

PLP Executive Committee Agenda

**Redwood City Public Library
Community Room
1044 Middlefield Road
Redwood City, CA 94063**

**Tuesday, January 31, 2017
10:00 a.m.**

Conference Call Information:

Conference Number: 1-800-503-2899

Access Code: 3495538

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|------|---|----------------------|
| I. | Adoption of the Agenda (Action Item) | Chisaki |
| II. | Old Business | |
| | A. Approval of the September 8, 2016 minutes (Action Item) | Chisaki Attachment 1 |
| | B. LSTA Grant Student Success Initiative Update | Frost |
| | C. International Language Resource Sharing Initiative Update | Frost |
| | D. FY 2016/17 PLP Innovation Grants Update | Jackson |
| III. | New Business | |
| | A. Annual Meeting | Frost |
| | B. PLP Presence at National Library Legislative Day in Washington D.C. on May 1-2, 2017 (not to exceed \$1800 per person) (Action Item) | Frost |
| | C. BeeLine Reader Integration with Overdrive | Murphy |
| | D. 3D Printers for PLP | Frost |
| | E. Finance | |
| | 1) Mid-Year Budget Adjustments (Action Item) | Truong Attachment 2 |
| | 2) Budget Update | Frost Attachment 3 |
| | 3) Review of PLP Support for Committee Meetings (Action Item) | Frost Attachment 4 |
| | F. PLP Leadership Development Programs Update | Light |

IV. Reports

A. PLP President's Report Chisaki

B. PLP System Director's Report Frost

1) PLP Orientation Event

2) CLSA Awards for enki and SimplyE

C. State Library Report

1) State Library Liaison Janet Coles Coles

V. Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a 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 agendaized pursuant to state law.)

VI. Agenda Building for Next Meeting Frost

A. Analytics On Demand Renewal

B. CLSA Funding Wolfgram/Chisaki

VII. Closed Session Pursuant to Government Code Section 5497: Acting PLS Director/
PLP System Director Position (Action Item)

VIII. Adjournment

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

(1) it must comply with all of the Act's requirements applicable to other meetings;

(2) all votes must be taken by roll call;

(3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;

(4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;

(5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and

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

Meeting Locations:

Alameda Free Library, 1550 Oak Street, Alameda, CA 94501

Cabrillo College Library, 1000 Cabrillo College Drive, Aptos, CA 95003

California State Library, 900 N Street, Sacramento, CA 95814

Monterey County Free Library, 188 Seaside Circle, Marina, CA 93933

Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041

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

Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301

Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012

PLP Executive Committee Meeting

Minutes

Thursday, September 8, 2016

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

1:00 to 2:00 p.m. via Conference Call

Attendees:

President Jane Chisaki
Jayanti Addleman
Heidi Murphy
Georg Romero
Derek Wolfgram
Monique Ziesenhenn

Staff:

Carol Frost, PLP
Donna Truong, PLP
Terry Jackson, PLP

The meeting was convened by President Chisaki at 1:03 p.m.

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

II. Old Business

A. **Approval of the August 8, 2016 minutes:** The minutes of the August 8, 2016 meeting were approved as distributed. (M/S Wolfgram/Murphy)

III. New Business

A. **Approval of the Amended CLSA Plan of Service:** Carol Frost walked the Committee through the amended document that reflects the additional CLSA funding for 2016/17 (Attachment 2). Georg Romero asked for data that would provide comparative information from the previous year. Staff noted that this could be provided with the CLSA allocation and/or the overall budget as this would be especially important in light of the increased State funding. The Committee voted to approve the Amended CLSA Plan of Service. (M/S Ziesenhenn/Romero)

B. **Acceptance of the California State Library System Detailed Budget FY 2016/17:** Carol called the Committee's attention to Program 4 of Attachment 3, which details the grants that PLP administers. Donna Truong explained that these will be approved mid-year as part of the budget adjustment process. The Committee voted to accept the 2016/17 CSL System Detailed Budget. (M/S Ziesenhenn/Murphy)

