PLP Administrative Council Annual Meeting Agenda
Friday, May 13, 2022

9:30 a.m. via Zoom
https://us02web.zoom.us/j/81103356603?pwd=aWICK2dYlzY5TWRINEpiZtYWZVM2UT09
Meeting ID: 811 0335 6603 Password: 101621
Call-in Option: (669) 900-6833

I. Meeting Called to Order and Introductions Baker

II. Approval of Consent Calendar (Action Item)
   A. Adoption of the Agenda Baker
   B. Approval of May 21, 2021 Minutes Baker Attachment 1 pg. 4
   C. PLP FY 2021-22 Middle Manager and Executive Leadership Professional Development Groups Frost Attachment 2 pg. 8
   D. PLP FY 2021-22 Innovation Grants Baker Attachment 3 pg. 9
   E. ULC Top Innovators 2021 – San Jose Public Library Baker Attachment 4 pg. 10

III. Election of FY 2022-23 Executive Committee and Officers (Action Item)

IV. Presentation Baker Attachment 6 pg. 14
   Organizational Change – Next Steps
   Dr. Michele A.L. Villagran, Associate Professor, iSchool, San Jose State University
   Kate Lasky, Library Director, Josephine Community Library District, Oregon
   Group Discussion with PLP Directors

V. New Business
   A. Share-Out: Rukshana Singh and Tamecca Brewer on PLP Leadership Group Experience
   B. Share-Out: Adam Elsholz and Wilma Lee on Innovation and Technology Grants to Loan Indoor Air Quality Monitors
   C. Update on FY 2021/22 PLP Strategic Priorities Activities Frost Attachment 7 pg. 23
   D. State and Federal Initiatives Wilburn Attachment 8 pg. 28
   E. State Library Report DePriest Attachment 9 pg. 33
   F. PLP CEO’s Report Frost Attachment 10 pg. 39

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 Administrative Council from discussing or acting on any matter not agendized pursuant to State law.)

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

The teleconferenced meeting must meet the following requirements:

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

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

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

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

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

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

Meeting Locations

Alameda County Library, 2450 Stevenson Boulevard, Fremont, CA 94538
Alameda Free Library, 1550 Oak Street, Alameda, CA 94501
Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA 94704
Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010
Cabrillo College Library, 6500 Soquel Drive, Bldg. 1000, Aptos, CA 95003
California State University Monterey Bay Library, 100 Campus Center, Seaside, CA 93955
Contra Costa County Library, 777 Arnold Drive, #210, Martinez, CA 94553
Daly City Public Library, 40 Wembley Drive, Daly City, CA 94015
Gavilan College Library, 5055 Santa Teresa Boulevard, Gilroy, CA 95020
Harrison Memorial Library, Corner of Ocean Avenue and Lincoln Street, Carmel-By-The-Sea, CA 93923
Hartnell College Library, 411 Central Avenue, Salinas, CA 93901
Los Gatos Public Library, 100 Villa Avenue, Los Gatos, CA 95030
Menlo Park Public Library, 800 Alma Street, Menlo Park, CA 94025
Middlebury Institute of International Studies Library, 425 Van Buren Street, Monterey, CA 93940
Monterey County Free Libraries, 188 Seaside Circle, Marina, CA 93933
Monterey Public Library, 625 Pacific Street, Monterey, CA 93940
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
Pacific Grove Public Library, 550 Central Avenue, Pacific Grove, CA 93950
Palo Alto City Library, 270 Forest Avenue, Palo Alto, CA 94301
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063
Salinas Public Library, 350 Lincoln Avenue, Salinas, CA 93901
San Benito County Free Library, 470 Fifth Street, Hollister, CA 95023
San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94066
San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102
San Jose Public Library, 150 E. San Fernando Street, San Jose, CA 95112-3580
San Mateo County Community College District, 1700 West Hillsdale Boulevard, San Mateo, CA 94402
San Mateo County Library, 125 Lessingia Court, San Mateo, CA 94402
San Mateo Public Library, 55 West 3rd Avenue, San Mateo, CA 94402
Santa Clara City Library, 2635 Homestead Road, Santa Clara, CA 95051
Santa Clara County Library District, 1370 Dell Avenue, Campbell, CA
Santa Cruz Public Libraries, 117 Union Street, Santa Cruz, CA 95060
San Juan Bautista-Carl Martin Luck Memorial Library, 801 2nd Street, San Juan Bautista, CA 95045
South San Francisco Public Library, 840 West Orange Avenue, S. San Francisco, CA 94080
Sunnyvale Public Library, 665 West Olive Avenue, Sunnyvale, CA 94086
UC Santa Cruz University Library, 1156 High Street, Santa Cruz, CA 95064
Watsonville Public Library, 275 Main Street, Suite 100, Watsonville, CA 95076
PLS/PLP Offices, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403
48 Black Walnut Lane, Napa, CA 94559
PLP Administrative Council Annual Meeting Minutes
Friday, May 21, 2021
9:30 a.m. via Zoom

Administrative Council Members:

Cindy Chadwick
Jane Chisaki
Tess Mayer
Brad McCulley
Betsy Vaca
Alison McKee
Jaquie Grallo
Chela Anderson
Jayanti Addleman
Nathan Brumley
Ryan Baker
Hillary Theyer
Inga Waite
Tracy Gray
Tom Rosko
Jamie Turbak
Gayathri Kanth
Heidi Murphy
Derek Wolfgram
Jane Pratt
Kristan Lundquist
Erin Baxter
Barbara Bruxvoort
Michael Lambert
Anne-Marie Despain (joined 10:03)
James Moore
Jennifer Weeks
Valerie Sommer
Alicia Martinez (joined 9:43)

Alameda County Library
Alameda Free Library
Berkeley Public Library
Burlingame Public Library
Cabrillo College
Contra Costa County Library
CSU Monterey Bay
Daly City Public Library
Hayward Public Library
Livermore Public Library
Los Gatos Public Library
Monterey County Free Library
Monterey Public Library
Mountain View Public Library
Naval Postgraduate School
Oakland Public Library
Palo Alto City Library
Pleasanton Public Library
Redwood City Public Library
Richmond Public Library
Salinas Public Library
San Benito County Library
San Bruno Public Library
San Francisco Public Library
San Mateo County Library
San Mateo Public Library
Santa Clara County Library
South San Francisco Public Library
Watsonville Public Library

Others Present:

Carol Frost
Yemila Alvarez
Meg DePriest
Bill Sherwood
Steve Fitzgerald
Michele Villagran

PLP
PLP
California State Library
San Leandro Public Library
Santa Clara County Library District
CulturalCo, LLC
I. Meeting Called to Order and Introductions
The meeting was called to order at 9:33 a.m. by President McCulley. The libraries shared introductions.

