

## PLP Executive Committee Agenda

**June 21, 2021**  
**10:00 a.m. via Zoom**

<https://us02web.zoom.us/j/89941443768?pwd=MIplVERrdGMyRjNheHVvekIhSDVjUT09>

Meeting ID: 899 4144 3768 Password: 940722

Call-in Option: (669) 900-6833

### I. Introductions

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

- |  |          |                     |
|--|----------|---------------------|
| A. Adoption of the Agenda  | McCulley |                     |
| B. Approval of the May 21, 2021 Minutes  | McCulley | Attachment 1, pg. 3 |
| C. Draft Minutes of the May 21, 2021 Administrative Council Meeting (for information only) | McCulley | Attachment 2, pg. 8 |

### III. Old Business

- |   |         |                      |
|---|---------|----------------------|
| A. Acceptance of the PLP FY 2019-20 Audit<br>(to be distributed prior to meeting) (Action Item)   | Yon     |                      |
| B. Accept Award of PLP FY 2021-22 LSTA Grant: Intellectual Freedom and Social Justice: A Primer for Libraries<br>(to be distributed prior to meeting) (Action Item) | Frost   |                      |
| C. Determine Priorities for PLP 2020-21 Innovation Grants   | Alvarez | Attachment 3, pg. 12 |

### IV. New Business

- |   |         |                      |
|---|---------|----------------------|
| A. PLP Strategic Priorities Workplan for FY 2021-22<br>(Action Item)          | Frost   | Attachment 4, pg. 13 |
| B. Finance  |         |                      |
| 1. FY 2021-22 CLSA Budget and Menu (Action Item)                              | Frost   | Attachment 5, pg. 19 |
| 2. Review and Approval of FY 2021-22 PLP/PLS Contract Amendment (Action Item) | Frost   | Attachment 6, pg. 23 |
| 3. Review and Approval of PLP FY 2021-22 Budget (Action Item)                 | Yon     | Attachment 7, pg. 25 |
| C. FY 2021-22 PLP Executive Committee Meeting Schedule                        | Alvarez | Attachment 8, pg. 31 |

### V. Reports

- |                           |          |                      |
|---------------------------|----------|----------------------|
| A. PLP President's Report | McCulley |                      |
| B. PLP CEO's Report       | Frost    |                      |
| C. State Library Report   | DePriest | Attachment 9, pg. 32 |

**VI. Agenda Building for Next Meeting on October 18, 2021**

**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 agendized 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).



# Pacific Library Partnership

## PLP Executive Committee

May 21, 2021  
1:00 p.m. via Zoom

## MINUTES

### Committee:

Brad McCulley, President  
Ryan Baker  
Cindy Chadwick  
Tracy Gray  
Valerie Sommer  
Jamie Turbak  
Inga Waite

### System Staff:

Carol Frost, PLP  
Yemila Alvarez, PLP  
Andrew Yon, PLP

### Others:

Meg DePriest, CSL

The meeting was called to order at 1:33 pm by President McCulley.

### I. Introductions

### II. Approval of Consent Calendar

#### A. Adoption of the Agenda

#### B. Approval of the January 25, 2021 Minutes

The Consent Calendar was approved unanimously as presented via roll-call vote. (M/S Sommer/Baker)

Waite joined the meeting at 1:35 pm

### III. Old Business

#### A. PLP Executive and Middle Manager Professional Development Program

Frost presented Attachment 2. There was a question as to whether the cost to participating members would be increasing and a response that it would be prorated to be lower, based on a modified ten-month schedule. A motion was made and passed unanimously via roll-call vote to approve the costs associated with the FY 2021/22 programs. (M/S Baker/Chadwick)

#### B. Rescinding Withdrawal of Menlo Park from PLS and PLP

Frost presented Attachment 3 in detail stating that the Menlo Park Library has rescinded its request to withdraw from PLS and thereby PLP. A motion was made and passed unanimously via roll-call vote to approve the Menlo Park City Council's resolution to rescind withdrawal from PLP, and to send Menlo Park the letter included in the packet. (M/S Sommer/Baker)

#### IV. New Business

##### A. PLP Annual Meeting Debrief

The Directors expressed that the meeting went well. There was consensus that the panel presentation was excellent. It was expressed that it would be great to have Dr. Villagran come back and facilitate a discussion on organizational culture. There was discussion about some of the training organizations that were mentioned during the panel including the World Trust Organization and discussion about whether there could be additional workshops and conversations that PLP could support. There was discussion about focusing on Race Equity in particular for the workshops and discussions since so many libraries are beginning this work. There was discussion of how cultures are also changing as organizations are combining things with libraries.

Turbak joined the meeting at 1:45 pm.

##### B. PLP Innovation and Technology Grant Guidelines

A motion was made and passed unanimously via roll-call vote to approve the PLP Innovation and Technology Grant Guidelines as presented. (M/S Baker/Sommer)

##### C. PLP FY 2021/22 LSTA Application: *Social Justice and Intellectual Freedom: A Primer for Libraries*

Frost presented the item. The outputs will be a survey, an advisory group, and workshops and training. Jamie LaRue and Dr. Michele Villagran are the leads on the Project, and the City of Oakland's Department of Race & Equity has agreed to be a partner. This project, if it is awarded, will be from July 2021 to June 2022.

##### D. Acceptance of FY 2020/21 Fiscal Agent of Lunch at the Library Grant

Frost presented Attachment 6. PLP is very excited to once again be able to serve as the fiscal agent for this grant. An email was sent to California libraries today for information on participating. The budget piece of this is not included in the budget in this packet, as it has not yet been finalized. A motion was made and passed to accept the appointment of PLP as the Fiscal Agent for the Lunch at the Library grant. (M/S Baker/Waite)

##### E. Review and Approve Request from Monterey Public Library for Reduced Membership for One Year

Waite reported that the Monterey Public Library had a \$3.2M budget pre-pandemic and this has been reduced to \$1.8M. The library is requesting a one-year reduction of membership dues to align with the budget reduction. A motion was made to approve the request from Monterey Public Library for reduced membership for PLP for one year. A roll-call vote was taken. Waite abstained from voting. All other parties voted in the affirmative, and the motion passed. (M/S Chadwick/Sommer)

**F. Review and Approve Request from Palo Alto City Library for Reduced Membership for One Year**

The Palo Alto City Library's budget was reduced from \$10.2M to \$8.3M, and the library is requesting a one-time reduction in the membership fee to reflect the reduced budget. A motion was made and passed unanimously via roll-call vote to approve the request from Palo Alto City Library for reduced membership for PLP for one year. (M/S Chadwick/Waite)

**G. Finance**

**1. Approval of the FY 2020/21 PLP/NLS Contract Amendment**

In FY 2020/21 the State Library allowed including staff time for the activities related to the PLSEP grant. The amendment is for \$3,697 and has been approved by the NorthNet Executive Committee. A motion was made and passed unanimously via roll-call vote to approve the additional \$3,697 for the FY 2020/21 amendment. (M/S Sommer/Baker)

**2. Approval of FY 2020/21 PLP/PLS Contract Amendment**

Frost reviewed the additional cost of the staff time for managing the additional grants, totaling \$16,182. A motion was made and passed unanimously via roll-call vote for approval of the adjustment to approve the additional \$16,182 for a total contract of \$1,000,242. (M/S Chadwick/Baker)

**3. Approval of PLP/NorthNet FY 2021/22 Contract**

Frost presented Attachment 11. It was noted that NorthNet will need to issue an RFP next year for fiscal and administrative services. A motion was made and passed unanimously via roll-call vote to approve the baseline contract of \$130,563 for FY 2021/22. (M/S Baker/Sommer)

**4. Approval of PLP/PLS FY 2021/22 Contract**

Frost presented Attachment 12. A motion was made and passed unanimously via roll-call vote to approve the FY 2021/22 baseline contract for \$896,377. (M/S Baker/Waite)

**5. FY 2021/22 CLSA Budget and Menu**

Frost presented Attachment 13 in detail. It was noted that in past years PLP has not allocated all of its CLSA funds, in anticipation of projects which might arise mid-year, which has allowed PLP to use those funds in future fiscal years per the CLSA guidelines. The proposed FY 2021/22 budget uses up all prior year CLSA funds, leaving none for rollover into FY 2022/23. When PLP purchased Flipster for the 14 libraries in FY 2020/21, it used some of those CLSA reserves and took the funds 'off the top' for the subscription. The cost for Flipster for FY 2021/22 is slightly lower because three magazines were discontinued. Frost noted that if Flipster were paid for with money 'off the top' again, it would leave very little funds for the other libraries and suggested that the Executive Committee may consider adding Flipster to the menu of choices and allowing the current libraries to use their CLSA funds to pay for their portion through a cost share formula which was outlined on pg. 76. The menu of options available to libraries includes enki,

OverDrive, Bibliotheca's CloudLibrary Consortia product, Broadband Hardware costs, CENIC communications costs, Link+, SimplyE, software for curbside pickup, or remote reference software. There was discussion of how likely it would be to have CLSA funding restored and a response that the 50% reduction has remained in the last two budget iterations released by the Governor. There was a recommendation that the 14 libraries be surveyed to see if they would continue with Flipster if they had to pay it from their allocation and that a decision be tabled until the June meeting. No action was taken.

**6. PLP FY 2021/22 Draft Budget Discussion**

Yon presented the item stating that the purpose of the memo is to provide an overview of the budget and to get input and direction from the Committee. There was a question about the revenues of Interest Income and Workshop Fees and as to how variable these revenues may be. There was a response that Interest Income may fluctuate but this is the best figure at this time. Workshop Fees is more certain than the Interest Income. The Administration Budget includes the indirect costs from the LSTA grants and the 50% reduction in CLSA funding, as well as the reduced membership fees for the participants that have requested them. Lunch at the Library is not currently included in the budget. There was a recommendation to slightly increase the Office Expenses in the Administration Budget, and to not make any changes to the current allocation for the Innovation Grants.

**H. Review and Approval of PLP FY 2021/22 Plans of Service**

Frost presented the Plans of Service indicating that there may be some small changes that will be made prior to submitting officially to the state. A motion was made and passed unanimously via roll-call vote to accept the Plans of Service. (M/S McCulley/Sommer)

**I. FY 2021/22 PLP Executive Committee Meeting Schedule**

The schedule will be reviewed again in June.

