

PLP Executive Committee Agenda

January 26, 2022
10:00 a.m. via Zoom

<https://us02web.zoom.us/j/86304838310?pwd=THdnVIZBdTBOemNTVFY4eDd6M085QT09>

Meeting ID: 863 0483 8310; Passcode: 899769

Call-in: (669) 900-6833

I. Introductions

II. Approval of Consent Calendar (Action Item)

- | | | |
|---|-------|---------------------|
| A. Adoption of the Agenda | Baker | |
| B. Approval of the October 18, 2021 Meeting Minutes | Baker | Attachment 1, pg. 3 |

III. Old Business

- | | | |
|---|-------|---------------------|
| A. LSTA Competitive Grants FY 2022-23 – PLP Ideas | Baker | |
| B. Updates on PLP Organizational Culture and Organizational Change Training (February 18, February 25, and March 4) | Frost | Attachment 2, pg. 7 |

IV. New Business

- | | | |
|---|-------|----------------------|
| A. Review and Adoption of PLP Social Media and Online Forum Policy and Guidelines (Action Item) | Frost | Attachment 3, pg. 11 |
| B. Update on National Library Legislative Day | Frost | Attachment 4, pg. 16 |
| C. Discussion of PLP Annual Meeting on May 13, 2022 | Baker | Attachment 5, pg. 18 |
| 1. Planning and Speaker | | |
| 2. Nominating Committee Selection | | |
| D. Finance | | |
| 1. Consideration of LibraryCall Product for PLP Libraries (Action Item) | Frost | Attachment 6, pg. 19 |
| 2. Update on PLP CLSA Funds | Frost | Attachment 7, pg. 21 |
| 3. Review and Approval of FY 2021-22 PLP/PLS Contract Amendment (Action Item) | Frost | Attachment 8, pg. 22 |

V. Reports

- | | | |
|---------------------------|----------|----------------------|
| A. PLP President's Report | Baker | |
| B. PLP CEO's Report | Frost | |
| C. State Library Report | DePriest | Attachment 9, pg. 24 |

VI. Closed Session Pursuant to Government Code Section 54957: PLS Executive Director/PLP CEO

Baker

Attachment 10, pg. 29

A. Closed Session Report

VII. Agenda Building and Location for Next Meeting on May 13, 2022

VIII. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendaized pursuant to State law.)

IX. Announcements

X. 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

Los Gatos Library, 100 Villa Avenue, Los Gatos, CA 95030

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

Monterey Public Library, 625 Pacific St, Monterey, CA 93940

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

PLP Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402

Acorn Wood, 5603 Lakeside Drive, Mariposa, CA 95338

PLP Executive Committee

October 18, 2021
10:00 a.m. via Zoom

MINUTES**Committee:**

Ryan Baker, President
 Tracy Gray
 Valerie Sommer
 Elnora Tayag
 Inga Waite

System Staff:

Carol Frost, PLP
 Yemila Alvarez, PLP

Others:

Meg DePriest, CSL
 Cheryl Lee, PLPSDC
 Elaine Tai, PLPSDC

The meeting was called to order at 10:01 a.m. by President Baker.

I. Introductions

The libraries shared introductions.

II. Approval of Consent Calendar

- A. Adoption of the Agenda**
- B. Approval of the September 21, 2021 Special Meeting Minutes**
- C. Acceptance of PLP Staff Development Committee Annual Report**
- D. Review and Approval of the FY 2021/22 Innovation and Opportunity Grant Awards**

Item C was removed from consent. The Agenda was adjusted to move III.B to the beginning of New Business. The Consent Calendar was approved unanimously as amended via roll-call vote. (M/S Waite/Sommer)

Item II. C was discussed. Tai presented the report. A motion was made and passed unanimously via roll-call vote to accept the Staff Development Committee Annual Report as presented. (M/S Sommer/Waite)

III. New Business**A. Review and Consideration of AB 361 and Implications for PLP Executive Committee Meetings**

The Committee agreed that if no need has been expressed requiring the exemptions in AB 361, no action needs to be taken, and that the Committee meetings will now follow the Brown Act guidelines. No action was taken.

B. PLP Training Discussion

Lee reported the PLP Staff Development Committee (PLPSDC) has hosted two Brown Bag sessions and virtual discussions in the last year, and the PLPSDC recommends that two more be hosted in January and May 2022. Lee reviewed the topics recommended for the two upcoming Brown Bag sessions. The Executive Committee agreed that the early management primer and EDI training should be prioritized for discussion. Interest was also expressed by some Committee members in networking opportunities. Frost mentioned that PLP has additionally offered a Brown Bag for Directors on the topic of remote work, and that the Executive Committee has also added funding to the budget for organizational culture and change trainings and discussions. Frost asked for direction on focus areas for the organizational culture and change trainings to develop a scope of work. The Committee suggested that various tools and case studies for how to approach organizational changes would be useful, with tangible tools to bring back to their organizations. It was preferred that each training be offered more than once, and that the libraries should provide data on changes they are trying to make in their organizations in advance of the trainings, so that targeted responsive training could be developed. It was expressed that February or March would be a good time to schedule these, prior to the budgeting process. A recommendation was made that the Spring Workshop support the organizational change topic being developed for Managers so that in combination the trainings reflect opportunities for organizational change from every level. Staff was asked to work with the Staff Development Committee and the consultant to develop this plan.

C. LSTA Competitive Grants FY 2022/23 – PLP Ideas

The LSTA application process is slated to open in December, and no priorities have been provided at this time. In the past, all LSTA ideas have come from either the PLP Executive Committee or the membership. There was discussion of the community hubs grants that the State Library has issued and whether this could be created as a regional PLP opportunity. There was discussion of historical archives and tools that can teach archiving to individuals without an archiving background, or tools to research or investigate untold stories within history on a local level. The trainings should include information on how to index historical materials once they have been researched and identified. This could include training on how to tell and document difficult stories in the community, and partners could include local historical societies or the California Society of Archivists. It was noted that the stories could be added to Calisphere, and the State Library offers some initiatives that support storytelling and archiving.

