Pacific Library Partnership

PLP Executive Committee Agenda

January 25, 2021
10:00 a.m. via Zoom
https://us02web.zoom.us/j/86796683136?pwd=WldXL2ttcDEvc0hHTHZBRWhLcXVYdz09
Meeting ID: 867 9668 3136; Password: 442255
Call-in Option: (669) 900-6833

I. **Introductions**

II. **Approval of Consent Calendar** (Action Item)

    A. Adoption of the Agenda   McCulley

    B. Approval of the October 19, 2020 Minutes   McCulley   Attachment 1 pg. 3

III. **Old Business**

    A. PLP Strategic Priorities Update   Frost   Attachment 2 pg. 7

    B. Updates on PLP Support for Staff   Alvarez   Attachment 3 pg. 9
        Development Initiatives and Activities

    C. Menlo Park Update (Action Item)   Frost   Attachment 4 pg. 10

IV. **New Business**

    A. Update on PLP CLSA Funds and State Budget   Frost   Attachment 5 pg. 12
        (Action Item)

    B. LSTA FY 2021/22 Application: *Intellectual Freedom and*   Frost   Attachment 6 pg. 15
        Social Justice a Primer for Libraries

    C. National Library Legislative Day   Frost   Attachment 7 pg. 22

    D. Discussion of PLP Annual Meeting on May 21, 2021   McCulley

           1. Planning and Speaker
           2. Nominating Committee Selection

V. **Reports**
    A. State Library Report   DePriest   Attachment 8 pg. 24

    B. PLP President's Report   McCulley

    C. PLP CEO's Report   Frost

VI. **Closed Session Pursuant to Government Code Section**   McCulley   Attachment 9 pg. 27
    I. **54957: PLS Executive Director/PLP CEO (Action Item)**

VII. **Agenda Building for Next Meeting on May 21, 2021**

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 1

VIII. 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.)

IX.   Adjournment

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

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).
The teleconferenced meeting must meet the following requirements:
   (1) it must comply with all of the Act's requirements applicable to other meetings;
   (2) all votes must be taken by roll call;
   (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 2

Pacific Library Partnership

PLP Executive Committee

October 19, 2020
10:00 a.m. via Zoom

MINUTES

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

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

Others:
Meg DePriest, CSL

The meeting was called to order at 10:02 am by President McCulley.

I. **Introductions**
The libraries shared introductions.

II. **Approval of Consent Calendar (Action Item)**
A. **Adoption of the Agenda**
B. **Approval of the June 26, 2020 Minutes**
C. **Acceptance of PLP Staff Development Committee Annual Report**
D. **Acceptance of 2019/20 Annual CLSA Report, System Expenditure Report and FY 2020/21 Detailed Budget**

Agenda was modified to move item V.A (Light) to the top of the Agenda. Consent Calendar was approved unanimously as modified through roll call vote. (M/S Sommer/Baker)

III. **Old Business**
A. **PLP Strategic Priorities Update**
Frost provided and update on the newly adopted PLP strategic priorities. PLP is on track with the work plan. Frost asked the Committee for direction regarding item 1D of the FY 2020/21 Activities, which references convening at least one brown bag virtual discussion related to best practices. There was discussion of convening this conversation at lower levels of the organization and opportunities for individuals to share conversations around reopening. There was discussion of trying to capture the resources and activities within the PLP libraries, and of keeping this pretty low-key in terms of setup. There was an idea to have three people do a 10-minute panel and then followed by a discussion. Turbak

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 3

shared that the ULC had a format of discussion questions and people would get together and discuss them without any presentations. It was agreed that at the frontline operational level nothing like this is happening. Sommer stepped away at 10:20. There was discussion of when would be the best time to offer the meetings and it was expressed that it would be good to have the meetings in the morning. It was agreed that staff should pilot one conversation or brown bag session and could do breakout groups if needed. Sommer returned at 10:26. The remainder of the priorities were reviewed. It was mentioned that the SVLS technical services group has been meeting and will expand the international languages group PLP-wide in January. It was also mentioned that Flipster has been purchased for PLP libraries.

IV. **New Business**
A. **Review and approval of the FY 2020/21 Innovation and Opportunity Grant Awards**
Alvarez presented the attachment with the titles and award amounts of the six grants, totaling $29,084.69, with a balance of $45,111. There was a question about whether it was clear in the application that libraries could apply for multiple awards, since two libraries received two awards. There was a question whether, in future iterations, we should limit to one grant per organization. It was agreed that for this year we should continue to allow more than one grant per organization due to the effort it took staff to complete the applications, and that this should be reviewed in future years. A motion was made and passed unanimously by roll call vote to approve all 6 innovation grants at the recommended approval amounts. (M/S Nemitz/Sommer).

B. **Acceptance for CALL funding for support of PLP Future of Libraries Conference**
Frost presented the attachment on pg. 31 of the packet. The California State Library has created CALL (California Libraries Learn) as their staff development committee. They offered to underwrite the cost of the Future of Libraries conference and also to pay for attendance for any California public library employee. People outside of California also attended the conference. PLP had lowered registration to $10 for this conference. PLP had budgeted $6,000 for the Future of Libraries conference and for the Spring Workshop. There was discussion of keeping the Future of Libraries in an online format in the future so more people could attend and also to limit travel time for participants. A motion was made and passed unanimously by roll call vote for PLP to accept $10,970 from CALL for the Future of Libraries conference. (M/S Baker/Sommer)

C. **Withdrawal of Menlo Park from PLS and PLP**
Menlo Park Public Library (MPL) has submitted to the Peninsula Library System their intent to withdraw from PLS effective July 1, 2021. Frost reminded the Committee that individual libraries belong to one of the legacy systems and the legacy systems belong to PLP. Staff provided in the packet a draft formal notification for MPL, notifying them of the benefits of PLP and the services they will no longer be able to participate in. MPL has not provided PLP with a formal notification, and Frost has reached out to them. Frost noted that PLP will need to provide this letter soon so PLP can abide by the notification requirements for the State Library and California Library Services Board. PLP will need to request for this to be

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 4

agendized at the Spring 2021 CLSB meeting for approval, as any change in membership will affect PLP's CLSA allocation. There was a question as to whether there is a sense that it could be a trend that libraries will need to withdraw from PLP due to budget limitations, and a response that in general, a library's ROI for participation in PLP is greater than cost of membership so it is not anticipated that this will be a trend. There was a question as to whether there are any CalPERS obligations that would be left for PLP and a response that there are no legacy CalPERS obligations for PLP or for any of the legacy systems, except BALIS, which pays for retiree health care. There was discussion of whether a wait period could be added before MPL could rejoin as well as whether penalties could be assessed for the expenses that PLP and systems incur when an organization leaves. It was expressed that by law, MPL would not be able to rejoin for a year and there would be several hoops they would need to go through to do so, including a resolution by the MPL Council, timing the cycle of CLSB rejoining, approval by PLS for rejoining, etc. There was further discussion of PLP charging exit services or reaffiliation services at some point. It was noted that in recent years, both Hayward and Santa Clara County Library District left PLP, but both later petitioned to rejoin the system. It was agreed that a few sentences should be added about the CLSB process to rejoin as well as potential reaffiliation fees. A motion was made and passed unanimously by roll call vote to accept the letter as amended to add sentences about the implications of CLSB approval and potential reaffiliation fees and that the letter be sent to Menlo Park Library. (M/S Baker/Chadwick)