C. **Acceptance of the 2015/16 System Annual Report:** Carol explained the funding sources as presented in Attachment 4. The Committee voted to accept the 2015/16 System Annual Report. (M/S Wolfgram/Addleman)

- D. **Approval of the Allocation of Broadband Network Funds:** Carol reviewed Attachment 5, a memo which details the allocation of broadband network funds as discussed at previous Executive Committee meetings. This money is separate from the newly budgeted \$100,000 for CENIC. The Committee voted to approve the allocation of broadband network funds. (M/S Romero/Addleman)

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

V. **Adjournment:** The meeting was adjourned at 1:30 p.m.

DRAFT

PACIFIC LIBRARY PARTNERSHIP

Budget Transfers/Adjustments for FY 16/17 Increase Revenues & Expenditures of

General Fund

Administration	133,492
C&D	597,970

Grant Fund-Carry Over from FY 15/16

Veterans Connect FY 15/16	130,318
Literacy Initiatives FY 15/16	30,276
CA Library Metrics FY 15/16	163,800

New Grants

CA Audiovisual Preservation Project FY 16/17	1,211,984
Preservation FY 16/17	338,880
CA Library Metrics FY 16/17	250,800
Literacy Initiatives FY 16/17	426,000
Veterans Connect FY 16/17	733,300
CA Rural Library Initiative FY 16/17	119,500
Student Success Initiative FY 16/17	100,000
Networking California Library Resources FY 16/17	762,220
SimplyE	200,000
ENKI	300,000

Total Transfer/Adjustments	5,498,540
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Approvals

Chief Executive Director

PLP Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Administration
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
State grants- CLSA in-direct	920-3667	66,746
Expenditure Description:		
Contractual Services	920-4220	51,746
subscription for knowledge base platform, resource sharing study, and contractual support services		
Analytics on Demand (AOD)	920-4238	15,000
Explanation/Justification		
Additional CLSA funding from the State Library		
	Total	133,492

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: C&D
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
State grants- CLSA	924-3667	266,985
CLSA Carry-Over from FY 15/16		32,000
Expenditure Description:		
Contractual Services	924-4220	298,985
for members in support of network hardware and ongoing monthly broadband telecommunication costs		
e-Resources -ENKI, SimplyE		
Explanation/Justification		
Additional CLSA funding from the State Library & Carry-Over fund from FY 15/16		
	Total	597,970

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Veterans Connect FY 15/16
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-838	65,159
Expenditure Description:		
Contractual Services	4220-838	41,134
Office Expenses	4230-838	17,105
Postage	4233-838	1,175
Library Books/Materials	4238-838	3,000
Travel & Meetings	4303-838	932
Computer Equipment	4567-838	1,813
Explanation/Justification		
Carry-Over grant from FY 15/16		
	Total	130,318

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Literacy Initiatives FY 15/16
Month/Fiscal Year: January 2017

[illegible]

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: CA Library Metrics FY 15/16
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-845	81,900
Expenditure Description:		
Contractual Services	4220-845	81,900
Explanation/Justification		
Carry-Over grant from FY 15/16		
Total		163,800

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: CA Audiovisual Preservation FY 16/17
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-847	605,992
Expenditure Description:		
Contractual Services	4220-847	299,612
Office Expenses	4230-847	16,500
Consultants	4219-847	286,880
Travel & Meetings	4303-847	3,000
Explanation/Justification		
	Total	1,211,984

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Preservation FY 16/17
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-848	169,440
Expenditure Description:		
Consultants	4219-848	145,040
Travel & Meetings	4303-848	21,400
Office Supplies	4230-848	2,000
Communication	4212-848	1,000
Explanation/Justification		
	Total	338,880

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: CA Library Metrics FY 16/17
Month/Fiscal Year: January 2017

[illegible]

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Literacy Initiatives FY 16/17
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-850	213,000
Expenditure Description:		
Consultants	4219-850	25,800
Contractual Services	4220-850	178,100
Travel & Meetings	4303-850	9,100
Explanation/Justification		
	Total	426,000