D. Finance

1. Review and Approval of CLA Contract for Support of PLP Future of Libraries Conference

In FY 2020/21, PLP partnered with CALL for the Future of Libraries, and, due to the success of the partnership, PLP was approached again to partner for the October 2021 event. This year, CALL offered use of the Socio platform, funding up to \$5,000 in speaker fees, and \$2,000 of PLP's staff time in supporting the work of the conference. It was mentioned that the contract is for up to \$7,015, and that CALL

would be invoiced actuals for the speaker costs, which may be less than the full \$5,000. A motion was made and passed unanimously via roll-call vote to approve up to \$7,015 for the contract with CLA for the Future of Libraries. (M/S Sommer/Tayag)

2. Acceptance of ARPA Statewide Workforce Development and Support Grant

A motion was made and passed unanimously via roll-call vote to accept the grant as presented. (M/S Tayag/Waite)

3. Acceptance of LSTA Workforce Development and Support Grant

A motion was made and passed unanimously via roll-call vote to accept the grant as presented. (Sommer/Waite)

IV. Reports

A. PLP Middle Manager and Executive Leadership Professional Development Groups

Baker presented Attachment 9.

B. PLP President's Report

There was no report.

C. PLP CEO's Report

It was mentioned that the State Library has been issuing a number of initiatives. It also was mentioned that it is expected that the CLSA claim forms will be released sometime in January.

D. State Library Report

DePriest presented the report. It was mentioned the budget was robust this year with several opportunities for libraries. A grants page is available at <https://www.library.ca.gov/grants/> to review current opportunities. There are also two California Revealed opportunities coming up for working with Archives for interested libraries.

V. Agenda Building and Location for Next Meeting on January 24, 2022

- A.** January meeting changed to either Wednesday the 26th at 10 a.m. or Thursday the 27th in the afternoon
- B.** Annual Meeting changed to either May 13 or May 27
- C.** Annual Meeting Planning
- D.** National Library Legislative Day
- E.** Staff Development Support Initiatives

V. Public Comment

There was no public comment.

VI. Announcements

The libraries shared announcements.

VII. Adjournment

The meeting was adjourned at 11:04 a.m. by President Baker.

DRAFT

ORGANIZATIONAL CULTURE AND ORGANIZATIONAL CHANGE
TRAINING - Executives/Upper Management
Prepared for Pacific Library Partnership

Thank you for the invitation to submit the following proposal for training on organizational culture and change for executives/upper management. How can you ensure that your culture is connecting with your people? How can you create and continually develop your culture in a state of continual change? Through three primary focus areas, the series will provide you with the tools and techniques to evaluate the state of your organization's culture, understand culture within the context of the profession, and strategically develop and leverage your culture to connect and grow your employees and your organization's relationships.

TRAINING SESSIONS

Executives/Upper Management (February-March)

This series will be offered once a week for half a day per session for three weeks. Each session will be approximately half a day (4 hours) for a total of 12 hours [conducted 8-12pm PT or 1-5pm PT]. Membership can be surveyed after the series begins to see if they want the series offered a second time.

The following tentative outline includes the focus for each session as aligned with the learning outcomes.

Session 1: Evaluating Your Organization's Culture

- Define culture and its impact, both organizationally and personally
- Learn the importance of having a strong organizational culture
- Analyze different factors and how they shape attitudes and culture
 - Trust
 - Values
 - Leadership
- Understand the employer/employee role in fostering a high-performing culture
- Consider what happens to organizations that lack culture

Session 2: Create and Manage Organizational Culture

- Understand the context of the changing cultural environment
- Examine benefits of organizational culture
- Examine ways to ensure the cohesion and success of an organization's culture including curating a strategy
 - Company values
 - Trust and transparency
 - Work-life balance

ORGANIZATIONAL CULTURE AND ORGANIZATIONAL CHANGE
TRAINING - Executives/Upper Management
Prepared for Pacific Library Partnership

- Recognize pressures caused by opposing organizational objectives and how culture can help reconcile for desirable outcomes
- Determine ways to measure
 - Engagement survey
 - Culture survey
 - Climate survey
 - Other tools

Session 3: Adjust Your Culture to the Environment

- Define change and assess the culture for adaptability
- Discuss application of change model(s)
 - Determine impacts
 - Acknowledge resistance to change
 - Adopt best practices in recognizing and alleviating tensions in situations
 - Adapt to change
 - Cope with uncertainty and move forward
- Identify and overcome cultural differences in communication and nonverbal behaviors
- Discuss how employee turnover reflects an organizational culture
- Share tips for building a model that guides employees

A more detailed agenda will be provided prior to each session. Dates dependent upon PLP and facilitator availability.

The three training sessions will include interactive exercises (breakouts, activities), case studies, other tools, and be supplemented with a handout. Each session would include both lecture-content and interactive experiences. Lecture content can easily be recorded; however it is not recommended that any interactive exercises, Q/A, or other non-lecture content be recorded.

ORGANIZATIONAL CULTURE AND ORGANIZATIONAL CHANGE

TRAINING - *Frontline staff*

Prepared for Pacific Library Partnership

Thank you for the invitation to submit the following proposal for training on organizational culture and change for staff. How can you ensure that your culture is connecting with your people? How can you create and continually develop your culture in a state of continual change? Through three primary focus areas, the series will provide you with the tools and techniques to evaluate the state of your organization's culture, understand culture within the context of the profession, and strategically develop and leverage your culture to connect and grow your employees and your organization's relationships.