D. **LSTA Competitive Grants FY 2020/21 – PLP Ideas**
The State Library is accepting Regional Grant applications on social and racial equity topics and PLP is looking to see if the membership has ideas for interest in a regional grant for PLP. Nemitz proposed something similar to the Edge survey as a benchmarking tool or auditing tool to see how libraries are doing in terms of meeting the goals of creating social and racial equity. The statewide CREI initiative was referenced for their racial equity plan developed from GARE. Alameda County Library has a Racial Equity Action Plan and this was developed as part of CREI's program. Oakland Public Library also has a Race and Equity team that is lead by the City. It was discussed these plans include items such as how an organization will create the change, what will be measured, and what will be the outcomes. There was discussion of GARE as well and the various tools they have created and whether a goal of the project could be to coalesce all of the existing plans into a single place. There was discussion of including the populations we should be paying attention to as part of the decision process. Los Gatos, Oakland, Alameda County, and Santa Cruz agreed to participate on a working group to develop the application (Baker/Turbak/Nemitz/Sica). It was expressed that CLSAinfo.org may be a great place to coalesce all the resources.

V. **Reports**
A. **PLP Middle Manager and Executive Leadership Professional Development Groups**

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 5

Light reported the Middle Manager group was small this year and, since the beginning of the pandemic, the group has met via Zoom. The different participants lead discussions on topics. The cohorts eliminated the presentation portion of the leadership training for this year and shifted to a model of deep conversations related to the pandemic and its impacts on library operations, through a query of priorities identified by the group. It was agreed that for next year, rather than a calendar year, the program start date will be deferred and become a program than aligns with the fiscal year. The next announcement will go out in April when it is clearer where things are heading with the pandemic. It was agreed that this would allow libraries to budget better for the related fees. The directors were reminded that costs for the program were reduced this year in anticipation that individuals will be unable to meet in person, so costs for refreshments were dropped.

B. **State Library Report**
DePriest shared emailed the report in advance to the committee and reminded libraries to submit their data reports.

C. **PLP President's Report**
There was no additional report.

D. **PLP CEO's Report**
CLSB met and approved a one-time disbursement for CLSA funds. The state is 10 weeks behind on issuing payments. On October 29 CALL is doing a REALM update.

VI. **Agenda Building for Next Meeting on January 25, 2021**
   A. **NLLD Update**
   B. **PLP Annual Meeting**
   C. **Nominating Committee for Election**
   D. **Funding request for Staff development**
   E. **Strategic Priorities**
   F. **Menlo Park Update**
   G. **LSTA Application**

VII. **Public Comment**
There was no public comment

VIII. **Adjournment**
The meeting was adjourned at 11:33 by Chair McCulley.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 6

Pacific Library Partnership

PLP Activities for FY 2020/21 to Support Strategic Activities

Strategic Priority 1. Staff Training and Professional Development

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

The cohorts will move to a fiscal year, rather than a calendar year, to better accommodate budgets and also to recognize the time constraints related to the novel coronavirus pandemic.

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

The Future of Libraries was held virtually, and was expanded to two days, rather than one day. It garnered national attendees, with over 750 registrations, and the State Library California Library Learns (CALL) underwrote the entire cost of the program. The Committee is currently working on plans to revive their previously postponed Spring Workshop on compassionate strategies for patron engagement, addressing homeless, mental health, and poverty.

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

A call was put forth for the July – December trainings, which resulted in $2,200 of funding. Another call was put forth for January – June trainings, which resulted in $200 of funding. A total of 3 libraries received funding.

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

This training has been coordinated by the PLP Staff Development Committee and will take place the first week of January 2021.

Strategic Priority 2. Support Innovation and Technology

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

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 7

The Executive Committee allocated $74,196 toward these grants. Six grants were funded, for a total of $29,084.

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

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

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

Both of these activities are ongoing/in progress. PLP will also apply for an LSTA FY 2021/22 grant, focusing on social justice and intellectual freedom.

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

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

The PLP CEO met with the SVLS group in Fall 2020. The group developed finalized documentation and developed a roll-out plan in January 2021. The plan will commence in February 2021, including an open meeting for all interested PLP libraries to join, and subsequent meetings will be planned.

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

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

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

PLP purchased a Flipster collection for 14 of the smallest libraries. The sustainability of paying for this may rest on whether there are CLSA funds in FY 2021/22.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | **Website:** www.plpinfo.org

P 8

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Yemila Alvarez, Assistant Director**
Subject: **Support for PLP Staff Development Initiatives and Activities**
Date: **January 25, 2021**

Background

At the June 2020 Executive Committee meeting, the Committee directed staff to reduce the typical $10,000 budget allocation for staff development initiatives and activities to $5,000 for FY 2020/21.

Of this amount, $2,200 was allocated during the June call for proposals for activities happening July to December 2020.

The January call resulted in an additional $200 in requests for funding for a total annual expenditure of $2,400.

The remaining $2,600 will fall to fund balance. Should the Executive Committee choose to allocate funds in the FY 2021/22 budget, the next call for staff develop initiatives would happen in July 2021, for activities from July through December 2021.

No action is needed by the Executive Committee.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 9

Pacific Library Partnership

October 27, 2020

Sean Reinhart, Library Services Director
Menlo Park Library
800 Alma Street
Menlo Park, CA 94025

Subject: Menlo Park Library Membership in the Pacific Library Partnership

Dear Sean,

At the August 6, 2020 Peninsula Library System (PLS) Administrative Council meeting, the PLS Council accepted your memo dated July 31 notifying the Council of your withdrawal from the Peninsula Library System (PLS), and the Menlo Park City Council resolution to leave PLS effective July 1, 2021.

By default of this action, the Menlo Park Public Library will no longer be eligible to be a member of the Pacific Library Partnership (PLP), since a library must belong to one of the four sub-systems to be a member of the Pacific Library Partnership.

As you are aware, the PLP JPA requires a six-month notification and the State Board requires three months. Menlo Park Public Library has not formally provided PLP a letter with notification of request to withdraw from the system. Although Menlo Park Public Library has not provide this documentation, PLP must continue with the process of Menlo Park Public Library severing its relationship with PLP. Should you like to provide a letter, we will receive it and include it as part of the documentation.

