PLP Executive Committee Agenda
SPECIAL MEETING

September 21, 2021
3:00 p.m. via Zoom

https://us02web.zoom.us/j/84723284958?pwd=cWl2eWdqNi84c3RCSkVpYVh5akJBdz09
Meeting ID: 847 2328 4958; Password: 163761
Call-in Option: (669) 900-6833

I.	**Introductions**		
II.	**Approval of Consent Calendar** (Action Item)		
	A. Adoption of the Agenda	Baker	
	B. Approval of the August 13, 2021 Special Meeting Minutes	Baker	Attachment 1, pg. 3
III.	**New Business**		
	A. Finance		
	1. Review and Approval of CLSA 2020-21 Annual Report (Action Item)	Frost	Attachment 2, pg. 6
	2. Review and Approval of CLSA 2020-21 System Expenditure Report (Action Item)	Frost	Attachment 3, pg. 10
	3. Review and Approval CLSA 2021-22 Amended Plan of Service (Action Item)	Frost	Attachment 4, pg. 20
	4. Review and Approval of CLSA 2021-22 System Detailed Budget (Action Item)	Frost	Attachment 5, pg. 32
IV.	**Reports**		
	A. PLP President's Report	Baker	
	B. PLP CEO's Report	Frost	
V.	**Agenda Building for Next Meeting on October 18, 2021**		
VI.	**Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to State law.)		
VII.	**Announcements**		
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).

PLP Executive Committee
SPECIAL MEETING

August 13, 2021
1:00 p.m. via Zoom

MINUTES

Committee:
Ryan Baker, President
Jamie Turbak, Vice-President
Thomas (Tom) Rosko
Valerie Sommer
Elnora Tayag
Inga Waite

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

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The meeting was called to order at 1:02 p.m. by President Baker.

I. Introductions

The libraries shared introductions and welcomed new members Rosko and Tayag.

II. Approval of Consent Calendar

A. Adoption of the Agenda

B. Approval of the June 21, 2021 Minutes

The Consent Calendar was presented. A motion was made to approve the Consent Calendar as presented. A roll-call vote was taken. Rosko and Tayag abstained from voting. All other parties voted in the affirmative and the motion passed. (M/S Sommer/Waite)

III. New Business

A. Finance

1. Allocation of Additional FY 2021-22 CLSA Funds

Frost presented the item. CLSA funds are for the public libraries. PLP received a preliminary CLSA allocation of $293,422 and additionally budgeted $218,000 of rollover CLSA funds into the FY 2021-22 budget. The Governor later revised the budget to restore the additional 50% that was previously not allocated, making the total PLP allocation for FY 2021-22 increase to $708,195. PLP has historically held back some of its CLSA allocation each year for future purchases since the guidelines allow for the funds to be spent over three years. The chart on page 7 was reviewed, where $484,392 could be allocated back to the libraries should the Executive Committee

choose to hold back $75,000 of the allocation for future purchases. There was discussion that there is already an established PLP menu of services for libraries to choose from, which at least 3 or more libraries must jointly share, per California law. There was a proposal that $300,000 be allocated to the libraries and that the remainder be rolled over into future year purchases. There was discussion as to whether a $300,000 allocation would still require the libraries participating in the shared Flipster subscription to use local funds. Frost noted she would review and that libraries may need to contribute little or no local funds. There was discussion of whether there is any danger of not meeting regulatory guidelines if we do not expend the funds fully and a response that this typically would not happen since the oldest money is expended first, and that the systems have three years to expend the funds. A motion was made and passed unanimously via roll-call vote to allocate $300,000 back to the libraries and to hold back $259,392 for future purchases. (M/S Waite/Sommer) Frost reported that this budget will be used to complete the Amended CLSA Plan of Service, which must be submitted to the State Library in early September, noting that a Special PLP Executive Committee meeting will be held in September for approval of the updated CLSA documents.

2. **Review and Approval of FY 2021-22 PLP/NLS Contract Amendment**
Baker presented the item stating there is an additional $31,318 being added to the contract for additional work related to CalPERS obligations. A motion was made and passed unanimously via roll-call vote to approve the contract amendment for the additional $31,318 of work for a revised total FY 2021-22 contract of $161,881. (M/S Sommer/Tayag)

3. **Review and Approval of FY 2021-22 PLP/PLS Contract Amendment**
Chair Baker presented the item. A motion was made and passed unanimously via roll-call vote to approve the additional $9,868 for the FY 2021-22 second contract amendment for a total revised contract of $943,617. (M/S Turbak/Waite)

4. **Update on PLP Call for Support for Staff Development Initiatives and Activities**
Assistant Director Alvarez presented the item stating that the current PLP approved budget includes $5,000 for Staff Development Initiatives, and the June call for requests totaled $8,400. Alvarez noted that should the Executive Committee choose to increase the budget, it would come from membership dues, noting that the additional CLSA funding would free up membership dues to cover these costs. A second call for support will go out in January that may result in additional requests for funding. A question was posed as to whether any of the applicants had received funding in the past and a response that only the MOBAC Reference Committee had received funding last fiscal year and all other parties had not received funding since 2017. A motion was made and passed unanimously via roll-call vote to increase the allocation for FY 2021-22 for Staff Development Initiatives and Activities to $10,000. (M/S Sommer/Waite)

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IV. Reports

A. PLP President's Report

There was no additional report.

