are using other analytics products, PLP is establishing a member-led community of practice to determine the most effective ways to use this resource. We are also working with Gale to tailor the product for use with regional systems as it is has generally been used at a local library level. This product customization will

assist PLP members and other regional libraries in California and beyond. We will evaluate the success of this product and determine how continued access might be funded after June 2017.

Regional and Local Needs Assessment: We believe that Analytics on Demand may provide some data to inform regional and local needs assessment. This is a critical area of need for our member libraries and the system itself; and we will continue to look for opportunities to strengthen our work in this area in 2016/17.

Shared E-resource Search Platform for Convenient Access: This is a critical need for all our member libraries and others in the state and the nation. PLP staff are constantly looking for new products or services to provide seamless access to e-content. We are aware that our development partner Califa is working closely with the New York Public Library on the development and national distribution of "Simply E", an open source product which provides for seamless searching across all e-content. PLP is closely monitoring this relationship and is in a strategic position to serve as the first California regional deployment of this product.

Models for Community Engagement: The California State Library (CSL) is offering the opportunity for libraries to participate in the Harwood Turning Libraries Outward training in May 2016. Several PLP libraries are participating and we anticipate that we will share their knowledge on the knowledge platform and through programming. Also, PLP, with the Northnet Library System (NLS) as the lead partner, have been awarded an FY 2016/17 CSL Pitch-An-Idea grant for "Community Engagement and Facilitation Skills for NLS and PLP Libraries". 5-6 PLP libraries will be selected to participate in this training led by Susan Clark, well-known for her work in adult literacy and community engagement, who will tailor for libraries an Institute for Local Government program that she has developed. Again, we will share the information and results from this program will all member libraries.

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.

This priority aligns well with two others that were identified in either the workshops or surveys, but not both. 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.

Future Library Organizational Model: In the changing world of libraries, how we will deliver service and the most appropriate staff to deliver those services is hard to predict in the 21st century. Although we have not yet developed a clear scope of work for this project, it is of great interest to PLP members and deserves serious consideration, as it is foundational work for the future of our field. Identifying key thought leaders among our members and possible partners and funding for this work is a 2016/17 task. It would be fascinating to consider working with San Jose State University Information School in this effort as, though not a member, their students are involved in many of our libraries.

One Card: There is much interest in varieties of this concept – one uniform card for all PLP member libraries, a virtual PLP card that would provide seamless access to all our e-content, a student card that provides either virtual or complete access to library resources possibly based on student school ID to be as convenient to issue as possible. With proposed additional funding for CLSA in the FY 2016/17 budget, the concept of a statewide library card, either real or virtual, is one that is receiving much attention. PLP must monitor all these initiatives carefully and be ready to pilot or participate in regional or statewide initiatives.

PLP as the lead partner, in collaboration with NLS, has been awarded an FY 2016/17 CSL Pitch-An-Idea grant for the **"Student Success Initiative."** We will work closely with 6 PLP and 4 NLS libraries to model different methods to develop these student card initiatives and to document best practices to share with all our members and the field. We will contract with a part-time coordinator for this project as well as identify expertise for developing educational materials to make these impactful programs successful.

California State Library
Amended System Detailed Budget – FY 2016/17

System Name: Pacific Library Partnership

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$66,746	$0	$0	$0	$0	$66,746
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$66,746	$0	$0	$0	$0	$66,746
Program 2: System Communications and Delivery						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$266,985	$0	$0	$0	$0	$266,985
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$266,985	$0	$0	$0	$0	$266,985
Program 3:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 5:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 6:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0

Grand Total System Budget FY16/17	$333,731	$0	$0	$0	$0	$333,731
Encumbered Funds from Prior Year FY15/16	$0	$0	$0	$0	$0	$0

California State Library
System Detailed Budget – FY 2016/17

System Name: Pacific Library Partnership

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	$72,086		$426,604	$0	$0	$498,690
Operating Expenses	$0	$108,269	$132,809	$0	$0	$241,078
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$72,086	$108,269	$559,413	$0	$0	$739,768
Program 2: System Communications and Delivery						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$288,343	$0	$2,000	$0	$0	$290,343
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$288,343	$0	$2,000	$0	$0	$290,343
Program 3: System Operation/Committee Support						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$133,003	$7,000	$83,417	$223,420
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$133,003	$7,000	$83,417	$223,420

