

PLP Executive Committee Agenda - Revised

May 13, 2022

1:30 p.m. via Zoom

<https://us02web.zoom.us/j/87485616899?pwd=WWRmRVdvRGRSa0lpZ0paNzBRcVRXdz09>

Meeting ID: 874 8561 6899 Password: 162316

Call-in Option: (669) 900-6833

I. Introductions

II. Approval of Consent Calendar (Action Item)

- | | | |
|---|-------|--------------------|
| A. Adoption of the Agenda | Baker | |
| B. Approval of the January 26, 2022 Minutes | Baker | Attachment 1 pg. 3 |

III. Old Business

- | | | |
|---|-------|--------------------|
| A. PLP Middle Manager and Executive Leadership Professional Development Program (Action Item) | Frost | Attachment 2 pg. 7 |
| B. LSTA FY 2022-23 Grant Application <i>Intellectual Freedom and Social Justice: A Primer for Libraries</i> | Frost | Attachment 3 pg. 8 |

IV. New Business

- | | | |
|--|-------|----------------------|
| A. PLP Annual Meeting Debrief | Baker | |
| B. Finance | | |
| 1. Consideration of PLP Membership for the San Leandro Public Library (Action Item) | Frost | Attachment 4 pg. 23 |
| 2. Approval of the FY 2021/22 PLP/PLS Fourth Contract Amendment (Action Item) | Frost | Attachment 5 pg. 25 |
| 3. Approval of PLP/NorthNet FY 2022-23 Contract (Action Item) | Frost | Attachment 6 pg. 27 |
| 4. Approval of PLP/PLS FY 2022-23 Contract and First Amendment (Action Item) | Frost | Attachment 7 pg. 29 |
| 5. FY 2022-23 CLSA Budget and Menu (Action Item) | Frost | Attachment 8 pg. 32 |
| 6. PLP FY 2022-23 Draft Budget Discussion | Yon | Attachment 9 pg. 35 |
| C. Discussion of PLP Strategic Priorities Workplan FY 2022-23 | Frost | Attachment 10 pg. 42 |

V. Reports

- | | |
|---------------------------|-------|
| A. PLP President's Report | Baker |
| B. PLP CEO's Report | Frost |

VI. Agenda Building for Next Meeting on June 20, 2022

VII. 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.)

VIII. Announcements

IX. 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 Street, Monterey, CA 93940

San Mateo County Community College District, 1700 West Hillsdale Boulevard, San Mateo, CA 94402

South San Francisco Public Library, 840 West Orange Avenue, South San Francisco, CA 94080

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



Pacific Library Partnership

PLP Executive Committee

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

MINUTES

Committee:

Ryan Baker, President
Cindy Chadwick
Tracy Gray
Tom Rosko
Elnora Tayag
Jamie Turbak
Inga Waite

System Staff:

Carol Frost, PLP
Yemila Alvarez, PLP

Others:

Meg DePriest, CSL

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

I. Introductions

II. Approval of Consent Calendar

A. Adoption of the Agenda

B. Approval of the October 18, 2021 Meeting Minutes

The Agenda was amended to move the Closed Session to the end of the meeting. The Consent Calendar was approved as amended unanimously via roll-call vote. (M/S Waite/Tayag)

III. Old Business

A. LSTA Competitive Grants FY 2022-23 – PLP Ideas

Staff sent out a call to the PLP community soliciting information and received several ideas, most of which would be better suited for PLP training rather than an LSTA grant. Baker, Turbak, Frost and Alvarez met to discuss ideas, and the general sentiment was that PLP should try to resubmit the previously submitted grant about social justice and intellectual freedom. Frost mentioned that staff reached out to Patty Wong to see how the previously submitted grant could be amended so that it does not conflict with CREI. There is a one-month timeline remaining to submit the grant application. Rosko agreed that PLP should try to resubmit the previous application. A decision was made to try to rework the previous application and resubmit.

B. Updates on PLP Organizational Culture and Organizational Change Training (February 18, February 25, and March 4)

Frost presented the item stating that Dr. Villagran has been contracted to offer this training for PLP executives and will also be doing a 'light' version of this training at the PLP Staff Development Committee's Spring Workshop, with modified content targeted towards frontline and mid-level management staff.

IV. New Business

A. Review and Adoption of PLP Social Media and Online Forum Policy and Guidelines

Frost presented the item stating that as PLP has been offering more online workshops and trainings, there has been a need to adopt a formal policy on participation and behavior expectations for participants as well as guidelines for our moderators on what is and is not acceptable speech. A motion was made to approve the Online Forum Policy and Guidelines. A roll-call vote was taken. Naval Postgraduate School abstained from voting. All other parties voted in the affirmative and the motion passed. (M/S Chadwick/Waite)

B. National Library Legislative Day

Frost presented the item stating that each year the Executive Committee decides if they will participate in the in-person event in Washington DC, and, if so, which one or two PLP Executive Committee members will accompany Frost. The last two events have been virtual due to the ongoing pandemic. There was discussion of selecting two standby individuals that could participate if information is released indicating it will be happening in person. Jamie Turbak volunteered, and Cindy Chadwick recommended Deb Sica, should National Library Legislative Day take place.

C. Discussion of PLP Annual Meeting on May 13, 2022

1. Planning and Speaker

2. Nominating Committee Selection

May 13 is the date being suggested for the meeting. There was discussion as to whether the meeting should be virtual or in-person. It was decided to keep the meeting as virtual. There was discussion of focusing on disaster preparedness for other than COVID as a potential topic. There was discussion of working with Dr. Villagran on a wrap-up for the organizational culture and organizational change training with updates from libraries that participated and potentially bringing in some of the other libraries that she has offered similar trainings to see if they have share-outs and lessons learned for our libraries. It was mentioned that it would be great to have the Innovation grant recipients do share-outs again. Baker and Waite agreed to serve as standby consultants if additional ideas are needed for the meeting.

Waite, Chadwick, and Baker agreed to serve as the Nominating Committee. Turbak would be moving into the President role and a new Vice-President would need to be selected from the remaining members or the new additions identified by the Nominating Committee.

D. Finance

1. Consideration of LibraryCall Product for PLP Libraries

Frost presented the item in detail. The Committee members expressed that for their own libraries, it would likely not be used, but that the opportunity could be made known to other PLP libraries in case there is interest. Some members expressed that there is more of a hunger for in-person programming for youth. Alameda County shared they have a home-grown product <https://aclibrary.org/listen-inn/> for dial-in

youth stories and they would likely not be participating. The Committee instructed staff to notify the PLP membership of the availability of the product, but there would be no fiscal action on the part of PLP. No action was taken.

2. Update on PLP CLSA Funds

Frost presented the item and relayed the amounts being allocated to the participating libraries and the remainder being held over for future purchases. From time to time PLP distributes a survey to the membership to ask them about use of CLSA funds and this could be explored again, or the libraries could share other ideas for resource-sharing on a regional level. There was an example given of the libraries in MOBAC funding a study for a shared ILS in the past. It was mentioned that the State Library is also working with the Palace Project for shared eResources that could be an option for some PLP libraries. The Directors were encouraged to send any ideas to Frost for consideration. There was discussion of whether databases would be able to be funded with CLSA funding and a response that PLP would need to confirm this and could follow up.

3. Review and Approval of FY 2021-22 PLP/PLS Contract Amendment

Baker presented the item. A motion was made and passed unanimously via roll-call vote to approve the contract amendment. (M/S Waite/Chadwick)

V. Reports

A. PLP President's Report

There was no report.

B. PLP CEO's Report

PLP submitted a grant for AmeriCorps to help with adult literacy programs statewide and will find out soon if it is approved to move to the next step in the process. This would likely require an LSTA application for additional funds. April 5 is the CLSB meeting, and it is hoped the FY 2022-23 allocation will be announced in March. There will be a recruitment posted soon for the Assistant Director, as Alvarez has announced that she is leaving her position and will be taking a position at Contra Costa County Library. The PLP Staff Development Committee will be hosting a training "From Staff Member to Manager" tomorrow intended for entry-level and middle managers. Chadwick left the meeting at 11:05 a.m.