II. Approval of Consent Calendar
A. Adoption of the Agenda
B. Approval of May 15, 2020 Minutes
C. PLP 2020 Middle Manager Professional Development Group
D. PLP 2020/21 Innovation Grants
E. Correspondence: 2021-22 STATE BUDGET: 6102 STATE LIBRARY CALIFORNIA LIBRARY SERVICES ACT
F. ULC Top Innovators Honorable Mentions 2020 – Contra Costa County Library, San Francisco Public Library
   A motion was made and passed unanimously via roll-call vote to approve the Consent Calendar as presented. (M/S Addleman/Theyer)

III. New Business
A. Election of FY 2021/22 Executive Committee and Officers
   The Nominating Committee recommended Tom Rosko and Elnora Tayag to serve as the new members of the Executive Committee. The Nominating Committee also recommended Ryan Baker as President and Jamie Turbak as Vice-President for the Slate of Officers. A motion was made to accept the recommendations from the Nominating Committee. A roll-call vote was taken. Rosko, Tayag, and Sommer abstained. All other parties voted in the affirmative and the motion passed. (M/S Wolfgram/Chisaki) Frost thanked McCulley and Nemitz for their leadership and participation in the Executive Committee.

B. Update on Data Privacy Best Practices Training for Libraries
   Alvarez presented the update, providing an overview of the Data Privacy project to date. The Council asked about participation in the project and there was a response that participation has been good so far.

C. PLP International Languages Initiative
   Frost presented the item, explaining that this idea came from the PLP Strategic Priorities as a way to share collection development of international languages between PLP libraries. She mentioned the next orientation meeting will be June 4 and encouraged libraries to attend the orientation if interested in sharing resources. There was a question about what end result the group is trying to achieve and a response that at the meta level, resource-sharing among the libraries for vendors, selection lists and MARC records are the goals. Rather than libraries having to hire specialists in every language, being able to share cataloging and selection lists for these languages should assist libraries in their
cataloging of world language materials. This is an opportunity for Technical Services doing collection development around languages to share and troubleshoot cataloging. Contra Costa shared their hope is that they would be able to add materials to the collection that they would not otherwise be able to catalog.

D. PLP Strategic Priorities for FY 2021/22
Frost presented the activities this year related to the Strategic Priorities, noting that the Priorities were developed in conjunction with the Executive Committee. Activity 1B was highlighted as Professional Development activities stating that PLP typically offers two Professional Development workshops a year: the Future of Libraries Conference and the Spring Workshop. This year the State-sponsored California Libraries Learn (CALL) underwrote the costs for all public library staff in the State to be able to attend the Future of Libraries Conference. CALL has asked to work on the Future of Libraries Conference again next fiscal year. To support staff during the pandemic, the Executive Committee directed the PLP Staff Development Committee to hold a series of Brown Bag Networking Conversations around the topic of reopening libraries after being closed because of the pandemic. Two have been held, and these are being assessed to see if there is continued interest for further sessions. For the Innovation Grants this year, the Executive Committee focused funding priorities on the pandemic. The priorities may change for next year.

E. State and Federal Initiatives
CLA President Addleman discussed the items outlined in Attachment 10. The Governor has released the May revision of the budget, and the Build Back Boldly initiative includes significant funding for libraries, including $50M for library building infrastructure as well as funding for broadband. It is important to note that this is not a set budget, and there is an opportunity to reach out to legislators and request additional funding in needed areas, including infrastructure. Addleman encouraged the Directors to advocate for the Build Back Boldly initiative as well as the Build America’s Libraries Act. CLA performs many activities to advocate for these proposals.

F. State Library Report
Meg DePriest presented Attachment 11 and also gave a demonstration of the State Library website and the California Public Libraries statistics page as well as the California Public Libraries district boundaries maps and Emergencies Status maps. There is a link to a survey available to update library and related information which is done at the branch level. Individual libraries are able to add themselves to the site by completing the survey. The maps are available at https://castatelibrary.maps.arcgis.com/apps/webappviewer/index.html?id=0cb00
There is also a dashboard available that combines many of the data aspects into a single dashboard. DePriest also highlighted that a map is being developed for Summer Learning and Meal Planning to help visualize where these services are being offered. The statistics webpage is available at [https://www.library.ca.gov/services/tribbibliaries/statistics/](https://www.library.ca.gov/services/tribbibliaries/statistics/). There was a question about the emergency portal and whether widgets can be developed so that the data can be added to the public library individual websites. DePriest will investigate this and stated that libraries will be able to link back to the State Library page for information.

G. PLP CEO Report
Frost presented Attachment 12. The PLP COVID-19 Basecamp group was highlighted, and staff were asked to join via the link in the slide deck or to contact PLP for the link. There are several grants that PLP has applied for and those are listed in the packet. The libraries were informed that CLSA funding will likely be about 50% less this year than in previous years.

IV. Presentations
A. *Moving EDI Work Forward: A Conversation with PLP Directors*
A panel discussion moderated by Dr. Michele A.L. Villagran, with Cindy Chadwick, Brad McCulley, Alison McKee, and Derek Wolfgram. The panelists presented the item.

V. Public Comment
There was no public comment.

VI. Adjournment
The meeting was adjourned at 12:00 p.m. by President McCulley.
To: PLP Administrative Council  
From: Jane Light  
Subject: FY 2021-22 PLP Middle Manager Professional Development Program and Executive Leadership Cohort Report  
Date: May 13, 2022

In FY 2021/22, although the COVID-19 pandemic caused modifications to the programs, we were able to successfully hold both the Middle Manager Professional Development Program and the Executive Leadership Cohort. Below is an update on those two programs.

**FY 2021-22 Middle Manager Program**

Nine participants, working at member libraries located throughout PLP’s service area enrolled in the program. The group will meet for a total of seven all-day meetings, including in June and July, to provide a complete program. The group chose to meet on the 4th Friday and therefore did not meet in November and December due to the holidays.

We returned to the original program design and each participant researched a management topic such as “managing marginal performance,” prepared a presentation, and led a group discussion or activity about a management topic. The meetings were held at the participant’s libraries and included a tour and an opportunity for the group to meet with the library director.

The program fee was reduced to $600 to reflect the reduced number of meetings.

**FY 2021-22 Executive Leadership Cohort**

Five executives participated in the program. They had five full day meetings and one virtual half-day meeting.

Given that the program design had been altered to a less intensive one, the fee was reduced to $583.33 per participant.