B. PLP CEO's Report

There was no additional report.

V. Agenda Building, Date and Location for September Special Meeting

A. 2021-22 Plans of Service

B. 2020-21 Annual Report

C. It was agreed a Doodle poll should be sent out to select the meeting date and time

VI. Public Comment

There was no public comment.

VII. Announcements

The libraries shared announcements.

VIII. Adjournment

The meeting was adjourned at 1:45 p.m. by President Baker.

DRAFT

CALIFORNIA LIBRARY SERVICES ACT

2020/21 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

Pacific Library Partnership
System Name

Pacific Library Partnership
System Fiscal Agent Jurisdiction

Report submitted by: _____(Ryan Baker)___
Signature of System Chair

Contact person: Carol Frost Phone: (650) 349-5538

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

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

CLSA Funding for Communications and Delivery

Section 1
Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	N/A
b. Internet (**includes web hosting**)	$8,382
c. Other (**postage, office supplies**)	$1,901
Total	$10,283

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2020/21

Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 24-Sep. 7, 2020	October 12-26, 2020	Jan. 11- Jan. 25, 2021	April 26- May 10, 2021	Total multiplied by 6.5
a. System member public libraries	110,710	111,692	118,764	136,028	3,101,761
b. Non-public libraries in System area	6	4	189	16	1,389
Total	110,716	111,696	118,953	136,044	3,103,150
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	7
d. Number of miles traveled by all System vehicles					126,828

e. Percentage of items delivered by:

U.S. Mail 1 % UPS _____% System Van _____% Contracted Van 98.9 % Other .1 %

f. Total number of e-books purchased/circulated through member public libraries using CLSA funds	3,861 purchased/ 103,984 circulated

Section 2
Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service, if not why?

   The goals for the Communications & Delivery Program were met through the ongoing CLSA funding.

   PLP expended $207,232 of CLSA funding on Delivery. PLP member libraries continue to prioritize delivery services for use of CLSA system funding. Libraries throughout the system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and Delivery is the critical component that makes this sharing possible. PLP currently provides Delivery in four separate service areas within the region, with each service area receiving a CLSA subsidy for operations according to a formula approved by the PLP Executive Committee. All communities benefit from the reliable sharing of resources enabled by Delivery, which enhances collections and allows materials to move from library to library in a timely manner.

   The typical delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of one full-time Delivery Supervisor, three full-time drivers, additional hourly sorting and driving staff and 4 delivery vans. Two jurisdictions provide additional local funds for 6-days-a-week service. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) have 2-day courier delivery service. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

   In addition to the Delivery activities funded above, the following communications items were funded:

   - In FY 2020-21, PLP allocated $301,136 back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu, with the expectation that all members would benefit equally from CLSA funding through an allocation per library by PLP formula. Libraries were given the option to choose from the following menu choices: enki; OverDrive; Bibliotheca's CloudLibrary Consortia product; Broadband hardware costs; Link+; SimplyE; PLP negotiated shared eContent platform for select libraries; curbside pickup; remote reference; or CENIC telecommunication costs. This was achieved by using $411,389 of prior year CLSA funds.
   - The libraries chose to allocate $136,454 to eResources, $184 for broadband, $131,976 for Link+, $12,183 for curbside pickup, and $20,338 for CENIC.
   - The PLP Executive Committee, to ensure equity and access among members, allocated funds to the 14 libraries with the smallest budgets ($8M and below) for a shared eMagazine resource for $70,205.
   - The shared ILS study has been halted in its second phase due to the COVID-19 pandemic. The first phase of the study examined the feasibility of San Juan Bautista,

Harrison Memorial Library (Carmel), Pacific Grove Library, Monterey Public Library, Monterey County Free Library, Salina Public Library and San Benito County Libraries to move off of their individual ILS systems, onto a shared Koha ILS. Shared materials and shared delivery would be components of this project. Phase 1 determined that this was feasible. The second phase includes elements of defining minimal levels of sharing among the 7 agencies, what types of materials would be shared, development of shared governance, etc.

2. How much of the System's funding for the FY 2019/20 has been spend? If not all the funds have been spend are you on track to expend funds by June 2021, please explain.

   All FY 2019/20 funding has been expended.

3. If you are using CLSA funding from previous fiscal years and/or are rolling over CLSA funding from the current or previous fiscal years please list below which fiscal year (2017-2018, 2018-2019, and 2019-2020) the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason why funds are in a rollover category?

   The FY 2020-21 PLP CLSA budget included the use of $411,389 of FY 2019-2020 CLSA funds. These funds were fully spent. For the FY 2021-22 budget, $109,944 of FY 2020-21 CLSA funds will be used. These funds were held back by the PLP Executive Committee because of the 50% reduction in the FY 2021-22 CLSA budget.