C. State Library Report

DePriest shared the report and mentioned additional details are available on the website.

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

A. Closed Session Report

The Executive Committee reviewed the work plan of the PLP CEO and discussed the accomplishments and ongoing work listed. No concerns or questions were expressed regarding performance or work plan. The Executive Committee expressed sincere appreciation for the incredibly high caliber work of the CEO.

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

- A. Meeting will be virtual**
- B. There will be a review of the budget**
- C. Review of CLSA funds**
- D. Election of Officers**

VIII. Public Comment

There was no public comment.

IX. Announcements

The libraries shared announcements.

X. Adjournment

The meeting was adjourned at 11:15 a.m. by President Baker.

DRAFT



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: FY 2022-23 Middle Management and Executive Leadership Professional Development Programs
Date: May 13, 2022

For FY 2022-23, Jane Light will continue to coordinate both of the programs. She will work with each cohort to determine the best dates and times and may use a combination of in-person and virtual meetings.

The PLP budget includes the following:

- An assumption that the programs will return to the normal length of a twelve-month program, and each will meet 10 times.
- The Middle Management cost will be \$900, with an estimated 10 people, for a revenue of \$9,000.
- The Executive Cohort will be \$1,000, with an estimated 6 executives, for a revenue of \$6,000.
- Total revenue \$15,000.
- For expenditures, Light reports that food costs have increased to an average of \$25 per person per meeting. The budget includes \$8,500 for refreshments and lunch.
- Light's contract will include 14 hours per month of preparation/delivery per cohort, at \$100/hour, for estimated 10 months, for a total of \$28,000.
- Taking into account all the factors above, the PLP budget will include \$21,500 of costs not covered from the projected revenue.

Recommendation

It is recommended that the PLP Executive Committee approve the costs associated with the FY 2022-23 PLP Executive and Middle Management Professional Development Programs.



Part 1: Application ▾

Close (/sp/workflow/ca_state_library_lsta?path=35445481)

Please complete all required fields.

To save as a draft and return later to complete, click the "Save Draft" button, then click "Close" to return to the list of forms.

When you have completed this step, please click the "Mark Complete" button.

Pre-Application Eligibility Question

Carefully review the LSTA eligibility guidelines (<https://www.library.ca.gov/wp-content/uploads/2021/08/LSTAEligibility.pdf>).

Do you certify that your organization is eligible for this LSTA grant program?

Yes

Organization Identification

For assistance completing the application, carefully review the Application Instructions on the LSTA Competitive Grants website (<https://www.library.ca.gov/grants/library-services-technology-act/competitive/>).

DUNS Number

Enter your organization's DUNS number. See the Application Instructions on the LSTA Competitive Grants website for information about DUNS numbers.

830926072

UEI

Enter your organization's Unique Entity Identifier (UEI). See the Application Instructions on the LSTA Competitive Grants website for information about UEI numbers.

EIN

Enter your organization's Federal Employer Identification Number (EIN).

270303588

Authorized Representative Information

The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement authorizing execution of the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature (e.g. award agreement, payment claim forms, report forms, budget modification requests, and more), should the proposed project be funded, and must have the power to do so within their organization. Please note this person may or may not be the same person identified in your profile.

Authorized Representative Prefix

Ms.

Authorized Representative Name

Carol Frost

Authorized Representative Title

CEO

Authorized Representative Business Phone Number

Please use the format 123-456-7890.

650-349-5538

Authorized Representative Email Address

frost@plpinfo.org

Authorized Representative Street Address

32 W. 25th Ave

Authorized Representative City

San Mateo

Authorized Representative State

US-CA

Authorized Representative Zip Code

Nine-digit zip code must be entered in the format 12345-6789.

94403-2265

Project Information

Project Coordinator Name

The Project Coordinator is the person who would manage the day-to-day activities of the proposed project, and who would serve as the primary point of contact with the State Library.

Carol Frost

Project Coordinator Title

CEO

Project Coordinator Email Address

frost@plpinfo.org

Project Coordinator Business Phone Number

Please use the format 123-456-7890.

650-349-5538

Project Title

Intellectual Freedom and Social Justice: A Primer for Libraries

California's LSTA Goals

Select one goal from the 2018-2022 LSTA Five Year Plan that best describes the project. Please see the Application Instructions on the LSTA Competitive Grants website for more information about the LSTA goals.

Goal 7: Skilled and Diverse Workforce, Continuing Education and Leadership Development Opportunities

Please briefly list other 2018-2022 Five Year Plan goals to which your project relates, if applicable.

Primary Audience(s) for Project

Library Staff, Volunteers and/or Trustees

Agency Information

Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities.

Agency Information Response

PLP's mission empowers libraries through innovation, collaboration, and training to provide services to its diverse communities. PLP's FY 2021-22 LSTA project was not awarded on this topic – this updated application reflects our member's evolving awareness of social justice and intellectual freedom. The Bay Area demographics are becoming more diverse, and without understanding our changing communities and ourselves, library staff continue to be complicit in policies that oppress BIPOC communities.

In the last two years, PLP training has examined organizational culture, biases and resistance, resulting in greater awareness and understanding of how social justice and intellectual freedom issues impact our communities.

This project expands the professional commitment to these topics by exploring personal and institutional bias, harmful policies, and allowing hands-on experience for cultural competencies. This will result in commitments to system transformational change, including tips for developing more inclusive and socially just models, and amplifying community voices.

Project Description

Provide a description that would enable the reader to comprehend the proposed project if they were to read only this response and no other portion of the application. Discuss what you will do, how you will do it, what you aim to achieve, why, and for whom. Organize your text in a readable format. Use subheadings as needed. Your project description should relate to activities in the timeline and items in the budget.

Project Description Response

PLA's Committee on Equity, Diversity, Inclusion and Social Justice states "libraries have been—and still are—complicit in systems that oppress, exclude, and harm Black people, Indigenous people, and people of color (BIPOC)."

To break this cycle, PLP will examine social justice, intellectual freedom, and the impact of racial disparities on BIPOC and other communities, allowing staff to increase their awareness of personal and institutional biases which perpetuate inequities. While the ALA Code of Ethics and Bill of Rights presents an admirable and altruistic vision, it often does not translate into equitable collections, access, programming, and hiring practices. This project will create a series of discussions with the expected benefit that staff will not only become more familiar with these topics, but also will adopt a foundational framework allowing for the development of more just and equitable institutions.

An Advisory Group, along with two experts (one on social justice and one on intellectual freedom), will develop a survey, four workshops, curate a resource list/ toolkit and facilitate the training process. The workshops will explore social and library foundational values. Hands-on training with real life examples of microaggressions, material censorship challenges, and policies and services that present barriers. Participants will learn cultural competencies to effect system transformational change, and will have time, over the span of four workshops, to develop and work on a personal commitment to change, expand their ability to create more just institutions and amplify community voices, and develop strategies in the recruitment and retention of people of color. The Oakland Department of Race and Equity will be a community connection and conduct part of the training.

Through this training, staff will develop a shared vocabulary around intellectual freedom and social justice, enabling continued conversations and setting the foundation for furthering equity, inclusion, and structural change.

Brief Abstract

Provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s). Response must be limited to two (2) sentences. This statement may be used for publicity purposes.

Brief Abstract Response

Four workshops on social justice and intellectual freedom will be held, where participants will learn about the impact of institutional racism on BIPOC communities and explore personal and institutional biases. Through curated resources and hands-on practice, staff will develop cultural competencies in developing operational changes to incorporate more inclusive practices and services to create more just and equitable institutions.

Impact to Date

If this project has been supported with LSTA funds in the past, please describe the project's results and impact to date. If this is a new project, please type "N/A."

Impact to Date Response

N/A

Community Needs, Aspirations, and Assets

Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations.

Community Needs, Aspirations, and Assets Response

Located in one of the nation's most racially diverse regions, the Bay Area Equity Atlas (<https://bayareaequityatlas.org/indicators>) tracks equity through quantifiable indicators, and measures inequities created by structural racism and other social factors. The Atlas notes that between 2000 and 2015, Bay Area demographics have shifted, with the White and Black populations declining while Asian and Latino populations increasing to various degrees. In addition, ALA reports that the library profession is 86% White. Without understanding these changing demographics and the inequities and issues that impact them, library staff continue to be complicit in systems that oppress segments of the population.