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Veterans Connect FY 16/17
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-851	366,650
Expenditure Description:		
Consultants	4219-851	21,800
Contractual Services	4220-851	232,000
Travel & Meetings	4303-851	36,250
Library Materials	4218-851	30,000
Computer Equipment	4567-851	17,200
Office Supplies	4230-851	29,400
Explanation/Justification		
	Total	733,300

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: CA Rural Library Initiative FY 16/17
Month/Fiscal Year: January 2017

[illegible]

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Student Success Initiative FY 16/17
Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
Federal Grant-LSTA	3668-853	50,000
Expenditure Description:		
Consultants	4220-852	50,000
Explanation/Justification		
	Total	100,000

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Networking California Library Resources FY 16/17
Month/Fiscal Year: January 2017

[illegible]

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Cross-platform eBook Discovery App & Reader (simplyE)
Month/Fiscal Year: January 2017

[illegible]

Approvals

Chief Executive Director

Chair of Executive Council

PACIFIC LIBRARY PARTNERSHIP

BUDGET TRANSFER/ADJUSTMENT

Program: Shared California eBook Platform with Library
Owned Content (ENKI)

Month/Fiscal Year: January 2017

Revenue Source:	Account	Amount
State grants- CLSA	856-3667	150,000
Expenditure Description:		
Contractual Services	855-4220	50,000
ENKI collection	855-4239	100,000
Explanation/Justification		
this is a two-year grant (1/1/2017-6/30/2019)		
the total budget is \$300,000		
	Total	300,000

Approvals

Chief Executive Director

Chair of Executive Council

To: PLP Executive Committee
From: Carol Frost, Acting Director
Subject: PLP Budget Updates
Date: January 31, 2017

Background

The purpose of this memo is to provide the PLP Executive Committee with an update on various budget items.

Administrative Costs

During the last twelve months, it has become apparent that there are significant changes to the long-term financial outlook for PLP and PLS, primarily due to the shift in statewide grants from PLS to PLP. As the administrative grant revenue associated with overseeing large statewide grants has shifted to both PLP and Califa, the PLS budget has been negatively affected.

In preparation of the FY 2016/17 budget, PLS staff had been tracking administrative staff time for activities related to PLS, PLP and Califa in order to more clearly define administrative costs for each organization. For the FY 2016/17 budget, \$323,180 was the PLS administrative costs, and PLP agreed to pay \$161,590 of those costs in recognition of the funding shift between the two organizations.

A five-year budget projection for PLS revealed that revenue (PLAN and Delivery member share and administrative grant revenue) would be stable; and expenditures will continue to exceed revenue, and the continued use of fund balance would deplete it within the next two to three years. PLS directed staff to look for cost savings, which have resulted in refinancing the property at 2471 Flores Street, as well as renting out Suite 204 to an existing tenant. These two actions have resulted in an approximate \$100,000 savings for FY 2017/18. In addition, staff are in the process of allocation of overhead related to administrative staff for PLS, PLP, Califa and NorthNet.

A five-year budget projection for PLP revealed that PLP currently has sufficient revenue to operate and provide services on behalf of its members. PLP has a healthy reserve of approximately \$1M. It is anticipated that PLP will continue to garner even more revenue in upcoming years due to additional ongoing and possibly one-time state revenue. It bears noting that PLP is attractive to the California State Library for being a pass-through for grants since PLS has staff to administer the grants, and most of the other cooperative systems do not have staff. PLP also provides administrative services to NorthNet. That contract is not a significant source of revenue; and, if it were not in place, PLP via PLS could adjust current staffing to address the loss of revenue.

In reviewing administrative costs, it is important to note that as staff have tracked the time spent for each organization, it reflects the direct labor cost but does not recognize the total overhead associated with administration. Some of the contracts include some overhead costs, but not all contracts. In addition, the time allocated to the legacy systems for support has been uneven and needs further study to ensure a more consistent practice. Further analysis is needed and may affect all systems in the upcoming budget.

The number of grants which are supported through PLS, PLP, Califa and NorthNet continues to grow. A review of the workload associated with the size of the grant is being done to determine appropriate allocation of staff and time.