TRAINING SESSIONS

Frontline staff (April - Spring workshop)

Offer a 3-hour Spring workshop focused on 1) addressing how frontline staff contribute to organizational culture and change, 2) how to mitigate resistance, and 3) strategies to move change work forward. The workshop will include interactive exercises including case studies, other tools, and be supplemented with a handout with self-reflection questions.

The following tentative outline will be revised prior to the workshop to focus on the above for frontline staff [included below here as a basis to modify from *Executives/Upper Management* training].

Evaluating Your Organization's Culture

- Define culture and its impact, both organizationally and personally
- Learn the importance of having a strong organizational culture
- Analyze different factors and how they shape attitudes and culture
 - Trust
 - Values
 - Leadership
- Understand the employer/employee role in fostering a high-performing culture
- Consider what happens to organizations that lack culture

Create and Manage Organizational Culture

- Understand the context of the changing cultural environment
- Examine benefits of organizational culture
- Examine ways to ensure the cohesion and success of an organization's culture including curating a strategy
 - Company values
 - Trust and transparency
 - Work-life balance

ORGANIZATIONAL CULTURE AND ORGANIZATIONAL CHANGE

TRAINING - *Frontline staff*

Prepared for Pacific Library Partnership

- Recognize pressures caused by opposing organizational objectives and how culture can help reconcile for desirable outcomes
- Determine ways to measure
 - Engagement survey
 - Culture survey
 - Climate survey
 - Other tools

Adjust Your Culture to the Environment

- Define change and assess the culture for adaptability
- Discuss application of change model(s)
 - Determine impacts
 - Acknowledge resistance to change
 - Adopt best practices in recognizing and alleviating tensions in situations
 - Adapt to change
 - Cope with uncertainty and move forward
- Identify and overcome cultural differences in communication and nonverbal behaviors
- Discuss how employee turnover reflects an organizational culture
- Share tips for building a model that guides employees

A more detailed agenda will be provided prior to the workshop. Dates dependent upon PLP and facilitator availability.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Review and Adoption of PLP Social Media and Online Forum Policy and Guidelines
Date: January 26, 2022

BACKGROUND

Since the beginning of the pandemic, the PLP Staff Development Committee has offered both their fall Future of Libraries conference and the Spring Workshop in a virtual environment. The Spring Workshop remains exclusively for staff from PLP libraries. The Future of Libraries remains open to all libraries in California, and in the last two years, has extended to two days.

Because of the virtual programming, PLP has a need to adopt a policy and guidelines for social media and online forums.

RECOMMENDATION

It is recommended that the Executive Committee approve the PLP Social Media and Online Forum Policy and PLP Guidelines for Social Media and Public Forums.

PLP Social Media and Online Forum Policy

The Pacific Library Partnership (PLP) offers a blog, webinars, video-conferencing, and other social software tools to engage with the community it serves and to facilitate an online platform of communication between PLP and member library staff and other participants about PLP or library-related issues. PLP's social media applications and services are not intended to be traditional unlimited or limited public forums for the general exchange of ideas and viewpoints. Instead, these are intended as platforms to facilitate the sharing of ideas, opinions, and information about specific topics and library-related issues selected by PLP.

Comments posted to PLP-sponsored online media websites and platforms, or comments/input during a webinar are moderated by PLP or member library staff. PLP recognizes and respects differences in opinion. All comments, posts, and messages are solely the opinion of the author and their publication does not imply endorsement or agreement by PLP. PLP reserves the right to monitor and review content before it is posted on any platform, and to modify or remove any messages or postings that it deems, in its sole discretion, to be:

- Obscene, homophobic, sexist, or hateful content amounting to legally prohibited harassment.
- Specific and imminent threats of violence or illegal activity.
- Personal attacks, insults, or threatening language that are likely to provoke the listener or reader to resort to immediate violence.
- Potentially libelous or slanderous statements.
- Private and personal information published without consent where the publication amounts to an unlawful violation of privacy rights.
- Comments unrelated to the content of the discussion.
- Hyperlinks to material that is not directly related to the discussion.
- Commercial promotions or spam.
- Organized political activity.
- Violations of copyright, trademark right or other intellectual property right of any third party.

By using the PLP's platforms, applications, or services, participants agree to abide by this policy and all other rules and policies of the Pacific Library Partnership. Abuse or violations of this policy may result in the responsible poster being barred from participating in or posting any subsequent messages to PLP's social media sites or online forums. Participants are personally responsible for their commentary and may be held personally liable to an offended party for commentary that is defamatory, obscene, proprietary, or libelous. In addition, participants agree to indemnify PLP and its employees, from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred which arise out of or are related to posted content. Forums and messaging may not be used for commercial purposes or for organized political activity.

In addition to the above, PLP has developed Standards of Engagement for Online Forums, to ensure respect and equitable discourse.

Standards of Engagement for Online Forums

Source: <https://www.mckensiemack.com/agreements>

We agree to struggle against racism, sizeism, transphobia, classism, sexism, ableism, and the way we internalize myths and misinformation about our own identities and the identities of other people.

We know that no space can be completely “safe” and we agree to work together towards harm reduction, centering those most affected by injustice in the room.

We agree to sit with the discomfort that comes with having conversations about race, gender, identity, etc. We agree to try our best not to shame ourselves for the vulnerability that these kinds of conversations require.

We are to value the viewpoints of other people that do not challenge or conflict with our right to exist.

We agree that it’s okay to have feelings. It’s okay to feel uncomfortable when discussing complex topics about accountability, equity, relationships, justice, and care.

PLP Guidelines for Moderators of Social Media and Online Forums

The Pacific Library Partnership (PLP), by law, is considered a local public (government) agency and as such is bound by First Amendment guidelines for protected speech when it invites public communication.