PLP librarians and library staff aspire to develop a foundational framework for understanding their own privilege and implicit biases, and to eliminate barriers to diversity, equity, and inclusion in programs and services. A few PLP libraries have developed Equity, Diversity, Inclusion and Justice teams to incorporate social justice into their framework, including internal reviews of services, decision-making, and resource allocation practices to transform into more inclusive and socially just libraries.

PLP can draw from these internal assets as well as the resources, workshops, experts, and toolkit from this project. The Oakland Department of Race and Equity, acting as a community connection, bridges this project into our communities. This project will support library staff who are beginning this exploration, and libraries with existing structures. All will benefit through the community of practice and shared experiences, resulting in the development of a stronger coalition between the libraries, clear next step for ways to support and amplify the voices of the community, and transformational institutional change. They will feel more confident and empowered to address inclusive prosperity across the people, place, and power equity framework.

Community Involvement

Describe how you have involved your community, and members of your targeted population, in program planning and how you plan to involve them in implementing the proposed project.

Community Involvement Response

In Fall 2020, PLP's 'Future of Libraries' EDI-themed conference included topics of our profession's lack of BIPOC staff, equitable hiring, racial inequities, and transformation steps for changes. Following this event, PLP convened an ad hoc group of library directors to define the next steps for EDI training. This resulted in the identified need for training in social justice and intellectual freedom, to better understand inequities in the profession and to better serve diverse communities.

Commencing this project, PLP will elicit a 'listening' survey to assist in understanding and capturing staff needs in relation to the topics and will identify examples of difficult encounters related to microaggressions, censorship, and other barriers to equitable services. Survey results will inform the three workshops, and examples will be used during the hands-on portion of the session, which will be conducive to self-exploration. Under the leadership of two outside consultants, an advisory group will guide the activities. Participants can support each other through a Basecamp group. After training, participants will commit to a change, and will begin conversations with their staff and stakeholders. The commitment by the Oakland Department of Race and Equity to act as a community connection bridges this project into our communities.

Equity, Diversity, Inclusion, and Belonging (EDIB)

Please explain how the principles of EDIB have guided your project planning and how they will guide its implementation and evaluation. See the Application Instructions on the LSTA Competitive Grants website for more information.

Equity, Diversity, Inclusion, and Belonging Response

An ad hoc group of library directors, using a lens of equity, diversity, inclusion, and belonging, developed the framework for this project, recognizing they are fundamental in exploring the root causes of racial disparities and problem solving to advance equity focused system change. This project focuses on the impacts of whiteness in librarianship, and development of best practices to increase equity in programming, collections, recruitment, interviewing, onboarding, and retention of Black, Indigenous, People of Color (BIPOC) staff. Social justice and intellectual freedom experts, as well as the Oakland Department of Race and Equity, will guide staff, grounding actions to our communities.

A 'listening' survey will guide the workshop content and resource guides, where staff can share their experiences of racial injustices and intellectual freedom challenges. Each participant will commit to one change that will result in more just cultures. A community of practice will be established, providing space for dialogue and mutual support as staff develop their planning, with the subject matter experts offering suggestions and guidance. Cultural competencies will guide participants in their transformation change process, and participants will report their knowledge and understanding of the topics will have increased as a result of these activities.

Project Partners

Please describe formal partners. Organizations or individuals who are contractors under the project are not considered partners.

How many project partners are included in your project?

0

Community Connections


Please describe community connections. Organizations or individuals who are contractors under the project are not community connections.

How many community connections are included in your project?

2

Describe how this community connection will contribute to the project and help achieve the project's objectives. (1)

The Oakland Department of Race and Equity will participate on the Advisory Group, assisting in content development, curating a resource list of pre-reading before the training sessions, and in the development of the toolkit. The Director, Darlene Flynn, has also offered to present at one of the workshops, where she will explore racial justice basics as they relate to institutional racism and how it affects BIPOC communities. She will also discuss the system transformation change process. The expertise and experience of the Oakland Department of Race and Equity will help achieve the project's objectives by bringing an outside voice to the bear on the discussion of intellectual freedom and social justice.

Upload any letters of support to your application. (1)LOU 2.23.2022.pdf **Describe how your second community connection will contribute to the project and help achieve the project's objectives. (2)**

Dr. Michele A.L. Villigran, CEO and Founder of CulturalCo, and Assistant Professor at the San Jose State University School of Information, will also support the project. Dr. Villigran will also participate in the Advisory Group, performing the duties outlined above, and may also provide training during the workshop on cultural competencies. Dr. Villigran's expertise in cultural intelligence will help achieve the project's objectives by bringing 'soft skills' to bear on the topics to aid participants in uncovering the personal biases and bringing new perspectives for individuals to consider.

Attach any letters of support to your application. (2)CulturalCoPLPletterofsupport.pdf **Project Intent**

Please describe the objective or expected result of the project. See the Application Instructions on the LSTA Competitive Grants website for more information.

Project Intent

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

Anticipated Project Outputs

Please list services to be provided and/or products to be created in this project, including the approximate number of each. See instructions for more detail.

Anticipated Project Outputs Response

1 each - PLP will perform an in-house 'listening' survey. The result of this survey will be to inform the four workshops, and the examples will be used during the hands-on portion of the workshop. It is expected that at least 50 people will provide survey feedback.

1 each - Advisory Group of approximately 6-8 members comprised of 3-5 PLP library directors or staff, a member of CLA's EDI interest group, cultural competence experts, PLP staff, and the project lead, to review the workshop topics outline developed by the project lead, PLP staff and the survey results. The Advisory Group will provide general consultation and guidance on the topics and structure of workshops. They will provide consultation and input in developing the resource list and the toolkit.

2 each – Contracts with two nationally known consultants (Jamie LaRue, former Executive Director of the ALA Office of Intellectual Freedom, and Shumeca Pickett, owner of Alfred Dewitt Ard consulting on social justice) to oversee the development of workshop content and to present at trainings, along with other subject matter experts.

3 in-person workshops (one full-day, and two half-day) on Intellectual Freedom and Social Justice, based on the survey responses, Advisory Group input, and the resource list developed, led by subject matter expert trainers. Anticipate 60 attendees.

1 virtual workshop. This session will be held at least two months after the three training workshops. Anticipate 60 attendees.

1 each – Community of Practice through establishment of a Basecamp group. This virtual space will allow participants to engage in dialog and offer mutual support, with the subject matter experts offering suggestions and guidance.

1 each – Social Justice and Intellectual Freedom Resource List. This will be curated at the beginning of the project and pre-reading will be recommended before attending workshops. This will be included in the toolkit.

4 each – Conversation guides on each topic covered during the PLP workshops. This will include tools for facilitating conversations on each workshop topic at PLP libraries, and support and guidance to develop a personal commitment to move one idea forward, either at the personal or institutional level. These will be included in the toolkit.

1 each – Toolkit. This will be comprised of slide decks and conversation guides used to administer the workshops, the resource list, and other tools discovered during this process. The toolkit will be both digital and print.

Evaluation Plans

What are your plans for evaluating the project's impact? Please describe the impact you aim to achieve as well as how you will measure whether or not you were successful. Please note: the State Library will provide you with surveys to use to evaluate project activities and fulfill IMLS requirements in addition to other evaluation measures you implement.

Evaluation Plans Response

Without acknowledging that our community demographics are changing, and the social and institutional inequities that impact them, library staff continue to be complicit in systems that oppress segments of the population. To support the individual transformational change process, a 'listening' survey at the beginning of the project will elicit feedback about microaggressions, concerns, and challenges, and create a baseline of understanding for the presenters. A key component is the expectation that at the end of the first training, participants will have an opportunity for personal reflection and internalization of concepts and will identify and commit to one idea which they can continue to develop, with metrics to evaluate the impact. Support will be provided through a community of practice and subsequent workshops. Success will be measured by an expectation that at least 90% of participants will state that their knowledge and understanding has increased as a result of these activities, and that they have the tools to continue creating more just library environments.