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

   Member libraries spend local funds to support Communications and Delivery in four primary categories:

   1. Local funding for delivery: PLS member libraries contributed $665,726 in local funds to support 5-day delivery. Several PLS member libraries contributed an additional $50,000 in local funds towards 6-day delivery.
   2. Inter-Library Loan Services: Libraries funded inter-library loan services locally, including OCLC World Share and Link+.
   3. Broadband: In Fiscal Year 2020-21, PLP libraries used local funds to invest in their connectivity via broadband to the CalREN network. Costs included ongoing connection costs as well as hardware and software costs.
   4. Digital Collections: PLS provided a shared eMaterials collection for its member libraries. Other PLP libraries purchased eBooks, eAudio, digital magazine and eMusic for their patrons and contributed local funds.

California Library Services Act
System Expenditure Report – FY 2020/21

System Name: Pacific Library Partnership

Programs	Source of Funds for Expenditure						Total		
	a.	State b.	Federal c.	Local d.	e.	f.	g.	h.	i.
	Total Funds Budgeted	CLSA	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance
Program 1: C&D System Administration									
Salaries & Benefits	$1,081,575	$72,967	$248,500	$702,908	$0	$57,200	$1,081,575	$0	$0
PC& E	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$44,071	$0	$0	$44,071	$0	$0	$44,071	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$1,125,646	$72,967	$248,500	$746,979	$0	$57,200	$1,125,646	$0	$0
Notes:									
Program 2: System C&D (baseline)									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$703,254	$291,865	$0	$0	$0	$411,389	$703,254	$109,994	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$703,254	$291,865	$0	$0	$0	$411,389	$703,254	$109,994	$0
Notes:	**$411,389 of FY2019-20 CLSA C&D funds used. All prior year FY19-20 CLSA funds are expended. $109,994 of FY 2020-21 funds will roll over to FY 2021-22**								

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Program 3: System Operations									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$78,383	$0	$0	$54,937	$23,446	$0	$78,383	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$78,383	$0	$0	$54,937	$23,446	$0	$78,383	$0	$0
Notes:									
Program 4: FY20/21 Economic Mobility and California Public Libraries									
Salaries & Benefits	$3,000	$0	$2,250	$0	$0	$0	$2,250	$750	$0
Operating Expenses	$200,000	$0	$200,000	$0	$0	$0	$200,000	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$2,800	$0	$2,520	$0	$0	$0	$2,520	$280	$0
Program Total	$205,800	$0	$204,770	$0	$0	$0	$204,770	$1,030	$0
Notes:									
Program 5: FY20/21 Data Privacy & Cybersecurity Best Practices Training For Libraries									
Salaries & Benefits	$8,902	$0	$6,261	$0	$0	$0	$6,261	$2,641	$0
Operating Expenses	$58,410	$0	$29,460	$0	$0	$0	$29,460	$28,950	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$6,731	$0	$5,049	$0	$0	$0	$5,049	$1,682	$0
Program Total	$74,043	$0	$40,770	$0	$0	$0	$40,770	$33,273	$0
Notes:									

Program 6: FY20/21 California Library Metrics									
Salaries & Benefits	$5,200	$0	$3,900	$0	$0	$0	$3,900	$1,300	$0
Operating Expenses	$378,488	$0	$327,988	$0	$0	$0	$327,988	$50,500	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$11,639	$0	$9,421	$0	$0	$0	$9,421	$2,218	$0
Program Total	$395,327	$0	$341,309	$0	$0	$0	$341,309	$54,018	$0
Notes:									

Program 7: FY20/21 Literacy Initiatives									
Salaries & Benefits	$23,345	$0	$17,511	$0	$0	$0	$17,511	$5,834	$0
Operating Expenses	$339,604	$0	$294,022	$0	$0	$0	$294,022	$45,582	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$27,332	$0	$20,500	$0	$0	$0	$20,500	$6,832	$0
Program Total	$390,281	$0	$332,033	$0	$0	$0	$332,033	$58,248	$0
Notes:									

Program 8: FY20/21 Networking California Library Resources									
Salaries & Benefits	$19,512	$0	$14,634	$0	$0	$0	$14,634	$4,878	$0
Operating Expenses	$279,920	$0	$154,917	$0	$0	$0	$154,917	$125,003	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$38,874	$0	$29,156	$0	$0	$0	$29,156	$9,718	$0
Program Total	$338,306	$0	$198,707	$0	$0	$0	$198,707	$139,599	$0
Notes:									

Program 9: FY20/21 Veterans Connect@ the Library									
Salaries & Benefits	$34,412	$0	$34,001	$0	$0	$0	$34,001	$411	$0
Operating Expenses	$120,484	$0	$60,053	$0	$0	$0	$60,053	$60,431	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$13,117	$0	$9,838	$0	$0	$0	$9,838	$3,279	$0
Program Total	$168,013	$0	$103,892	$0	$0	$0	$103,892	$64,121	$0
Notes:									

Program 10: FY 20/21 CARES Statewide Resources for Employment, Education & Vets									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$785,700	$0	$785,700	$0	$0	$0	$785,700	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$785,700	$0	$785,700	$0	$0	$0	$785,700	$0	$0
Notes:									

Program 11: Reimagining School Readiness for Libraries (3 year IMLS grant)									
Salaries & Benefits	$30,050	$0	$0	$0	$0	$30,050	$30,050	$0	$0
Operating Expenses	$57,884	$0	$0	$0	$0	$57,884	$57,884	$0	$0
Materials	$3,300	$0	$0	$0	$0	$3,300	$3,300	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$6,891	$0	$0	$0	$0	$6,891	$6,891	$0	$0
Program Total	$98,125	$0	$0	$0	$0	$98,125	$98,125	$0	$0
Notes:									