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4: Veterans Connect FY 15/16						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses		$65,159	$0	$0	$0	$65,159
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$65,159	$0	$0	$0	$65,159
Program 5: Literacy Initiatives FY 15/16						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$15,785	$0	$0	$0	$15,785
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$15,785	$0	$0	$0	$15,785
Program 6: Read Zone						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0		$0	$0	$7,349	$7,349
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$7,349	$7,349

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 7: CA Library Metrics FY 15/16						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$100,525	$0	$0	$0	$100,525
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$100,525	$0	$0	$0	$100,525
Program 8: Networking Grant FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$381,110	$0	$0	$0	$381,110
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$381,110	$0	$0	$0	$381,110
Program 9: PLSEP FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$96,430	$0	$0	$0	$96,430
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$96,430	$0	$0	$0	$96,430

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 13: CA Audiovisual Preservation FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$280,400	$0	$0	$0	$280,400
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$280,400	$0	$0	$0	$280,400
Program 14: CA Preservation FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$169,440	$0	$0	$0	$169,440
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$169,440	$0	$0	$0	$169,440
Program 15: CA Library Metrics FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$125,400	$0	$0	$0	$125,400
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$125,400	$0	$0	$0	$125,400
	Income Sources					
	State	Federal	Local			Total

Programs	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 16: Literacy Initiavtives FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$213,000	$0	$0	$0	$213,000
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$213,000	$0	$0	$0	$213,000
Program 17: Veterans Connect FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$366,665	$0	$0	$0	$366,665
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$366,665	$0	$0	$0	$366,665
Program 18: CA Rural Library Initiative FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$59,750	$0	$0	$0	$59,750
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$59,750	$0	$0	$0	$59,750

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 19: Student Success Initiative FY 16/17						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$50,000	$0	$0	$0	$50,000
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$50,000	$0	$0	$0	$50,000
Program 20:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 21:						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0

Grand Total System Budget FY16/17	$360,429	$2,031,933	$694,416	$7,000	$90,766	$3,184,544
Encumbered Funds from Prior Year FY15/16	$32,000	$0	$0	$0	$0	$32,000

CALIFORNIA LIBRARY SERVICES ACT

2015/16 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

 Pacific Library Partnership
_____
System Name

_____
System Fiscal Agent Jurisdiction

Report submitted by: _____
                              Signature of System Chair

Contact person: __Carol Frost_____   Phone: _____650-349-5538___

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

_____   _____
Signature of agent of fiscal authority responsible   Date
for accuracy of fiscal accounting and reporting

CLSA Funding for Communications and Delivery

<u>Section 1</u>
Program Workload

<table>
<tr><th colspan="3">COMMUNICATIONS ACTIVITY, FY 2015/16</th></tr>
<tr><td>What is the number of messages sent via each communication device listed below, on an annual basis?</td><td>Number of Messages</td><td>Annual Cost of Service</td></tr>
<tr><td>a. Telephone / Telefacsimile</td><td>N/A</td><td>$2,042</td></tr>
<tr><td>b. Internet (including electronic mail)</td><td>N/A</td><td>N/A</td></tr>
<tr><td>c. Other (specify)</td><td></td><td></td></tr>
<tr><td style="text-align:center">Total</td><td>N/A</td><td>$2,042</td></tr>
</table>

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

<table>
<tr><th colspan="6">INTRASYSTEM DELIVERY ACTIVITY, FY 2015/16</th></tr>
<tr><td></td><td colspan="5">Items delivered to member public libraries in the two-week sample period:</td></tr>
<tr><td>Items sent by:</td><td>August 3-16,2015</td><td>October 19- November 1, 2015</td><td>February 1-14, 2016</td><td>May 9-22, 2016</td><td>Total multiplied by 6.5</td></tr>
<tr><td>a. System member public libraries</td><td>115,108</td><td>104,427</td><td>125,543</td><td>114,789</td><td>2,989,136</td></tr>
<tr><td>b. Non-public libraries in System area</td><td>1,427</td><td>1,309</td><td>2,057</td><td>2,231</td><td>45,656</td></tr>
<tr><td style="text-align:center">Total</td><td>116,535</td><td>105,736</td><td>127,600</td><td>117,020</td><td>3,034,792</td></tr>
<tr><td></td><td></td><td></td><td></td><td>System Owned</td><td>Contracted Vendor</td></tr>
<tr><td>c. Number of delivery vehicles</td><td></td><td></td><td></td><td>3</td><td>3</td></tr>
<tr><td>d. Number of miles traveled by all System vehicles</td><td></td><td></td><td></td><td>42,900</td><td>83,928</td></tr>
<tr><td colspan="6">e. Percentage of items delivered by:

U.S. Mail __1__% UPS __0__% System Van __70__% Contracted Van __28.9__% Other __0.1__%</td></tr>
<tr><td colspan="5">f. Total number of e-books circulated through member public libraries using CLSA funds</td><td>31,000</td></tr>
</table>

Section 2

Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit?