Individual libraries may choose to evaluate the effectiveness of this project on their programs through adopting tools such as the ALA Diversity, Equity and Inclusion (DEI) Scorecard for Library and Information Organizations, updating their collection development policy, partnering with community agencies to convene community conversations, etc.

At the project's completion, PLP will hold a discussion with the library directors and others, where libraries will share their growth based on the training, and highlight barriers they have recognized and addressed, and discuss the impact this training has had on removing barriers to services, policies, and empowering staff. They will discuss how their shared knowledge can be expanded region-wide. The toolkit will remain an enduring tool for training in social justice and intellectual freedom to better understand inequities in the profession and to better serve diverse communities.

Sustainability

Should this project be successful, how will it be supported and sustained in the future?

Sustainability Response

Library staff will be supported beyond the end date of this project through placing all training materials on the PLP website and maintaining the Basecamp discussion board for staff to share collateral (such as policies updated to be more equitable as a result of this project), discuss ideas, and offer mutual support. At at least one system-level meeting, members will share transformative actions, and discuss how the work can be expanded system-wide. This topic is complex, and as library staff grow deeper in their work, PLP will respond to the changing needs by offering additional training and workshops.

The libraries may take proactive actions to ensure an enduring community commitment. For instance, they may review with their Boards the ALA Bill of Rights and their collection development policies, so that should a book challenge occur, they have already established the Board's understanding and commitment to the policies.

California State Library
Library Development Services
Grant / Award Budget Form

IMPORTANT: Each budget category on this form includes help text which highlights selected important guidance relating to each category. **The help text does not include all budget instructions.** For complete budget guidelines and information, please refer to the [Application Instructions on the LSTA Competitive Grants webpage.](#)

SALARIES, WAGES, AND BENEFITS

Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
1) PLP Assistant Director	\$9,300	\$4,650	\$13,950
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Salaries, Wages, and Benefits Subtotal:	\$9,300	\$4,650	\$13,950

Salaries, Wages, and Benefits Description:

1) PLP Assistant Director will oversee the activities of the project for 150 hours at \$93 per hour (total \$13,950, 7% FTE) including regular communication with consultants, liaising with PLP libraries for administration of programs, advising on development of all materials and online presence, completing LSTA reporting. 100 hours will be billed to the grant at \$9,300 and 50 hours will be in-kind at \$4,650 for a total of \$13,950.

CONSULTANT FEES

Contracted service providers who will provide consulting services for the project must be listed in this category. Include name of each consultant or name of each consultant's firm. If an individual will be providing consulting services AND other services, that individual shall be listed in both the Consultant Fees category and the Services category. Only budget category-specific expenses shall be listed in each budget category (e.g. if a project plans to contract with one individual to provide consulting services in addition to project management services, an individual's consulting time cost estimate shall be listed in the Consultant Fees category and that same individual's Project Manager cost estimate shall be listed in the Services category).

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Consultant Fees Subtotal:	\$0	\$0	\$0

Consultant Fees Description:

TRAVEL

Please see application instructions for budget guidance and information pertaining to the Travel budget category.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
1) Mileage reimbursement for workshop attendance	\$1,580		\$1,580
2) Travel for James LaRue: Project co-lead	\$2,000		\$2,000
3) Travel for Shumeca Pickett: Project co-lead	\$1,250		\$1,250
			\$0
			\$0
			\$0
			\$0
			\$0
Travel Subtotal:	\$4,830	\$0	\$4,830

Travel Description:

1) Mileage for PLP Library Staff for in-person workshop attendance. Estimate 60 attendees at 3 workshops = 180 , with 30 claiming mileage each time = 90 claims. Mileage reimbursement at .58.5 per mile, average 30 miles per person. Budgeted at \$17.55/person per training x 90 reimbursements = \$1,580 total. 2) Travel for James LaRue, project co-lead, for 3 in-person workshops (airfare from Chicago at \$235x3 = \$705, lodging at \$140x6=\$840, transportation = \$455)= \$2,000 3) Travel for Shumeca Pickett, project co-lead (airfare from SoCal \$100x3=\$300, lodging \$140x6=\$840, transportation \$110) = \$1,250

SUPPLIES AND MATERIALS

Giveaway items including books, treats, and prizes are not allowable. Subscriptions and licenses are not considered supplies and must be included in the Services budget category.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
1) Printing of Toolkit	\$1,750		\$1,750
2) Postage	\$350		\$350
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Supplies & Materials Subtotal:	\$2,100	\$0	\$2,100

Supplies and Materials Description:

1) The cost for printing the toolkit is estimated at \$35 per toolkit. 50 copies=\$1,750. 2) Postage for mailing toolkit to member libraries.

EQUIPMENT

Include in this category any single item valued at \$5,000 or more per unit.

Note: Federal grants require equipment approval by the Institute of Museum and Library Services (IMLS).

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Equipment Subtotal:	\$0	\$0	\$0

Equipment Description:

SERVICES

Include all costs for individuals contracted to manage and/or implement project activities. If the proposed project includes subscription or license costs, these must be included in this category.

Note: Federal award funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the project period.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
1)Project co-lead: Intellectual Freedom	\$10,000		\$10,000
2)Project co-lead: Social Justice	\$10,000		\$10,000
3)Additional speaker(s)	\$2,500		\$2,500
4)Web development of toolkit & Resource List	\$12,000		\$12,000
5)Oakland Department of Race and Equity		\$720	\$720
6) Zoom software for communication		\$100	\$100
7) Basecamp software for communication	\$400		\$400
			\$0
Services Subtotal:	\$34,900	\$820	\$35,720

Services Description:

1) Project co-lead for Intellectual Freedom: James LaRue, CEO of LaRue & Associates, subject matter expert on intellectual freedom. Oversee survey of PLP members, incorporate results in development of four workshops, including research, handouts, conversation guides and presentation in collaboration with other project co-lead and other speakers; interface with Advisory Group; assist in development of resource pre-reading list and toolkit. 40 hour @ \$250=\$10,000 2) Project co-lead for Social Justice: Shumeca Pickett, Principal & Founder, Alfred Dewitt Ard, subject matter expert on social justice. Oversee survey of PLP members, incorporate results in development of four workshops, including research, handouts, conversation guides and presentation in collaboration with other project co-lead and other speakers; interface with Advisory Group; assist in development of resource pre-reading list and toolkit. 40 hour @ \$250=\$10,000 3) One additional speaker will be identified to speak on cultural competencies. Estimated cost: 10 hours at \$250 = \$2,500 4) Contract with a graphic designer/web developer for design of print/digital version of the resource list and toolkit. All content created will be Section 508 compliant. \$12,000 5) Darlene Flynn, Director of the Oakland Department of Race and Equity, will present during one of the trainings. Her time will be in-kind, estimating 6 hours of prep work and presentation time at \$120/hr, for a total of \$720. 6) Zoom software for virtual meetings of Advisory Group, etc. In-kind \$100 7) The cost to set up and maintain a new Basecamp site to support collaboration and sharing among libraries through a community of practice: \$400/year

INDIRECT COSTS

An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Applicants may choose to:

- Not request any indirect costs;
- Use a current approved indirect cost rate with a federal agency or one pending review to be approved by the project start date (applicants choosing this option must attach supporting documentation to application); or
- Use an indirect cost rate not to exceed 10% of modified total direct costs (MDTC). **MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract.**

Indirect cost rate applied (%):	10%		
	Grant Funds Requested	Cash Match & In-Kind	Total
Indirect Costs Total:	\$5,113		\$5,113

Indirect Costs Description (please include a detailed breakdown of your indirect cost calculation):

Indirect costs contribute to overhead that enable the Pacific Library Partnership to manage the project, including clerical and financial support staff not dedicated specifically to the program, rent and utilities and equipment and services (e.g. photocopiers, phone systems, janitorial service, IT support). Indirect includes 10% of budgeted items.