Program 12: FY 20-21 Lunch at the Library									
Salaries & Benefits	$91,500	$0	$0	$0	$0	$0	$0	$91,500	$0
Operating Expenses	$638,583	$0	$345,694	$0	$0	$0	$345,694	$292,889	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$69,917	$0	$0	$0	$0	$0	$0	$69,917	$0
Program Total	$800,000	$0	$345,694	$0	$0	$0	$345,694	$454,306	$0
Notes:									

Program 13: FY19/20 Economic Mobility and California Public Libraries									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$6,000	$0	$6,000	$0	$0	$0	$6,000	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect		$0		$0	$0	$0	$0	$0	$0
Program Total	$6,000	$0	$6,000	$0	$0	$0	$6,000	$0	$0
Notes:									

Program 14: FY19/20 Data Privacy Best Practices Training I									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$19,827	$0	$19,827	$0	$0	$0	$19,827	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$1,205	$0	$1,205	$0	$0	$0	$1,205	$0	$0
Program Total	$21,032	$0	$21,032	$0	$0	$0	$21,032	$0	$0
Notes:									

Program 15: FY19/20 California Library Metrics									
Salaries & Benefits	$1,300	$0	$1,300	$0	$0	$0	$1,300	$0	$0
Operating Expenses	$50,500	$0	$50,500	$0	$0	$0	$50,500	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$10,000	$0	$10,000	$0	$0	$0	$10,000	$0	$0
Program Total	$61,800	$0	$61,800	$0	$0	$0	$61,800	$0	$0
Notes:									

Program 16: FY19/20 Literacy Initiatives									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$46,632	$0	$46,632	$0	$0	$0	$46,632	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$720	$0	$720	$0	$0	$0	$720	$0	$0
Program Total	$47,352	$0	$47,352	$0	$0	$0	$47,352	$0	$0
Notes:									

Program 17: FY19/20 Networking California Library Resources									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$106,862	$0	$106,862	$0	$0	$0	$106,862	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$8,980	$0	$8,980	$0	$0	$0	$8,980	$0	$0
Program Total	$115,842	$0	$115,842	$0	$0	$0	$115,842	$0	$0
Notes:									

Program 18: FY19/20 Veterans Connect@ the Library									
Salaries & Benefits	$58,696	$0	$58,696	$0	$0	$0	$58,696	$0	$0
Operating Expenses	$77,534	$0	$77,534	$0	$0	$0	$77,534	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$10,785	$0	$10,785	$0	$0	$0	$10,785	$0	$0
Program Total	$147,015	$0	$147,015	$0	$0	$0	$147,015	$0	$0
Notes:									

Program 19: FY19/20 :Lunch at the Library									
Salaries & Benefits	$78,726	$0		$0	$0	$78,726	$78,726	$0	$0
Operating Expenses	$265,201	$0	$0	$0	$0	$265,201	$265,201	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$36,000	$0	$0	$0	$0	$36,000	$36,000	$0	$0
Program Total	$379,927	$0	$0	$0	$0	$379,927	$379,927	$0	$0
Notes:									
Grand Total System Expenditures	$5,941,846	$364,832	$3,000,416	$801,916	$23,446	$946,641	$5,137,251	$914,589	$0

Programs	Source of Funds for Expenditure						Total		
		State	Federal	Local					
	a. Total Funds Budgeted	b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other	g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
Service A: Delivery to Libraries									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$207,232	$0	$0	$0	$0	$207,232	$207,232	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$207,232	$0	$0	$0	$0	$207,232	$207,232	$0	$0
Notes:									
Service B: Shared eMagazine Flipter Subscription									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$70,205	$0	$0	$0	$0	$70,205	$70,205	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$70,205	$0	$0	$0	$0	$70,205	$70,205	$0	$0
Notes:									

Service C: Local Costs (Office Supplies, Postage, Website, Communication, etc.)									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$16,025	$14,428	$0	$0	$0	$1,597	$16,025	$0	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$16,025	$14,428	$0	$0	$0	$1,597	$16,025	$0	$0
Notes:									
Service D: eResources and Other Services Chosen By Libraries (using some prior year CLSA funds)									
Salaries & Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0
Operating Expenses	$409,792	$167,443	$0	$0	$0	$132,355	$299,798	$109,994	$0
Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0	$0	$0	$0
Program Total	$409,792	$167,443	$0	$0	$0	$132,355	$299,798	$109,994	$0
Notes: $109,994 of FY 2020-21 funds will roll over into FY 2021-22									

CLSA Programs	Total Funds	Expended Funds	Encumbered Funds	Unexpended Funds	Rollover
Program 1: C&D System Administration					
CLSA Funds from Prior Year FY19/20	$0	$0	$0	$0	$0
Program 2: C&D (baseline)					
CLSA Funds from Prior Year FY19/20	$411,389	$411,389	$0	$0	$0

CLSA Programs	Total Funds	Expended Funds	Encumbered Funds	Unexpended Funds	Rollover
Program 1: C&D System Administration					
CLSA Funds from Year FY18/19	$0	$0	$0	$0	$0
Program 2: C&D (baseline)					
CLSA Funds from Year FY18/19	$0	$0	$0	$0	$0