**V. Reports**

**A. PLP President's Report**

There was no additional report.

**B. PLP CEO's Report**

San Leandro Public Library has expressed some interest in participation in PLP and it would be an involved process to get them added, requiring several resolutions and reviews by their City Council as well as PLP's Executive Committee and the California Library Services Board.

**C. State Library Report**

The report was shared and is available for questions.



**VI. Agenda Building for Next Meeting on June 21, 2021**

- A. Meeting Schedule**
- B. Budget**
- C. PLP Audit**
- D. Strategic Priorities**
- E. Innovation Grants**
- F. CLSA Distribution**

**VII. Public Comment**

There was no public comment.

**VIII. Adjournment**

The meeting was adjourned at 3:31 pm by President McCulley.



# Pacific Library Partnership

## PLP Administrative Council Annual Meeting Minutes

Friday, May 21, 2021

9:30 am via Zoom

### Administrative Council Members:

Cindy Chadwick	Alameda County Library
Jane Chisaki	Alameda Free Library
Tess Mayer	Berkeley Public Library
Brad McCulley	Burlingame Public Library
Betsy Vaca	Cabrillo College Library
Alison McKee	Contra Costa County Library
Jacquie Grallo	CSU Monterey Bay
Chela Anderson	Daly City Public Library
Jayanti Addleman	Hayward Public Library
Nathan Brumley	Livermore Public Library
Ryan Baker	Los Gatos Public Library
Hillary Theyer	Monterey County Free Library
Inga Waite	Monterey Public Library
Tracy Gray	Mountain View Public Library
Tom Rosko	Naval Postgraduate School
Jamie Turbak	Oakland Public Library
Gayathri Kanth	Palo Alto City Library
Heidi Murphy	Pleasanton Public Library
Derek Wolfram	Redwood City Public Library
Jane Pratt	Richmond Public Library
Kristan Lundquist	Salinas Public Library
Erin Baxter	San Benito County Library
Barbara Bruxvoort	San Bruno Public Library
Michael Lambert	San Francisco Public Library
Anne-Marie Despain (joined 10:03)	San Mateo County Library
James Moore	San Mateo Public Library
Jennifer Weeks	Santa Clara County Library
Valerie Sommer	South San Francisco Public Library
Alicia Martinez (joined 9:43)	Watsonville Public Library

### Others Present:

Carol Frost	PLP
Yemila Alvarez	PLP
Meg DePriest	California State Library
Bill Sherwood	San Leandro Public Library
Steve Fitzgerald	Santa Clara County Library District
Michele Villagran	CulturalCo, LLC



**I. Meeting Called to Order and Introductions**

The meeting was called to order at 9:33 am by President McCulley. The libraries shared introductions.

**II. Approval of Consent Calendar**

**A. Adoption of the Agenda**

**B. Approval of May 15, 2020 Minutes**

**C. PLP 2020 Middle Manager Professional Development Group**

**D. PLP 2020/21 Innovation Grants**

**E. Correspondence: 2021-22 STATE BUDGET: 6102 STATE LIBRARY CALIFORNIA LIBRARY SERVICES ACT**

**F. ULC Top Innovators Honorable Mentions 2020 – Contra Costa County Library, San Francisco Public Library**

A motion was made and passed unanimously via roll-call vote to approve the Consent Calendar as presented. (M/S Addleman/Theyer)

**III. New Business**

**A. Election of FY 2021/22 Executive Committee and Officers**

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

**B. Update on Data Privacy Cyber Security Best Practices Training for Libraries**

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

**C. PLP International Languages Initiative**

Frost presented the item, explaining that this idea came from the PLP Strategic Priorities as a way to share collection development of international languages between PLP libraries. She mentioned the next orientation meeting will be June 4 and encouraged libraries to attend the orientation if interested in sharing resources. There was a question as to what the end result is of what the group is trying to achieve and a response that at the meta level, resource-sharing among the libraries for vendors, selection lists and MARC records is the goal. Rather than libraries having to hire specialists in every language, being able to share cataloging and selection lists for these languages should assist libraries in

their cataloging of world language materials. This is an opportunity for technical services doing collection development around languages to share and troubleshoot cataloging. Contra Costa shared their hope is that they would be able to add materials to the collection that they would not otherwise be able to catalog.

**D. PLP Strategic Priorities for FY 2021/22**

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

**E. State and Federal Initiatives**

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

**F. State Library Report**

Meg DePriest presented Attachment 11 and also gave a demonstration of the State Library website and the California Public Libraries statistics page as well as the California Public Libraries district boundaries maps and Emergencies Status maps. There is a link to a survey available to update library and related information which is done at the branch level. Individual libraries are able to add themselves to the site by completing the survey. The maps are available at <https://castatelibrary.maps.arcgis.com/apps/webappviewer/index.html?id=0cb00b3ff0774122969f3b3b1cbbcbe4>. There is also a dashboard available that

combines many of the data aspects into a single dashboard. DePriest also highlighted that a map is being developed for Summer Learning and Meal Planning to help visualize where these services are being offered. The statistics webpage is available at <https://www.library.ca.gov/services/to-libraries/statistics/>. There was a question about the emergency portal and whether widgets can be developed so that the data can be added to the public library individual websites. DePriest will investigate this and stated that libraries will be able to link back to the State Library page for information.

**G. PLP CEO Report**

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

**IV. Presentations**

**A. *Moving EDI Work Forward: A Conversation with PLP Directors***

**A panel discussion moderated by Dr. Michele A.L. Villagran, with Cindy Chadwick, Brad McCulley, Alison McKee, and Derek Wolfram.**  
The panelists presented the item.

**V. Public Comment**

There was no public comment.

**VI. Adjournment**

The meeting was adjourned at 12:00 pm by President McCulley.

**To: PLP Executive Committee**  
**From: Yemila Alvarez, Assistant Director**  
**Subject: Determine Priorities for PLP Innovation Grants for FY 2021-22**  
**Date: June 21, 2021**

## **Background**

Each fiscal year, PLP awards grants through a competitive process to PLP libraries to support innovation and technology. Grants are typically awarded in two categories: Innovation and Technology Opportunity Grants (Category A), and the Grant Replication Program (Category B).

In FY 2018-19 and FY 2019-20, the Executive Committee directed staff to allocate \$150,000 in the budget for support of PLP Innovation and Technology grants. In FY 2019-20, there were thirteen grants funded for a total of \$146,397, with the award cap set at \$15,000. Some of those projects were extended to be completed in FY 2020-21 due to the impact of the COVID-19 pandemic, and several libraries being unable to complete their projects.

## **Priorities and Allocations for FY 2020-21**

Due to the uncertainty of the COVID-19 pandemic, and concerns about staff capacity in libraries as well as budget constraints, the PLP Executive Committee voted to reduce funding for the Technology and Innovation grants in FY 2020-21 to a total of \$74,196. Of this amount, \$29,084 was claimed and expended. The Executive Committee also opted to eliminate the two category areas and focus instead on grants that modeled innovative approaches and service models in response to the pandemic.

## **Priorities and Allocations for FY 2021-22**

The FY 2021-22 budget presented at the May PLP Executive Committee included \$56,302 of funding for Technology and Innovation grants. With the Lunch at the Library grant being awarded to PLP, the revised budget includes \$118,725. The Executive Committee will discuss the final amount allocated during the budget discussion.

It is recommended that the Executive Committee consider the priorities for the Technology and Innovation Grants for FY 2021-22.

## **PLP STRATEGIC PRIORITIES FY 2020/21 – FY 2022/23**

A survey was issued to PLP libraries about CLSA funds and PLP priorities in Spring 2020. There were 6 academic library responses and 33 public library responses. Based on the survey, as well as conversations with libraries, the following strategic priorities were reviewed 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.



## PLP Activities for FY 2020/21 to Support Strategic Activities

### Strategic Priority 1. Staff Training and Professional Development

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

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

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

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

### Strategic Priority 2. Support Innovation and Technology

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

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

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

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

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

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

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

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

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

## PLP Activities for FY 2020-21 to Support Strategic Activities

### Strategic Priority 1. Staff Training and Professional Development

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

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

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

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

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

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

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

*This item has been coordinated by the PLP Staff Development Committee. A series of Brown Bag discussions were held in late January and Mid-May in response to the COVID-19 pandemic. These conversations invited staff from PLP member libraries to speak candidly with peers about their plans for reopening libraries and restoring or expanding services that have been curtailed during the pandemic, their experiences with the pandemic to date, and any hopes or concerns they might feel about new services under consideration. Sessions held an average of 40 participants.*

### Strategic Priority 2. Support Innovation and Technology

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

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

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

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

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

***Both of these activities are ongoing/in progress. PLP applied for an LSTA FY 2021-22 grant, focusing on social justice and intellectual freedom. The State Library will be notifying libraries in May of awards.***

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

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

***The SVLS Technical Services group developed and finalized documentation and developed a roll-out plan in January 2021. The first orientation meeting was held in March 2021, with 34 attendees and 22 libraries. There will be an orientation meeting every 3 months. Once a library has attended, they will be added to the Basecamp group for sharing of vendors, and ordering and cataloging lists.***

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

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

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

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

## PLP Activities for FY 2021-22 to Support Strategic Activities

### Strategic Priority 1. Staff Training and Professional Development

**Activity 1a.** To continue to offer leadership training that supports library managers, a call will be put out in July for the FY 2021-22 cohort, with the hope that both the Executive and Middle Management groups will be offered.

**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.

**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.

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

### Strategic Priority 2. Support Innovation and Technology

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

### 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.

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

### 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.

**Activity 4b.** Allow the PLPSDC to continue exploring the Brown Bag method of establishing networking and interest-based conversations to see if there is an interest area that develops for consideration as a permanent interest group.

**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.

**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.

**To:** PLP Executive Committee  
**From:** Carol Frost, CEO  
**Subject:** CLSA Allocations and PLP Menu for FY 2021-22  
**Date:** June 21, 2021

## **BACKGROUND**

In FY 2020-21 the approved California State budget included a 50% reduction of CLSA funds, and the preliminary FY 2021-22 CLSA budget also reflects a 50% reduction. Per California law, a system has three years from receipt of funds to expend them. Through being fiscally conservative, PLP has been able to use roll-over funds to offset the reduction. However, the roll-over funds will be completely expended by FY 2021-22.