GRAND TOTAL

	Grant Funds Requested	Cash Match & In-Kind	Total
Grand Total:	\$56,243	\$5,470	\$61,713



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Consideration of San Leandro Public Library Membership
Date: May 13, 2022

Background

Since PLP was formed, the San Leandro Public Library has never been a member of PLP. The PLP CEO has been in conversations with the San Leandro Library staff over the last year about PLP membership. In 2021, the San Leandro City Council eliminated the non-resident library card fees, which now makes the San Leandro Public Library eligible to join PLP.

The San Leandro Public Library Director, Brian Simons, attended the April 1, 2022 BALIS Council meeting, announcing San Leandro's desire to join BALIS, and, by association, PLP, in FY 2022-23.

Below are the steps which must be completed for San Leandro to join PLP:

1. San Leandro City Council adopt a Resolution to join the Bay Area Library and Information System (BALIS) and, by extension, the Pacific Library Partnership (PLP).
2. The San Leandro Library Director sends a memo to BALIS requesting to join.
3. BALIS meets and affirms (their next meeting is July 8, 2022).
4. The PLP Executive Committee meets and
 - a. Agrees to San Leandro joining,
 - b. Develops a fee schedule.
5. PLP and the San Leandro City Manager write memos to the California Library Services Board (CLSB) for their Fall 2022 meeting to request that the San Leandro Public Library join PLP.
6. Once the CLSB approves, the San Leandro Public Library will be eligible to receive CLSA funds as part of PLP in FY 2023-24.

Membership Costs for San Leandro

At a prior PLP Executive Committee meeting, a general discussion of the San Leandro Public Library occurred. It was noted that since the San Leandro Public Library will not be eligible for CLSA funds in FY 2022-23, PLP may consider a limited membership and would define the levels of participation.

The PLP membership formula is based on the library's most current operating expenditures reported to the State Library. The San Leandro Public Library operating expenditure budget is within \$5M-\$6M. A full PLP membership within that budget range is \$15,641. The San Leandro Public Library Director has requested that PLP consider \$4,999 as a reduced membership fee for FY 2022-23. The San Leandro Public Library will not be petitioning BALIS until July, which would mean that the earliest they could join PLP would be August 2022. Based on this reduced membership length, the reduction in costs seems reasonable.

It would be recommended that the PLP Executive Committee consider a reduced membership in acknowledgement of the inability of the San Leandro Public Library to benefit from CLSA funds during FY 2022-23.

The membership activities which PLP libraries benefit from include:

- Participation in training and activities related to LSTA grants
- Innovation and Technology Grants
- Staff Development Trainings (conferences, brown bags, etc.)
- Middle and Executive Leadership Year-Long Cohorts
- Staff Development Initiatives and Activities financial support
- Califa membership
- Delivery/Courier services among regional libraries
- Directors List-serv and List-serv for Managers/Directors
- Other various benefits not ascribed above

The PLP Executive Committee may decide to allow the San Leandro Public Library to participate in some or all of the activities listed above which do not involve CLSA funds.

In FY 2023-24, the San Leandro Public Library could become a full member, pay the full membership cost, and could benefit from CLSA funding and activities.

Recommendation

It is recommended that the PLP Executive Committee consider a reduced membership cost of \$4,999 for the San Leandro Public Library for FY 2022-23, and include participation in all PLP activities except those related to CLSA, and that the PLP Executive Committee approve the full membership of the San Leandro Public Library for FY 2023-24 at the full membership rate and with full benefits.



Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of Fourth Amendment to the FY 2021-22 PLP/PLS Contract for Fiscal and Administrative Services
Date: May 13, 2022

BACKGROUND

Both PLP and PLS Executive Committees have approved the first, second and third amendments to the FY 2021-22 PLP/PLS contract for fiscal and administrative services for a total of \$959,274. The purpose of this memo is to review the fourth contract amendment which outlines additional work.

ADDITIONAL GRANT WORK

In Spring 2022, the State Library requested that additional work be performed for the following grants, which required additional staff time:

\$3,866	ARPA Statewide Workforce Development and Support
\$4,902	Networking California Library Resources
\$698	Economic Mobility and California Public Libraries

The total additional staff time required of PLS staff is \$9,466. All additional work for grants requires a contract amendment between the two agencies, since PLP staff performs the work and should be compensated.

Each of the contract amendments includes Indirect, for a total of \$5,457. 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 (\$546) be allocated to PLS, and 90% (\$4,911) allocated to PLP. This is in alignment with past practices.

RECOMMENDATION

It is recommended that the Executive Committee approve the fourth amendment to the FY 2021-22 PLP/PLS contract, for an additional \$10,012, for a total contract of \$969,286.

This contract has been reviewed and approved by the PLS Executive Committee meeting on May 5, 2022.

PLP/PLS CONTRACT
July 1, 2021 to June 30, 2022
4th Amendment

PLP/PLS Baseline Contract with 3rd Amendment (Approved) \$959,274

Staff	Amount
Additional staff time for Work Related to the ARPA Statewide Workforce Development and Support Project	\$3,866
Additional staff time for Work Related to the Networking California Library Resources Project	\$4,902
Additional staff time for Work Related to the Economic Mobility and California Public Libraries Resources Project	\$698

TOTAL Grant Staff Support Costs	\$9,466
PLS 10% portion of Indirect \$	546
TOTAL STAFF AND INDIRECT	\$10,012

TOTAL REVISED CONTRACT	\$969,286
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To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of FY 2022-23 PLP/NLS Baseline Contract for Administrative and Fiscal Services
Date: May 13, 2022

Background

The NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2018, and the current contract will expire at the end of FY 2021/22.

The NorthNet Library System issued an RFP in Fall 2021 for a new contract. PLP responded to the RFP, and NLS awarded the contract to PLP in February 2022, for a period of three years, from FY 2022-23 through FY 2024-25, with up to two two-year renewals.

If there is any additional work, such as activities or work related to grants, a separate proposal is developed with the anticipated additional work to be done during the fiscal year.

The purpose of this memo is to present the baseline contract for FY 2022-23.

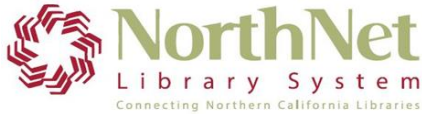
Discussion of Baseline Budget

The FY 2022-23 baseline contract includes preparing and monitoring budgets and contracts such as OverDrive eBooks and eMagazines, Link+, Proquest Heritage Quest, and Gale subscriptions; contracts with delivery vendors; oversight of PLSEP; filing regular CalPERS paperwork; invoice payment; billing and distribution of CLSA funds; preparing meeting agenda packets for NLS as well as the three legacy systems; and other general support. It includes 13 hours per week of the NLS Coordinator's time.

The total for the FY 2022-23 baseline contract is \$173,546.

Recommendation

It is recommended that the PLP Executive Committee approve the baseline contract of \$173,546 for FY 2022-23.



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 (650) 349-5538 Fax: (650) 349-5089
www.northnetlibs.org

PLP / NorthNet Contract FY 2022-23

<u>Staff</u>	<u>FTE</u>		<u>Total</u>
<u>Administration</u>			
CEO	0.10	4 hours/week at \$127.04/hour <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$26,424
Office Manager	0.20	8 hours/week @ \$66.85/hour <i>Manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, set up conference calls for committees.</i>	\$27,810
Administrative Assistant II	0.04	1.50 hours/week @ \$53.74/hour <i>Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.</i>	\$4,192
Subtotal - Administration	0.34		\$58,426
<u>Fiscal Accounting</u>			
Controller	0.11	4.5 hours/week @ \$106.57 <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$24,937
Account Clerk	0.08	3 hours/week at \$42.98 <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$6,705
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at \$ 66.85 <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$12,167
Administrative Assistant	0.10	4 hours/week at \$21.20 <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$4,410
Subtotal - Fiscal Acctg	0.38		\$48,219
Total Administration/Fiscal Accounting			\$106,644
Coordinator	0.33	13 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda with Executive Council committee, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$50,700
Total Staffing			\$157,344
Mileage			
3 round trips @242 mile@ 58.5 cents per mile			\$425
Total			\$157,769
10% Overhead			\$15,777
Total FTE	<u>1.04</u>	Grand Total	\$173,546



To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of FY 2022-23 PLP/PLS Contract for Administrative and Fiscal Services
Date: May 13, 2022

BACKGROUND

The Pacific Library Partnership (PLP) contracts with PLS for fiscal and administrative oversight. The PLP/PLS Contract for FY 2022-23 is \$926,365, which reflects a \$29,988 increase from the previous year's contract. The increase is attributed to the 4% cost of living for staff. The following should be noted:

- There is typically at least one contract amendment annually, based on additional staff work related to PLP and NorthNet Library System (NLS) grants.
- PLP has applied for an LSTA regional grant, which includes some staff time. The estimated date for the State Library to notify systems is June 8, 2022. Should this grant be accepted, a contract amendment will be made to reflect that time.