Under those standards, local government agencies are allowed to control the content of their own speech activities. For instance, if PLP decides to hold a virtual public presentation on the subject of racial equity in library functions, with invited public input on that subject, it can lawfully block or bar off-topic public input (e.g., how to build a non-reinforced garden wall) during that presentation.

If there is doubt that an input from the public/virtual participant is off-topic, offensive or not, the moderator may use these two questions to assess what speech is allowable:

- Is the public comment or post generally within the scope of the subject being presented?
- Does the comment fall within the First Amendment guidelines of protected speech?

Local government agencies are not allowed to suppress speech based on its content, unless it meets the criteria for unprotected speech.

In general, the questions below are guidelines for speech which is not protected. This is not a complete list, but provides guidance on determining whether the speech is protected. Please refer to the **PLP Social Media and Online Forum Policy** for further information:

- Is the speech obscene?
- Is the speech pornographic?
- Does the speech amount to fighting words?
- Does the speech incite violence?
- Is the speech a statement of intent to commit a crime?
- Is the speech sexual, racial or other prohibited harassment?
- Is the statement not within the scope of the subject being presented?
- Is the speech defamatory?
- Does the speech invade intellectual property rights?

Legally prohibited harassment is intentional harassment by words which are based upon race, gender, sexual identity/preference, disability, ethnicity, or other protected classification/category. Speech that is offensive to a listener or makes a listener uncomfortable, may or may not make it legally prohibited harassment. Care should be given to analyze the "intent" element rather than limit your analysis to how it makes a moderator or others feel. Sometimes the very words used are sufficient evidence of intent to harass.

For example, a speaker's use of words which are commonly viewed as racial epithets, for instance use of the "N" word, can usually be viewed as intentional, unprotected, and can be shut down. Should a participant include the term 'negro' in their input/comments, this may seem offensive or make the moderator/others feel uncomfortable. However, a person may self-identify with this term. Care should be used to consider all viewpoints.

The moderator should resolve in favor of allowing an on-topic speech if the words used are not viewed by all as prohibited speech and bad intent has not been established. The moderator can follow up with the speaker privately in the event a decision is made later that the speech was unprotected.

Speech that may make others feel uncomfortable should not be deleted, nor the speaker barred, unless it fits one or more categories listed above.

If there's any question about the appropriateness of a comment, the moderator should bring the matter to the attention of a PLP staff person. The PLP staff person will make an assessment on the matter and will determine whether action should be taken.

These internal guidelines are used in conjunction with the **PLP Social Media and Online Forum Policy**. The policy should be shared with all participants and speakers before any PLP sponsored event.



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Update on National Library Legislative Day
Date: January 26, 2022

Each year, PLP allocates funds for some of the PLP Executive Committee members to fly to Washington, D.C., to participate in the National Library Legislative Day, which generally occurs the first week of May.

The FY 2021/22 PLP budget included \$5,400 for two directors and the PLP CEO to attend the National Library Legislative Day in Washington, D.C. In May 2020 and 2021, ALA held the event virtually due to the ongoing pandemic.

To date, the American Library Association has made no announcement about the 2022 National Library Legislative Day. It is not known at this time if there will be an in-person event, or if ALA will choose to continue with converting this into a virtual week-long event because of the novel coronavirus pandemic.

In the last two years, PLP did not engage in a coordinated participation, and instead encouraged the individual libraries to perform advocacy.

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



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 to more than 47,000 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.

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**
- **Intellectual Freedom**
- **Privacy**
- **Net Neutrality**

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

Approved and adopted by the CLA Executive Board on November 23, 2021.

Election of the FY 2022-23 Executive Committee and Officers

The PLP Nominating Committee (**TBD**) is pleased to nominate the following for FY 2022-23:

New candidates to serve on the PLP Executive Committee (first year of first term):

One BALIS Candidate

One MOBAC Candidate (Public Library)

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

President: ???

Vice-President: ???

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



Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Consideration of LibraryCall Product for PLP Libraries
Date: January 26, 2022

BACKGROUND

From time to time, PLP receives proposals for consortia-wide services. They are generally considered at the January meeting to be included in the upcoming budget year, unless there is an urgency regarding the topic.

PLP has been approached by The Galecia Group about the project **LibraryCall**, <https://librarycall.com/>. This is a subscription service where a library patron (a child, or a child with a parent or caregiver) calls a phone number and can hear a story read to them. There is fresh content delivered weekly in both English and Spanish. There is a shared repository of stories which are free from copyright, and developed by partner libraries and LibraryCall staff. A dashboard reports the number of unique callers each month, how many listening minutes, and total number of calls.

Galecia has offered systemwide pricing for PLP for this service. Below are the costs:

Option 1:

Original Price: \$1,200 per library plus one-time \$250 set-up

Discounted price: Price based on number of children borrowers each library has.

Number of Children Borrowers/Library	Annual Subscription Fee
Up to 1,000	\$350
1,001 to 5,000	\$600
5,001 to 10,000	\$900
More than 10,000	\$1,200

If each PLP library signed up, the cost would be over \$150,000. Using this modified cost for the consortia, the smaller libraries could sign up and still get a heavily discounted service. Each new library would still have a \$250 one-time start-up fee.

Option 2: Flat rate of \$50,000 for all PLP libraries, with all set-up fees waived. The Galecia Group notes that, on average, that's about 1 cent per child borrower per year.

AVAILABLE BUDGET AND CONSIDERATIONS

Based on this service, we do not think this would be eligible for using CLSA funds.

The approved PLP budget includes \$61,000 of unallocated funds, which will fall to fund balance if not expended. Long-term, with the State Library taking on the administration of more grants previously administered by the systems, it is expected that PLP revenues received from Indirect from handling statewide contracts will decrease, leaving PLP with fewer discretionary funds.

Option 2 pricing is based on participation of one third of PLP libraries, and it is not known how many libraries would use it.