The purpose of this memo is to determine how to allocate funds for the PLP subscription to Flipster, and to establish the CLSA menu of items for FY 2021-22.

## **FLIPSTER SUBSCRIPTION**

At the May Executive meeting, there was a discussion about whether to take the cost of the shared Flipster subscription 'off the top' of CLSA funds again, or to have the PLP libraries use their CLSA allocations to pay for the subscription. There was an overall agreement that libraries should use their CLSA funds to pay for their subscription, and a desire for those 14 libraries to be surveyed to determine if they are agreeable to this.

Of the 14 participating libraries:

- ✓ 9 said they would want to use their CLSA funds to pay for Flipster
- ✓ 4 said no, they would not want to use their CLSA funds
- ✓ 2 indicated that most likely they would not want to use their CLSA funds

PLP has reached out to EBSCO for a revised quote for Flipster for the nine remaining libraries.

Below is a summary of the survey results:

Library	Has a non-PLP Flipster or OverDrive eMagazine Subscription	Wants to use CLSA Funds	Does not want to use CLSA funds	Comments
Alameda Free Library	Flipster			Not getting much use. I was planning to reduce # of titles offered. I would prefer to use CLSA allocation for other things, but am open to continuing.
Harrison Memorial Library - Carmel	Flipster	Yes		
Hayward Public Library	OverDrive		X	
Los Gatos Public Library	Flipster	Yes		
Monterey County Free Libraries	OverDrive	Yes		
Monterey Public Library		Yes		
Mountain View Public Library	Flipster	Yes		
Pacific Grove Public Library	Both		X	
Richmond Public Library		Yes		
Salinas Public Library	OverDrive	Yes		
San Benito County Library		Yes		
San Juan Bautista Public Library		Yes		
Sunnyvale Public Library	Both		X	We would like to use our funds for other items. Unfortunately, many of our Flipster titles are not being well-used (even with our additional titles that we subscribe to) and we have drastically cut it for FY 21-22. If we are losing 90% of CSLA funding for Flipster, then we won't participate.
Watsonville Public Library	OverDrive		X	



## FY 2021-22 CLSA MENU OF ITEMS

Below is the recommended CLSA menu of items for PLP public libraries for FY 2021-22. The menu includes the shared Flipster subscription, as well as the Bookclub-in-a-Box, which has been verified as an allowable expense by the State Library.

- 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
- Software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons
- Software that supports remote reference, such as ZenDesk (must be purchased by 3 or more libraries)
- PLP shared Flipster subscription
- Bookclub-in-a-Box materials shared among three or more libraries

## REMAINING AND FUTURE PLP CLSA FUNDS

### *PLP CLSA Draft Budget for FY 2021-22 with Flipster paid through libraries' allocation*

PLP CLSA	FY 2019-20	FY 2020-21 50% reduction	FY 2021-22 50% reduction	Notes
<b>Total Funding</b>				
System Administration	\$140,253	\$72,967	\$73,356	membership fee covers difference
Communication & Delivery (C&D)	\$561,011	\$291,865	\$293,422	
Prior Year C&D Funds*	\$453,373	\$535,631	\$218,000	
<b>TOTAL CLSA ALLOCATION</b>	<b>\$1,154,637</b>	<b>\$900,463</b>	<b>\$584,778</b>	

DETAIL	FY 2019-20 (actual expenditures)	FY 2020-21 50% reduction (projected expenditures)	FY 2021-22 50% reduction	Notes
<b>Communication &amp; Delivery</b>				
<b>Budget</b>	<b>\$1,014,384</b>	<b>\$827,496</b>	<b>\$512,422</b>	
Office supplies /web hosting / Zoom, Postage, etc.	(\$18,780)	(\$26,680)	(\$14,310)	
Delivery	(\$159,973)	(\$207,232)	(\$211,854)	FY 2019-20, \$44,867 cost savings (reduced delivery -pandemic)
Flipster 14 libraries		(\$70,206)		
Allocated to libraries	(\$300,000)	(\$301,135)	(\$286,258)	Libs. use allocation for Flipster
<b>Total C&amp;D Baseline Expended</b>	<b>(\$478,753)</b>	<b>(\$605,253)</b>	<b>(\$512,422)</b>	
<b>Roll-over funds for next year</b>	<b>\$535,631</b>	<b>\$218,000</b>	<b>\$0</b>	

In FY 2020-21 the approved California State budget included a 50% reduction of CLSA funds, and the FY 2021-22 Governor's May Budget Revise includes a 50% reduction to the CLSA budget.

The CLA Legislative Committee worked with the CLA Lobbyists and several libraries throughout the state to send letters to key Senator and Assembly representatives for a restoration of CLSA funding. At the writing of this memo, the funds have been restored, but it will not be known until the Governor signs the budget on June 15.

Should the funds be restored, the process may include the additional funds being accepted at the Fall California Library Services Board meeting. After that, the systems would most likely be required to amend their budgets and Plans of Service before receiving the funds.

### **RECOMMENDATIONS**

It is recommended that the PLP Executive Committee

- Approve a menu of CLSA choices for public libraries to choose from for FY 2021-22
- Approve where to place the cost for Flipster for the FY 2021-22 budget
- Approve the CLSA allocation for public libraries for FY 2021-22

**To: PLP Executive Committee**  
**From: Carol Frost, CEO**  
**Subject: Approval of Amendment to FY 2021-22 PLP/PLS Contract for Administrative and Fiscal Services**  
**Date: June 21, 2021**

## **BACKGROUND**

The PLP Executive Committee approved the FY 2021-22 PLP/PLS contract for fiscal and administrative services for \$896,377. The purpose of this memo is to review the additional work and contract amendment.

Since that contract was approved, a change has occurred which necessitates a revision to the contract.

### ***Additional Work: Lunch at the Library***

In November 2021, PLP was awarded to be the fiscal agent for the statewide Lunch at the Library project. This project is \$8,000,000, which includes \$30,380 for staff time for work to be performed by PLS staff, and \$69,917 of Indirect.

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 (\$6,992) be allocated to PLS, and 90% (\$62,925) allocated to PLP. This is in alignment with past practices.

## **RECOMMENDATION**

It is recommended that the Executive Committee approve the additional \$37,372 for the FY 2021-22 contract amendment for a total contract of \$933,749.

This contract amendment will be reviewed and approved by the PLS Administrative Council at their next meeting.

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

This contract amendment has been reviewed and approved by the PLS Administrative Council at their April meeting.

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

PLP/PLS Baseline Contract (Approved) \$ 896,377

Additional Work for PLP:

Staff time for Lunch at the Library Activities	Hours	Hourly Rate	Amount
Chief Executive Officer	47.6	\$ 123.71	\$ 5,889
Controller	102.4	\$ 101.51	\$ 10,395
Office Manager	46.6	\$ 63.32	\$ 2,951
Account Clerk II	149.00	\$ 46.97	\$ 6,999
Administrative Assistant	32.80	\$ 50.72	\$ 1,664
Office Assistants	116.00	\$ 21.40	\$ 2,482
<b>TOTAL Grant Staff Support Costs</b>	<b>494.40</b>		<b>\$ 30,380</b>
<b>10% of Grant Indirect Cost (\$69,917)</b>			<b>\$ 6,992</b>
<b>1st Amendment Total</b>			<b>\$ 37,372</b>
<b>TOTAL REVISED CONTRACT</b>			<b>\$ 933,749</b>



## Pacific Library Partnership

**To:** PLP Executive Committee  
**From:** Andrew Yon, Controller  
**Subject:** Review and Approval of PLP FY 2021-22 Budget  
**Date:** June 21, 2021

### Background

The purpose of this memo is to provide the PLP Executive Committee the PLP FY 2021-22 budget for consideration and approval. This has been updated since the May Executive Committee meeting to reflect the decisions at the meeting,

### Budget Summary

Since the budget was presented at the May meeting, the following should be noted:

### Administration

- The Federal Grant revenue reflects the additional \$100,295 (\$30,378 of staff time and \$69,917 for indirect) for administering the Lunch at the Library program.
- The Contractual Services expenditures reflects the PLP/PLS contract amendment of \$37,372 for the Lunch at the Library work.
- Office Supplies has been increased slightly, to \$1,500.

### Communication and Delivery

No changes have been made to this budget, which includes having libraries use their CLSA allocation to pay for Flipster. Should the Executive Committee choose to allocate the CLSA funds directly to Flipster, this would modify the amount of funds allocated to libraries.

### System Operations

- At the May meeting, \$56,302 was budgeted for Innovation Grants. The additional revenue from the Lunch at the Library program has been added, for a total revised budget of \$118,725.
- At the May meeting, there was a suggestion to add \$20,000 to the budget for workshops or training on how to facilitate culture change in an organization. If this were to be funded, the funds could come from the additional funds added to the Innovation Grants.

### Recommendation

It is recommended that the PLP Executive Committee review and approve the proposed FY 2021-22 budget.