**Recruitment for FY 2022-23 Programs**

For FY 2022-23, it is expected that we will be able to return to a normal meeting schedule during the fiscal year, and that the cost will return to normal, with $900 for the Middle Manager Program and $1,000 for the Executive Cohort. Recruitment will commence in late May for both the Middle Manager and Executive Cohort programs.
ACTIVITY KITS FOR ADULTS AND THEIR CAREGIVERS
South San Francisco Library

BRANCH FRAMEWORK: DATA INFORMED DECISION MAKING ON EDI
Monterey County Free Libraries

CHECKOUT AND CODE KITS
Santa Clara City Library

EXPANDING DIGITAL DISCOVERY THROUGH TOUCHSCREEN KIOSKS
Mountain View Public Library

EXPRESS LEARNING LITERACY KITS
Watsonville Public Library

FAMILIES CREATE
San Mateo County Libraries

MODERNIZING READING AND LEARNING FOR RICHMOND CHILDREN
Richmond Public Library

SECURE CHARGING
Contra Costa County Library

SUNNY SIDE UP: SUNNYVALE PUBLIC LIBRARY MOBILE KITCHEN CART
Sunnyvale Public Library

TAILORED RECREATION AND EDUCATION COLLECTIONS
Pleasanton Public Library

WHAT'S MY AQI? INDOOR AIR QUALITY MONITOR KITS
San Bruno Public Library
Dear Leader,

Since 2010, the ULC Innovations Initiative has showcased and celebrated what is best about library leadership in categories that reflect the opportunities of the day. Today, the ULC website houses more than 2,500 leading practices that provide the fuel for even greater innovation.

The 2021 Innovations Initiative highlights public libraries’ remarkable capacity for determination and leadership during a time of crisis. We are proud to share programs addressing structural racism, closing digital divides and meeting the needs of under-resourced populations — all while continuously changing library operations to reflect current public health conditions.

The 2021 innovations include library programs that:
- Provide an enhanced library card as an accepted photo identification to bridge the identity gap for select populations
- Advance reconciliation with Indigenous people through education, critical conversations and celebration of history and cultures
- Help older adults become more confident using telehealth services
- Raise awareness about climate change and sustainability to help community members become environmental stewards

Congratulations to all ULC member libraries for the remarkable work you do in the communities you serve. You make our communities stronger and you positively change the lives of people.

We are honored to support your work and showcase your innovations.

Susan Benton
ULC President & CEO
San José Public Library

San José, Calif.
sjpl.org

Caregiver Support Network

"The San José Public Library is proud to offer the Family, Friend and Neighbor (FFN) Caregiver Support Network program to local home-based care providers of children ages 0-8. We are raising the quality of early learning opportunities for children and families in San José by supporting historically under-recognized and under-resourced FFN caregivers through this robust program, which prioritizes wraparound individualized supports and one-on-one mentorship."

— Jill Bourne
City Librarian
San José Public Library

San José Public Library provides learning opportunities, professional development and individual support to the many family, friend and neighbor (FFN) caregivers who provide vital services to families with children underage five. In California, an estimated 80% of children ages 0-2 and 40% of children ages 0-5 are cared for family, friends, and neighbors. The need for and use of informal license-exempt caregivers has increased as more parents return to work while many licensed childcare sites closed permanently as a result of the pandemic.

The library’s FFN Caregiver Support Network serves historically under-recognized and under-resourced informal license-exempt caregivers by offering computer and internet training, free devices and hotspots, and one-on-one support and networking opportunities. The program’s first cohort attracted 60 participants for the six-month pilot program – 89% of participants completed the program. A second cohort launched in fall 2021 drew 108 participants. Collectively, an estimated 600 children in San Jose have benefited from the support their caregivers have received through the library’s program.
Election of the FY 2022-23 Executive Committee and Officers

The PLP Nominating Committee (Ryan Baker, Cindy Chadwick and Inga Waite) is pleased to nominate the following for FY 2022-23:

**New candidates to serve on the PLP Executive Committee (first year of first term):**
Tess Mayer, Berkeley Public Library
Hillary Theyer, Monterey County Free Libraries

The Nominating Committee is also pleased to propose the following slate of officers for 2022-23:

President: Jamie Turbak, Oakland Public Library
Vice-President: Tracy Gray, Mountain View Public Library

The following will be serving the second year of their first term:
Thomas (Tom) Rosko, Naval Postgraduate School
Elnora (Ellie) Tayag, San Mateo Community College District

The following will be serving the first year of their second term:
Tracy Gray, Mountain View Public Library

The following will be serving the second year of their second term:
Ryan Baker, Los Gatos Library
Jamie Turbak, Oakland Public Library
Valerie Sommer, South San Francisco Public Library

Our thanks and appreciation to the following Executive Committee members, who have completed their terms:
Cindy Chadwick, Alameda County Library
Inga Waite, Monterey Public Library
How do our habits build culture? Tips to instill in your company culture

- Buy-in alone isn’t enough to change behavior. Culture *is* shared everyday habits.
- Awareness alone can’t effect change because of something psychologists call the “intention-implementation gap” or the “knowing-doing gap.” Studies have found little to no correlation between a person’s intention to do something and their actually doing it.
- Ask for help
- Engage in critical conversations with reflection
  - Before you can truly understand others, you must understand yourself first. You must understand how and where you fit amidst the broader organization, and the best way to do that is through after-action reviews (AARs). AARs are a means to collaborate with fellow employees designed to build learning through self-reflection. Specifically, AARs examine three things:
    - The intent of a specific task.
    - The actual outcome of said task.
    - The behaviors, assumptions and decisions that led to the difference between what was supposed to happen and what actually happened.

The way to create a new culture is to remember that culture is merely shared everyday habits. By changing (and supporting) people’s habits, leaders can tilt their entire organization in the desired direction.
## Organizational Change - Next Steps

Prepared for Pacific Library Partnership  
May 13, 2022

### Before Action Review Pre-mortem

**Intent**  
(What is/was supposed to happen?)
- What are our intended results and metrics?

**Event performance**  
(What could/did happen? Is there a performance gap?)
- What challenges [and barriers] can we anticipate?
- How could this action fail?

**Learnings**  
(What is/was the root cause of any performance gap(s)?)
- What have we or others learned from similar situations?
- What are the identified risks at the outset?

**Next time**  
(What should we change?)
- What will make us successful this time?

### During Action Review Daily/Periodic Scrum

- What are we trying to do now?
- What do I plan to work on by the next daily scrum?

- What have we accomplished with our recent activity/action?
- What did I accomplish since our last scrum meeting?

### After Action Review Post-mortem

- What were our intended results?
- What was supposed to happen?

- What were our actual results?
- What happened?

- What caused our results?
- What are systemic strengths and weaknesses?

- What will we sustain or improve?
- What are corrective actions for areas of weakness?

### Key Characteristics

- Can be used to develop a pre-launch Risk-Impact assessment; Opportunity for early engagement of stakeholders in planning and plan
- Immediate; Focus on team’s learning; Least formal; Integrate with others; Self-organize to work issues/solve problems
- Focus on participant learning; Length of the review varies by scope of action; Consider best way to incorporate learning into the organization

### Resources:

- [https://www.linkedin.com/pulse/after-action-review-basis-learning-driven-improvement-tom-reeder/](https://www.linkedin.com/pulse/after-action-review-basis-learning-driven-improvement-tom-reeder/)

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P 15
What does a high-performing culture look like now?