It is not known how many PLP libraries would be interested in this service. At this time, there are no PLP libraries which are participating in this service.

RECOMMENDATION

The PLP Executive Committee may consider using PLP funds to purchase LibraryCall for some or all of its members.



Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Update on PLP CLSA Funds
Date: January 26, 2022

BACKGROUND

The purpose of this memo is for the PLS Executive Committee to review the current CLSA budget and discuss any modifications or future purchases.

ALLOCATION OF ADDITIONAL CLSA FUNDS

Based on CLSA fund restoration, PLP Executive Committee decisions made for FY 2021-22 were:

\$218,000 Roll-over prior year funds
 \$300,000 Allocate to member libraries to choose from the approved formula
 \$259,392 Reserve for future purchases

After final expenditures, the following updates have been applied to this budget:

\$109,994 Roll-over prior year funds
 \$300,000 Allocate to member libraries to choose from the approved formula
 \$151,386 Reserve for future purchases

The Executive Committee also agreed that the eight libraries participating in Flipster would use their CLSA allocation to pay their portions of the subscription (\$42,041) and supplement any outstanding subscription costs with local funds. (Those eight libraries are Harrison Memorial Library, Los Gatos Library, Monterey County Free Libraries, Monterey Public Library, Mountain View Public Library, Salinas Public Library, San Benito County Library, and San Juan Bautista Public Library).

Should the funds for Future purchases not be spent, they will roll-over for next year. PLP has three years to spend the CLSA allocation. The Governor's revised final FY 2021-22 budget includes ongoing full funding of CLSA, and it is expected that PLP will receive a full portion for FY 2022-23. The State Library typically provides preliminary notification in March or April.

RECOMMENDATIONS

PLP occasionally surveys its membership to gather feedback on ideas regarding spending CLSA funds, as well as other ideas for PLP activities. The last survey was done in March 2020. PLP has not received any recent feedback from individual members regarding changes to the CLSA menu, or other products to pursue.

The PLP Executive Committee may consider future purchases with the funds identified.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of Third Amendment to FY 2021-22 PLP/PLS Contract for Administrative and Fiscal Services
Date: January 26, 2022

BACKGROUND

The PLP Executive Committee approved the first and second amendments to the FY 2021-22 PLP/PLS contract for fiscal and administrative services for a total of \$943,617. The purpose of this memo is to review the third contract amendment which outlines additional work.

ADDITIONAL GRANT WORK

In August 2021, PLP was awarded to be the fiscal agent for two statewide grants: the ARPA Statewide Workforce Development and Support Project (contract total \$4,366,102); and the LSTA Statewide Workforce Development Project (contract total \$155,969). These grants were approved at the previous Executive Committee meeting.

Each project includes staff time for work to be performed by PLS staff. The total for staff time is \$13,769. The contract amendment includes the staff time costs.

Each of the contracts include Indirect, for a total of \$18,877. In consideration of the time needed to oversee, administer, and perform the work, as well as general indirect costs, it is recommended that 10% of the Indirect (\$1,888) be allocated to PLS, and 90% (\$16,989) allocated to PLP. This is in alignment with past practices.

RECOMMENDATION

It is recommended that the Executive Committee approve the third amendment to the FY 2021-22 PLP/PLS contract, for an additional \$15,657, for a total contract of \$959,274.

This contract amendment will be reviewed and approved by the PLS Executive Committee at their March meeting.

It should be noted that additional contract amendments may be needed should either PLP or NorthNet receive additional grants.

PLP/PLS CONTRACT
July 1, 2021 to June 30, 2022
3rd Amendment

PLP/PLS Baseline Contract with 2nd Amendment (Approved) **\$943,617**

Work Related to the ARPA Statewide Workforce Development and Support Project

Staff	Hours	Hourly Rate	Amount
Chief Executive Officer	55	\$124	\$6,804
Controller	30	\$102	\$3,045
Administrative Assistant II	6	\$51	\$304
Accounting Clerk II	8	\$47	\$376
Administrative Assistant	4	\$21	\$86
TOTAL Grant Staff Support Costs	103		\$10,615
Indirect			\$16,062
PLS 10% portion of Indirect		\$	1,606

Work Related to the LSTA Statewide Workforce Development Project

Staff	Hours	Hourly Rate	Amount
Chief Executive Officer	18	\$124	\$2,227
Controller	7	\$102	\$711
Administrative Assistant II	2	\$51	\$101
Accounting Clerk II	2	\$47	\$94
Administrative Assistant	1	\$21	\$21
TOTAL Grant Staff Support Costs	30		\$3,154
Indirect			\$2,815
PLS 10% portion of Indirect			\$282

Total Staff time for Two Grants and 10% of Indirect	\$15,657
TOTAL REVISED CONTRACT	\$959,274

**California State Library, Library Development Services
Cooperative System Report, January 14, 2022**

Zip Books

The California State Library invites all CA public libraries to apply for funding to establish a Zip Books program. 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 and application can be found at [Zip Books - California State Library](#)

To apply for Zip Books funding, please use the Submittable application link at [California State Library Application Manager - 2021-22 Zip Books Application R2 \(submittable.com\)](#) Applications are due into Submittable by **January 14, 2022 5 p.m.**

Libraries new to Zip Books can request up to \$35,000. Please note: For California libraries that previously had a Zip Books program and weren't able to apply in the first round in November 2021, we invite you to apply for this second round of funding. For Zip Books questions, please contact Lena Pham at lena.pham@library.ca.gov

Book to Action

The California State Library is pleased to offer Book to Action, a Library Services and Technology Act (LSTA) funding opportunity for public libraries to provide book-themed programming to encourage lifelong learning. Book to Action 2021 initiatives tackle important issues in the community and encourage reading, community discussion, and action.