## FY 2021-22 PLP Membership Fees

Library	Amount
Alameda County Library	\$35,641
Alameda Free Library	\$11,641
Berkeley Public Library	\$27,641
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	\$8,641
Hartnell College Library	\$1,500
Hayward Public Library	\$15,641
Livermore Public Library	\$15,641
Los Gatos Public Library	\$9,641
Menlo Park Public Library	\$10,641
Monterey County Free Libraries	\$19,641
Middlebury Institute of International Studies	\$1,500
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	\$8,641
*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	\$11,641
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	\$25,641
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
<b>TOTAL</b>	<b>\$656,903</b>



## FY 2021-22 PLP PROPOSED BUDGET SUMMARY

	(920)	(924)	(928)	
	Admin	Delivery	System Operation	TOTAL
<b><u>Revenue</u></b>				
Interest Income			\$ 28,500	\$ 28,500
Other Agencies	\$ 138,963	\$ 1,000		\$ 139,963
Member Fees	\$ 536,481		\$ 120,422	\$ 656,903
Workshop Fees			\$ 27,833	\$ 27,833
State Grant-CLSA	\$ 73,356	\$ 293,422		\$ 366,778
State Grant-LSTA	\$ 277,011	\$ 218,000		\$ 495,011
Fund Balance	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 1,025,811</b>	<b>\$ 512,422</b>	<b>\$ 176,755</b>	<b>\$ 1,714,988</b>
<b><u>Expenditure</u></b>				
Communications		\$ 8,000		\$ 8,000
Mileage	\$ 300			\$ 300
Equipment Maintenance	\$ 5,232			\$ 5,232
Printing	\$ 500			\$ 500
Professional Services	\$ 36,200		\$ 28,000	\$ 64,200
Contractual Services	\$ 949,749	\$ 216,614		\$ 1,166,363
Office Expense	\$ 1,500	\$ 750		\$ 2,250
Postage		\$ 800		\$ 800
Special Departmental		\$ 286,258	\$ 118,725	\$ 404,983
Library Materials				\$ -
General Insurance	\$ 3,000			\$ 3,000
Membership Fees/Dues	\$ 4,500		\$ 15,030	\$ 19,530
Travel & Meetings	\$ 8,900		\$ 1,000	\$ 9,900
Education & Training	\$ 800			\$ 800
Subscriptions	\$ 830			\$ 830
Service Fees	\$ 300			\$ 300
Reimbursable - Legacy System EXP	\$ 8,400			\$ 8,400
Workshop Expenses	\$ 5,000		\$ 14,000	\$ 19,000
Lease Equipment	\$ 600			\$ 600
<b>Total Expenditure</b>	<b>\$ 1,025,811</b>	<b>\$ 512,422</b>	<b>\$ 176,755</b>	<b>\$ 1,714,988</b>
<b>Fund Balance (GF001)</b>	<b>FY20/21</b>		<b>FY21/22 Est.</b>	
<b>Beginning Fund Balance</b>	<b>\$ 1,724,162</b>		<b>\$ 1,950,000</b>	
<b>Estimated Ending Fund Balance</b>	<b>\$ 1,950,000</b>			
<b>Reserve</b>				
<b>Operating Reserve</b>	<b>\$ 313,383</b>			

**PACIFIC LIBRARY PARTNERSHIP  
FY 2021-22 PROPOSED BUDGET**

**ADMINISTRATION (920)**

		<b>Adopted FY20/21</b>	<b>Proposed FY21/22</b>	<b>Note</b>
<b><u>GL Acct</u></b>	<b><u>Revenues</u></b>			
3601	Other Agencies	\$ 8,400	\$ 8,400	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	310,366	130,563	NorthNet Contract
3661	Member Fees	580,677	536,481	PLP Membership Fees
3667*	State Grant-CLSA	72,967	73,356	CLSA System Admin Funds
3668	Federal Grant	190,000	277,011	LSTA Grants-Indirect Costs Prior & Current Year
3000	Fund Balance			Use of Fund Balance
	<b>Total Revenues</b>	<b>\$ 1,162,410</b>	<b>\$1,025,811</b>	<b>(11.75%)</b>
	<b><u>Expenditures</u></b>			
4216	Mileage	\$ 300	\$ 300	
4217	Equipment Maintenance	5,000	5,232	MIP Acctg Software Maint. & Support
4218	Printing	500	500	Envelopes and checks (Discont. PLP Directory)
4219	Professional services	120,700	36,200	NLS Sys. Coord. (\$31.2K); Consultants (\$5K)
4220	Contractual Services	1,000,060	949,749	PLS Contract \$896,377 + L@tL Addendum \$37,372; Audit Services \$16,000
4230	Office Expense	3,000	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 , BayNet & other membership fees
4303	Travel/Meetings	9,400	8,900	Annual Conferences (\$3.5K); Nat'l Legislature Day (\$5.4K)
4304	Education & Training	800	800	
4305	Subscriptions	500	830	Formsite (\$300); SurveyMonkey (\$350); Library Journal (\$180)
4373	Service Fees	400	300	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	5,000	5,000	System-wide Non-Fee Trainings
4448	Reimbursable - Legacy System Expenses	8,400	8,400	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	850	600	Postage meter
	<b>Total Expenditure</b>	<b>\$1,162,410</b>	<b>\$1,025,811</b>	<b>(11.75%)</b>

\*Note - pending approval of CSL FY21/22 CLSA funds allocation

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**PACIFIC LIBRARY PARTNERSHIP  
FY 2021-22 PROPOSED BUDGET**

**CLSA COMMUNICATIONS & DELIVERY (924)**

		<b>Adopted FY20/21</b>	<b>Proposed FY21/22</b>	<b>Note</b>
<b><u>GL Acct</u></b>	<b><u>Revenues</u></b>			
3601	Other Agencies	\$ 2,000	\$ 1,000	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	291,865	293,422	CLSA C & D Allocation
3667	State Library	411,389	218,000	<i>FY2020-21 Roll -over CLSA Funds</i>
	<b>Total Revenues</b>	<b>\$ 705,254</b>	<b>\$ 512,422</b>	<b>(27.34%)</b>
	<b><u>EXPENDITURES</u></b>			
4212	Communication	\$ 5,000	\$ 8,000	PLP Conference Call #; ZOOM (\$800); Basecamp (\$1K); Landlines
4220	Contractual Services	<b>207,232</b>	<b>211,854</b>	Systems delivery contracts
4220	<i>Contractual Services</i>	70,206	-	<i>FY 20/21 EBSCO Flipster Subscription</i>
4220	<i>Contractual Services</i>	13,680	4,760	Website Hosting Fees \$2,380 (PLP) & \$2,380 (MOBAC Website)
	<b>Systems Delivery</b>	<b>2% CPI Adj.</b>		
	BALIS	\$ 58,515		
	MOBAC	63,036		
	PLS (CLSA Fund)	62,763		
	SVLS	27,540		
	<b>Total Systems Delivery</b>	<b>\$ 211,854</b>		
4230	Office Expenses	2,000	750	Delivery Supplies ( tags, labels, etc) - BALIS & SVLS
4233	Postage	6,000	800	US Postal, UPS & FEDEX
<b>4234*</b>	<b><i>Special Departmental -CLSA</i></b>	<b>401,136</b>	<b>286,258</b>	<b><i>CLSA Allocation to Libraries</i></b>
	<b>Total Expenditure</b>	<b>\$ 705,254</b>	<b>\$ 512,422</b>	<b>(27.34%)</b>

\*Note - pending approval of CSL FY21/22 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP  
FY 2021-22 PROPOSED BUDGET**

**SYSTEM OPERATION (928)**

		<b>Adopted FY20/21</b>	<b>Proposed FY21/22</b>	<b>Note</b>
<b><u>GL Acct</u></b>	<b><u>Revenues</u></b>			
3510	Interest Income	\$ 49,000	\$ 28,500	Investments Interest Income (LAIF & CD)
3661	Member Fees	56,226	120,422	PLP Membership Fees (Prorated)
3663	Workshop Fees	17,000	27,833	Future of Libraries & Spring Workshop (\$12K); Exec & Mid-Mgmt Training (\$15,833)
3674	Reimbursable Costs	30,000	0	<i>FY20/21 Staff Dev. Initiatives from BALIS Reserve</i>
3000	Fund Balance	-	-	Use of Fund Balance
	<b>Total Revenues</b>	<b>\$ 152,226</b>	<b>\$ 176,755</b>	<b>16.11%</b>
4219	Professional Services	\$ 25,000	\$ 28,000	Consultant for Exec & Mid-Mgmt Training
<b>4234</b>	<b><i>Special Departmental</i></b>	<b>74,196</b>	<b>118,725</b>	<b>Innovation Grants</b>
4302	Membership Fees	15,030	15,030	Califa membership for members
4303	Travel & Meetings	1,000	1,000	Mileage
4434	Workshop Expenses	7,000	14,000	Staff Development Fee-Based Training (\$6,000)- Future of Libraries & Spring Workshop, Mid-Mgmt Training Refreshments & Supplies (\$8,000)
4448	Reimb. -Legacy System Expenses	30,000	-	<i>FY20/21 BALIS Staff Dev. Initiatives</i>
	<b>Total Expenditure</b>	<b>\$ 152,226</b>	<b>\$ 176,755</b>	<b>16.11%</b>



## **FY 2021-22 PLP Executive Committee Meeting Schedule**

Monday, June 21, 2021, 10 a.m.

Monday, October 18, 2021, 10 a.m.

Monday, January 24, 2022, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 20, 2022, at the conclusion of the PLP Annual Director's Meeting

Monday, June 20, 2022, 10 a.m.

**California State Library, Library Development Services  
Cooperative System Report, June 10, 2021**

**\*Funding Opportunities Through the California State Library**

A funding timetable and new funding opportunities from the California State Library will be available in July.

**\*Workforce Development**

We recently met with Summer @ your Library folks to introduce them to a [folder of materials](#) available to use at summer reading sites, lunch sites, and any curbside or grab and go locations. The materials invite patrons to use the tools for job seeking. Questions about this or anything else related to JobNow/VetNow/LearnNow can be directed to [Jody.Thomas@library.ca.gov](mailto:Jody.Thomas@library.ca.gov).

A(nother) snapshot survey was sent out to better understand what tools and platforms public libraries are using for skill building, adult learning, and workforce development, and what tools and platforms you would like to have if money were not an impediment. We had 91 responses (almost 50%). The survey results were sent out on the directors' list and can be seen [here](#).

**\*Statewide Library Branch Map**

The State Library has developed a [statewide library branch map](#) that provides contact information, opening status, and services available for every library branch building in California. Please [contact Meg DePriest](#) if you have not had a chance to update your library; she will provide you a link to the update form.