In past years, a contract amendment would be done between NLS and PLP to reflect the additional work needed to administer the system. This additional time has now been included in the baseline FY 2022-23 NLS/PLP contract. The attached PLP/PLS Amendment reflects that staff time, and PLS shall be compensated for the additional \$47,611, as PLS staff perform the work, and includes extra time for the NLS Coordinator.

RECOMMENDATION

This contract has been reviewed and approved by the PLS Executive Committee meeting on May 5, 2022.

It is recommended that the Executive Committee approve the FY2022-23 contract for \$926,365 and the First Amendment of \$47,611, for a total FY 2022-23 contract of \$973,976.

PLP/PLS CONTRACT
July 1, 2022 to June 30, 2023
Scope of Services for PLP and NorthNet Systems

Administration, Operation & Accounting

Oversee the action plan to institute strategic directions
 Coordinate and attend System Executive and Council Meetings
 * Prepare and distribute System Executive and Council Meeting agenda packets & minutes
 * Make arrangements for System Executive and Council Meetings
 * Prepare and submit reports to System Executive and Council Meeting regarding system activities
 Maintain systems member rosters and directories
 Prepare, monitor, and report on CLSA activities, funding and reports in consultation with System Executive Committees
 Represent and advocate for PLP and NLS regionally, statewide and nationally
 Distribute legislative, State Library and federal/IMLS correspondence
 Coordinate with member libraries for delivery needs
 Pursue grant and other funding opportunities
 Administer and evaluate system contracts
 Explore cooperative purchasing opportunities with other systems or regions
 Prepare and monitor systems budget in consultation with System Executive Committees
 Prepare Professional Services and Contractual Services agreements
 Invoice preparation, accounts receivable and payable
 Systems acquisitions and invoice payments
 Systems narrative and financial reporting (grant & non-grant)
 Prepare annual IRS 1099 form for contractors
 Coordinate systems annual Single Audit and Financial Statements
 Prepare annual statements of LAIF interest earned, Statement of Economic Interest, etc.

	FTE	Hourly Rate	Amount
Chief Executive Officer	0.75	\$ 127.04	\$ 198,182
Assistant Director	0.88	\$ 101.33	\$ 184,421
Controller	0.55	\$ 106.57	\$ 121,916
Office Manager	0.63	\$ 66.85	\$ 86,905
Fiscal/Admin Services Specialist	0.46	\$ 66.85	\$ 64,310
Account Clerk II	0.72	\$ 49.78	\$ 74,421
Administrative Assistant	0.50	\$ 53.74	\$ 55,890
Office Assistants	0.84	\$ 24.56	\$ 43,019
IT Director	0.05	\$ 94.10	\$ 9,786
TOTAL PLP & NLS Staffing Support Costs	5.37		\$ 838,850

(Time included for administering PLP and NorthNet)

Director & Asst Director prorated auto allowance	\$ 3,300
Total PLP & NLS Staffing Support & Auto Allow. Costs	\$ 842,150

10% Overhead \$ 84,215

Total PLS/PLP BASELINE CONTRACT \$ **926,365**

FY 21/22 PLP-PLS Contract	Amount
Admin Staffing Cost	\$ 811,588
PLS Director & Asst Auto Allowance	\$ 3,300
10% Overhead	\$ 81,489
Total	\$ 896,377
Contract Amendment #1	\$ 37,372
Contract Amendment #2	\$ 9,868
Contract Amendment #3	\$ 15,657
Contract Amendment #4	\$ 10,012
TOTAL CONTRACT	\$ 969,286

PLP/PLS CONTRACT
 July 1, 2022 to June 30, 2023
1st Amendment

PLP/PLS Baseline Contract \$ 926,365

Additional Work for PLP:

	Hours	Hourly Rate	Amount
Chief Executive Officer	104	\$ 127.04	\$ 13,212
Controller	26	\$ 106.57	\$ 2,771
NLS Coordinator	364	\$ 75.00	\$ 27,300
TOTAL Staff Support Costs	494	1st Amendment Total	\$ 43,283
		10% Indirect	\$ 4,328
		TOTAL REVISED CONTRACT	\$ 47,611
		Total Revised Contract	\$ 973,976



Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: CLSA Allocations and PLP Menu of Services for FY 2022-23
Date: May 13, 2022

BACKGROUND

PLP annually receives California Library Services Act (CLSA) funds that may be used for resource sharing. For the last three years, the PLP Executive Committee developed a Menu of Services to distribute funds back to public libraries to select from a Menu of Services, and to identify any shared resources based on surveyed member needs or other priorities.

The purpose of this memo is for the Executive Committee to identify any shared resources, recommend CLSA allocations, and establish the Menu of Services for FY 2022-23.

CLSA FUNDS AVAILABLE FOR FY 2022-23

The following funds are available for FY 2022-23:

\$151,386	Roll-over prior-year funds that were earmarked for future purchases
\$560,608	FY 2022-23 CLSA Baseline allocation
\$140,152	CLSA System Administration allocation
\$852,146	Total available funds

Expenditures

\$140,152	CLSA System Administration (used for staffing costs)
\$13,735	Communication costs (Zoom, postage, office supplies, web hosting)
\$222,264	Delivery/courier costs for four regions (higher due to gas surcharges)
\$376,151	<i>Subtotal Expenditures</i>
\$475,995	Available for allocation

PLP has three years to spend the CLSA allocation. The numbers above are based on the assumption that the preliminary numbers provided to PLP will remain in the Governor's budget.

FLIPSTER SUBSCRIPTION

In FY 2020-21, based on a survey to PLP members about CLSA funds, the PLP Executive Committee agreed to purchase a Flipster subscription for 14 PLP libraries with the smallest budgets, acknowledging PLP's ability to apply an equity lens for equitable access to materials for all PLP residents.

In FY 2021-22, with the initial reduced CLSA allocation, the PLP Executive Committee decided that the libraries participating in the shared Flipster collection should use their CLSA allocation for the shared cost of the subscription and should use local funds to pay for the remainder of the subscription costs. The number of libraries participating dropped from 14 to 8 (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) with the total subscription cost of \$42,041, and libraries contributing \$2,590 of local funds.

For FY 2022-23, the Flipster cost is \$41,525. One library is currently considering dropping out. When queried about the effect on their budgets of having the full cost covered 'off the top' with CLSA funds versus using their CLSA allocation to pay for the subscription, the following was shared by some libraries:

"I would like to continue but only if off the top or from our CLSA funds, we contributed out of our budget this year, and probably would not want to do so again."

"We did not have a negative impact to our budget using our CLSA funds."

"We would like to continue our Flipster subscription. Up until last month, it was the only source we had for periodical subscriptions. Now, thanks to our Friends & Foundation we are able to restore some paper subscriptions as well. This year the Flipster subscription cost did have a negative impact on our budget, so I would imagine the same is true of next year."

"I am contemplating moving us from Flipster over to OverDrive completely."

The PLP Executive Committee may consider:

1. Allocating CLSA funds to fully pay for the \$41,525 Flipster subscription and allow participating libraries to continue to receive their full CLSA allocation.
2. Allocating a portion of CLSA funds to offset the cost of the Flipster subscription (e.g., 50%), and having participating libraries use their CLSA allocations to pay for their portion, and use local funds to cover remaining costs.
3. Allocating no CLSA funds to the shared Flipster subscription, and having participating libraries use their CLSA allocations to pay for their portion and use local funds to cover remaining costs.