For instructions and the application, please visit our [Book to Action webpage](#). For more information, join us for an information session via Zoom on Wednesday, January 19 from 1:00 p.m. to 2:00 p.m. Register [here](#).

LSTA 2022-23 Grant Program

The online application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now live on the California State Library website!
<https://www.library.ca.gov/grants/library-services-technology-act/competitive/>

The application deadline is March 1, 2022. The timeline, instructions, application materials, and link to the online application are all available on the site. Email ltagrants@library.ca.gov for more information.

Ebooks for All CA

The State Library recently [announced an ARPA grant to Black Gold](#) to purchase an eBook collection and eBook platform for every public library in CA. This project will bring more eBooks to every California library card holder, but more importantly provide an infrastructure through which libraries can purchase materials that can be shared between library jurisdictions across the entire state.

This topic was recently discussed at the December's Library Director's Networking Call. Right now, there is an initial cohort that is forming to beta test the process for CA. In March, it is expected that the process will be streamlined and open for all for a rolling, open onboarding. Contact arpa@library.ca.gov for further details.

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 2 months. Contact arpa@library.ca.gov for more information.

Networking Conversations

Networking conversations for California libraries continue, and we encourage you to register to attend. Directors' calls occur once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled.

We hope you will participate in the next public library directors networking call on **Wednesday, January 19, 2022** from 3:30 to 5:00 p.m. This call is an important one where you'll have the chance to offer your thoughts on the next five-year LSTA plan.

Join Linda Braun and Sandra Hughes Hassell to actively engage and share your thoughts about the development of the next California State Library LSTA five year plan. At this session, Linda and Sandra will ask library directors to contribute ideas and opinions on significant issues related to the future of public libraries. You will have the chance to consider and talk with each other and Linda and Sandra about organizational opportunities and concerns and the role of the State Library in addressing and supporting those. Please register using [this form](#).

Stronger Together: Out of School Time Grants

The California State Library is pleased to announce that the [Stronger Together: Out of School Time Grants](#) opportunity is officially open. This grant opportunity is designed to support and expand the critical role that libraries play for children and teens when they are out of school. Funded projects are encouraged to focus on one of the following topics:

- Social-emotional development
- Workplace preparedness of teens
- Youth voice and leadership
- Academic / technological advancement of youths
- A replication project of a previous Shared Vision grant (see opportunity page for details)

For full grant and application details, please visit the [opportunity webpage](#). An information session will be held on January 12, 2022 at 10am ([Register here](#)). Completed applications are due by **Friday, February 11, 2022 at 5pm**. Contact strongertogether@library.ca.gov with any questions.

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.

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. The call for 2021/22 applications have closed and applications were reviewed by a panel. Award news sent Dec 2021 to early January 2022. Report forms can be found at [Manage Your Current Grant - California State Library](#) (look under “CopyCat” section). For questions, contact copycat@library.ca.gov

California Library Literacy Services

For current CLLS programs, the 2021-2022 mid-year report and 2022-2023 pre-application will be combined this year, and is projected to open later in January and to be due in February. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for more information. Round I applications for ESL funds closed Dec. 24, 2021, and Round II applications (for ESL services starting July 2022) will open this spring.

Digital Learning Platforms for All California Public Libraries.

We are hoping the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare are being set up on your websites. The vendors have contacted the identified library staff with information needed for set up. Each platform has a different access model. The link to information sessions, marketing materials, and FAQs is <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. NOTE: If you did not register interest in accessing LinkedIn due to connection issues with SIP2 or Patron API, please contact jen.lemberger@library.ca.gov. We are working on a solution.

Building Forward Infrastructure Funding for California Libraries

The Building Forward infrastructure grant program was made possible by the California Budget Act for the 2021-2022 fiscal year, which contains \$439 million in one-time funds to create an

equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.

As stated in SB 129, Section 215 the California State Library:

1. Shall prioritize project requests submitted by local libraries in high-poverty areas of the state. No grant amount shall exceed \$10,000,000.
2. Shall prioritize grants for life-safety and other critical maintenance and infrastructure projects.
3. May support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

A link to a recorded information session is available at:

<https://www.library.ca.gov/grants/infrastructure/>

The preliminary application period, which was an optional step in applying, closed October 27, 2021. Next steps will be announced shortly. If you have questions, please email BuildingForward@library.ca.gov.

California Libraries Learn (CALL)

California Libraries Learn is busier than ever. Start planning your team's professional development by visiting www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Free courses, weekly webinars, and cohort-based continue. CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please [subscribe today](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). This year, CALL's special focus areas are, as requested by CA library staff: mental health and workplace wellbeing; customer service; equity, diversity, inclusion, and belonging; and community engagement.

Public Library Staff Education Program

The Public Library Staff Education Program 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. Information can be found at [Public Library Staff Education Program - California State Library](#). 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - California State Library](#). For questions, please contact Lena.pham@library.ca.gov