**\*Lunch at the Library and Summer @ Your Library**

**Summer @ Your Library**

The First Partner's Summer Book Club has launched! The Book Club encourages families to take part in their local library's summer reading program. It includes:

- Weekly, online story times read by First Partner, Jennifer Seibel Newsom
- Booklists of diverse children's books, with a focus on social emotional learning, for pre-schoolers and elementary-aged children – selected in partnership with California public librarians!
- A book shelf of titles from the list for every California public library, provided by CLA's LSTA-funded Summer @ Your Library project
- A Book Club badge in Beanstack that kids can earn by watching one of the storytimes or reading a book from the list
- A Book Club website

We will send libraries:

- Social media-ready posts for libraries to encourage children and families to take part in the book club
- Information about how to share the storytimes with families



Is your library on the summer reading map? <https://www.library.ca.gov/summer-reading/>

The First Partner's Office is promoting California public libraries' summer reading and meals programs with this interactive map developed by the State Library. You can add or update your library's information using the following link: <https://arcg.is/1inDnK>

**Summer @ Your Library** also provides California public library staff with program planning resources, training, a set of quality principles and indicators, and a framework and support for presenting outcomes-based summer programs. All California public libraries are eligible to receive:

- Free iREAD summer reading & learning resource guides.
  - A free premium subscription to the Beanstack online literacy tool and platform (through May 2023).
- Please contact Summer @ Your Library project staff at [summeratyourlibrary@cla-net.org](mailto:summeratyourlibrary@cla-net.org) to request your iREAD resource guides, or to get started with Beanstack.

### **Lunch at the Library**

You can be part of Lunch at the Library if you:

- Take learning and enrichment materials (pop-up libraries) out to community meal sites
- Serve meals at your library

If you're not already receiving project funds and you plan to take pop-up libraries to meal sites or serve summer meals at the library, please contact project staff. Staff can also assist with helping to connect with meal providers and/or community partners or with any other summer meal program needs. Send us an email and let's start a conversation! Contact:

- Trish Garone, Lunch at the Library Program Manager: [garone@plpinfo.org](mailto:garone@plpinfo.org)
- Kari Johnson, Lunch at the Library Meals and Partnerships Coordinator: [johnson@plpinfo.org](mailto:johnson@plpinfo.org)

### **\*California Libraries Learn (CALL)**

Look forward to a summer of great free learning opportunities through CALL. In a few weeks, CALL will open applications for teams to join The Partnership Project pilot, a three-session learning experience about engaging and developing stronger community partners. Registration for October's Association for Rural and Small Libraries 2021 conference also opens soon. Also look for courses and training from: The Grantsmanship Center, supporting you in preparing stronger proposals for funding opportunities; Dare to Lead, helping develop brave leaders and courageous cultures; and a new series for those who are "Curious about Supervision." Visit [www.callacademy.org](http://www.callacademy.org) and check the frequently updated [calendar](#) to explore the options.

CALL now has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please do take a moment and [subscribe today](#). Also encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

### **Funding Recently Announced: Hotspots and Chromebooks for CIPA compliant libraries**

108 CIPA compliant library jurisdictions were eligible for funds or equipment to help bridge the digital divide with Hotspots and Chromebooks. This CAREs act funded project totals 1.6 million dollars.

For more information contact Chris Durr at [chris.durr@library.ca.gov](mailto:chris.durr@library.ca.gov)

### **Interactive Family Learning in California's Libraries**

California public libraries are designing and delivering high quality, interactive learning opportunities to engage young children and their families all across the state. The newly published report [\*\*Together, Learning More! Interactive Family Learning in California's Libraries\*\*](#) highlights innovative programs that encourage social interaction and provides a research-backed lens on the impact on children's life-long learning and social-emotional development. The webinar with the report's author is available as a self-guided learning module on CALL Academy - <https://my.nicheacademy.com/callacademy/course/29106>. For more information, contact [Shana Sojoyner](#).

### **California Revealed**

California Revealed previews three upcoming grant opportunities for work with historical records, images, and outreach. For more information, visit [www.californiarevealed.org](http://www.californiarevealed.org) and <https://californiarevealed.org/content/news>.

[California Revealed: Digitization and Preservation Assistance](#)

Application due: Friday, August 13, 2021

[Cataloging California: Description Assistance](#)

Application due: Friday, December 3, 2021

[Our Collections, Our Communities: Outreach Assistance](#)

Application due: Friday, December 3, 2021

### **Public Library Staff Education Program**

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Information and reports can be found at [Public Library Staff Education Program - California State Library](#). For questions, please contact [Lena.pham@library.ca.gov](mailto:Lena.pham@library.ca.gov)

### **Developing Leaders in California Libraries**

In partnership with the California State Library, the California Library Association (CLA) presented exciting new Leadership Development opportunities for library staff in California. In addition to the Leadership Cohort, New Leaders Cohort, and Leadership Challenge Cohort programs, the Developing Leaders in California Libraries project offered a series of "My Leadership Journey" webinars open to all staff to attend. To view past webinars, please visit <https://claleadership.org/webinars/>

### **Networking Conversations**

Networking conversations for California libraries continue, are posted on CLA's calendar as they are scheduled ([https://www.cla-net.org/events/event\\_list.asp](https://www.cla-net.org/events/event_list.asp)), and we encourage you to register to attend. There are calls for a variety of interest groups, including frontline staff, youth services staff, branch supervisors, assistant directors, and marketing and PR professionals. Directors' calls occur once a month in 2021. Upcoming calls include:

- Wednesday, June 16, 3:30-5 p.m., **Library Directors**
- Wednesday, July 14, 3:30 – 5 p.m., **Library Directors**
- Wednesday, Aug 18, 3:30 – 5 p.m., **Library Directors**

### **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. This opportunity was open to all public libraries, and it is well suited to those with limited capacity for developing and testing new programming. 2020/21 report forms can be found at [Copycat Grant Toolkits - California State Library](#) under "Manage Your Grant." For questions, contact [lena.pham@library.ca.gov](mailto:lana.pham@library.ca.gov)

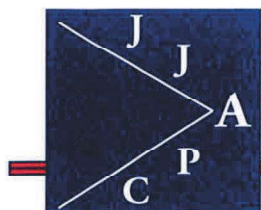
### **California COVID Diaries**

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

**PACIFIC LIBRARY PARTNERSHIP**

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AND  
COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS**

**JUNE 30, 2020**



**JJACPA, Inc.**

A Professional Accounting Services Corp.

June 14, 2021

To the Administrative Council of the  
Pacific Library Partnership  
San Mateo, California

We have audited the basic financial statements of the Pacific Library Partnership as of and for the year ended June 30, 2020, and have issued our report thereon dated June 14, 2021. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility under Generally Accepted Auditing Standards (and when applicable, *Government Auditing Standards*)**

As communicated in our engagement letter dated May 22, 2020 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Pacific Library Partnership solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Pacific Library Partnership is included in Note 1 to the financial statements. During the year there were no new policies or procedures required to be disclosed in the current year's financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are useful lives of capital assets ("useful lives").

Management's estimate of the useful lives is based on experience with and observation of capital assets, by category as well as industry standards, when applicable (i.e. buildings). We evaluated the key factors and assumptions used to develop the useful lives and determined that it is reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Pacific Library Partnership's financial statements relate to commitments and contingencies.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Pacific Library Partnership's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in a separate letter dated June 14, 2021.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Findings or Issues**

In the normal course of our professional association with Pacific Library Partnership, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting Pacific Library Partnership, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the entity's auditors.

## **Communication of Internal Control Related Matters**

In planning and performing our audit of the financial statements, we considered PLP's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of PLP's internal control. Accordingly, we do not express an opinion on the effectiveness of PLP's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Administrative Council and management of PLP, others within the organization and Federal and State agencies and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Joseph J. Arch*

JOSEPH J. ARCH, CPA  
President/CEO  
JJACPA, INC.



**PACIFIC LIBRARY PARTNERSHIP**  
**BASIC FINANCIAL STATEMENTS**  
**AND SINGLE AUDIT REPORTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

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**Pacific Library Partnership**  
**Basic Financial Statements and Single Audit Reports**  
**For the year ended June 30, 2019**

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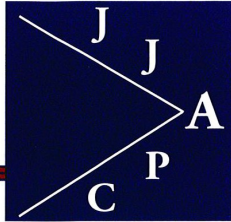
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# JJACPA, Inc.

A Professional Accounting Services Corp.

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## INDEPENDENT AUDITOR'S REPORT

To the Administrative Council of the  
Pacific Library Partnership  
San Mateo, California

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Pacific Library Partnership (PLP) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise PLP's basic financial statements as listed in the table of contents. The prior-year comparative total information presented has been derived from the PLP's 2019 basic financial statements and, in our report dated June 14, 2021 we expressed an unmodified opinion on the those financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and the budgetary comparison information of PLP, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3-9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the PLP's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2021 on our consideration of PLP's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the PLP's internal control over financial reporting and compliance.

June 14, 2021

*JJACPA, Inc.*

**JJACPA, Inc.  
Dublin, CA**

**Pacific Library Partnership  
Management's Discussion and Analysis  
For the year ended June 30, 2020**

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**Management's Discussion and Analysis**

This section of the Pacific Library Partnership's (PLP) basic financial statements presents management's discussion and analysis of PLP's financial performance during the fiscal year ended June 30, 2020. Since this management's discussion and analysis is designed to focus on current activities, resulting change, and current known facts, please read it in conjunction with PLP's basic financial statements (pages 12 and 13) as well as the footnotes to the financial statements (pages 15 - 23).

**Financial Highlights**

At June 30, 2020, PLP ended the year with a net position of \$2,846,819 which includes capitalization of \$2,097 in capital assets as shown in note 9 as reclassifications and eliminations on page 22.

**Using This Report**

In June 1999, the Governmental Accounting Standards Board (GASB) released Statement No. 34, *Basic Financial Statements -- and Management's Discussion and Analysis -- for State and Local Governments*. Changes in Statement No. 34 require a comprehensive one-line look at the entity as a whole and capitalization of assets and depreciation. The major reconciling items necessary were capitalization and depreciation of capital assets and inclusion of long-term liabilities. PLP has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for PLP's operations.

The annual financial statements include the Independent Auditor's Report, this management's discussion and analysis, the basic financial statements, and notes to basic financial statements and required supplementary information.