CFO Retirement

Donna Truong, the Chief Financial Officer (CFO) of PLS, has announced her retirement effective June 30, 2017. Because this is such an important position not only for PLS but also for the other agencies which contract with PLS, administrative staff would like an outside consultant to review the job of the CFO as well as the work of the accounting unit in order to make a determination of the best solution for replacement of this vacancy. In addition, staff would like the outside consultant to review the data gathered in the analysis of a new fiscal model for charging administrative fees.

Assistant Director Position

In January of 2016, the PLP Executive Committee was informed that a full-time Assistant Director would be hired due to the increased workload of the strategic initiative and CLSA related work. This was completed in April 2016. The FY 2016/17 budget did not include both positions due to the departure of the Executive Director and the Assistant Director assuming the System Director role on a six-month basis with review. In previous years, funding for the Executive Director's position included 50% from PLP, and the remaining from Califa and NorthNet.

Analysis of the workload continues to support the need for a Director and Assistant Director or high-level manager for PLS and PLP. The current allocation of funds for contract staff aids in the day-to-day activities but leaves a void in moving the system forward regarding initiatives. Staff recommend that an Assistant Director or higher-level manager as well as the Director position be included in the FY 2017/18 budget, supported with a combination of PLP funds from the existing funds allocated for consulting (much of this funding supported Terry Jackson's contract, which is being renegotiated for a very minimal amount). With the analysis of the CFO vacancy, cost savings may arise which can be put towards this position. Each year PLP places additional funds in the fund balance. Initial analysis demonstrates no need for additional fund balance in FY 2017/18. Instead, these funds could be used to support these positions. Other funds will be determined in the budget process, and may include CLSA indirect funds.

Conclusion

Staff will continue to review elements of the budget and will report back to the PLP Executive Committee as needed.

To: PLP Executive Committee
From: Carol Frost, Acting Director
Subject: Review of PLP Support for Committee Meetings
Date: January 31, 2017

Background

For several years, PLP has offered financial support for some of the system committee activities for PLP and legacy system meetings. The PLP budget includes a line item for Workshop Expenses, which supports system committee workshops. Support for the meetings of PLP Executive Committee, PLP Administrative Council, as well as the legacy systems administrative council meetings is under a separate line item and is not part of this discussion. Staff have been reviewing the support provided for workshops and have found some inconsistencies in general practices. Staff are unable to locate a formal PLP policy or guidelines for this practice. Below is a summary of existing practices along with recommended changes.

Current System Committee Support

The last two budgets have included \$8,000 in Workshop Expenses line item, which supports costs for speakers, workshop expenses, food, and prizes, as well as support for some of the system committees.

The PLP Staff Development Committee is the only standing PLP committee. Each year it holds two major events: the Spring Fling and the Future of Libraries one-day conference. These two events generate revenue through registration fees. In FY 2015/16, PLP provided the Committee \$5,629 and workshop revenue was \$8,805. This Committee historically generates more revenue than the funds given to them for support of the events, which typically cover speakers and refreshments.

MOBAC has five standing committees besides the Administrative Council which actively meet: Interlibrary Loan, Literacy, Reference, SPLAMBA (School and Public Librarians Association of the Monterey Bay Area) and Technology. PLP allocates up to \$500 annually to support these committees, and the funds are dispersed through reimbursement. In FY 2015/16, \$525 was reimbursed to MOBAC committees for workshop support. The five committees have never requested the entire \$2500.

Per the PLP Staff Directory, BALIS has a Children's Committee, and SVLS does not currently have standing committees beyond their Administrative Council. PLS has several standing committees. None of these committees receive any PLP committee support.

Recommendation

The committees receiving the support find it favorable and would like it to continue. In reviewing the practice, it is clear that this benefit has not been extended to all system-level committees within PLP. It is recommended that PLP extend financial support of up to \$500 per standing committee for all the legacy systems to support workshops and activities which support professional development of staff. It is recommended that PLP continue to support the Staff Development Committee in their workshops.