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/>

PLS Executive Director/PLP CEO Accomplishments January - December 2021

Peninsula Library System

- A contract has been signed with a Realtor to identify tenants for the three empty suites in the PLS-owned building. Continue to work with Realtor on vacancies. ***Ongoing: The long-term effect of the pandemic on office space continues to be an issue throughout the entire Bay Area. We continue to work with our Realtor and have renegotiated some of the lease renewals. We have also worked on building improvements, including issuing an RFP for a new HVAC, and carpeting and painting. These projects will be completed in 2022.***
- Develop a budget which reflects the uncertainty due to COVID-19, taking into consideration reduced Delivery services and potential suite vacancies in the PLS building.
Completed/Ongoing: The final approved budget included additional one-time funds to support hiring a consultant for a cybersecurity audit, based on the increased vulnerabilities being experienced worldwide. The RFP closed in December 2021 and the review will commence in 2022. Hiring for non-coded positions, including sorters and hourly drivers, remains an issue, and staff are working to address them.
- With the Fair Oaks Library moving from Redwood City to San Mateo County Libraries, staff have developed a work plan and will work with both agencies to complete the work for a successful transition. ***Completed.***
- With Menlo Park Public Library's transition from PLS, staff will work through the transition with the Menlo Park Public Library staff to ensure a smooth transition. ***Completed. With the Menlo Park Public Library rescinding the intent to leave PLS, the transition is no longer needed.***
- Implement Asset Tracking System to better account for assets, contracts, subscription renewals and end-of-life for equipment. This will result in more efficient management of PLS, PLP and NLS services. Estimated date of completion: September 2021. ***Ongoing: Upon further review, the tracking software identified was not deemed suitable for PLS. Staff are continuing to explore other avenues for this.***
- With the pandemic, the assessment of the shared OCLC WorldShare product to review use and trends was put on hold as libraries closed. With the renewed license, we have another year for review to determine if this is a viable product for resource sharing between SMCCCD and the public libraries. Staff will work with the Circulation Managers and other stakeholders for review, and data will be presented to the PLS Administrative Council for consideration. ***Completed/Ongoing: PLAN staff worked with the various PLS Committees. The Council agreed to renew the subscription for another year, based on the InfoService and Circulation Manager Committee's recommendation. A task group will work on the continued review of the product.***

In addition, PLS staff assumed the administration, reimbursements and tracking of the Measure K funds. Staff worked with the Youth Group to develop a process and guidelines.

Pacific Library Partnership

- For LSTA regional grants, complete the work of the FY 2020/21 Data Privacy and Cybersecurity Best Practices grant. For FY 2021/22, continue the development of a grant application on social justice and intellectual freedom. If awarded, commence the work of the grant. Work with the State Library on the potential of being the fiscal agent for additional statewide grants for FY 2021/22. **Completed/Ongoing: The work of the FY 2020/21 grants was completed. After considerable time invested in developing potential partnerships for the LSTA grant for social justice and intellectual freedom, the grant was not awarded. PLP continues to explore these topics and has allocated funds in the budget for training, which will take place in early 2022. In Summer/Fall 2021, PLP spent a considerable amount of time on the Networking grant, issuing two different RFPs for consultants for the LSTA five-year evaluation, and the development of the next LSTA five-year plan. PLP also performed several recruitments for advisors and contractors for various activities for the grant. With the restoration of funding for the Lunch at the Library in the Governor's budget, PLP was asked to be the fiscal agent for the grant, which ends December 31, 2021. We have been notified that the State Library is planning on hiring people in-house to perform the work for next year, and that our contract will not be renewed. After the FY 2021/22 year began, PLP was approached by the State Library to be their partner on two new grants using the ARPA funds: the ARPA Statewide Workforce Development & Support project, and the LSTA Workforce Development and Support project. This was a very tight deadline of six weeks to negotiate seven different contracts with vendors, and staff spent a significant amount of time and effort to complete these deliverables for the State Library. In Fall 2021, the State Library approached PLP and asked if they would be the lead in applying for an AmeriCorps grant to support the California Library Literacy Services. This complicated grant was submitted, and notifications of award will be done in Spring 2022. Should PLP receive this grant, the work will commence. PLP has also started exploring topics for a Regional LSTA FY 2022/23 proposal.**
- Continue the work of the PLP Strategic Priorities. Work with the SVLS Technical Services group to roll out the shared acquisition and cataloging of language materials to all interested PLP members. Hold a system-wide introductory meeting. **Completed/Ongoing: Orientation meetings for all PLP libraries were held in March and June 2021. A survey was issued in Fall 2021 to determine ways in which the program could be enhanced. The results will be examined by the group in Winter 2021, with changes and enhancements implemented in 2022. More than two-thirds of all PLP libraries have attended an orientation, and a Basecamp group has been expanded to all interested libraries.**
- Continue the work of the PLP Strategic Priorities by holding at least one Brown Bag session that relates to the pandemic and workflows for library staff. Work with the Staff

Development Committee on presentation, and consider future events based on feedback. Continue to regionally support libraries during pandemic. Estimated time of first event: January/February 2021 ***Completed/Ongoing: The PLP Staff Development Committee, with the direction of the Assistant Director, held a series of Brown Bag discussions in late January and mid-May in response to the COVID-19 pandemic. Staff from PLP member libraries had an opportunity to speak candidly with peers about their plans for reopening libraries and restoring or expanding services that have been curtailed during the pandemic, their experiences with the pandemic to date, and any hopes or concerns they might feel about new services under consideration. Sessions held an average of 40 participants. A Brown Bag was held for Executives in Summer 2021. The Staff Development Committee will continue to develop further Brown Bags as needed.***

- Work with the MOBAC ad hoc group to complete a new MOBAC website. Transition the MOBAC list-servs off of the UCSC system to be hosted by PLP. Develop Basecamp groups for all MOBAC committees. ***Completed/Ongoing: The Assistant Director worked with the various MOBAC committees and Chair to design and migrate all content to the new website successfully. The new site allows more flexibility and features, and collaboration between groups can continue.***
- Continue to provide strategic direction and management to NorthNet Library System (NLS). With Placer County, explore the potential CalPERS obligations of the newly formed Loomis Library. Continue work on CalPERS obligations for legacy systems as it relates to AB1912 and implement their new schedules for financing their unfunded liability and ongoing CalPERS obligations. Support NLS with their regional Disaster Recovery LSTA FY 2020/21 grant, along with their application to expand the program statewide for FY 2021/22. ***Completed/Ongoing: The CalPERS obligation cost- share models have now been established for all three of the legacy systems. The Colusa County Library CalPERS obligations have been formally established for the North State Cooperative Library System, and their future contributions will be for that system, rather than for the Mountain Valley Library System. A procedure has been set up to welcome new library directors and provide an orientation to NLS. The NLS Executive Committee approved hiring an outside consultant to provide an assessment of the CLSA formula and menu of services. A contract was signed in Fall 2021, and work will continue through Spring 2022. The FY 2021/22 LSTA grant was not funded. Exploration is continuing regarding a submission for the FY 2022/23 cycle. PLP's contract for fiscal and administrative services ends in June 2022. NLS has issued an RFP for fiscal and administrative services for the subsequent several years, and PLP will submit a response to the RFP, which is due in February 2022. The Loomis Library has not responded to requests for meetings to continue discussions of joining NLS. With the State budget including ongoing funding for Zip Books, NorthNet completed its multi-year work as the fiscal partner for this grant.***