ESTABLISHMENT OF CLSA MENU OF SERVICES

In FY 2021/22, the following menu of items was approved for PLP public libraries for CLSA funds:

- enki (libraries negotiate their own subscriptions)
- OverDrive (only for the 20 libraries which are in a shared environment)
- Bibliotheca's CloudLibrary Consortia product
- Broadband hardware costs (not to be used ongoing)
- CENIC telecommunication costs, costs for warranties in data center (for more rural libraries)
- Link+
- SimplyE
- For a library to purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year.
- For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk

Below is a summary of the CLSA claims for FY 2020-21:

- OverDrive in a shared environment : 17 libraries
- Link+ : 11 libraries
- Bibliotheca CloudLibrary : 3 libraries
- Curbside pick-up: 3 libraries
- Broadband hardware/CENIC: 3 libraries
- SimplyE : 1 library
- Remote Reference: 0 libraries

Based on this data, it is recommended that the following be removed from the list of choices, based on little or no libraries using the option:

- For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk
- SimplyE

PLP has confirmed that CLSA funds may be used for purchasing titles for the Palaces eBooks-for-All project. This may be considered as an addition to the menu.

RECOMMENDATIONS

There is \$475,995 of CLSA funds available for allocation.

The PLP Executive Committee may consider the following:

1. Whether to allocate up to \$41,525 for a shared Flipster subscription, based on final participation
2. Which items shall be added or removed from the Menu of Services
3. Whether any funds shall be held back for future purchases
4. How much funds shall be allocated back to libraries for the Menu of Services

These decisions will be used so that PLP may complete the CLSA Plan of Service due June 1, and also to complete the PLP budget.

To: PLP Executive Committee
From: Andrew Yon, Controller
Subject: Review of PLP FY 2022-23 Draft Budget
Date: May 13, 2022

Background

The purpose of this memo is to provide a preview of the PLP FY 2022-23 budget for consideration.

Budget Summary

Below are highlights of the PLP FY 2022-23 budget. The overall budget is \$1,981,374, which is similar to last year's budget of \$1,988,269.

Administration

Revenues:

- Other Agency revenue from administering the NorthNet Library System (NLS) Baseline contract reflects a higher amount than last year, as a result of incorporating all anticipated regular work for NLS.
- CLSA System Administration funds reflect 100% restored funding.
- Membership fees are based on the FY 2019/20 Operating Expenditures reported by libraries to the State Library, using the adopted formula. Total revenue is \$651,093, slightly down from the prior year \$656,903.
- The LSTA has been broken down into two line items based on the revised budgeting by the State Library. The Indirect revenue is lower due to decreases in oversight of statewide grants. The Staffing Costs Recovery reflects the actual billed staff costs to perform the work of the grants for the regularly occurring grants.
- PLP has three grants they have applied for but have not yet received: AmeriCorps, Intellectual Freedom and Social Justice LSTA grant, and the Online Tutoring partner. Should PLP be awarded any of these grants, the budget will be adjusted to reflect the additional revenue, and a contract amendment between PLP and PLS will be developed.
- Although none of the four PLP legacy systems have CalPERS obligations, BALIS does pay for health care costs for retirees.

Expenditures:

- Travel/Meetings includes the past several years' practice of allocating \$5,400 towards the National Legislative Day in Washington, DC. This has been eliminated from the budget since ALA seems to have discontinued this program. Should it be reinstated, the Executive Committee may choose to add that to the budget at the January meeting.
- Workshop Expenses reflects a reduction from \$10,000 to \$6,000 for support for PLP Staff Development initiatives and activities. In FY 2019/20, PLP allocated \$10,000, and in FY 2020/21, it was reduced to \$5,000. There were 3 requests for funding in FY 2020/21, totaling \$2,200, and in FY 2021-22, requests for funding totaled \$8,400, with actual expenditures of \$5,940. Based on the lower revenue, the reduced allocation is recommended unless funds are taken from another source, such as the Innovation and

Technology Grants. The budget may also be reconsidered at the January 2023 meeting based on requests.

Communications and Delivery

- The FY 2022-23 CLSA Communication and Delivery allocation has been fully restored, with \$560,608.
- The budget reflects \$151,386 of previous year unallocated CLSA funds.
- Delivery costs have increased to \$222,264 based on additional fuel costs.
- The budget reflects \$476,995 of CLSA C&D funds which may be allocated to libraries or initiatives.

System Operations

- The Workshop Fees revenue reflects the revenue generated from the PLP Staff Development Committee's Spring Workshop and Future of Libraries Conference. The cost has been reduced from \$12,000 to \$8,000 based on anticipated lower revenue from a discontinuation of the partnership with CALL this year. Revenue is also expected from the PLP Executive and Middle Management Leadership groups.
- The budget reflects fiscal activities related to SVLS (allocation of funds to support Silicon Valley Reads) and BALIS (use of Fund Balance for staff development disbursements to BALIS libraries).
- The Innovation and Technology Grants have been reduced over the last several years, from \$150,000 to \$100,000 and, in this budget, \$50,287. Should the Committee choose to increase this, they may choose to use Fund Balance. In FY 2021-22, the requested amount was \$114,071, and the funded amount was \$97,881. The Executive Committee approved changes to awards to reduce or eliminate libraries receiving more than one award, which will have an effect on the FY 2022-23 applications.

Fund Balance

- The budget presented does not utilize any fund balance.
- The PLP Ending Fund Balance is estimated to be \$1,914,351. It should be noted that this includes roll-over CLSA funds.

Operating Reserve

- The Operating Reserve Fund is equal to three months of the administrative costs. For FY 2022-23, three months of Operating Reserve is \$313,383.

Grants

- Grants will be included in the CLSA Annual Report.

Recommendation

Based on the direction provided by the Committee, the budget will be updated and presented at the June meeting for approval.

FY 2022-23 PLP Membership Fees

Library	Amount
Alameda County Library	\$35,641
Alameda Free Library	\$11,641
Berkeley Public Library	\$30,641
Burlingame Public Library	\$15,641
Cabrillo College Library	\$2,000
Contra Costa County Library	\$35,641
CSU Monterey Bay Library	\$2,000
Daly City Public Library	\$10,641
Gavilan College Library	\$1,500
Harrison Memorial Library - Carmel	\$7,641
Hartnell College Library	\$1,500
Hayward Public Library	\$16,641
Livermore Public Library	\$15,641
Los Gatos Public Library	\$9,641
Menlo Park Public Library	\$10,641
Middlebury Institute of International Studies	\$1,500
Monterey County Free Libraries	\$19,641
Monterey Peninsula College Library	\$1,500
*Monterey Public Library	\$8,641
Mountain View Public Library	\$15,641
Naval Post Graduate School Library	\$5,000
Oakland Public Library	\$35,641
Pacific Grove Public Library	\$7,641
*Palo Alto City Library	\$18,641
Pleasanton Public Library	\$11,641
Redwood City Public Library	\$19,641
Richmond Public Library	\$15,641
Salinas Public Library	\$10,641
San Benito County Library	\$8,641
San Bruno Public Library	\$9,641
San Francisco Public Library	\$35,641
San Jose Public Library	\$35,641
San Juan Bautista Public Library	\$750
San Mateo County Community College District	\$3,000
San Mateo County Library	\$30,641
San Mateo Public Library	\$17,641
Santa Clara City Library	\$19,641
Santa Clara County Library	\$35,641
Santa Cruz Public Libraries	\$25,641
South San Francisco Public Library	\$15,641
Sunnyvale Public Library	\$19,641
UC Santa Cruz Library	\$5,000
Watsonville Public Library	\$10,641
TOTAL	\$651,903