**Pacific Library Partnership**  
**Management's Discussion and Analysis, Continued**  
**For the year ended June 30, 2020**

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**Financial Analysis of PLP as a Whole**

	Net Position			
	As of June 30, 2020 and 2019			
	2020	2019	Increase (Decrease)	Percent Change
<b>Assets:</b>				
Current Assets	\$ 4,312,347	\$ 3,975,596	\$ 336,751	8.5%
Non-current Assets	2,097	3,851	(1,754)	-45.5%
<b>Total Assets</b>	<u>\$ 4,314,444</u>	<u>\$ 3,979,447</u>	<u>\$ 334,997</u>	8.4%
<b>Liabilities:</b>				
Current Liabilities	\$ 1,467,625	\$ 1,952,868	\$ (485,243)	-24.8%
Total Liabilities	<u>1,467,625</u>	<u>1,952,868</u>	<u>(485,243)</u>	-24.8%
<b>Net Position:</b>				
Net Investment in Capital Assets	2,097	3,851	(1,754)	-45.5%
Restricted	313,383	313,383	-	
Unrestricted	<u>2,531,339</u>	<u>1,709,345</u>	<u>821,994</u>	48.1%
Total Net Position	<u>2,846,819</u>	<u>2,026,579</u>	<u>820,240</u>	40.5%
<b>Total Liabilities and Net Position</b>	<u>\$ 4,314,444</u>	<u>\$ 3,979,447</u>	<u>\$ 334,997</u>	8.4%

This schedule is prepared from PLP's Statement of Net Position, which is presented on an accrual basis of accounting whereby assets are capitalized and depreciated.

Net position of \$2,846,819 at June 30, 2020 consisted of \$2,531,339 unrestricted amount available for operations, \$313,383 of restricted and \$2,097 for net investment in capital assets.

**Pacific Library Partnership**  
**Management's Discussion and Analysis, Continued**  
**For the year ended June 30, 2020**

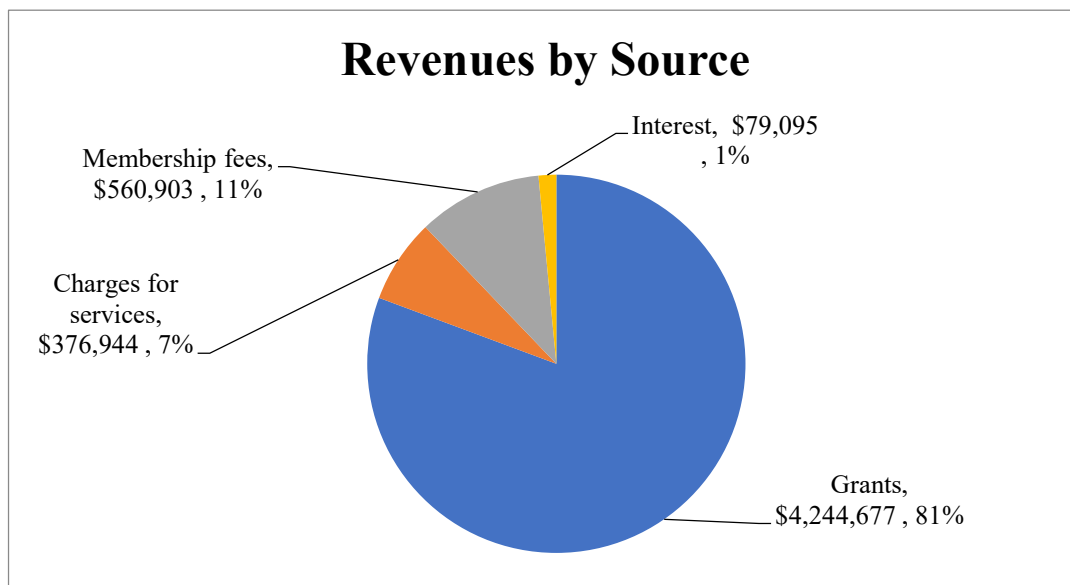
**Financial Analysis of PLP as a Whole, Continued**

**Operating Results**  
**For the year ended June 30, 2020 and 2019**

	<b>2020</b>	<b>2019</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
<b>Operating Expenses:</b>	\$ 4,441,379	\$ 4,276,786	\$ 164,593	3.8%
<b>Program Revenue:</b>				
Grants	4,244,677	2,015,347	2,229,330	110.6%
Charges for services	376,944	281,145	95,799	34.1%
Total program revenue	4,621,621	2,296,492	2,325,129	101.2%
<b>Net Operating Expenses</b>	<b>(180,242)</b>	<b>1,980,294</b>	<b>(2,160,536)</b>	<b>-109.1%</b>
<b>General Revenue:</b>				
Membership fees	560,903	549,262	11,641	2.1%
Interest	79,095	88,220	(9,125)	-10.3%
Total general revenue	639,998	637,482	2,516	0.4%
<b>Increase (decrease) in net position</b>	<b>820,240</b>	<b>(1,342,812)</b>	<b>2,163,052</b>	<b>-161.1%</b>
<b>Net Position:</b>				
Beginning of year	2,026,579	3,369,390	(1,342,811)	-39.9%
End of year	\$ 2,846,819	\$ 2,026,579	\$ 820,240	40.5%

In FY2019-20, program revenues were primarily from grants, which consisted of \$4,244,677. General revenues were primarily membership fees and reimbursements from services provided to members.

The following is a graphic illustration of revenues by source for the year ended June 30, 2020:



**Pacific Library Partnership**  
**Management's Discussion and Analysis, Continued**  
**For the year ended June 30, 2020**

**Financial Analysis of PLP as a Whole, Continued**

**Operating Expenses**  
**For the year ended June 30, 2020 and 2019**

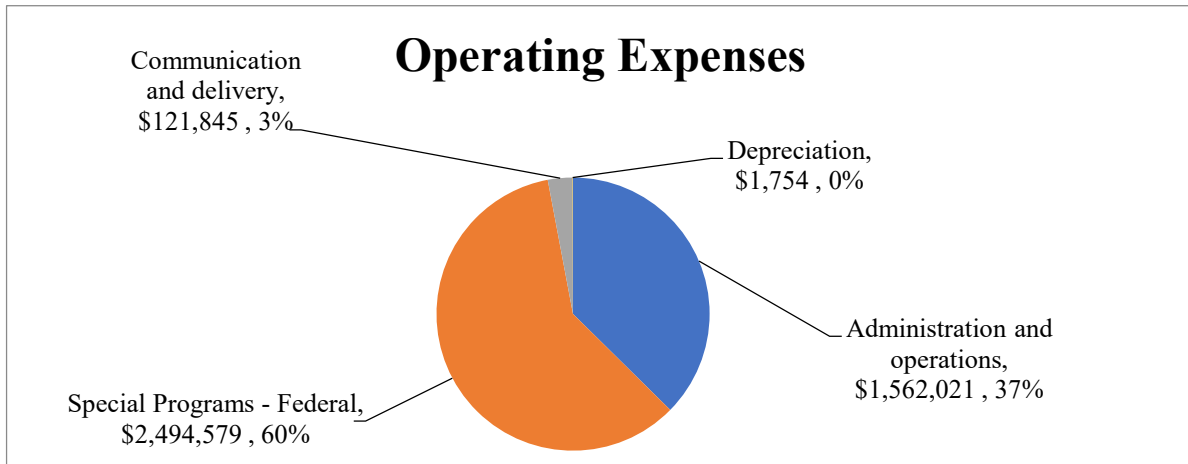
	<b>2020</b>	<b>2019</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Operating Expenses:				
Administration	\$ 1,298,963	\$ 998,556	\$ 300,407	30.1%
Delivery	478,753	565,219	(86,466)	-15.3%
System Operation	169,083	121,845	47,238	38.8%
Data Privacy Training FY19/20	28,352	-	28,352	100.0%
Veterans Connect FY17/18	-	94,887	(94,887)	-100.0%
Veterans Connect FY18/19	95,274	177,457	(82,183)	-46.3%
Veterans Connect FY19/20	181,621	-	181,621	100.0%
Reimagining School Readiness FY19/20	30,693	-	30,693	100.0%
Networking CA Library FY17/18	-	106,856	(106,856)	-100.0%
Networking CA Library FY18/19	96,081	345,380	(249,299)	-72.2%
Networking CA Library FY19/20	228,024	-	228,024	100.0%
Literacy Initiatives FY17/18	-	147,439	(147,439)	-100.0%
Literacy Initiatives FY18/19	66,412	193,673	(127,261)	-65.7%
Literacy Initiatives FY19/20	148,028	-	148,028	100.0%
CA Preservation Program FY17/18	-	98,740	(98,740)	-100.0%
CA Preservation Program FY 18/19	124,183	96,099	28,084	29.2%
CA Library Metrics FY 17/18	-	127,768	(127,768)	-100.0%
CA Library Metrics FY 18/19	85,955	384,553	(298,598)	-77.6%
CA Library Metrics FY 19/20	420,886	-	420,886	100.0%
Economic Mobility & CA Libraries FY19/20	194,000	-	194,000	100.0%
Lunch at the Library FY19/20	611,075	-	611,075	100.0%
CA Statewide Initiatives Book Program FY17/18	-	487,500	(487,500)	-100.0%
PLSEP FY17/18	-	11,365	(11,365)	-100.0%
PLSEP FY18/19	2,700	12,696	(9,996)	-78.7%
PLSEP FY19/20	65,364	-	65,364	100.0%
CA Rural Library Initiative FY 17/18	-	54,160	(54,160)	-100.0%
CA Rural Library Initiative FY 18/19	57,241	20,146	37,095	184.1%
Student Success Initiative FY 17/18	-	34,331	(34,331)	-100.0%
Student Success Initiative FY 18/19	38,464	98,788	(60,324)	-61.1%
simplyE FY17/19	-	42,227	(42,227)	-100.0%
ENKI Content FY16-19	-	27,226	(27,226)	-100.0%
News Literacy Resources Toolkit FY17/18	-	19,003	(19,003)	-100.0%
Cybersecurity Training for Teens FY18/19	18,473	9,118	9,355	102.6%
Depreciation	1,754	1,754	-	0.0%
	<u>\$ 4,441,379</u>	<u>\$ 4,276,786</u>	<u>\$ 164,593</u>	<u>3.85%</u>

Operating expenses in the amount of \$4,441,379 were split amongst three major categories; administration and delivery operations, grants, and depreciation. The change in operating expenses of \$164,593 over the previous year end was the result of deadline extension of several FY18-19 LSTA grants expenditures through FY19-20.