    The goals for the C&D Program were met through the on-going CLSA funding.

    The funds were used to support resource sharing by moving materials within the Pacific Library Partnership from location to location in support of resource sharing. Delivery continues to be the first priority of PLP member libraries for the use of System funding. Libraries throughout our system depend on the resource sharing to enhance the breadth and depth of their individual collections and delivery is the critical component that makes this possible. PLP currently provides delivery in four separate service areas within the region, with each service area receiving a CLSA subsidy for delivery according to a PLP Executive Committee-approved formula. All communities benefit from the reliable resource sharing of delivery, which enhances collections and allows materials to move between systems in a timely manner.

    The current delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of 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 Fiscal Year 2015/16, Santa Clara County Library District re-joined PLP, and re-joined the delivery services.

    C&D funds were used to purchase a six-month subscription of the enki eBook platform for all PLP public member libraries.

2. Were the goals for the **one-time state funding** in the C&D program met as stated in the supplemental plan of service? Please explain how funding was used to benefit the community.

    Not Applicable

3. What related non-CLSA activities were provided for C&D?

    Member libraries spend local funds to support communications and delivery in four primary categories:

    1) Local funding for delivery: PLS member libraries contribute $382,144 in local funds to support 5-day delivery. Two MOBAC member libraries also provide local funds ($2,000) to supplement additional delivery.

    2) Inter-Library Loan Services: Libraries fund inter-library loan services locally, including OCLC World Share and LINK+.

3) Broadband: In Fiscal Year 2015/16, PLP libraries used local funds for to invest in their connectivity via broadband to the CalREN network.

4) PLS provides a shared eBook collection for its member libraries. All PLP libraries participated in the enki eBook platform as well.

California Library Services Act
System Expenditure Report – FY 2015/16

System Name: Pacific Library Partnership

Programs	Source of Funds for Expenditure						Total	
		State	Federal	Local				
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 1: System Administration								
Salaries & Benefits	$401,393	$72,020		$329,373			$401,393	$0
Operating Expenses	$253,417		$147,561	$105,856			$253,417	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$654,810	$72,020	$147,561	$435,229	$0	$0	$654,810	$0
Program 2: System Communications and Delivery								
Salaries & Benefits								$0
Operating Expenses	$290,010	$256,082		$2,000			$258,082	$31,928
Materials							$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$290,010	$256,082	$0	$2,000	$0	$0	$258,082	$31,928

Programs	Source of Funds for Expenditure						Total	
		State	Federal	Local				
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 3: System Operation/Committee Support								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$461,127			$268,414	$8,117		$276,531	$184,596
Materials							$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$461,127	$0	$0	$268,414	$8,117	$0	$276,531	$184,596
Program 4: DPLA Service Hub FY 14/15								
Salaries & Benefits		$0	$0	$0	$0		$0	$0
Operating Expenses	$63,302	$0	$63,302	$0	$0	$0	$63,302	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$63,302	$0	$63,302	$0	$0	$0	$63,302	$0
Program 5: Veterans Connect FY 14/15								
Salaries & Benefits		$0	$0	$0	$0			$0
Operating Expenses	$9,754	$0	$9,754	$0	$0	$0	$9,754	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$9,754	$0	$9,754	$0	$0	$0	$9,754	$0

Programs	Source of Funds for Expenditure						Total	
		State	Federal	Local				
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 6: Networking CA Library Resource FY 14/15								
Salaries & Benefits						$0	$0	$0
Operating Expenses	$9,513	$0	$9,513	$0	$0	$0	$9,513	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$9,513	$0	$9,513	$0	$0	$0	$9,513	$0
Program 7: Get Involved IMLS FY 14/15								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$1,841					$1,841	$1,841	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$1,841	$0	$0	$0	$0	$1,841	$1,841	$0
Program 8: Veterans Connect FY 15/16								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$355,446	$0	$290,287	$0	$0	$0	$290,287	$65,159
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$355,446	$0	$290,287	$0	$0	$0	$290,287	$65,159