The PLP Executive Committee met on October 19, 2020 and approved a motion to accept the letter from the Menlo Park Public Library dated July 31, 2020 of the library's withdrawal from the Peninsula Library System, and to accept the withdrawal of the Menlo Park Public Library from the Pacific Library Partnership effective July 1, 2021. The services that will be terminated include access to any PLP delivery, access to any staff development sponsored by PLP for PLP members, and removal from all PLP list-serves and initiatives. Menlo Park Public Library's membership in Califa will be revoked, as well as and any other rights. privileges and communications related to PLP membership. In addition, the Menlo Park Public Library will no longer be eligible for any California Library Services Act funds, or any services that are paid for from those funds, including delivery and eResources, and will not be eligible to participate in CENIC's partnership with the California State Library for high speed internet at greatly reduced discounts, which is only available to libraries that are part of regional cooperative.

By law, PLP is required to notify the California Library Services Board of Menlo Park's departure from PLP at their first meeting in 2021. PLP will be including this letter, along with the Menlo Park City Council resolution and the PLS Administrative Council's Minutes accepting that resolution. Should the Menlo Park Public Library choose to reverse course and not take this action, the Menlo Park Public Library must notify the Pacific Library Partnership no later than January 18, 2021, so that PLP may approve the change in status at its January 25, 2021 meeting. Please note that once the California Library Services Board accepts the Menlo Park Public Library's departure, the Menlo Park Public Library will need to follow the CLSB's formal process of rejoining a regional network, which would preclude them from rejoining in FY 2021/22.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P-10

Should the Menlo Park Public Library choose to rejoin the Peninsula Library System and then the Pacific Library Partnership, a formal letter would be required. It should be noted that PLP reserves the right to assess a readmittance fee.

We appreciated your staff's participation in PLS/PLP Committees and are sorry to lose this relationship. Should there be a change in the status of Menlo Park Public Library's decision, we ask that you notify us as soon as possible. If you have any questions, feel free to contact me.

Sincerely,

Carol Frost

Carol Frost
Chief Executive Officer
Pacific Library Partnership

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P.11

Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Update on PLP CLSA Funds and State Budget
Date: January 25, 2021

UPDATE ON GOVERNOR'S BUDGET

On Friday, January 8, 2021, the Governor released the draft FY 2021/22 budget, which included:

- **$8 million in one-time funds to support "Shared Vision" grants.** An initial round of funding was conducted in the fiscal year that ended June 30, 2020 to boost early learning opportunities and outside-of-school programming at libraries and deliver library services to harder-to-reach Californians – an even more acute need in the wake of the COVID-19 pandemic. There were $25 million in proposals submitted by libraries across the state for the initial $8 million. This second round of funding will help address some of the unmet need.

- **$1 million to support delivering books and other materials through the online marketplace. (Zip Books)** Faster and cheaper than traditional book delivery, the program has been used during the pandemic as a lifeline to community members -- often the elderly -- incapable of visiting the library.

- **$800,000 in ongoing funding to support summer lunch programs at local libraries**. In 2019, 220 local libraries served 289,000 meals. During the pandemic, libraries served "Grab-and-Go" meals and learning kits. The State Library looks forward to working with other summer meals providers to ensure more of the 3 million school-age children eligible receive the nutrition they need to learn and thrive.

- **$500,000 in ongoing financial aid to defray higher broadband connectivity costs for local libraries.**

- **$500,000 to support the Braille Institute, the state's partner in Southern California, in delivering library services to the visually impaired.**

- **Although not called out specifically, the budget does indicate $1.8M which may be for CLSA.** This remains a 50% reduction, carried over from the current budget.

The following should be noted:

Last year, there were funds for several library programs (such as Zip Books and Lunch at the Library) which were then removed in the Governor's May Budget Revise; and although lobbying was done for restoration, they were not included in the June finalized budget. Although we

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | **P:** (650) 349-5538 | **F:** (650) 349-5089 | **Website:** www.plpinfo.org

P 12

should remain hopeful that the above items remain in the budget, we should also be aware that this is a preliminary budget.

Although the preliminary budget reflects funds for Lunch at the Library, it is not guaranteed that PLP will again be the fiscal agent for this grant. A CLSA meeting is scheduled in Spring 2021, where we will learn more about CLSA funding. PLP did not apply for any of the Shared Vision grants last year. PLP may consider system-wide proposals for the upcoming year.

REMAINING AND FUTURE PLP CLSA FUNDS

In FY 2020/21 the approved California State budget included a 50% reduction of CLSA funds. Below is a summary of the FY 2020/21 CLSA Allocation and Executive Committee decisions.

FY 2020/21 Funded at 50%	
TOTAL ALLOCATION:	**$364,832**
System Administration - 20%	**$72,967**
Remainder covered by Membership Fees	
Communications & Delivery - 80%	**$291,865**
Whether CLSA funding or not, these baseline services must be funded	
Office supplies	$2,000
Web hosting, telecommunications	$6,680
Postage	$6,000
Delivery	$207,232
Total baseline costs	**$221,912**
Remaining 20/21 CLSA Funds	**$69,953**
Use of Prior Year Funds	$311,389
Flipster 14 libraries	$70,206
Website Upgrades	$12,000
Allocation to Libs	$301,135
Remaining CLSA Funds	**$84,218**

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | **P:** (650) 349-5538 | **F:** (650) 349-5089 | **Website:** www.plpinfo.org

P 13

Should all systems again receive a 50% allocation from FY 2019/20, below are the projections:

Estimates for FY 2021/22 Funded at 50%	
TOTAL ALLOCATION:	$364,832
System Administration - 20%	$72,967
Remainder covered by Membership Fees	
Communications & Delivery - 80%	$291,865
Whether CLSA funding or not, these baseline services must be funded	
Office supplies	$2,000
Web hosting, telecommunications	$6,680
Postage	$6,000
Delivery	$207,232
Total baseline costs	$221,912
Remaining 21/22 CLSA Funds	$69,953
Prior Year Funds	$84,218
Total Available	$154,171