**Pacific Library Partnership**  
**Management's Discussion and Analysis, Continued**  
**For the year ended June 30, 2020**

**Financial Analysis of PLP as a Whole, Continued**

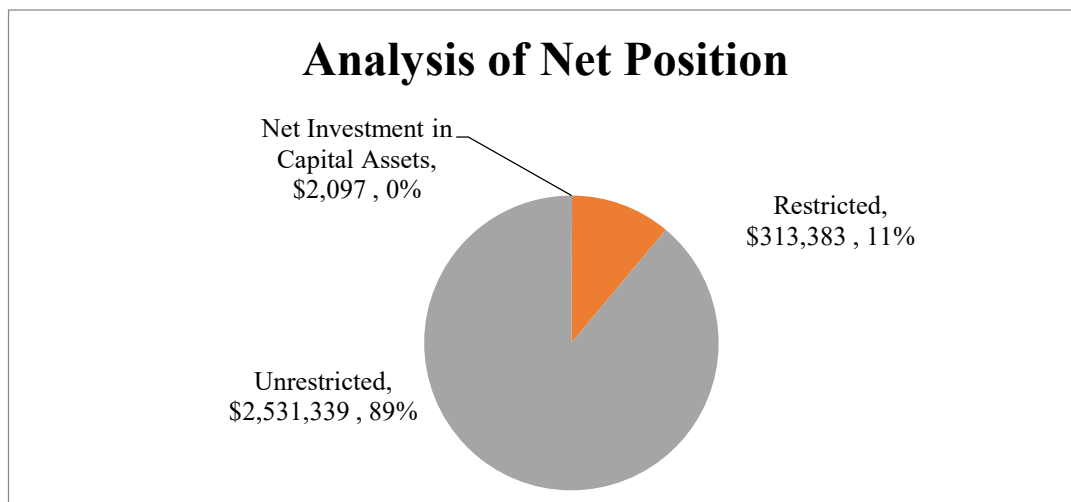
The following is a graphic illustration of operating expenses for the year ended June 30, 2020:



**Analysis of Net Position**  
**For the year ended June 30, 2020 and 2019**

	2020	2019	Increase (Decrease)	Percent Change
<b>Net Position</b>				
Net Investment in Capital Assets	\$ 2,097	\$ 3,851	\$ (1,754)	-45.5%
Restricted	313,383	313,383	-	100.0%
Unrestricted	2,531,339	1,709,345	821,994	48.1%
<b>Total Net Position</b>	<u>\$ 2,846,819</u>	<u>\$ 2,026,579</u>	<u>\$ 820,240</u>	40.5%

The change in net position of \$820,240 is primarily due to general revenues from grants exceeding the net program expense at fiscal year-end. The following is a graphic illustration of net position for June 30, 2020:



**Pacific Library Partnership  
Management's Discussion and Analysis, Continued  
For the year ended June 30, 2020**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

In considering PLP's Budget for FY 2019-20, the Administrative Council and management used the following criteria:

The key assumptions in our revenue forecast were:

1. Interest earnings are rising steadily.
2. State library and membership fees are expected to be approximately the same.

Continuing items specifically addressed in the budget were:

1. Concern over possible State budget reductions, especially in the CLSA and LSTA category, and avoiding further excesses of service costs over revenues.

The adopted budget for the new FY 2020-21 was \$1,990,890 and is summarized as follows:

	<u>FY 2020-21</u>	<u>FY 2019-20</u>	<u>Percentage Change</u>
<b>Administration</b>			
System administration	\$ 1,162,410	\$ 1,018,123	14.17%
System operations	123,226	234,821	-47.52%
<b>Total Administration</b>	<u>1,285,636</u>	<u>1,252,944</u>	2.61%
<b>Membership services</b>			
Communicaions and delivery	705,254	796,077	-11.41%
<b>Total Membership Services</b>	<u>705,254</u>	<u>796,077</u>	-11.41%
<b>Total Budget</b>	<u>\$ 1,990,890</u>	<u>\$ 2,049,021</u>	-2.84%

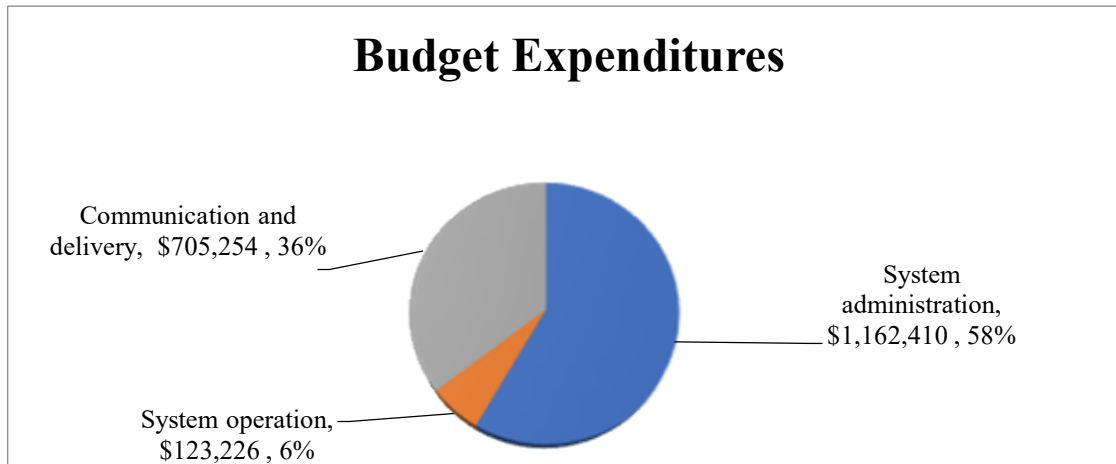
1. Administration - Shows a combined increase of approximately 2.6%, which is mainly due to increase in administrative expenses.
2. Membership services – Shows a decrease of approximately 11.41% due to a decrease in prior year roll-over CLSA funds and 50% reduction in System Administration and Communications and Delivery's CLSA.

**Pacific Library Partnership  
Management's Discussion and Analysis, Continued  
For the year ended June 30, 2020**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES, CONTINUED**

The following is a graphic illustration of appropriations for FY 2020-21.



**Contacting PLP**

This financial report is designed to provide our customers and creditors a general overview of PLP's finances and to demonstrate PLP's accountability for the money it receives and is allocated to it. If you have questions about this report, contact the Pacific Library Partnership, 32W 25<sup>th</sup> Ave, Suite 201, San Mateo, CA 94403, telephone number (650) 349 5538.

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## **BASIC FINANCIAL STATEMENTS**

# Pacific Library Partnership

## Governmental Funds Balance Sheet/Statement of Net Position

June 30, 2020

	Governmental Funds	Adjustments (Note 9)	Statement of Net Position	2019
<b>ASSETS</b>				
<b>Current</b>				
Cash and investments:				
Available for operations	\$ 3,918,095	\$ -	\$ 3,918,095	\$ 3,602,833
Accounts receivable	379,684	-	379,684	350,190
Interest receivable	14,568	-	14,568	22,573
<b>Total current assets</b>	<u>4,312,347</u>	<u>-</u>	<u>4,312,347</u>	<u>3,975,596</u>
<b>Noncurrent</b>				
Capital assets, net of accumulated depreciation	-	2,097	2,097	3,851
<b>Total assets</b>	<u>\$ 4,312,347</u>	<u>\$ 2,097</u>	<u>\$ 4,314,444</u>	<u>\$ 3,979,447</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>				
<b>Liabilities:</b>				
<b>Current</b>				
Accounts payable and accrued liabilities	\$ 700,990	\$ -	\$ 700,990	\$ 352,040
Deposit payable	8,550	-	8,550	11,404
Unearned revenue	-	758,085	758,085	1,589,424
<b>Total current liabilities</b>	<u>709,540</u>	<u>758,085</u>	<u>1,467,625</u>	<u>1,952,868</u>
<b>Deferred Inflow:</b>				
Unavailable revenue	758,085	(758,085)	-	-
<b>Total liabilities and deferred inflows</b>	<u>1,467,625</u>	<u>-</u>	<u>1,467,625</u>	<u>1,952,868</u>
<b>Fund balances/Net position:</b>				
Committed:				
Operating reserve	313,383	(313,383)		
Unassigned, reported in:				
General fund	2,531,339	(2,531,339)	-	-
<b>Total fund balances</b>	<u>2,844,722</u>	<u>(2,844,722)</u>	<u>-</u>	<u>-</u>
<b>Total liabilities, deferred inflows and fund balances</b>	<u>\$ 4,312,347</u>			
<b>NET POSITION</b>				
Net investment in capital assets		2,097	2,097	3,851
Restricted		313,383	313,383	313,383
Unrestricted		2,531,339	2,531,339	1,709,345
<b>Total net position</b>		<u>\$ 2,846,819</u>	<u>2,846,819</u>	<u>2,026,579</u>
<b>Total liabilities and net position</b>			<u>\$ 4,314,444</u>	<u>\$ 3,979,447</u>

The accompanying notes are an integral part of these basic financial statements

# Pacific Library Partnership

## Statement of Governmental Fund Revenues, Expenditures, and

### Changes in Fund Balances/Statement of Activities

For the year ended June 30, 2020

	Governmental Funds	Adjustments (Note 10)	Statement of Activities	2019
<b>EXPENDITURES/EXPENSES:</b>				
Administration and operations	\$ 1,945,046	\$ -	\$ 1,945,046	\$ 1,685,620
Special programs:				
State			-	-
Federal	1,883,505	-	1,883,505	2,519,959
Local	611,074	-	611,074	69,453
Depreciation	-	1,754	1,754	1,754
<b>Total expenditures/expenses</b>	<b>4,439,625</b>	<b>1,754</b>	<b>4,441,379</b>	<b>4,276,786</b>
<b>REVENUES:</b>				
Program revenues:				
Grants	4,244,677	-	4,244,677	2,015,347
Charges for services	376,944	-	376,944	281,145
<b>Total program revenues</b>	<b>4,621,621</b>	<b>-</b>	<b>4,621,621</b>	<b>2,296,492</b>
<b>Net program expense</b>	<b>(181,996)</b>	<b>1,754</b>	<b>(180,242)</b>	<b>1,980,294</b>
General revenues:				
Membership fees	560,903	-	560,903	549,262
Interest	79,095	-	79,095	88,220
<b>Total general revenues</b>	<b>639,998</b>	<b>-</b>	<b>639,998</b>	<b>637,482</b>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	<b>821,994</b>			
<b>CHANGE IN NET POSITION</b>		<b>(1,754)</b>	<b>820,240</b>	<b>(1,342,812)</b>
<b>FUND BALANCES/NET POSITION:</b>				
Beginning of the year	2,022,728	3,851	2,026,579	3,369,390
End of the year	<u>\$ 2,844,722</u>	<u>\$ 2,097</u>	<u>\$ 2,846,819</u>	<u>\$ 2,026,579</u>

The accompanying notes are an integral part of these basic financial statements

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**Pacific Library Partnership**  
**Notes to Basic Financial Statements**  
**For the year ended June 30, 2020**

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**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Pacific Library Partnership (“PLP”) is a Joint Powers Agency under Government Code Section 6500 *et. seq.* established on January 9, 2009 which began operations on July 1, 2009 by the Bay Area Library and Information System, Silicon Valley Library System, Monterey Bay Area Cooperative Library System and the Peninsula Library System. PLP is a library services organization which has the powers necessary to establish, improve and extend library services held by its members and those powers designated in Government Code Section 6508. No single member controls PLP. PLP also delivers library materials to members, provides research services and general education workshops, and training seminars for its members.