- Shared core values, mission and purpose - these are the drivers behind all aspects of the business. Individuals that relate to them have a better understanding of why their work is important.
- Employees feel empowered - Employees thrive when given autonomy but still require guidance and coaching on what is expected from them. Tools and resources should be available to employees to help them produce and perform.
- Engaging with each other and providing feedback - involve teams in high-level decisions and listen to their input before taking action.
- Performance reviews are ongoing, not simply once a year - This can keep everyone more aware of their strengths and how they are contributing to organizational goals. It can also be a good way for managers to mentor their employees better, helping them overcome weaknesses and other challenges that come their way.
- Offering transparent and open communication - This builds a deeper connection between employees and their organization.
- Agility - It is important to give them some measure of security to employees so they can see change as an opportunity rather than a threat. If they are worried about a situation externally, do what you can to ease these concerns. When employees feel supported and safe, they will be able to adapt much easier and approach failure with a more positive mindset.
- Continuous learning - Offer employees different opportunities to update their skills and stay on top of key industry trends. If you invest in your employees' growth, they will be able to tackle more of those tough scenarios. Conduct a skill gaps analysis regularly to determine offerings – include both soft and hard skills in trainings.
# SKILLS GAP ANALYSIS

Guide your employee through updating their skills to become better qualified and to improve their performance

**Employee:** John Doe  
**Position:** Accounting Manager

<table>
<thead>
<tr>
<th>SKILL DESCRIPTION</th>
<th>CURRENT SKILL LEVEL</th>
<th>DESIRED SKILL LEVEL</th>
<th>ACTION PLAN</th>
<th>START DATE</th>
<th>DUE DATE</th>
<th>PRIORITY</th>
<th>COMPLETE</th>
<th>NOTES</th>
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<td>LEADERSHIP</td>
<td>Basic</td>
<td>Expert</td>
<td>Specific tools strategies and techniques that will produce an excellent Manager-Leader</td>
<td>01/01/2021</td>
<td>04/01/2021</td>
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<td>04/15/2021</td>
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<td>12/01/2021</td>
<td>High</td>
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</table>

**Resources:**

- https://www.lucidchart.com/blog/how-to-conduct-a-skills-gap-analysis
- https://www.aihr.com/blog/skills-gap-analysis/
- https://templatelab.com/gap-analysis-templates/#google_vignette
What should success look like at work?

- Understanding library organization’s culture - familiarity with values of the company and expectations
- Balancing viewpoints - find the right channels to suggest improvements
- Be a team player at every position
- Be considerate and respectful
- Make sure your business goals fit with your life goals
- Read your business vision - ask if your vision is the same as it was when you started
- Keep a journal of successes – of your employee successes, your successes, your library organization successes
- Celebrate the small victories

Activities:

- Write a business vision - Picture one day in your life five or 10 years from now and write about it like you’re writing a story explaining everything about that day in your business.

- Write what success looks like for you in your life - Pretend you're at the end of your life and you are looking back. Ask yourself where you went, what you did, where you lived, who was in your life, what did you do for others and what your life felt like. Think about how you want to be remembered and write it all down. What legacy do you want to leave?
Culture Change Model

Resources:


https://www.lucidchart.com/blog/lewins-change-theory

https://hbr.org/2012/07/cultural-change-that-sticks
Kate Lasky, Library Director
Josephine Community Library District Grants Pass, OR

Tools utilized for board cultivation, communications, and change management

Concentric Circles of Communication

- Taxpayers
- Patrons
- Donors
- Partners
- Volunteers
- Staff
- Board
## Board Evolution

<table>
<thead>
<tr>
<th>Operational</th>
<th>Governing</th>
<th>Strategic</th>
<th>Transformative</th>
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<tbody>
<tr>
<td>• Few (if any) staff</td>
<td>• Hiring of executive leadership</td>
<td>• Increased focus on the future</td>
<td>• Fully understands roles and responsibilities</td>
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<td>• Focus of short-term</td>
<td>• Clearer Board/staff structure</td>
<td>• Strategic planning—staff/Board interaction</td>
<td>• Works within a culture of inquiry</td>
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<td>• Board members do the work</td>
<td>• Focus on legal and fiduciary responsibilities</td>
<td>• Try to get arms around the uncertainties of the future</td>
<td>• Every decision is intentional</td>
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<td>• No Board self-evaluation</td>
<td>• Budget development and approval</td>
<td>• Systematic</td>
<td>• Works toward transformational goals</td>
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<td>• Blurring of lines between Board responsibility and operational responsibility</td>
<td>• Financial oversight</td>
<td>• Incremental changes</td>
<td>• Focus on individual mission and survival, gradually find way to a shared vision of a more coordinated, effective, and sustainable future</td>
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<td>• Clearer understanding of separate Board/staff responsibilities</td>
<td>• Succession planning</td>
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<td>• Some discussion about Board effectiveness</td>
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PLP STRATEGIC PRIORITIES FY 2020/21 – FY 2022/23

The Pacific Library Partnership’s mission is to empower Bay Area member libraries through innovation, collaboration and training. PLP can do this by improving the services of its constituent member libraries to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes by offering innovative and collaborative approaches to programming and operational services that enhance collective resource sharing.

PLP’s previous strategic priorities from FY 2016/17 – FY 2019/20 have been completed.

A survey was issued to PLP libraries about PLP priorities in Spring 2020. Based on the survey, as well as conversations with libraries, the following strategic priorities were approved by the PLP Administrative Council at their annual meeting.

1. Staff Training and Professional Development

   PLP has a tradition of providing staff training and professional development for its members, knowing the value of building leadership and providing training that is relevant to its diverse membership. This can be accomplished through the following mechanisms:

   a. Continue to offer leadership training. We have done this through the year-long Executive Leadership Cohort and the Library Middle Managers Professional Program, both ably led by Jane Light. Leadership training can continue to evolve.

   b. We will continue to support the good work of the long-standing Staff Development Committee, that provides an annual fall conference and spring workshops that address staff needs and interests.

   c. PLP can continue to allocate 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.

   d. We are constantly searching for further professional development opportunities.

2. Support Innovation and Technology

   Being in the heart of Silicon Valley, our academic and public libraries are well positioned to develop innovative and transformative ideas. In the past few years, PLP has supported this by:

   a. Annually funding the Innovation and Technology Grants. By continuing to make this a priority, libraries are able to engage in risk-taking in developing new ideas and service models with the seed money provided by the grant.

   b. Search for new opportunities for shared technology for some or all PLP members.
3. **Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries**
   a. In the last three years, we have been awarded three LSTA regional grants: the Student Success Initiative, News Literacy, and Data Privacy grants. PLP has a good track record of querying its members and applying for grants that provide training on relevant topics. We will continue to look for collaborative partners for LSTA, CLSA and IMLS and other grants.

   b. Working with the State Library, PLP can continue to be the fiscal and administrative agent for statewide grants. We can lend our expertise to the greater California community in establishing new initiatives.