PLP used prior-year CLSA funds to make up for the 50% reduction in CLSA funds in the current year, which allowed each library to receive approximately the same distribution as in the prior year.
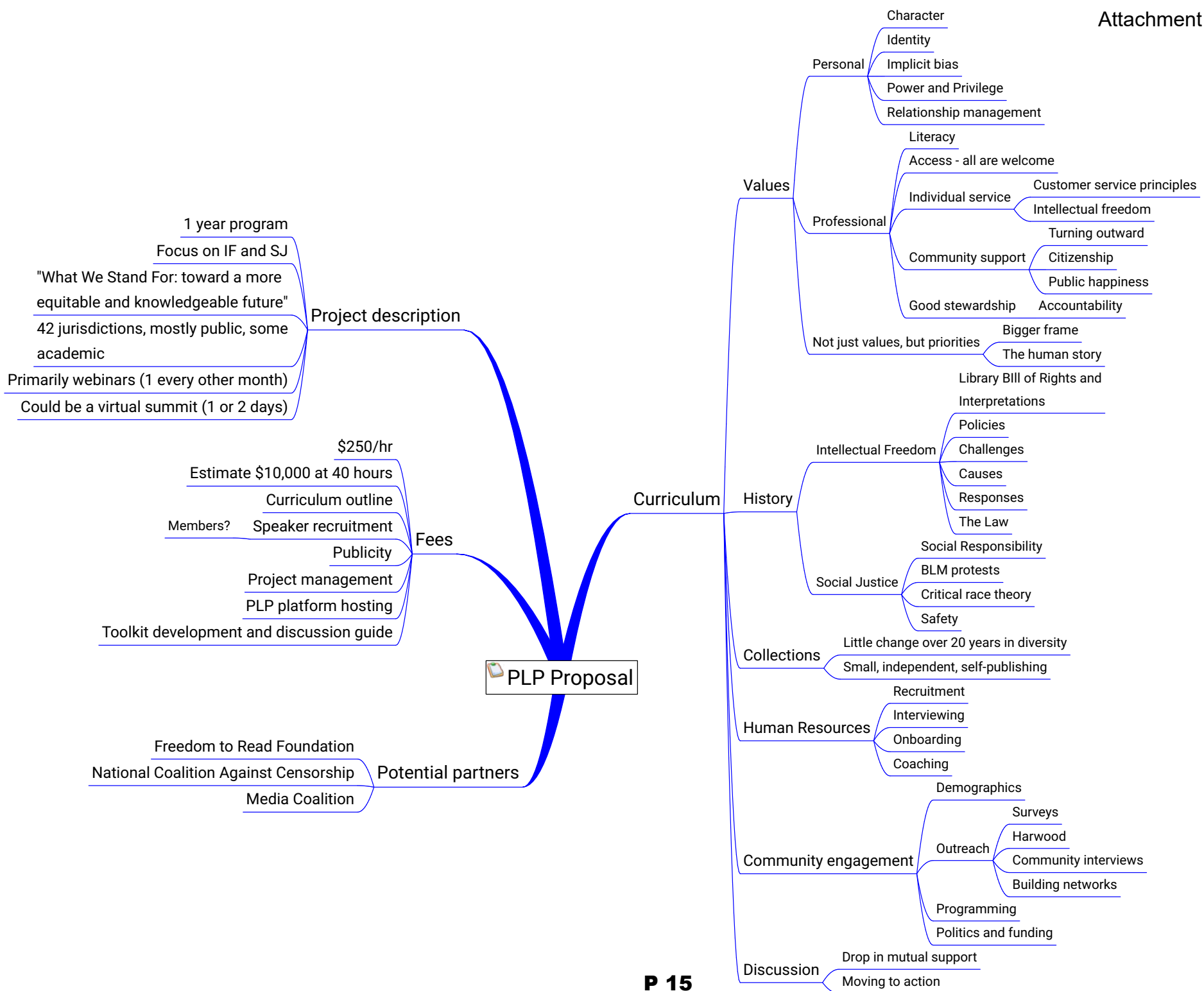
Should there be a 50% reduction again in FY 2021/22, PLP will have approximately $84,218 of prior-year funds available. PLP would need to determine if they would again fund the Flipster subscription. It would be prudent to notify libraries now of the potential loss of funds, since there would be little to no available funds to be allocated to the individual libraries once the Flipster subscription was paid, if it were paid off the top.

RECOMMENDATIONS

PLP Executive Committee may consider taking advocacy steps for a restoration of CLSA funds. Those steps could include:

- Gathering compelling stories from PLP libraries about the value and impact of these funds
- Writing a letter to the Chairs of the Finance Committee
- Holding a phone call with the PLP President, other System Chairs, and the State Librarian
- Writing letters to the CLSB

The revenue for FY 2021/22 will again be reduced from the FY 2019/20 levels because of the loss of the Lunch at the Library grant. Should PLP be awarded that grant in FY 2021/22, the budget could be adjusted accordingly.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

P 14

PLP Proposal

- **Project description**
  - 1 year program
  - Focus on IF and SJ
  - "What We Stand For: toward a more equitable and knowledgeable future"
  - 42 jurisdictions, mostly public, some academic
  - Primarily webinars (1 every other month)
  - Could be a virtual summit (1 or 2 days)

- **Fees**
  - $250/hr
  - Estimate $10,000 at 40 hours
  - Curriculum outline
  - Speaker recruitment
    - Members?
  - Publicity
  - Project management
  - PLP platform hosting
  - Toolkit development and discussion guide

- **Potential partners**
  - Freedom to Read Foundation
  - National Coalition Against Censorship
  - Media Coalition

- **Curriculum**
  - **Values**
    - Personal
      - Character
      - Identity
      - Implicit bias
      - Power and Privilege
      - Relationship management
    - Professional
      - Literacy
      - Access - all are welcome
      - Individual service
        - Customer service principles
        - Intellectual freedom
      - Community support
        - Turning outward
        - Citizenship
        - Public happiness
      - Good stewardship
        - Accountability
    - Not just values, but priorities
      - Bigger frame
      - The human story
  - **History**
    - Intellectual Freedom
      - Library BIll of Rights and Interpretations
      - Policies
      - Challenges
      - Causes
      - Responses
      - The Law
    - Social Justice
      - Social Responsibility
      - BLM protests
      - Critical race theory
      - Safety
  - **Collections**
    - Little change over 20 years in diversity
    - Small, independent, self-publishing
  - **Human Resources**
    - Recruitment
    - Interviewing
    - Onboarding
    - Coaching
  - **Community engagement**
    - Demographics
    - Outreach
      - Surveys
      - Harwood
      - Community interviews
      - Building networks
    - Programming
    - Politics and funding
  - **Discussion**
    - Drop in mutual support
    - Moving to action

1. Project Name: Library Jurisdiction (Collaborative or Local)	**Pacific Library Partnership**	11/21/2020
	by **Pacific Library Partnership PLP** in **Intent to Apply: 2021-2022 LSTA Local and Collaborative Competitive Grants**	id. 18299604

32 West 25th Ave.
Suite #201
San Mateo, California
94403
California
United States
(650) 349-5538
info@plpinfo.org

Original application

11/21/2020

Type of Grant	**Collaborative competitive grant**
2. Library DUNS Number	**830926072**
3. LSTA funds requested	**$80,000**
Estimated cost of project	n/a
4. Library director name	**Carol Frost**
Library director email address	**frost@plpinfo.org**
Library director preferred phone number	**(650) 349-5538**
5. Name of person to contact about this proposed project	**Carol Frost**
Project contact email address	**frost@plpinfo.org**
Project contact phone number	**(650) 349-5538**
6. California's LSTA goals	**Goal 1: California libraries provide equitable access to information, services, and resources in a trusted community space.**

Briefly list other LSTA goals to which your project relates, if applicable.	**Goal 7: California libraries are staffed by a skilled and diverse workforce whose members engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities.**
7. Primary audience	**Library staff, volunteers and/or trustees**
8. Project Intent	**Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness**
9. Project Focus	**Workforce development**
"Other" project focus	n/a
10. Equity, Diversity, and Inclusion	**PLP's mission is to empower Bay Area member libraries through innovation, collaboration, and training. Our member libraries encompass all of the diversity of the Bay Area, including both public and academic libraries spanning from urban to rural communities. Each year PLP offers spring training on professional development, including recent topics on inclusivity and gender diversity. The theme of the October 2020 Future of Libraries was "Focus on Equity, Anti-Racism and Work in the New Normal." This two-day conference provided training for our members and others in the state to remove barriers to serving diverse populations, developing more inclusive programs, creating accessible virtual environments, and conversations around examining the institutional language of libraries. We are committed to continue offering training opportunities to our member libraries that enable them to better serve their diverse communities.**