CLSA Programs	Total Funds	Expended Funds	Encumbered Funds	Unexpended Funds	Rollover
Program 1: C&D System Administration					
CLSA Funds from Year FY17/18	$0	$0	$0	$0	$0
Program 2: C&D (baseline)					
CLSA Funds from Year FY17/18	$0	$0	$0	$0	$0

***Note: If an extension is needed beyond the funding expendidure deadline period, send your request via email to Monica Rivas at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

Amended Plan of Service Updated September 15, 2021

System Information

FY 2021/2022

System Name: Pacific Library Partnership			
Director: Carol Frost	Email: frost@plpinfo.org		
Address: 32 W 25th Ave., Suite 201	City: San Mateo	State: CA	Zip: 94403
Phone: 650-349-5538	Fax: 650-349-5089		

System Chair for FY 2021/2022 (if known): Ryan Baker	Fiscal Agent:

Date approved by Administrative Council: September 21, 2021

X	
Signature of System Administrative Chair for FY 2021/2022	Date
Print Name: Ryan Baker	

Demographics of System Service Area
System Population Profile, FY 2021/2022

Total Population of System Service Area: 7,059,541

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	628,062	8.90%
Institutionalized	49,990	0.71%
Aged (65+)	1,004,306	14.23%
Children & Youth: • Under 5	407,069	5.77%
• 5 to 9	406,869	5.76%
• 10 to 14	419,642	5.94%
• 15 to 19	406,682	5.76%
Handicapped	650,384	9.21%
Speakers of limited English or English as a Second Language	1,195,581	16.94%
Non-English Speaking	3,027,568	42.89%
Ethnicity • Black	392,249	5.56%
• Hispanic	1,832,833	25.96%
• Asian	1,922,410	27.23%
• Native American	36,822	0.52%
• Other (specify)	41,926	0.59%
Geographically Isolated (RURAL) * see note	132,676	1.88%
Functionally Illiterate	1,065,144	15.09%
Shut-In	268,085	3.80%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

[a] Total Population – California State Library – Certified Population Figures
[b] Economically Disadvantaged - 2015-2019 American Community Survey 5-Year Estimates
[c] Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)
[d] Age Demographics - 2015-2019 American Community Survey, Demographic and Housing Estimates (DP05)
[e] Handicapped - 2015-2019 American Community Survey, Disability Characteristics (S1810)

[f] Speakers of Limited English - 2015-2019 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

[g] Non-English Speaking – 2015-2019 American Community Survey 5-Year Estimates

[h] Ethnicity - 2015-2019 American Community Survey 5-Year Estimates

[i] Geographically Isolated - American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). Use 'Rural'

[j] Functionally Illiterate - U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy State and County Estimates of Low Literacy 2013, Released 2009

[k] Shut-In - American Fact Finder/ 2015-2019 American Community Survey, Disability Characteristics (based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

Describe briefly how this data will be used to plan CLSA-funded services:

The demographics of the System Service Area remain consistent from last year. We will use this information to inform the activities and strategic plans of PLP.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000.

C&D Service Program Budget Request FY 2021/2022 (Section 18745)

System Administration (Items in red had been updated)

(a) Personnel (Salaries & Personnel)

Classification	*FTE/NO of positions*	*Salary*	*Benefits*	*Total*
Chief Executive Officer	.28 /1	$81,032	$19,173	$100,205
Assistant Director	.04 /1	$10,698	$2,782	$13,480
Controller	.05 / 1	$12,508	$2,921	$15,430
Operations Manager	.03 / 1	$4,171	$1,381	$5,572
Accounting Clerk	.03 / 1	$2,663	$1,126	$3,899
Admin Assistant II	.02 / 1	$2,158	$898	$3,054
Total of (a)	.46 /1	$113,250	$28,391	$141,639

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c)	**$**141,639

Baseline Budget - **Items in Red are updated numbers**

(d) Operations	
1. Office supplies	$750
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.)	$190,392
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) $211,854 courier, $800 postage	$212,654
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	$30,760
Specify what funds were used for: Website hosting/Support/Web Development; ZOOM, 800# Phone; FAX $12,760	
Local Library use for CENIC/Broadband $18,000	
8. Resource Sharing (Zipbooks, Link+, document depository) Link+	$ 132,000
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	$
Total of (d)	$566,556

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund
$

Total of (a-e)	$708,195

2021/2022 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$141,639
PC&E	
Indirect	
Sub-total	$141,639
Operations	$566,556
Equipment	
Sub-total	$566,556
TOTAL	$708,195

C&D FUNDING: System Administration 20%
System Baseline 80%

Funding for Communications and Delivery – FY 2021/2022

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	3,101,761	1,000	3,102,761
b. Non-public libraries in System area	1,398	1,000	2,398
TOTAL			3,105,159
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			7
d. Frequency/schedule of physical delivery service			3-6 days
e. Percentage of items to be physically delivered by:			
U.S. Mail 1.1%	UPS .1%	System Van 0%	Contracted Van 98.8% / Other 0%

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

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	1 subscription with 23 shared eMagazine titles
g. Percentage of CLSA funds to be spent on e-resources?	33%
h. Percentage of CLSA funds to be used for Broadband technology improvements	.03%

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

Some of the PLP libraries may choose to use their disbursements on Broadband. It is anticipated that they will be purchasing hardware needed for their Broadband connection. All PLP libraries benefitting from Broadband improvements use local funds for improvements, and libraries using CLSA funds will use them as an augmentation to local funds.