4. **Maximize the Knowledge and Strength of PLP Individual Libraries**
   The staffing and expertise within PLP individual libraries is a strength which can be further tapped to benefit member libraries. We can create opportunities for us to share, including but not limited to:

   a. **Continue and Expand the PLP Shared Cataloging/Acquisitions of International Language Materials.** In 2016, as part of the strategic priorities, PLP formed a working group which made great headway on how PLP libraries can share resources related to international language materials. That included identifying which libraries have staff with specific expertise, which libraries collect in certain languages, selection lists, names of vendors, etc. In 2018, SVLS formed the regional Technical Services Group, which took over this initiative. They have established guidelines for sharing and 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. We can expand this to include all interested PLP academic and public libraries, provide training and expand this resource sharing.

   b. **Consider establishing regional or PLP-wide community of interest groups.** Currently, PLP has only one standing group: the Staff Development and Training Committee. Three of the four regions currently have standing groups. The PLP Executive Committee, along with the four regions of PLP, can review the level of interest at the higher level, as well as regionally, to add additional interest groups.

   c. **Explore Purchasing Shared eResources.** 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.
Report on FY 2021-22 Strategic Priorities 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 July for the FY 2021-22 cohort, with the hope that both the Executive and Middle Management groups will be offered.

Two cohorts were held during FY 2021-22. The Middle Manager Program included nine participants, and the Executive Leadership Cohort included five executives. Both groups adapted their schedules due to the ongoing pandemic.

Activity 1b. The Staff Development Committee will 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 Conference, “Caring, Engaged and Equitable,” was again held virtually in November 2021 and was expanded to two days. There were 380 registrations, 308 unique participants, and 20,980 points of engagement with the Socio platform (total number of actions across all users including clicks, messages, and posts).

The Spring Workshop, “Stewards of Change: Library Staff Shaping Organizational Culture,” was held on April 7, 2022, with Dr. Michele Villigran presenting the material, which was an abbreviated version of the training she provided the PLP Executives in February and March 2022, with the intent of creating a common language regarding change. There were 86 registrations and 53 participants.

Activity 1c. To continue further professional development opportunities, the PLP Staff Development Committee will assess the value of the two Brown Bag virtual discussions for mid-management staff related to the pandemic and determine future training in FY 2021-22.

At the beginning of the fiscal year, there was a suggestion from a PLP director to offer training on promotions. The PLP Staff Development Committee developed two trainings in support of this. On January 27, 2022 they held a workshop, “From Staff Member to Manager: Growing Your Career.” There were 135 registrations and 103 people attended the event. Below is a quote from a participant:

“I have great news. I have accepted [a new position]! I was inspired to apply by your PLP workshop. I used all your tips on how to give a[n] excellent interview and it worked! I’m so excited about the next step in my Library career.”

Based on the success of the first workshop, a second workshop, “Mastering the Library Interview,” is scheduled for May 5, 2022. There were 233 registrations and 111 attendees.
Activity 1d. Continue the Brown Bag informal conversations regarding topical issues related to the pandemic.

*On July 29, 2021, a virtual Brown Bag session was held for Directors and Executives about remote work/teleworking. This networking and discussion session provided a confidential space for participants to share plans and progress regarding remote work in libraries, and to discuss any fears or concerns with their peers.*

Activity 1e. To continue to allocate funds to support regional staff development training, calls will be put forth twice in FY 2021-22 for support.

*The PLP Executive Committee allocated $10,000 for these initiatives. Five requests were submitted and approved for $8,400. Due to some challenges with speakers, only three of the initiatives were completed, for a total of $4,060.*

**Strategic Priority 2. Support Innovation and Technology**

Activity 2a. In FY 2021-22 the Innovation and Technology Grants will continue to be offered.

*Thirteen applications were submitted for the $100,000 allocated for the Grant. Of those, eleven grants funded for a total of $97,881.*

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

Activity 3a. PLP will perform the work of the LSTA regional grant “Intellectual Freedom and Social Justice: A Primer for Libraries,” if grant is awarded.

*The grant was not awarded. At the direction of the PLP Executive Committee, the application was retooled and submitted again for the FY 2022-23 grant cycle.*

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

*In addition to the grants listed above, PLP supported the State Library as a partner in the Workforce Development and Support project and the ARPA Statewide Workforce Development & Support project. PLP has also worked with the State Library to submit an AmeriCorps grant to support the use of AmeriCorps workers in Literacy programs statewide. The status of the grant acceptance is pending. PLP has also applied to be a fiscal partner with the State Library for the Online Tutoring Project. The status of the grant acceptance is pending.*
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 continue to support the PLP World Languages Resource Sharing Basecamp Group. Success will be measured by the number of libraries participating and contributing resources.

*Since being expanded to all PLP members in Spring 2021, two orientation sessions have been held, with 26 libraries attending and 48 attendees. A survey was issued in Winter 2021 to identify ways in which the project can be improved. The SVLS Technical Services group is the lead on this project.*

Activity 4b. Continue investigating interest-based conversations and networking to gauge interest areas that may develop as interest groups.

*The PLP Brown Bags have been very successful as interest-based conversations and networking. To date, nothing has arisen to an interest group level.*

Activity 4c. Continue offering Flipster as a magazine eCollection for interested libraries. Identify other possible eCollections which can be shared among libraries. This may be through the use of CLSA funds or collective funds.

*The number of libraries for the shared Flipster subscription dropped from fourteen to eight, in part due to the need to use their CLSA allocation to pay for their portion of the allocation. It has been confirmed that CLSA funds may be used to support the Palace eBooks-for-All project, which will be considered to be added to the PLP Menu of Services.*

Activity 4d. Per the positive feedback regarding the DEI and organizational culture discussion at the PLP Annual Meeting, explore training on how to facilitate culture change in an organization.

*Three trainings were held on Feb 18, 25 and March 4, 2022 for PLP Executives, with 33 registrants and 64 attendees. The training was led by Dr. Michele Villigran, and a ‘light’ version was presented at the PLP Staff Development Committee Spring Workshop.*
May 2, 2022

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists
RE: News From the Capitol

SENATE BUDGET PLAN PROPOSES $750 MILLION FOR LIBRARY INFRASTRUCTURE PROJECTS

At the start of the year, Governor Newsom unveiled his 2022-23 State Budget, which, at the time, projected a $29 billion surplus that could be used for shoring up the state’s reserve accounts and to support various programs such as housing and homelessness, wildfire mitigation, healthcare, business tax incentives, etc. Remarkably, last week it was reported that the State Budget surplus is now estimated to have ballooned to as much as $68 billion, which far exceeds the Governor’s January projections. Due to formulas built into current law, a large portion of that surplus funding will be directed to K-12 education spending and the state’s reserves, but it will still leave substantial room for additional program spending.