11. Project Description	Through the "Intellectual Freedom and Social Justice: A Primer for Libraries" project, PLP will create a series of discussions for member libraries' staff focusing on intellectual freedom and social justice. These conversations will cover topics such as the ALA Code of Ethics and Bill of Rights, the concept of "neutrality" in libraries, and social responsibility in libraries, with the expected benefit that libraries will become more familiar with these concepts and begin to develop a foundational framework for understanding their own privilege and implicit biases which may create barriers to diversity, equity, and inclusion in their programs and services. This project aligns with the State Library's focus on workforce development as it relates to our ability to be more self-aware of individual bias and beliefs, which will result in more awareness in serving underserved and vulnerable populations. As a profession, we are trained to focus on intellectual freedom and, by association, social justice. But how that translates into serving the diverse populations of the San Francisco Bay Area can leave staff wondering where to start. This project will help library staff begin the difficult conversations and explore their own biases around the intersection of intellectual freedom and social justice through a series of group discussions led by experts. Libraries that have already begun conversations around social justice will support libraries which have not yet started, developing a support system among PLP libraries, and a shared vocabulary around intellectual freedom and social justice, enabling conversations to continue at their own libraries.
12. Community Knowledge and Assessment	The Bay Area Equity Atlas (https://bayareaequityatlas.org/indicators), tracks equity through measurable social indicators, including college readiness, educational attainment, and income growth, and measures inequities created by structural racism and other social factors. Libraries are not exempt from these inequities.

Libraries can help communities achieve their aspirations of inclusive prosperity across the people, place, and power equity framework by working through the definition of white privilege as it relates to library services and themselves.

Some PLP libraries are developing plans to address inequities, and taking internal looks at their own planning, decision-making, and resource allocation for potential restructuring into more racially equitable policies and programs. Smaller and rural PLP libraries have expressed needing to learn more about social justice and would like to establish a baseline starting point. To address this need, PLP has convened an ad hoc group of library directors, conferred with EDI professionals and CREI leads, and reviewed GARE publications to develop a framework for this project that establishes this baseline. This project is in keeping with PLP's mission to empower libraries through training, and can enable libraries to further inclusive prosperity. PLP assets libraries who have begun this work can develop a 'buddy system' with beginning libraries. |

13. Addressing Community Needs and/or Aspirations	**PLP will hire one or more qualified speakers and host a series of discussions on Intellectual Freedom and Social Justice, including the ALA Code of Ethics and Bill of Rights; self-awareness and implicit bias; "neutrality" vs. reinforcement of dominant ideologies; and social responsibility and how these interact with each other in the library profession's desire to uphold the tenets of the ALA Code of Ethics while advocating for social justice and equity. The topics of the MLS degree, hiring practices, and barriers to retention of diverse staff will also be discussed. Through these discussions a baseline common language will be developed for PLP libraries and libraries will be paired for support to develop a community of practice.** **Discussions will touch on privilege and class as related to intellectual freedom and the MLS degree, and staff will explore their roles as leaders in social justice while reconciling the variance in professional commitment to intellectual freedom as it resides within individual, institutional, and systemic biases.** **The need for library staff to establish a baseline understanding of the relationship between social justice and intellectual freedom is rooted in the American Library Association Bill of Rights.**
14. Community Involvement	**PLP's diverse membership includes both rural and urban libraries, with budgets spanning less than $1 million to over $50 million. The smaller libraries have fewer resources, particularly as it relates to social justice. PLP has convened an ad hoc group of library directors from diverse member libraries in the development of this application. We will involve the remaining PLP libraries by first surveying the members for interest and further refining content. It is important to meet each library where they are in the process of exploring the intersections of social justice and intellectual freedom, and to create an environment that is conducive to self-exploration of biases and assumptions. Staff from the larger libraries will be able to infuse their experiences working with their city or county equity units, and offer support. Staff from the smaller libraries taking the training will be able to take their knowledge back to their libraries and begin conversations with their staff and stakeholders.** **We are in conversations with the San Jose State University's iSchool regarding the MLS degree, hiring practices, and barriers to retention of diverse staff. If this collaboration is successful, all content created would be co-branded and shared on the iSchool website.**
15. Evaluation Plans	**PLP will do a pre-survey of its members to identify their needs and to gain a baseline of knowledge of where they are in their understanding of the topics. At the end, we would like to survey them again to find out how their understanding of the topics has increased, and what steps they will take to continue their work.**

16. Project Partners	**PLP has reached out to the following to discuss potential partnerships: CREI, GARE, the PLA Task Force on Equity, Diversity , Inclusion and Social Justice. These have led to further discussions with other stakeholders, including the Freedom to Read Foundation, which has a subcommittee specially on intellectual freedom and social justice. We are also exploring a partnership with the San Jose State University iSchool to regarding the specific topic of library education and social justice, and development of that conversation module. Although we do not have a firm project partner at this point, we are finding great interest from leads we are pursuing and feel confident we will find a project partner.**
17. Budget Narrative	**Although the budget is not finalized, it is estimated that it will be approximately $75,000 - $80,000. The bulk of the funds would support a project coordinator that would develop the modules and facilitate the conversations. It is possible that we may need to pay for a separate expert speaker for one or more of the modules. Based on some of the quotes we have received, a project coordinator may cost between $35,000 to $60,000. The budget would include funds for staff time, including time for the Assistant Director to oversee and work with the Project Coordinator. PLP would include some of her time as in-kind. Other costs include Basecamp for communication and resource sharing between the participating libraries, costs for Zoom, and website development. Should a toolkit be developed, additional funds may be needed, depending on the project coordinator and speaker costs.**
18. Has your library received LSTA funding in the past five years?	**Yes**
If a collaborative application, please indicate which library(ies) has/have not received LSTA funding in the last five years.	n/a

19. Is there anything else you would like to tell us?	**Throughout the nation, social unrest has been growing exponentially, and the topic of race and equity, has been at the forefront of this unrest. These tensions are reflected in the field of librarianship, as evidenced by recent publications such as Emily's Knox's Intellectual Freedom and Social Justice: Tensions Between Core Values in American Librarianship published in March 2020 (https://www.degruyter.com/view/journals/opis/4/1/article-p1.xml?language=en). This project is particularly timely and necessary. As a profession with an avowed commitment to impartiality, and to representing all points of view, it is particularly difficult for libraries to face our own complicity in creating environments in which individuals in our communities are treated as less than equal. Confronting the ways that our actions and institutions lead to a differential treatment of some individuals is the first step to addressing these issues. We hope see these conversations as a first step to creating the change that is so necessary.**
20. CIPA Compliance	**Not subject to CIPA requirements.**
Optional: Please share your LSTA Planning Tool.	n/a

P 21

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Update on National Library Legislative Day**
Date: **January 25, 2021**

Each year, PLP allocates funds for some of the PLP Executive Committee to fly to Washington D.C. to participate in the National Library Legislative Day, which generally occurs the first week of May. In April 2020, the American Library Association pivoted, and turn the in-person event to a virtual week-long event because of the novel coronavirus pandemic. PLP did not engaged in a coordinated participation, and instead encouraged the individual libraries to perform advocacy.