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals were met and the funding has met the needs of the community?

In FY 2021/22, the primary use of CLSA funds will be to support physical delivery and resource sharing within PLP. PLP member libraries continue to place the highest value and priority on the delivery of materials. The ability to provide delivery services in support of resource sharing allows member libraries to enhance the breadth and depth of their individual collections. PLP supports four separate delivery services throughout the PLP service area, and each region's cost for delivery is covered either partially or fully, based on a baseline of delivery service.

In Spring of 2020, PLP surveyed its member libraries to review the current CLSA allocations and to gather ideas for shared eResources which might be funded with CLSA funds. At the May 2021 PLP Executive Committee meeting, the Committee approved continuation of the model for distribution of CLSA funds, allocating funds to PLP public libraries based on a formula. Libraries may choose from the following menu of shared services: a subscription to enki; networking/broadband costs; costs related to Link+; purchasing OverDrive or CloudLibrary eMaterials in a shared environment; funds to support SimplyE; purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year; and for three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk. PLP will continue to provide the option of a shared PLP-purchased eMagazine collection for 8 of the smallest libraries.

The funding priority is to support essential services, including delivery, a toll-free 800 number and Zoom subscription for communication, and web support. The CLSA FY 2021/22 budget includes $212,654 for delivery and $13,510 for these other essential services.

The PLP Executive Committee has been prudent in annual allocations and leaves funds to roll over into the next year as a precaution. In FY 2021/22, the budget will include the remaining $109,994 of CLSA prior-year funds. The PLP Executive Committee has voted to allocate $300,000 back to the member libraries to choose from the menu of services mentioned above, and to allocate $259,392 for future purchases. It is estimated that libraries will use $132,000 for Link+, $18,000 for CENIC and broadband hardware, and $190,392 for local eResources. In FY 2020/21, 14 of the smallest and rural libraries participated in the shared Flipster eMagazine collection.

Because of the proposed 50% reduction of funds, and the need to renew the subscription, 6 of those libraries decided they would not continue, since they would need to contribute local funds. With the restoration of CLSA funds, the remaining 8 libraries will not need to use any local funds for participating. It is not known at this time if any libraries may choose funds for SimplyE, curbside pickup or for remote reference.

As in past years, delivery and other statistics will be evaluated along with usage patterns to determine the most effective delivery schedules. We will remain responsive to the local needs of our members in offering delivery services. By surveying member libraries on a regular basis on their local needs, we can ensure the funds are supporting the needs of the community.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

The Communication and Delivery funds are allocated into two categories. The first category isthe baseline services for PLP. The baseline costs include Zoom, a toll-free 800 number phone line, and costs associated with website support. In the last year because of the pandemic, the use of Zoom for communication has increased significantly. Funds support delivery services within each of the four PLP regions as well as between the regions. The delivery is handled through a combination of couriers as well as outsourcing the Peninsula Library System's in-house delivery. Delivery benefits all PLP member libraries, and the contracts and funds are managed centrally. The FY 2021/22 budget includes $226,164 for delivery and baseline services.

The second category is allocating a portion of CLSA funds back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu for the libraries to choose from, with the expectation that all members will benefit equally from CLSA funding through an allocation per library by PLP formula. A claim form will be distributed to each library indicating how they will spend the CLSA funds so that we may track their usage. This will help inform PLP regarding local priorities and ideas for future CLSA allocations. The menu of items for FY 2021/22 is referenced in Question 1 above. As noted above the PLP Executive Committee allocated $300,000 to libraries to choose from the approved menu.

In FY 2020/21, the PLP Executive Committee, to ensure equity and access among members, agreed to allocate funds to the 14 libraries with the smallest budgets ($8M and below) for a shared eMagazine resource, using prior-year funds to pay for this service 'off the top,' so that the libraries would incur no costs. With the preliminary 50% reduction in funding, it was determined that it would not be equitable to take the funds 'off the top,' as it would leave little funds for the remaining libraries. The 14 libraries were queried, and 6 libraries determined they would not participate in the shared collection because of the need to use local funds. The contract was renewed in July for 8 libraries. With the restoration of full funding, those libraries will not need to use local funds to support the shared Flipster eMagazine collection. Those 8 libraries will use their CLSA allocation to pay for their portion of the subscription.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

PLS member libraries are contributing $665,726 in local funds to support 5-day delivery. Many PLP members use local funds for ILL services such as OCLC inter-library loan and Link+. Nearly all PLP libraries also use local funds for eResources.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

As stated above, PLP purchased a shared eMagazine collection consisting of 23 titles benefitting 8 of the smallest libraries, to ensure equitable access. Through the additional funds being allocated, libraries will be able to use CLSA funds for local shared eResources. Once the libraries have completed and returned their claim forms, the overall distribution of funds to eResources will be determined. Based on the selections made for FY 2020/21, it is anticipated that at least 15 of the 34 public libraries will choose to use their CLSA funds for eResources, including eBooks, eAudiobooks, and eMagazines from OverDrive, CloudLibrary in the consortial environment, enki, and Zinio. Materials purchased will be a mix of fiction and nonfiction for adults and youth. In FY 2020/21, estimated circulation for shared eResources was 94,000.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

The delivery model in prior years has been as follows: The libraries in San Mateo County (PLS) have a 5-day-a-week or 6-day-a-week delivery using PLS-employed staff consisting of four drivers, sorting staff and 4 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) have a 2-day courier delivery service. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touchpoints – once a week in San Mateo and Gilroy.