Programs	a. Total Funds Budgeted	Source of Funds for Expenditure					Total	
		State	Federal	Local				
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 9: Literacy Initiatives FY 15/16								
Salaries & Benefits						$0	$0	$0
Operating Expenses	$210,408		$194,623	$0	$0	$0	$194,623	$15,785
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$210,408	$0	$194,623	$0	$0	$0	$194,623	$15,785
Program 10: PLSEP 15/16								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$192,860		$71,881				$71,881	$120,979
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$192,860	$0	$71,881	$0	$0	$0	$71,881	$120,979
Program 11: Preservation FY 15/16								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$169,440	$0	$169,440	$0	$0	$0	$169,440	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$169,440	$0	$169,440	$0	$0	$0	$169,440	$0

Programs	Source of Funds for Expenditure						Total	
		State	Federal	Local				
	a.	b.	c.	d.	e.	f.	g.	h.
	Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended/ encumbered (b through f)	Unexpended Balance
Program 12: CAVPP Audio Preservation FY 15/16								
Salaries & Benefits						$0	$0	$0
Operating Expenses	$280,400		$280,400	$0	$0	$0	$280,400	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$280,400	$0	$280,400	$0	$0	$0	$280,400	$0
Program 13: CA Library Metrics 15/16								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$146,000		$125,475				$125,475	$20,525
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$146,000	$0	$125,475	$0	$0	$0	$125,475	$20,525
Program 14: Read Zone								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$50,000	$0		$0	$0	$42,651	$42,651	$7,349
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$50,000	$0	$0	$0	$0	$42,651	$42,651	$7,349

| Programs | Source of Funds for Expenditure | | | | | | Total | |
	a. Total Funds Budgeted	State b. CLSA	Federal c. LSTA	Local d. Local funds/fees	e. Interest	f. Other	g. Expended/ encumbered (b through f)	h. Unexpended Balance
Program 15:								
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses		$0	$0	$0	$0		$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$0	$0	$0	$0
Grand Total System Expenditures	$2,894,911	$328,102	$1,362,236	$705,643	$8,117	$44,492	$2,448,590	$446,321

sh/cooperative systems/2015-16/System Expenditure Report FY15-16

Pacific Library Partnership

To: **Pacific Library Partnership Executive Committee**
From: **Carol Frost, System Director, PLP**
Subject: **Recommendation for use of CENIC funds for PLP Public Libraries**
Date: **September 8, 2016**

Background

In 2014, PLP and CENIC signed an agreement regarding broadband services for PLP public libraries. Per the scope of work:

> "Pacific Library Partnership (PLP) is interested in providing CENIC's fiber optic backbone to pilot member libraries in PLP. PLP is willing to invest $110,000 as an initial commitment and placeholder on behalf of PLP member libraries. CENIC will provide planning and consulting services and will contract with various telecommunication carriers, equipment, and colocation vendors as necessary to provide circuit connections from CENIC's fiber optic backbone to the pilot Pacific Library Partnership members. CENIC will also apply for federal e-rate and California Teleconnect Fund discounts, when eligible and appropriate, on circuits and apply those discounts as a credit against circuit cost. It is expected that the entire membership will benefit from the experience of the pilot libraries as we move forward towards the goal of having all member libraries on the CENIC fiber optic backbone."

Soon after this contract was signed, CENIC began working with the State Library to expand broadband statewide and apply for e-rate for CENIC libraries. In addition, the Califa Group became a partner with CENIC and began providing discounts on hardware, and grants were offered for hardware and connection costs.

The entire $110,000 remains on account with CENIC. CENIC and PLP are in active talks to develop a plan for spending these funds. The Terms remain in effect until the funds are expended completely.

Libraries on CENIC

Within PLP, there are six public libraries not connected to CENIC for a variety of reasons. They include Contra Costa County Library, Mountain View Public Library, Palo Alto City Library, San Juan Bautista City Library, Santa Clara City Library, and Watsonville Public Library. It should be noted that Mountain View has begun exploration of joining during the FY 2016/17 cycle.

Libraries which joined through the partnership with Califa and CENIC are billed quarterly through Califa. PLP libraries spend over $60,000 quarterly on CENIC network costs.

Within PLP, there are three public libraries which are part of CENIC and billed directly from CENIC: San Francisco Public Library, Monterey Public Library, and Peninsula Library System (Burlingame, Daly City, Menlo Park, Redwood City, San Bruno, San Mateo City, San Mateo County, and South San Francisco libraries).