The FY 2020/21 PLP budget includes $5,400 for two directors and the PLP CEO to attend the National Library Legislative Day in Washington D.C. in May 2021. Although ALA has not yet notified us of their decision, it can be assumed that the event will once again be virtual, due to the ongoing pandemic.

PLP can choose to participate in a more coordinated effort this year. PLP can also take an active role in supporting the California Library Association priorities, which are attached.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | **P:** (650) 349-5538 | **F:** (650) 349-5089 | **Website:** www.plpinfo.org

P 22

CALIFORNIA LIBRARY ASSOCIATION LEGISLATIVE PRIORITIES 2021

Presented by the Advocacy & Legislative Committee to further the mission of California libraries

The California Library Association Executive Board works with the CLA Advocacy & Legislative Committee, CLA lobbyists and association members to make a difference for California libraries and the communities they serve, working primarily at the state level; some support is offered for local and national advocacy. CLA is a non-partisan organization.

CLA supports local libraries and their advocates in building strong relationships with communities, legislators and leaders through **Day in the District** and other outreach.

CLA actively advocates for:

1. **Restoration of Funding**

    a. Full restoration of California Library Services Act

    To support resource sharing of electronic and physical items among all libraries.

    b. Lunch at the Library

    Serving nearly 300,000 meals to children at 219 public libraries, and over 32,000 children attending programs to stop the summer slide while getting their meals.

    c. Zip Books

    Serving over 45,000 people in 83% of California counties and 327 public libraries. Focus is on rural and underserved populations who cannot get to a library.

    d. Career Online High School

    California adults complete their high school diploma online, with 793 students graduating and able to move on to post-secondary degrees. 28 California Counties participating, with local matching funds.

2. **Equitable Access to Critical Library and Information Services**

    a. Broadband Equity for California Communities
    WiFi, lendable hotspots and broadband to support education, workforce development, and community well-being.

    b. Equip California Libraries to Address Disaster and Infrastructure Needs
    Funding for generators, communication, air filters, PPE, etc.

    c. Lifelong Learning
    Support for early education, adult and youth literacy in all its forms; career support and economic development; after-school programming; veterans services; and assistance to vulnerable populations.

CLA generally supports the positions taken by the American Library Association in other key action areas, including:

- **Equity, inclusion and anti-racism**
- **Intellectual Freedom**
- **Privacy**
- **Net Neutrality**

CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.

Approved and adopted by the CLA Executive Board on October 26, 2020

California State Library, Library Development Services
Cooperative System Report, January 12, 2021

Public Library Directors Forum

The Public Library Directors Forum is going online in April! The Forum will focus on racial equity and inclusion, preparing for and recovering from crises and disasters, and creating authentic community connections. Please look for more information shortly. If you have questions, please contact natalie.cole@library.ca.gov.

Stay & Play

Applications are now open for libraries to implement *Stay & Play*, a program that reaches and engages Family, Friends and Neighbors (also referred to as FFNs) and the children in their care in communities. Participating libraries will receive funds to support *Stay & Play* programming efforts, and participating library teams will receive significant and relevant professional development training to support the development and implementation of *Stay & Play* programs at their site(s). The application period closes on **Friday, January 29, 2021**. For more information about *Stay & Play*, please visit https://www.library.ca.gov/services/to-libraries/elf/stayandplay/ or email shana.sojoyner@library.ca.gov.

California Library Literacy Services

The CLLS 2020-2021 Mid-year Report is open and **due January 29, 2021**. This is a new report and we have tried to keep it as brief and uncomplicated as possible. The report asks for your basic library information, a description of the Adult Literacy Program and Family Literacy Program activities conducted between July 1, 2020 and December 31, 2020. You are also being asked to detail your CLLS fund expenditures for that period.

To log into your Mid-year Report form in Counting Opinions, please follow these steps:
1) Go to the Counting Opinions login site at https://ca.countingopinions.com
2) Enter your Username and Password, then hit enter (Note: if you need help locating this information please contact Annly at annly.roman@library.ca.gov).
3) Select the red "Enter to complete a CLLS Mid-year Report" Button on the main page
4) If you have any problems locating or opening your report contact Annly Roman at annly.roman@library.ca.gov

Once you have completed and submitted the Mid-year Report form please print a copy, sign it and mail it along with the completed attached certification form to Annly Roman.

Networking Conversations

Networking conversations for California libraries continue, are posted on CLA's calendar as they are scheduled (https://www.cla-net.org/events/event_list.asp), and we encourage you to register to attend. There are calls for a variety of interest groups, including frontline staff, youth services staff, branch supervisors, assistant directors, and marketing and PR professionals. Directors' calls occur once a month in 2021. Upcoming calls include:
- Tuesdays, Jan. 19, Feb. 16, March 16, 3:30-5 p.m., **Library Directors**

- Wednesdays, Jan. 20, Feb. 3, Feb. 17, March 10, 2-3:30 p.m., **Literacy/CLLS**
- Thurs., Jan. 21, 10-11:30 a.m., **Youth Services**

Veterans

Nearly 7% of the adult population of California served in the military. Together with their families, this is a significant portion of the population.

On January 26, at noon, Kristen Mulvihill, an army veteran, librarian, and the author of *Serving Those Who Served: Librarian's Guide to Working with Veteran and Military Communities* is giving an excellent free webinar on veterans and libraries as part of the VetConnect grant. The webinar will be useful for any public-facing staff, especially those working with veterans, jobseekers, adult learners, and those providing front-line reference. https://infopeople.org/civicrm/event/info?id=952&reset=1

Cultural Collections Protection Survey

The state is conducting a comprehensive survey of California's archives, galleries, historical societies, libraries, museums, and tribal nations to better understand and protect cultural collections in a time of increased risk and limited resources. The goal is for this survey to be an instrument to educate decision-makers about the value of investing in the state's arts and cultural heritage. The survey was sent out in November. **The State Library will be gathering survey data through February 22, 2021.**

The existence of these unique collections that help tell California's story is often unknown, particularly at the state level. Many rare and unique materials are at significant risk from natural disasters exacerbated by climate change, inadequate storage facilities, scarce resources, and simple decay over time. The Cultural Collections Protection Survey aims to close this information gap by gathering data on the nature and condition of California's culturally significant assets. It takes 30 minutes to 60 minutes to complete – and the result will be well worth the small time commitment.
- Registration link to receive the survey: https://www.surveymonkey.com/r/CSLSurveyRegistration
- Further information is available at: https://www.library.ca.gov/Content/pdf/pressreleases/2020-10-12-CulturalCollectionSurvey.pdf

California Libraries Learn (CALL)

For 2020-21, the California State Library and California Library Association offer a comprehensive training portfolio for your library staff members. California Libraries Learn (CALL) offers statewide, 24/7 online professional development. Read the weekly newsletter and visit www.callacademy.org to explore the options. Please note there will be some support for staff to attend the annual CLA conference in May. Contact Bev Schwartzberg for more information.