Due to the COVID-19 pandemic, delivery services were halted for several libraries and slowly restarted throughout FY 2020/21.

Changes anticipated in FY 2021/22 include potential reductions in service delivery days due to the impact of the COVID-19 pandemic, based on library need. The two MOBAC jurisdictions providing additional local funds to support 5-days-a-week service have plans to reduce service to

4-days-a-week. PLP staff regularly communicates with member libraries to determine delivery needs and amend the courier schedules as needed.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

   The estimated cost to move one item in the region is $0.21. Administrative funding is allocated to 0.28 FTE of the CEO, .04 of the Assistant Director, .05 of the Controller, .03 of the Operations Manager , .03 of the Accounting Clerk, and .02 for an Administrative Assistant II for a total of .46 FTE. The allocated time supports attending over 22 Council and Committee meetings annually to support the four regions of PLP as well as the PLP Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; oversight and activities related to budgeting, accounting and finance to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California State Library staff; and attending California Library Service Board meetings.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues?

   PLP will be distributing funds to local libraries to address local priorities. It is possible that one or more libraries may use CLSA funds to support broadband connectivity, including purchasing network hardware at their main location or at branches. In FY 2020/21, two libraries used CLSA funds to support ongoing CENIC costs or to purchase networking hardware.

Future Plans for Cooperative System

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

The structured PLP membership dues provide stable funding for PLP and support the strategic priorities of the system. PLP has additionally established a reserve policy which will ensure safeguards for the organization. Because PLP is administered by the Peninsula Library System, there is staffing that allows PLP to offer additional services, which includes administering statewide grants.

Through a process of input in Spring 2020, including surveys and conversations with libraries, the following FY 2020/21 – FY 2023/24 Strategic Priorities have been adopted: Staff Training and Professional Development; Support Innovation and Technology; Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries; Maximize the Knowledge and Strength of PLP Individual Libraries. PLP continues to evolve and change through these strategic priorities.

During the upcoming year, the following initiatives will support these priorities:

Staff Training and Professional Development: For several years, PLP has offered two one-year management development programs: the Library Leadership Council for Executive Managers and the Library Middle Managers Professional Development Program. For FY 2021/22 PLP will continue to offer the Library Middle Managers Professional Development Program. The long-standing Staff Development Committee additionally provides an annual fall conference (the Future of Libraries) and an annual spring workshop that address staff needs and interests. PLP additionally allocates funds to support regional staff development training. Training topics are developed by either local libraries or regional committees. They are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives from its members.

Innovation and Technology: Each year, PLP allocates funds for Innovation and Technology Opportunity Grants for member libraries. These grants support the implementation of an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Grants are also available for libraries to leverage an idea from another library and tailor it to their community's needs. Recent grants include maker spaces, outreach, and robots in the library. PLP also regularly scans the field for new advances in technology to identify shared technology to support some or all PLP members. In FY 2020/21, the priority was on reimagined services related to COVID-19. The PLP Executive Committee will be setting the priorities for the FY 2021/22 grants.

Grants: In FY 2021/22, PLP submitted an LSTA Competitive Grant "*Social Justice and Intellectual Freedom: A Primer for Libraries.*" The project planned to create a series of discussions for PLP member library staff on the topics of social justice and intellectual freedom, helping library staff explore personal and institutional biases, provide case studies, and discuss structural change using a racial equity lens, allowing libraries to further equity and inclusion, and to examine structural operational changes to incorporate more inclusive practices and services. This project was not funded. The PLP Executive Committee identified local funds to support training for organizational change.

PLP Website: The PLP website allows for collaboration and sharing of ideas and initiatives as outlined in the above strategic priorities. PLP will continue to maintain the website as a key source of communication with our members.

PLP Shared Cataloging/Acquisitions of International Language Materials: In 2018, the Silicon Valley Library System (the PLP member libraries in Santa Clara County) formed the regional Technical Services Group which has established guidelines for sharing information regarding cataloging and acquisitions of international language materials, and they are actively sharing selection lists with each other through a Basecamp group. In the PLP survey, 21 libraries expressed interest in accessing these shared lists and participating in this initiative. In FY 2020/21, this project was expanded to all PLP libraries to increase resource sharing and knowledge base. This expansion will continue in FY 2021/22.