Recommendation for Libraries on CENIC

We propose PLP distribute the $110,000 as credits to PLP libraries on their CENIC bills, using the PLP cost-share distribution formula of a 40% base amount ($1,571.43) and 60% based on population, as indicated in the chart below. Please note the following:

- CENIC credits will be used to offset CENIC bills and will not be a distribution of funds.
- We estimate the credits will commence in the January, 2017 billing cycle and will continue until the money is spent. Credits will be on either Califa or CENIC bills, depending upon jurisdiction.
- For libraries still connecting, credits will be applied upon completion of installations. Estimated complete expenditure of funds: June 2018.

Library	Population	40% Base Amount	60% Based on Population	TOTAL
Alameda County Library	564,695	$1,571.43	$6,823.63	**$8,395.06**
Alameda Free Library	76,638	$1,571.43	$926.07	**$2,497.50**
Berkeley Public Library	118,780	$1,571.43	$1,435.31	**$3,006.74**
*Burlingame Public Library	37,503	$1,571.43	$453.18	**$2,024.61**
*Daly City Public Library	105,810	$1,571.43	$1,278.58	**$2,850.01**
Harrison Memorial Library	3,747	$1,571.43	$45.28	**$1,616.71**
Livermore Public Library	85,990	$1,571.43	$1,039.08	**$2,610.51**
Los Gatos Public Library	30,505	$1,571.43	$368.61	**$1,940.04**
*Menlo Park Public Library	33,273	$1,571.43	$402.06	**$1,973.49**
Monterey County Free Libraries	223,395	$1,571.43	$2,699.45	**$4,270.88**
*Monterey Public Library	28,163	$1,571.43	$340.31	**$1,911.74**
**Mountain View Public Library	77,914	$1,571.43	$941.49	**$2,512.92**
Oakland Public Library	432,286	$1,571.43	$5,223.64	**$6,795.07**
Pacific Grove Public Library	15,388	$1,571.43	$185.94	**$1,757.37**
Pleasanton Public Library	74,850	$1,571.43	$904.47	**$2,475.90**
*Redwood City Public Library	81,838	$1,571.43	$988.91	**$2,560.34**
Richmond Public Library	107,346	$1,571.43	$1,297.14	**$2,868.57**
Salinas Public Library	154,720	$1,571.43	$1,869.60	**$3,441.03**
San Benito County Free Library	56,414	$1,571.43	$681.69	**$2,253.12**
*San Bruno Public Library	44,409	$1,571.43	$536.63	**$2,108.06**
*San Francisco Public Library	845,602	$1,571.43	$10,218.04	**$11,789.47**
San Jose Public Library	1,016,479	$1,571.43	$12,282.88	**$13,854.31**
*San Mateo County Library	278,861	$1,571.43	$3,369.69	**$4,941.12**
*San Mateo Public Library	105,236	$1,571.43	$1,271.65	**$2,843.07**
Santa Clara County Library	428,807	$1,571.43	$5,181.60	**$6,753.03**
Santa Cruz Public Libraries	219,010	$1,571.43	$2,646.46	**$4,217.89**
*South San Francisco Public Library	66,193	$1,571.43	$799.86	**$2,371.29**
Sunnyvale Public Library	148,028	$1,571.43	$1,788.73	**$3,360.16**
	5,461,880	$44,000.00	$66,000.00	$110,000.00

*These libraries are billed directly from CENIC, and credit would be applied by CENIC, rather than through Califa.
** Mountain View Public Library signed LOA for joining in FY 2016/17.

Recommendation for Libraries Using Other Broadband

For the five PLP public libraries which are using a network provider other than CENIC for broadband, it is recommended the PLP Executive Committee consider an allocation of CLSA funds to those libraries, and that the acceptance and use of these funds by the libraries would follow the CLSA guidelines regarding broadband access for either monthly networking costs or network hardware purchases. Per the chart below, the $19,642.87 is based on the PLP cost-share distribution formula. There is approximately $144,000 in CLSA unallocated funds.

Library	Population	40% Base Amount	60% Based on Population	TOTAL
Contra Costa County Library	995,525	$1,571.43	$9,477.40	**$11,048.83**
Palo Alto City Library	66,932	$1,571.43	$637.19	**$2,208.62**
San Juan Bautista City Library	1,930	$1,571.43	$18.37	**$1,589.80**
Santa Clara City Library	120,973	$1,571.43	$1,151.66	**$2,723.09**
Watsonville Public Library	52,636	$1,571.43	$501.09	**$2,072.52**
	1,237,996	**$7,857.14**	**$11,785.73**	**$19,642.87**