Library Services and Technology Act (LSTA) Grant Opportunities:

Local and Collaborative Grants, 2021-2022 Intent to Apply forms were due on Friday, November 20, 2020 and invitations to submit a full application have recently gone out. The funding period is July 1, 2021-June 30, 2022. For Local and Collaborative grant questions, please contact:
- LSTA Coordinator, Lynne Oliva: lynne.oliva@library.ca.gov

- Bureau Chief, Library Development Services, Natalie Cole: natalie.cole@library.ca.gov

Digital Navigator Training

Broadband Access, Adoption, and Training are essential components of digital equity for California's diverse populations. But with the variety of Internet Service Providers and maze of rules for subscribing to low-cost internet, those populations with low economic power and low technical literacy can be left on the wrong side of the digital divide.

Executive Order N-73-20 directs the state library to, in partnership with local libraries, **promote low cost internet subscription plans**. There was a Digital Navigator Webinar, which aims to instruct public libraries on how to help patrons find available offers, navigate signing up, and utilize already existing pathways on the road to internet connectivity. Email chris.durr@library.ca.gov for more information.

JobNow and VetNow

Segmented statistics are available for specific databases for each library system. They are available with a unique log-in that was sent to the person at each library designated at sign-up. Questions about this or anything else related to JobNow/VetNow/LearnNow can be directed to Jody.Thomas@library.ca.gov.

California COVID Diaries

Californians can share the impact the COVID-19 pandemic on their lives through a new community-based archive. The aim of California COVID Diaries is to collect, preserve and make available to the public materials created by Californians, documenting their personal experiences during the COVID-19 pandemic. A Spanish-language version of the submission form is also available. Visit https://coviddiaries.library.ca.gov/ or e-mail coviddiaries@library.ca.gov for more information.

PLS Executive Director/PLP CEO Accomplishments

January - December 2020

Peninsula Library System

- In order to create additional revenue, prepare 2471 Flores Street for rental by performing a minimal remodel. Estimated date of completion: March 2020. ***Completed/Ongoing. Since the pandemic, we have not yet found a tenant for this suite. Two other tenants vacated their spaces. We have placed the units on LoopNet and have had several companies express interest, but have not yet rented out the spaces. We have signed an agreement with our Realtor for further exposure, and the Council has agreed to a funding proposal to offset the loss of revenue.***
- Complete the PLS website redesign, with input from the PLS InfoServices and Circulation Managers group. Estimated date of completion: February 2020. ***Completed. The new website went live in March 2020.***
- Perform assessments of the shared OCLC WorldShare product to review use and trends. Work with the Circulation Managers and other stakeholders with configuration and policies. Use this data to inform the PLS Council's definition of resource sharing, and continue to work with them to define what resource sharing looks like for PLS in the future. ***Ongoing. With the pandemic, little data was generated from the go-live date of February through mid-March 2020. The community colleges had staggered reopenings in the Fall 2020, so WorldShare sharing resumed. A renewal for a second year was approved by Council with a negotiated 25% discount for further use and review.***

Other PLS Activities Accomplished

The novel coronavirus caused all PLS libraries to shut down in March 2020. I worked with staff to develop emergency and safety procedures, including suspending delivery and furloughing some of the administrative and delivery staff. When libraries announced they were developing plans to reopen, PLS staff worked with the Circulation Managers and Delivery staff to develop safety procedures, including setting a systemwide length of time for quarantining materials, and a revised schedule to slowly bring back services and staff.

In consultation with the eBook working group, I secured a $15,000 Emergency Collection grant for PLS eBooks to supplement the high holds from patrons checking out eBooks rather than physical materials.

We applied for and were awarded $87,006 for a Statewide Broadband grant for cabling upgrades at the Redwood City, Daly City and San Bruno Libraries.

In response to Menlo Park Public Library's announcement of leaving PLS in 2021, we have developed a detailed checklist of activities, and have worked with both PLS and the Pacific Library Partnership to understand the fiscal and service implications.

In response to the Fair Oaks Library transferring from the Redwood City Library to San Mateo County, we developed a detailed checklist of activities for the transition, which will take place in 2021.

To ensure better tracking of assets and contracts for the various agencies, we performed an analysis of various vendors for an asset management tracking system. We have begun a trial, and hope to implement this in 2021.

Pacific Library Partnership

- As the State Library's process for awarding statewide grants changes, consider upcoming opportunities to submit proposals for grant administration. Continue to work closely with the State Library regarding statewide grants and assist as necessary in developing new models. ***Completed/Ongoing. Although the revised State Budget cut the Lunch at the Library grant, which was a significant source of revenue for PLP, we were able to secure the CARES Act – Statewide Resources for Employment, Education and Veterans grant.***

- For LSTA regional grants, it has been rumored that the grant cycle will change for 2020. Work with the PLP Executive Committee and PLP members, to consider applying for either an LSTA regional grant, or one of the early literacy grants to be announced in the first quarter 2020. If awarded, complete the work of the grant. ***Completed. PLP was awarded the Data Privacy and Cybersecurity Best Practices Training LSTA grant for FY 2020/21, building upon last year's Data Privacy grant. The cybersecurity component can help libraries in learning how to harden their systems, and is needed based on the several PLP libraries which have been negatively affected by cybersecurity attacks in the recent years.***

- Continue the implementation of the FY 2019/20 Statewide Lunch at the Library grant. Work with consultants and State Library staff to develop more efficient models for fiscal administration and oversight, particularly as it relates to granting approximately 70 mini-grants to libraries statewide. To be completed by December 2020. ***Completed. Staff re-wrote the Lunch at the Library documentation along with the contract workers to better align with fiscal accountability. Unfortunately, the Lunch at the Library grant was not renewed in the Governor's budget, but we remain hopeful that it may come back in future years and that PLP will be allowed to bid to be the fiscal agent. The***

grant completed in December 2020 and all funds were expended, with some libraries receiving second awards for Fall activities.