Last Thursday, the Senate Democrats unveiled their proposed 2022-23 Budget spending plan, entitled, “Putting California’s Wealth to Work for a More Equitable Economy.” The Senate Democrats state that “California’s rebounding economy is strong, but increasingly, wealth has gone to the top while leaving the middle class and struggling families behind.” The Plan features “responsible budgeting” which includes allocating “one-time revenues for one-time purposes” and “builds reserves to historic levels to protect ongoing programs from future economic downturns.”

Significantly, the Senate Democrats’ package contains an infrastructure proposal which includes: $750 million for the Library Infrastructure Grant Program, K-12 school facilities and deferred maintenance, higher education student housing and higher education deferred maintenance, and local legislative projects throughout the state. We anticipate that the $750 million library grant proposal would be modeled after the current $439 million library infrastructure grant program that was part of the 2021-22 State Budget due to the efforts of the Senate Democrats, State Librarian Greg Lucas, and CLA. Under that competitive grant program Administered by the State Library, public libraries that applied had the potential to receive up to $10 million in grant funding from the state, provided they produced a comparable local match. The State Library has continued to supply the legislature and Governor’s Administration with information regarding the high level of interest that the $439 million “Building Forward: Library Infrastructure Grant Program” generated and has provided estimates for continued project needs based on unfunded grant applications, etc. Recently, President Jene Brown sent Governor Newsom and budget leaders a letter from CLA in support of more funding for library infrastructure grants as well as funding for the state’s e-books-for-all platform at the State Library.
It should be noted that the Senate Democrat plan is merely the opening proposal in what will, most assuredly, be a complex and challenging Budget negotiation this year with the Assembly and Governor’s Administration. We still have a long way to go. However, we remain optimistic that there will be some significant dollar amount provided for library infrastructure when the State Budget is signed by the Governor, by July 1. The Governor is scheduled to release his May Revision of the Budget on approximately May 13, which will serve as his updated version of his January Budget, after the April tax receipts have been received. We will provide a report regarding the Governor’s May plan after it has been released.

**SENATE BILL WOULD CREATE THE STATEWIDE IMAGINATION LIBRARY**

CLA is supporting **SB 1183** by Senator Shannon Grove, which would create the Statewide Imagination Library, to be administered by the State Librarian. The program would send age-appropriate books to children (ages birth through 5 years old) to their homes, on a monthly basis, if they are registered for the program through their participating public library, school, or community-based organization. The books would be made available through a partnership with Dolly Parton’s Imagination Library. As the recent Senate Education Committee analysis states, “There are 38 Dolly Parton affiliate programs in California, providing approximately 1.8 million free books to children age birth to five years. These programs are operated by school districts and county offices of education, public libraries, community-based non-profit organizations, county First 5 agencies, United Way, and a mayor’s office.”

SB 1183 would expand the program statewide if funding for the Imagination Library can be identified in this year’s state Budget. The Imagination Library also requires participating entities to provide a local match for the grant funds in order to stretch the funds for the program further.

SB 1183 passed out of the Senate Education Committee on April 27th on a unanimous ("consent") vote, with the Senate President pro Tem Toni Atkins (a much-publicized, life-long fan of Dolly Parton) being added as a co-author. The bill now heads to the Senate Appropriations Committee.
March 22, 2022

The Honorable Gavin Newsom
Governor’s Office
California State Capitol
Sacramento, CA 95814

Dear Governor Newsom:

Thank you for championing the state’s largest single investment in local libraries – more than $430 million to help renovate and modernize aging community libraries.

While the statewide renovation, modernization and replacement needs are estimated at $5 billion, the $430 million is addressing some of the longest deferred maintenance and critical life and safety deficiencies.

The members of the California Library Services Board -- appointed by you, the Senate Rules Committee and the Assembly Speaker – represent different types of libraries and different types of library stakeholders such as underserved communities and the print disabled. That puts the board in a unique position to assess both the needs and challenges of California’s local, public school, special and academic libraries.

Thank you also for including several of the board’s priorities in your January budget:

- Increasing the state’s investment in Lunch-at-the-Library will allow more libraries to provide more summer meals, which means fewer hungry poor kids. The additional funding also allows the program to build partnerships with other summer lunch providers to lower the barriers to delivering more meals.

- Extending investment in the library workforce re-entry, job training and skill-building online resources for two more years. It’s the board’s understanding that several online resources specific to veterans and seniors were inadvertently omitted in January but hopefully that the oversight will be corrected in the revised budget in May.

The state’s apparent proximity to the Gann spending limit, which excludes capital outlay in its calculations, is another strong reason to keep investing in renovating and modernizing California’s 1,130 local libraries, more than half of which are 40 years of age or older.
Capital outlay generates the greatest amount of ongoing benefit for one-time funds. An additional investment of $1 billion, phased in over several years, and an expansion of the eligible projects to include 21st Century necessities like broadband connectivity, would transform multiple communities throughout California.

An additional investment of $1 billion, proposed in last year’s Senate budget plan, would mean that with an appropriate local match, half of the statewide need for library improvements would be met.

The State Library has reported that cities and counties are eager to make improvements to their libraries but want to respond to a broader range of community needs than just deferred maintenance. Those needs include energy efficiency and sustainability, ADA accessibility, private spaces for individual study or collaboration and community rooms that can be used even when libraries are closed.

This commitment by the state would be transformative as well as helpful economically, both directly and indirectly.

In addition, the board commends to your attention two other areas for a modest state investment:

- Boost annual spending to at least $2 million for Zip Books, which helps deliver books faster, more cheaply and with a smaller carbon footprint by using the online marketplace. The number of library jurisdictions using Zip Books has tripled over three years to 73 – about one-third of the state’s 1,130 libraries -- but funding has remained at $1 million, making the “slice” available to participating libraries thinner and thinner.

- Increase funding under the California Library Services Act by $1.4 million to $5 million. Several innovative programs, including leveraging broadband connectivity and boosting library-community partnerships, have been initiated by the board using one-time funding. These programs have helped libraries meet customer expectations and better deliver important information in this increasingly digital age. Additional library services act funding would allow them to continue.

We look forward to working with you to ensure that all Californians have access to vital library services and resources.

Sincerely,

Connie Williams, President
California Library Services Board
2022 LEGISLATIVE PRIORITIES

The California Library Association — through its members and advocates — works to make a difference for all Californians by providing adequately funded libraries, which transform lives through their programs and services.