California State Library
System Detailed Budget – FY 2021/22

System Name: Pacific Library Partnership

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System C&D Administration						
Salaries & Benefits	$141,639	$277,011	$0	$0	$0	$418,650
PC& E	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$446,748	$0	$170,281	$617,029
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$141,639	$277,011	$446,748	$0	$170,281	$1,035,679
Program 2: System C&D (Baseline) (Other funds are prior year CLSA Funds)						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$566,556	$0	$1,000	$0	$109,994	$677,550
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$566,556	$0	$1,000	$0	$109,994	$677,550
Program 3: System Operations						
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$171,530	$28,500	$70,000	$270,030
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$171,530	$28,500	$70,000	$270,030

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4: FY21-22 California Library Metrics						
Salaries & Benefits	$0	$5,231	$0	$0	$0	$5,231
Operating Expenses	$0	$278,888	$0	$0	$0	$278,888
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$8,492	$0	$0	$0	$8,492
Program Total	$0	$292,611	$0	$0	$0	$292,611
Program 5: FY21-22 Literacy Initiatives						
Salaries & Benefits	$0	$24,452	$0	$0	$0	$24,452
Operating Expenses	$0	$268,030	$0	$0	$0	$268,030
Materials	$0	$9,350	$0	$0	$0	$9,350
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$25,883	$0	$0	$0	$25,883
Program Total	$0	$327,715	$0	$0	$0	$327,715
Program 6: FY21-22 Networking California Library Resources						
Salaries & Benefits	$0	$23,215	$0	$0	$0	$23,215
Operating Expenses	$0	$483,310	$0	$0	$0	$483,310
Materials	$0	$29,416	$0	$0	$0	$29,416
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$50,095	$0	$0	$0	$50,095
Program Total	$0	$586,036	$0	$0	$0	$586,036
Program 7: Reimagining School Readiness for Libraries (3 year IMLS grant)						
Salaries & Benefits	$0	$0	$0	$0	$30,050	$30,050
Operating Expenses	$0	$0	$0	$0	$57,884	$57,884
Materials	$0	$0	$0	$0	$3,300	$3,300
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$6,891	$6,891
Program Total	$0	$0	$0	$0	$98,125	$98,125
Program 8: Lunch at the Library, 2020-2021						
Salaries & Benefits	$0	$0	$0	$0	$91,500	$91,500
Operating Expenses	$0	$0	$0	$0	$292,886	$292,886

Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$0	$0	$0	$384,386	$384,386
Program 9: FY20/21 Data Privacy & Cybersecurity Best Practices Training For Libraries						
Salaries & Benefits	$0	$2,641	$0	$0	$0	$2,641
Operating Expenses	$0	$25,080	$0	$0	$0	$25,080
Materials	$0	$3,870	$0	$0	$0	$3,870
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$31,591	$0	$0	$0	$31,591
Program 10: FY20/21 Economic Mobility and California Public Libraries						
Salaries & Benefits	$0	$750	$0	$0	$0	$750
Operating Expenses	$0	$0	$0	$0	$0	$0
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$750	$0	$0	$0	$750
Program 11: FY20/21 California Library Metrics						
Salaries & Benefits	$0	$1,300	$0	$0	$0	$1,300
Operating Expenses	$0	$50,500	$0	$0	$0	$50,500
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$51,800	$0	$0	$0	$51,800
Program 12: FY20/21 Literacy Initiatives						
Salaries & Benefits	$0	$5,834	$0	$0	$0	$5,834
Operating Expenses	$0	$44,012	$0	$0	$0	$44,012
Materials	$0	$1,570	$0	$0	$0	$1,570
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$51,416	$0	$0	$0	$51,416
Program 13: FY20/21 Networking California Library Resources						
Salaries & Benefits	$0	$4,878	$0	$0	$0	$4,878
Operating Expenses	$0	$124,958	$0	$0	$0	$124,958
Materials	$0	$45	$0	$0	$0	$45

Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$129,881	$0	$0	$0	$129,881
Program 14: FY20/21 Veterans Connect@ the Library						
Salaries & Benefits	$0	$411	$0	$0	$0	$411
Operating Expenses	$0	$42,448	$0	$0	$0	$42,448
Materials	$0	$17,983	$0	$0	$0	$17,983
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$0	$60,842	$0	$0	$0	$60,842
Grand Total System Budget FY21/22	$708,195	$1,483,373	$619,278	$28,500	$350,275	$3,189,621
Encumbered Funds from Prior Year FY20/21	$0	$326,280	$0	$0	$482,511	$808,791
Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service A (as described in Plans of Service):	**Delivery to Libraries**					
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$210,854	$0	$1,000	$0	$0	$211,854
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$210,854	$0	$1,000	$0	$0	$211,854
Service B (as described in Plans of Service):	**Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)**					
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$14,310	$0	$0	$0	$0	$14,310
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0

Program Total	$14,310	$0	$0	$0	$0	$14,310
Service C (as described in Plans of Service):	**eResources and Other Services Chosen By Libraries (includes $109,994 of prior year CLSA funds)**					
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$190,006	$0	$0	$0	$109,994	$300,000
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$190,006	$0	$0	$0	$109,994	$300,000
Service D (as described in Plans of Service):	**Future Purchases**					
Salaries & Benefits	$0	$0	$0	$0	$0	$0
Operating Expenses	$151,386	$0	$0	$0	$0	$151,386
Materials	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Indirect	$0	$0	$0	$0	$0	$0
Program Total	$151,386	$0	$0	$0	$0	$151,386