- Work with the MOBAC Administrative Council to review its website. Consider models for updates or changes, including whether MOBAC's website should be brought into the PLP website or remain separate. Assessment to be completed after the completion of the PLS website redesign, with a general plan identified by December 2020. *Completed/Ongoing. Staff worked with MOBAC to develop an ad hoc group, and reviewed the pros and cons for the future of the MOBAC website. We recommended using CLSA funding to develop a new website, which was approved by the PLP Executive Committee. A web developer was contracted for the work, and is working with the ad hoc group. A design was chosen in December, and the project will include setting up Basecamp groups for all their Committees for sharing, as well as migrating their list-servs over to PLP. Work is expected to be completed the Summer of 2021.*

- Continue to provide strategic direction and management to NorthNet Library System (NLS). For the Link+ regional grant, coordinate two informational sessions with Innovative in January and February, and work with the NLS ad hoc group to issue a new call for interest, with the intent to award the remainder of the grant funds by December 2020. Continue work on CalPERS obligations for legacy systems as it relates to AB1912, and to implement their new schedules for financing their unfunded liability and ongoing CalPERS obligations. *Completed. For the Link+ regional grant, the informational sessions were held, and four additional libraries joined. Because of the pandemic, several libraries were reluctant to commit. I worked with the NLS ad hoc group and petitioned the California Library Services Board to modify the awards to ensure all the funds could be spent before the end of the grant. The grant has been extended through February 2021 to allow the last library to complete implementation.*

  For the legacy systems with CalPERS obligations, we worked with two of the Councils to adopt a shared distribution schedule when those two regions deplete their current fund balance through CalPERS obligation payments. We also worked with the Mountain Valley Library System and the North State Cooperative Library System to establish that Colusa County's CalPERS obligations belong with NSCLS rather than MVLS.

OTHER PLP AND NLS ACTIVITIES ACCOMPLISHED

To ensure that we continue to bring quality to our libraries, we surveyed the PLP members to review our strategic priorities and our CLSA menu for allocations. Based on that, we updated the three-year strategic priorities and the CLSA menu of items. I also recommended that PLP

use CLSA funds to aid the smallest libraries with an eMagazine collection to ensure equitable access to materials. PLP has not had a shared collection since it discontinued enki several years ago. With approval from the PLP Executive Committee, we negotiated a contract for 14 of the smallest libraries.

We were approved by the California State Library to collaborate on the multi-day PLP Future of Libraries conference. This expanded conference received national attention, and the State Library approved $11,850 from the newly formed California Libraries Learn (CALL) to underwrite all costs for this conference.

I presented at the California Library Services Board for NorthNet to clarify the use of CLSA funds as it relates to broadband, with the Board approving all six recommendations. I also requested clarification about use of CLSA funds to support pandemic-related activities, which resulted in the approved use of CLSA funds statewide for curbside pickup software and remote reference software in a shared environment.

I worked with the NorthNet OverDrive Chair, and submitted a grant application for $50,000 for emergency crisis funding. NLS was awarded this grant, and funds were expended fully by December 2020. This benefitted the rural areas and the infusion expanded the breadth of the collection, including Spanish language materials.

I was the co-chair of the CLA Advocacy and Legislative Committee in 2020. I worked with the CLA President, CLA Board, and CLA Lobbyists on initiatives, including the Student Success Act, Broadband, and advocated for funding for Lunch at the Library, Zip Books, CLSA, and Career Online High School, which were all defunded in the FY 2020/21 budget. I have stepped down from the one-year term, and will remain on the Committee as a member.

After the pandemic the Institute of Museum and Library Services and OCLC formed the Reopening Archives, Libraries and Museums (REALM) initiative. I was invited to be part of the REALM Operations Group and provide public library input on the program. I have actively participated in bi-weekly meetings, and have presented about REALM twice along with OCLC (the Future of Libraries Conference and a CALL webinar). I continue to share information statewide and provide context for the reports.

PLS Executive Director/PLP CEO Work Plan
January - December 2021

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2020 Work Plan:

Peninsula Library System
- A contract has been signed with a Realtor to identify tenants for the three empty suites in the PLS-owned building. Continue to work with Realtor on vacancies. Estimated date of completion: TBD.
- Develop a budget which reflects the uncertainty due to COVID-19, taking into consideration reduced Delivery services and potential suite vacancies in the PLS building. Estimated date of completion: April 2021.
- With the Fair Oaks Library moving from Redwood City to San Mateo County Libraries, staff have developed a work plan and will work with both agencies to complete the work for a successful transition. Estimated date of completion: March 2021.
- With Menlo Park Public Library's transition from PLS, staff will work through the transition with the Menlo Park Public Library staff to ensure a smooth transition. Estimated date of completion: July 2021.
- Implement Asset Tracking System to better account for assets, contracts, subscription renewals and end-of-life for equipment. This will result in more efficient management of PLS, PLP and NLS services. Estimated date of completion: September 2021.
- With the pandemic, the assessment of the shared OCLC WorldShare product to review use and trends was put on hold as libraries closed. With the renewed license, we have another year for review to determine if this is a viable product for resource sharing between SMCCCD and the public libraries. Staff will work with the Circulation Managers and other stakeholders for review, and data will be presented to the PLS Administrative Council for consideration. Estimated date of completion: December 2021.

Pacific Library Partnership
- For LSTA regional grants complete the work of the FY 2020/21 Data Privacy and Cybersecurity Best Practices grant. For FY 2021/22, continue the development of a grant application on social justice and intellectual freedom. If awarded, commence the work of the grant. Work with the State Library on the potential of being the fiscal agent for additional statewide grants for FY 2021/22. Estimated date of completion: December 2021.

- Continue the work of the PLP Strategic Priorities. Work with the SVLS Technical Services group to roll out the shared acquisition and cataloging of language materials to all interested PLP members. Hold a system-wide introductory meeting. Estimated roll-out: February/March 2021.

- Continue the work of the PLP Strategic Priorities by holding at least one Brown Bag session that relates to the pandemic and work flows for library staff. Work with the Staff

Development Committee on presentation, and consider future events based on feedback. Continue to regionally support libraries during pandemic. Estimated time of first event: January/February 2021.

- Work with the MOBAC ad hoc group to complete a new MOBAC website. Transition the MOBAC list-servs off of the UCSC system to be hosted by PLP. Develop Basecamp groups for all MOBAC committees. Estimated time frame of completion: Summer 2021.

- Continue to provide strategic direction and management to NorthNet Library System (NLS). With Placer County, explore the potential CalPERS obligations of the newly formed Loomis Library. Continue work on CalPERS obligations for legacy systems as it relates to AB1912, and to implement their new schedules for financing their unfunded liability and ongoing CalPERS obligations. Support NLS with their regional Disaster Recovery LSTA FY 2020/21 grant, along with their application to expand the program statewide for FY 2021/22.

Legislative and REALM Work

- In 2021, participate as a member of the CLA Advocacy and Legislative Committee for my fourth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Participate in the Student Success bill for library cards for all youth. I will be working with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support our interests.

- Continue to participate in the Reopening Archives, Libraries and Museums (REALM) initiative as part of the Operations Group. Provide public library input on the program.

Ongoing work
- Support PLP, its four legacy systems, and NorthNet by attending meetings and responding to requests and initiatives. This includes attending 24 meetings annually supporting BALIS, MOBAC, PLS and SVLS, 4 meetings for PLP, and 6 meetings for NorthNet, for a total of 34 meetings.

- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Coordinate with other systems for the March and October California Library Services Board meetings, focusing on CLSA regulatory language interpretations, funding, and priorities. Attend CLSB meetings with NLS and PLP Chairs.

All of the above will be accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.