At the state level, CLA actively advocates for the following:

1. **New and Ongoing Funding Requests**
   a. $1.4 million to reach $5,000,000 in ongoing funding for the California Library Services Act (CLSA) that fosters resource sharing among libraries, particularly in rural areas where funding challenges persist.

   b. $450,000 to reach $1,250,000 in ongoing funding for Lunch at the Library to provide literacy-rich programs to blunt the impact of the summer slide for children who receive 300,000+ free and nutritious lunches at hundreds of libraries across the state.

   c. $785,000 for JobNow, VetNow, and LearnNow, to support economic recovery and education for vulnerable populations.

   d. Maintain ongoing funding to support the diverse informational needs of people in rural and underserved populations who cannot get to a physical library through Zip Books.

   e. $4 million dollars in funding to support Ebooks for All aimed at increasing access to digital content for early learners and school-aged children throughout California.

2. **Equitable Access to Critical Library and Information Services**
   a. Broadband equity for unserved and underserved communities.

   b. Support the freedom to read and access to material with diverse points of view.

   c. Accessible buildings, including upgrades to critical infrastructure and support in times of disaster such as wildfires and extreme heat.

   d. Early literacy, school readiness, adult literacy, career development, vocational support, and assistance to vulnerable populations.

   e. Mandate credentialed Teacher Librarians in all California Public Schools.

   f. Support for libraries to purchase eBooks and e-audiobooks at the same price as consumers.

CLA supports positive action in key areas, including, but not limited to:

- Equity, inclusion and anti-racism
- Privacy
- Intellectual Freedom
- 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.

*Updated version adopted by CLA Executive Board on March 18, 2022*
Funding Opportunities through the California State Library
Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities.

Zip Books
The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library’s usual process, resulting in a collection more closely matched to the needs of the local community. Program information can be found at Zip Books - California State Library. Zip Books Mid-Project Narrative and Financial Reports are due by 4/30/2022. For questions, please contact zipbooks@library.ca.gov

California State Library Parks Passes
The shipping update from the State Parks team indicates the second batch of passes will arrive during the week of May 16. If you have not received your passes, or an email with instructions for the program, please contact parkspass@library.ca.gov. The user survey that is linked to the QR code on the back of the passes is live as of April 29, 2022.

The grant program closes May 4, 2022; it is for programs and outreach to complement the passes and meet goals of positive health outcomes, natural resource stewardship, and historical and cultural connections. It is not related to the distribution of Parks Passes. More information about this $5,000 opportunity and the application are available here: https://www.library.ca.gov/grants/parks-pass/

The FAQs page has a map of parks accepting the pass overlaid with library branches, cataloging and circulations information, a link to the Partner Toolkit with marketing resources, a recorded webinar on parks-based programming, a sample programs page, and the answers to many common questions. For more information, please contact parkspass@library.ca.gov.

Directors Networking Conversations
Networking conversations for library directors continue once a month and an invitation to participate is sent out on the directors’ listserv as dates are scheduled. The next library directors’ call will be on Wednesday, June 15, 2022, from 3:30 to 5 p.m. Registration information will be sent in early June.

Developing Leaders in California Libraries
In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the leadership training program, the Developing Leaders in
California Libraries project is offering a series of “My Leadership Journey” webinars open to all staff to attend. For more information on upcoming events and previous MLJ recordings, please visit [https://claleadership.org/webinars/](https://claleadership.org/webinars/)

“My Leadership Journey” 2122 ed w/ Jill Bourne on **Tuesday, May 10, 2022 @ 4pm**
Jill Bourne is the City Librarian of the San José Public Library and lead of the City of San José’s education and digital equity initiatives. With a focus on expanding access, partnerships, innovation, and educational outcomes, she is committed to enhancing the relevance and leveraging the value of public libraries in the communities they serve. Because of her leadership, Bourne has been recognized as a “2009 Mover and Shaker” by Library Journal, one of the Silicon Valley Business Journal’s “2015 Women of Influence,” Library Journal’s “2017 Librarian of the Year,” a member of the 2018 “Upstart 50” by the San Francisco Business Times, and honored with the “2019 Cinequest Visionary Award.” Register for the conversation at [My Leadership Journey | CLA Leadership](https://claleadership.org/webinars/)

**California Libraries Learn (CALL)**
The annual Seguimos Creando Enlaces free bilingual, binational conference will be ONLINE on **Thursday, May 19, from 9:15 to 4:15 p.m.** Register [here](https://claleadership.org/webinars/). Please join in for addresses by keynote speaker Reyna Grande and lunchtime speaker Dulce Garcia of Border Angels. There will be five sessions with multiple options in each time slot! Creando is now managed by CALL as well as an active volunteer planning team.

CALL is also offering a limited number of no-cost seats to the annual Serving With a Purpose conference on May 19 at the Ontario Convention Center. Please visit the CALL calendar for more information.

Plan your team’s professional development by visiting [www.callacademy.org](http://www.callacademy.org) and check the frequently updated [calendar](http://www.callacademy.org) to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, CALL Letters, and users can [subscribe](http://www.callacademy.org) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](http://www.callacademy.org) to access the many online, self-paced learning opportunities available through [CALL Academy](http://www.callacademy.org).

**Sustainable California Libraries Survey & Upcoming Networking Sessions**
The California State Library, in collaboration with Pacific Library Partnership, is creating a report and action plan for Sustainable California Libraries. Throughout the Spring and Summer of 2022, the State Library will convene several meetings of a new Advisory Group and host two open Networking Sessions. Input will be actively encouraged through a short survey, participating in networking sessions, interviews, and field research. Look out for opportunities to get involved and ways to help create more Sustainable California Libraries in the coming weeks.
Sustainable Libraries Networking Sessions
Please register now for the Sustainable California Libraries Networking Sessions, open to all California library staff members.

**Networking Session #1: Focus on Sustainable Programs and Partnerships**

*Register for Session #1*

**May 10, 2022, 1:00 – 2:00 pm**

Join us on May 10th for the Sustainable California Libraries Networking Session #1. We will be focusing on sustainable programs and partnerships. Guest speakers include:

- Destiny Rivera, who will share how seed libraries cultivate community partnerships and promote food justice in communities
- Ben Gomberg and team, who will share the Alameda County Library team’s experience with educational partnerships focused on sustainability

**Networking Session #2: Focus on Sustainable Operations, Services, and Infrastructure**

*Register for Session #2*

**June 29, 2022, 11:00 am – noon**

Join us on June 29th for the Sustainable California Libraries Networking Session #2. We will be focusing on library operations and services, infrastructure, buildings, landscaping and grounds, and library sustainability certification. Guest speakers include:

- Lawrence Nussbaum, from the California Green Business Network, will share information about successful Green Business Certification for several California libraries
- Sarah Solis, Facilities Manager at San Diego County Library, who will share about their Sustainable Libraries Initiative Certification kick-off, Zero Net Energy libraries, and how the system is shifting towards a zero-carbon future

Please take our quick survey to share your thoughts about California libraries, sustainability, and the environment. Staff members of every level are invited to complete the survey. Survey results will be shared with the field and discussed during the Networking Sessions. Go to the Sustainable California Libraries Survey.