Legislative and REALM Work

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

During this last year, in addition to participating in the meetings, I was asked to work on several special projects. As a bill from Senator Umberg's office for Student Success was going through the vetting process, I was asked by the Legislative Analyst to provide information about costs related to our PLP LSTA grant, and how those would relate to this bill. That information was used in the analysis and budget for this bill, which was put in suspension. I was also asked to assist in development of ideas related to the tiered funding structure for libraries for the construction funds. I advocated for restored funding for CLSA, and worked with many library directors and stakeholders on letter-writing campaigns. After much hard work by many people, this funding was restored in the budget and placed as ongoing funding, rather than one-time funding. I also advocated to have the funding for the Lunch at the Library restored. This was added back into the budget and done in a trailer bill so that libraries could receive funding for Summer 2021 activities.

- Continue to participate in the Reopening Archives, Libraries and Museums (REALM) initiative as part of the Operations Group. Provide public library input on the program. ***I have continued to attend these ongoing meetings and provide support and updates. During the last year, the research has included whether fomites are infectious on library materials and whether those are more or less infectious than airborne fomites. This ongoing research was used by libraries to determine quarantine times for materials, workflows, and safety procedures. I have presented two times on this project – at the Future of Libraries, and at the California Library Association annual conference.***

PLS Executive Director/PLP CEO Work Plan January - December 2022

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2022 Work Plan:

Peninsula Library System Projects

- Complete the cybersecurity assessment on the PLS internal and external networks. Present the findings at the April PLS Council meeting and present a roadmap for changes. Incorporate in the FY 2022-23 budget any additional costs related to the improvements. *Estimated date of completion: Spring 2022*
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. *Estimated date of completion: Summer 2022*
- Continue to work with Realtor to identify future tenants for the vacant suites in the PLS-owned building. *Estimated date of completion: TBD*
- Complete the HVAC upgrades for Suite 201. Complete the fresh-air upgrades to the first-floor suites in the PLS-owned building for HVAC improvements. *Estimated date of completion: TBD*
- Explore a Fixed Asset module in the current accounting system to better account for asset-required reporting in system financial statements. This will result in more efficient management of PLS. *Estimated date of completion: December 2022*

Pacific Library Partnership Projects

- Complete the work of the FY 2021-22 Statewide grants in partnership with the California State Library. Complete the work of Year 3 of the IMLS Reimagining School Readiness grant, in partnership with the Bay Area Discovery Museum. For the FY 2022-23 LSTA grants, work with the PLP President, Vice-President and other stakeholders for the development of a grant application. If awarded, commence the work of the grant. Continue with the AmeriCorps grant application to support/supplement the statewide adult literacy grant. Work with the State Library on the potential of being the fiscal agent for additional statewide grants for FY 2022-23. *Estimated date of completion: December 2022*
- Review the long-term fiscal forecast for revenue related to support of the State Library in statewide grants. Provide an analysis to the PLP Executive Committee by May 2022.
- Continue the work of the PLP Strategic Priorities by holding a training for PLP Executive Management in early 2022 regarding change management and organizational culture change. Offer a 'light' version of this training at the PLP Staff Development Spring workshop in April 2022.
- Continue the work of the PLP Strategic Priorities by holding at least one Brown Bag session that relates to the career development into management for library staff. Work with the

Staff Development Committee on presentation, and consider future events based on feedback. *Estimated time of first event: January/February 2022*

- Provide ongoing support to PLP and NLS libraries for statewide initiatives as needed.
- Continue discussions with the San Leandro Library Director regarding the benefits of joining PLP. If there is interest, provide guidance on the process of approvals at the local and state levels, and work with the PLP Executive Committee regarding levels of membership benefits. *Estimated time of next meeting: January 2022*
- Review the shared eResources Flipster contract among eight PLP libraries to determine if value continues as a shared eResource and to determine best level of CLSA funding for FY 2022/23. *Estimated time of completion: June 2022*
- Respond to the NorthNet Library System's RFP for fiscal and administrative support by February 2022. If awarded, perform the work in administering NLS for FY 2022-23.
- Continue to provide strategic direction and management to NorthNet Library System through June 30, 2022. Work with the NLS Executive Chair on development of a FY 2022-23 LSTA grant application. Complete the activities related to the CLSA formula study by an outside consultant and implement any recommended changes for the FY 2022-23 budget.

Legislative and REALM Work

- In 2022, participate as a member of the CLA Advocacy and Legislative Committee for my fifth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.
- Continue to participate in the Reopening Archives, Libraries and Museums (REALM) initiative as part of the Operations Group. Provide public library input on the program.

Ongoing work

- Support PLP, its four legacy systems, and NorthNet by attending meetings and responding to requests and initiatives. This includes attending 24 meetings annually supporting BALIS, MOBAC, PLS and SVLS, 4 meetings for PLP, and 6 meetings for NorthNet, for a total of 34 meetings.
- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Coordinate with other systems for the Spring and Fall California Library Services Board meetings, focusing on CLSA regulatory language interpretations, funding, and priorities. Attend CLSB meetings with NLS and PLP Chairs.

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