FY 2022-23 PLP PROPOSED BUDGET SUMMARY				<i>Amended</i>
	(920)	(924)	(928)	
	Admin	Delivery	System Operation	TOTAL
<u>Revenue</u>				
Interest Income			\$ 10,000	\$ 10,000
Other Agencies	\$ 181,946	\$ 1,000		\$ 182,946
Member Fees	\$ 574,086		\$ 77,817	\$ 651,903
Workshop Fees			\$ 23,000	\$ 23,000
State Grant-CLSA	\$ 140,152	\$ 560,608		\$ 700,760
State Grant-LSTA	\$ 186,464	\$ 151,386		\$ 337,850
Reimbursable Costs	\$ -	\$ -	\$ 75,000	\$ 75,000
Fund Balance	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,082,648	\$ 712,994	\$ 185,817	\$ 1,981,459
<u>Expenditure</u>				
Communications		\$ 8,100		\$ 8,100
Mileage	\$ 300			\$ 300
Equipment Maintenance	\$ 5,232			\$ 5,232
Printing	\$ 500			\$ 500
Professional Services	\$ 55,700		\$ 28,000	\$ 83,700
Contractual Services	\$ 991,976	\$ 226,264		\$ 1,218,240
Office Expense	\$ 1,500	\$ 750		\$ 2,250
Postage		\$ 800		\$ 800
Software License Fee		\$ 85		\$ 85
Special Departmental		\$ 476,995	\$ 55,287	\$ 532,282
Library Materials				\$ -
General Insurance	\$ 3,000			\$ 3,000
Membership Fees/Dues	\$ 4,500		\$ 15,030	\$ 19,530
Travel & Meetings	\$ 3,500		\$ 1,000	\$ 4,500
Education & Training	\$ 300			\$ 300
Subscriptions	\$ 840			\$ 840
Service Fees	\$ 300			\$ 300
Workshop Expenses	\$ 6,000		\$ 16,500	\$ 22,500
Reimbursable - Legacy System EXP	\$ 8,400		\$ 70,000	\$ 78,400
Lease Equipment	\$ 600			\$ 600
Total Expenditure	\$ 1,082,648	\$ 712,994	\$ 185,817	\$ 1,981,459
Fund Balance (GF001)	FY21/22		FY22/23 Est.	
Beginning Fund Balance	\$ 1,664,351		\$ 1,914,351	
Estimated Ending Fund Balance	\$ 1,914,351			
Reserve				
Operating Reserve	\$ 313,383			

**PACIFIC LIBRARY PARTNERSHIP
FY 2022-23 PROPOSED BUDGET**

ADMINISTRATION (920)

Amended

		Adopted FY21/22	Proposed FY22/23	Note
<u>GL Acct</u>	<u>Revenues</u>			
3601	Other Agencies	\$ 8,400	\$ 8,400	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	161,881	173,546	NorthNet Contract
3661	Member Fees	451,758	574,086	PLP Membership Fees
3667*	State Grant-CLSA	141,639	140,152	CLSA System Admin Funds
3668	Federal Grant	277,011	83,133	LSTA Grants-Indirect Costs
3668	Federal Grant		103,331	LSTA Grants- PLP Staffing Costs Recovery
3000	Fund Balance			Use of Fund Balance
	Total Revenues	<u>\$1,040,689</u>	<u>\$1,082,648</u>	(6.86%)
	<u>Expenditures</u>			
4216	Mileage	\$ 300	\$ 300	
4217	Equipment Maintenance	5,232	5,232	MIP Acctg Software Maint. & Support
4218	Printing	500	500	Envelopes and checks (Discont. PLP Directory)
4219	Professional services	36,200	55,700	NLS Sys. Coord. (\$50.7K); Consultants (\$5K)
4220	Contractual Services	959,617	991,976	PLS Contract \$926,365;1st Amend. \$47,611; Audit\$18,000
4230	Office Expense	1,500	1,500	Office Supplies
4301	General Insurance	3,000	3,000	Professional Liability Insur-PLP Board Members
4302	Member Fees/Dues	4,500	4,500	CLA, ALA , Urban Libraries & other
4303	Travel/Meetings	8,900	3,500	Annual Conferences (\$3.5K)
4304	Education & Training	800	300	
4305	Subscriptions	840	840	Formsite (\$300); SurveyMonkey (\$350); Library Journal (\$190)
4373	Service Fees	300	300	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	10,000	6,000	System-wide Staff Development Trainings
4448	Reimbursable - Legacy System Expenses	8,400	8,400	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	600	600	Postage meter
	Total Expenditure	<u>\$1,040,689</u>	<u>\$1,082,648</u>	(6.86%)

*Note - pending State Library approval of CSL FY22/23 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP
FY 2022-23 PROPOSED BUDGET**

CLSA COMMUNICATIONS & DELIVERY (924)

		Adopted FY21/22	Proposed FY22/23	Note
<u>GL Acct</u>	<u>Revenues</u>			
3601	Other Agencies	\$ 1,000	\$ 1,000	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	566,556	560,608	CLSA C & D Allocation
3667	State Library	109,994	151,386	<i>FY2021-22 Roll -over CLSA Funds</i>
	Total Revenues	\$ 677,550	\$ 712,994	1.10%
<u>EXPENDITURES</u>				
4212	Communication	\$ 8,000	\$ 8,100	PLP Conference Call #; ZOOM (\$800); Basecamp (\$1K); Landlines; Cellphone Replac.\$100
4220	Contractual Services	211,854	222,264	Systems delivery contracts
4220	<i>Contractual Services</i>	4,760	4,000	Website Hosting Fees \$2K (PLP) & \$2K (MOBAC Website)
	Systems Delivery	5.5% CPI Adj.		
	BALIS	\$ 61,733		
	MOBAC	66,503		
	PLS (CLSA Fund)	64,973		
	SVLS	29,055		
	Total Systems Delivery	\$ 222,264		
4230	Office Expenses	750	750	Delivery Supplies (tags, labels, etc) - BALIS & SVLS
4233	Postage	800	800	US Postal, UPS & FEDEX
4310	Software License Fee		85	Doodle
4234*	<i>Special Departmental -CLSA</i>	300,000		<i>CLSA Allocation to Libraries</i>
4234*	<i>Special Departmental -CLSA</i>	151,386	476,995	<i>Unallocated CLSA Funds</i>
	Total Expenditure	\$ 677,550	\$ 712,994	1.10%

*Note - pending State Library approval of CSL FY22/23 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP
FY 2022-23 PROPOSED BUDGET**

SYSTEM OPERATION (928)

Amended

		Adopted FY21/22	Proposed FY22/23	Note
<u>GL Acct</u>	<u>Revenues</u>			
3510	Interest Income	\$ 28,500	\$ 10,000	Investments Interest Income (LAIF)
3661	Member Fees	205,145	77,817	PLP Membership Fees (Prorated)
3663	Workshop Fees	27,833	23,000	Future of Libraries & Spring Workshop (\$8K); Exec & Mid-Mgmt Training (\$15,000)
3674	Reimbursable Costs	70,000	70,000	Staff Dev. Initiatives from BALIS Reserve
3674	Reimbursable Costs		5,000	SVLS Silicon Valley Reads (SVLS)
3000	Fund Balance	(61,448)	-	Use of Fund Balance
	Total Revenues	\$ 270,030	\$ 185,817	22.07%
4219	Professional Services	\$ 46,000	\$ 28,000	Consultants- Exec & Mid-Mgmt Training (\$28K)
4234	Special Departmental	100,000	50,287	Innovation Grants
4234	Special Departmental		5,000	SVLS Silicon Valley Reads
4302	Membership Fees	15,030	15,030	Califa membership for members
4303	Travel & Meetings	1,000	1,000	Mileage
4434	Workshop Expenses	18,000	16,500	Staff Development Fee-Based Training (\$8,000)-Future of Libraries & Spring Workshop, Mid-Mgmt Training Refreshments & Supplies (\$8,500)
4434	Workshop Expenses	20,000		Organizational Training Workshop
4448	Reimb. -Legacy System Expenses	70,000	70,000	FY22/23 BALIS Staff Dev. Initiatives
	Total Expenditure	\$ 270,030	\$ 185,817	22.07%

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.

**California State Library, Library Development Services
Cooperative Library System Liaison Report
April 29, 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/>

“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](#)

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](#). 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 and check the frequently updated [calendar](#) 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](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

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/>

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.

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**. 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 or 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 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://thepalaceproject.org). Joining is as simple as emailing 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>. 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](#) 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](#). 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/> Proposals are currently under review. Email lsta-grants@library.ca.gov for more information.