Learn more at: [https://www.library.ca.gov/services/to-libraries/sustainable/](https://www.library.ca.gov/services/to-libraries/sustainable/)

Questions: Email sustainability@library.ca.gov with any questions or comments.

**CopyCat Grants**

CopyCat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. 2021/22 CopyCat grant mid-project Narrative and Financial reports for activities and expenditures from beginning of the grant period to 4/30/2022 are **due by 5/31/2022**. Report forms can be found at Manage Your Current Grant - California State Library (look under “CopyCat” section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov
Building Forward Infrastructure Funding for California Libraries
The first round of applications for this program closed on March 21, 2022.

There is $439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:
1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated.

Awards are expected to be announced in Spring 2022. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is $10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library’s website at www.library.ca.gov/grants/infrastructure and email questions to BuildingForward@library.ca.gov

California Public Libraries Survey (PLS) results available
The FY20-21 data have been submitted to IMLS, and the dataset is available for download on the State Library’s statistics page. The pandemic affected every aspect of library service, and the data reflect this. Despite reduced access by the public to closed library buildings, libraries continued to circulate materials, answer reference questions, offer virtual and some in-person programming, circulated self-directed activities, loaned laptops and hotspots, and continued to provide wifi access to Californians.

Every three years, libraries are asked to submit salary ranges for a variety of library positions, and this subset of data is also available on the stats page or from this link. FY20-21 Salary Survey Results.

NASA@ My Library
Reading Challenge this May 2022! Registration information is below.

Look Up! Step Back in Time with the James Webb Space Telescope Challenge
Event Date: May 1, 2022–May 31, 2022
Registration Date: Register your library to participate in the Telescope Challenge anytime before May 2022!
Description: This challenge is designed to help readers explore the science behind NASA's newest space telescope mission, the James Webb Space Telescope. Throughout the challenge, readers will have access to virtual resources like articles and videos about space science to gain new skills and explore educational and career pathways in Earth and Space Science. All public libraries in the U.S. are eligible to join the challenge and will have a chance to win backpacks.
filled with STEM-related materials and a telescope! Fill out the form to register for the challenge and subscribe to updates at [NASA @ My Library Reading Challenge (beanstack.com)](https://beanstack.com).

Reading challenges are a great way to engage patrons and encourage learners of all ages to read. Reading challenges vary from participating in a state or national summer reading challenge, utilizing reading challenge software like Beanstack or READSquared, or simply providing a list of books and activities to your patrons. To aid you in putting together any kind of reading challenge at your library, STAR Net has assembled a list of resources to help you integrate science readings and activities into your upcoming reading challenges! Read more at the blog post: [Building a science-focused reading challenge? Check out these great resources! – STAR Library Network (starnetlibraries.org)](https://starnetlibraries.org).

**Summer Learning**
As a reminder, CA State Library and California Library Association have partnered to provide a free premium Beanstack subscription to any and all CA libraries that are interested. If interested and you haven’t already connected with Beanstack to get started, or if you want more information, please reach out to [summeratyourlibrary@cla-net.org](mailto:summeratyourlibrary@cla-net.org).

**California Library Literacy Services**
The annual (2022/2023) funding application for all returning CLLS programs opened on April 7 and are due on [May 20, 2022](https://library.ca.gov/). This application will include adult literacy services, family literacy services, and ESL (ESL only for programs that received Round I funding in 2021/2022). Estimated award amounts have been provided to CLLS libraries by the State Library for adult literacy and family literacy services. Please contact [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov) or [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov) for more information.

**Home Connectivity Kits**
Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice, and headsets. Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next few months. Contact [arpa@library.ca.gov](mailto:arpa@library.ca.gov) for more information.

**eBooks for All CA**
Every public library in California can now participate in the statewide “eBooks for All” project.” Full details can be found on the [State Library’s e-book page](https://library.ca.gov/eBooks). Joining is as simple as emailing [casupport@thepalaceproject.org](mailto:casupport@thepalaceproject.org) and saying, ‘My library is interested in joining.’ The project implementation team will take it from there.
You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have generated an FAQ and recorded a live Q and A session to help answer those questions directly.

**FAQ**

**Recorded Answer Session**

**Digital Learning Platforms for All California Public Libraries**
We hope you are setting up the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare on your library website. Vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found at [https://my.nicheacademy.com/callacademy/course/39032](https://my.nicheacademy.com/callacademy/course/39032). If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov.

**Public Library Staff Education Program**
The [Public Library Staff Education Program](https://library.ca.gov/elearning) is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - California State Library](https://manage.library.ca.gov) The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/30/2022**. For questions, please contact PLSEP@library.ca.gov

**LSTA 2022-23 Grant Program**
The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. [https://www.library.ca.gov/grants/library-services-technology-act/competitive/](https://www.library.ca.gov/grants/library-services-technology-act/competitive/) Proposals are currently under review. Email lstagrants@library.ca.gov for more information.
PLP UPDATES
MAY 2022
Welcome to our new Assistant Director!

Justin Wasterlain
Wasterlain@plpinfo.org
DIRECTOR UPDATES!

- Joanna Messer Kimmitt, Director, Library & Learning Resources, Cabrillo College
- Anwan Baker, Library Services Director, Livermore Public Library
- Gayathri Kanth, Palo Alto City Library Director
- Patty Wong, City Librarian, Santa Clara City Library
- Yolande Wilburn, Director, Santa Cruz Public Libraries
- Michelle Perera, Director of Library and Recreation Services, Sunnyvale
- Melinda Cervantes, Interim Library Director, Richmond Public Library
RESOURCES – HAS YOUR LIBRARY JOINED?

PLP Basecamp Group for COVID Resources (open to only PLP members)
- Libraries can share their policies, reopening plans, ask questions, and more!
- Join by going to this link  https://3.basecamp.com/3831555/join/v2YrsHsgXKWC

Statewide Policy and Procedure Database
- CLSAinfo.org  Upload your policies and look for inspiration
RESOURCES – HAS YOUR LIBRARY JOINED?

PLP World Languages Sharing

21 libraries have received orientation to share files for acquisition and cataloging of language materials

Expanding the working group to include additional PLP libraries

Interested? Contact Sharon Fung at Sharon.Fung@sjlibrary.org
FY 2022/23 Intellectual Freedom and Social Justice for Libraries

Explores the intersection of these two topics as foundations for Equity, Diversity and Inclusion (pending State Library approval)
San Leandro Public Library has expressed their intention to join PLP!