PLP is governed by an Administrative Council composed of all of the library directors of library agencies therein. Oversight responsibility, the ability to conduct independent financial affairs, issue debt instruments, approve budgets, and otherwise influence operations and account for fiscal matters is exercised by PLP's Administrative Council. PLP is a separate reporting entity for financial reporting purposes and the accompanying basic financial statements reflect the assets, liabilities, fund balances/net position, revenues, and expenditures/expenses of PLP only.

The Peninsula Library System (PLS) acts as fiscal agent and Treasurer/Controller for PLP and acts as the depository and has custody of the money of PLP and performs those duties required by Government Code sections 6505 and 6505.5. More information regarding the contract with PLS is located in Note 5.

The financial statements of PLP have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant policies:

In June 1999, the GASB released Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. PLP has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for PLP’s operations.

**A. Reporting Entity**

As defined by GASB Statement No.39, *The Financial Reporting Entity*, PLP is not financially accountable for any other entity other than itself, nor are there any other entities for which the nature and significance of their relationship with PLP are such that exclusion would cause PLP’s financial statements to be misleading or incomplete.

In addition, based upon the above criteria, PLP is not aware of any entity which would be financially accountable for PLP which would result in PLP being considered a component of the entity.

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**B. Basis of Accounting**

The fund-based financial statement columns (Governmental Funds column) on Pages 12 and 13 are accounted for using the modified accrual basis of accounting and reflect balances for PLP's General Fund and Federal Grant Special Revenue Fund. These funds revenues are recognized when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and available means the amount is collectible within the current period or soon enough thereafter (generally sixty days) to be used to pay liabilities of the current period. Amounts, which could not be measured or were not available, were not accrued as revenue in the current fiscal year. The Statements of Net Position and Activities columns on Pages 12 and 13 have been prepared on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay.

**C. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**D. Budgets**

Budgets are prepared on the modified accrual basis of accounting, in which capital assets acquired are recorded as expenditures and depreciation is not recorded.

PLP follows these procedures in establishing the budgetary data reflected in the financial statements:

- By June 30, the Finance Committee reviews and recommends to the Administrative Council a proposed operating budget for the year commencing July 1. The operating budget includes proposed expenditures and the means of financing them.
- The budget is legally enacted through passage of a motion during an Administrative Council meeting prior to year-end.
- The Finance Committee reviews all budget transfers and revisions, which are then approved by the Chair of the Administrative Council and the Chair of the Finance Committee.
- Formal budgeting is employed as a management control device during the year for the general and special revenue funds.

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**D. Budgets, continued**

- Budgets for the General and Special Revenue Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

The legal level of a budgetary control, the amount to which budget should not be exceeded, is the program level.

Budgeted amounts are as originally adopted or as amended by the Administrative Council. Individual amendments were not material in relation to the original appropriations.

**E. Cash and Investments**

PLP pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

PLP indirectly participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF) which has invested a portion of the pool funds in Structured Notes and Asset-Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to changes in interest rates.

**F. Capital Assets**

Capital assets are carried at cost or estimated cost if actual cost was not available. Donated assets are valued at their estimated fair value on the date donated.

Depreciation is calculated on a straight line basis using the following useful life schedule:

Furniture and fixtures	5 to 10 years
Automobiles	5 years
Office equipment	5 to 10 years
Computer equipment	5 to 10 years



**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**2. CASH AND INVESTMENTS**

The System had the following cash and investments at June 30, 2020:

	FDIC/ SIPC insured	Not rated	Fair Value
Local Agency Investment Fund (LAIF)	\$ 167,024	\$ 3,329,612	\$ 3,496,636
Cash deposits	-	-	-
Certificate of Deposit	421,209	-	421,209
Petty cash	-	250	250
Total	\$ 588,233	\$ 3,329,862	\$ 3,918,095

**A. Cash Deposits**

The System pools cash from all sources. The System invests excess cash in LAIF. The System maintains a petty cash fund of \$250.

The California Government Code requires California banks and savings and loan associations to secure government cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral is considered to be held in the government's name.

According to California law, the market value of pledged securities with banking institutions must equal at least 110% of the government's cash deposits. California law also allows institutions to secure government deposits by pledging first trust deed mortgage notes having a value of 150% of the government's total cash deposits. The government can waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

**B. Investments**

PLP is authorized by State statutes and Administrative Council action to invest in the following:

- United States Treasury notes, bonds, bills or certificates of indebtedness.
- Registered state warrants or treasury notes or bonds of the State of California.
- Bonds, notes, warrants or other evidences of indebtedness of any local agency within the State of California.
- Obligations issued by banks and guaranteed by federal agency or United States government-sponsored enterprise.
- Negotiable certificates of deposit or time deposits placed with commercial banks and/or savings and loan companies.
- Banker's acceptances.
- Commercial paper.
- California Local Agency Investment Fund (LAIF)

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**2. CASH AND INVESTMENTS, Continued**

**B. Investments, Continued**

PLP invests in LAIF, an unrated pool, which limits the exposure of Partnership funds to interest rate and credit risk by treating all balances as current.

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments were stated at fair value using the aggregate method, which includes any adjustments recorded in interest/investment income.

**C. Investments in External Investment Pools**

PLP's investments with LAIF at June 30, 2020, included a portion of the pool funds invested in structured notes and asset backed securities and similar transactions. These investments may include the following:

- Structured Notes are debt securities (other than asset-backed securities) whose cash-flow characteristics (coupon rate, redemption amount, or stated maturity) depends on one or more indices and/or that have embedded forwards or options.
- Asset-backed Securities, the bulk of which are mortgage-backed securities, entitle their purchaser to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMOs) or credit card receivables.

As of June 30, 2020, LAIF had invested 3.37% of its funds in structured notes and asset-backed securities and similar transactions.

**3. CAPITAL ASSETS**

Changes in capital assets were as follows:

	Balance July 1, 2019	Additions	Adjustments/ Deletions	Balance June 30, 2020
Computer equipment	\$ 8,771	\$ -	\$ -	\$ 8,771
Total capital assets	8,771	-	-	8,771
Accumulated depreciation	(4,920)	(1,754)	-	(6,674)
Net capital assets	<u>\$ 3,851</u>	<u>\$ (1,754)</u>	<u>\$ -</u>	<u>\$ 2,097</u>

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**4. UNEARNED REVENUE**

PLP records payments for services not yet rendered as unearned revenue. PLP expects to recognize \$758,085 of unearned revenue as earned during FY2019-20.

**5. RELATED PARTY TRANSACTIONS**

PLP contracts with the Peninsula Library System (PLS), as its fiscal agent, for administrative services and/or materials. In compensation for services provided, PLP paid \$1,099,722 to PLS for the year ended June 30, 2020. These amounts were reported as administration expenses in the Statement of Activities.

**6. FUND BALANCES/NET POSITION**

Fund Balances consist of the following: nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance consists of investments that will not convert to cash soon enough to affect the current period. Restricted fund balance consists of resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government. Committed fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by a formal action of PLP's highest level of decision-making authority. Assigned fund balance consists of amounts where intent is expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. Unassigned amounts represent deficits in fund balance as reflected by the necessity to show nonspendable and restricted balances in an amount greater than total fund balance. Currently, the PLP uses only the committed and unassigned categories.

<u><b>Fund Balance</b></u>	<u><b>June 30, 2020</b></u>
Committed:	
Operating reserve	313,383
Unassigned	<u>\$ 2,531,339</u>
Total Fund Balance	<u><u>\$ 2,844,722</u></u>

Net position consists of restricted and unrestricted amounts. Restricted amounts reflect balances which cannot be influenced by PLP Administrative Council action, such as the investment in capital assets net of any related debt. Unrestricted amounts reflect balances available for current operations.

<u><b>Net Position</b></u>	<u><b>June 30, 2020</b></u>
Net Investment in Capital Assets	\$ 2,097
Restricted:	
Operating reserve	313,383
Unrestricted	<u>2,531,339</u>
<b>Total</b>	<u><u>\$ 2,846,819</u></u>

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

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**7. INSURANCE**

PLP purchases several insurance policies to protect against catastrophic loss: (1) General Liability and Automobile Liability with \$1,000,000 limit per occurrence and a \$500 deductible. (2) A Master Property Insurance Policy covers PLP's real and personal property on a replacement cost basis with a \$3,705,500 limit and a \$500 deductible.

**8. CONTINGENT LIABILITIES**

PLP participates in several federal and state grant programs. These programs have been audited by PLP's independent auditor in accordance with the provisions of the federal Single Audit Act and applicable state requirements. No cost disallowances were proposed as a result of these audits. However, these programs are still subject to further examination by the grantors and the amount, if any, of expenditures, which may be disallowed by the granting agencies, cannot be determined at this time. PLP expects such amounts, if any, to be immaterial.

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

**9. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND BALANCE SHEETS AND THE STATEMENTS OF NET POSITION**

“Total fund balances” of PLP’s Governmental funds of \$2,844,722 differs from “net position” of governmental activities of \$2,846,819, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the statement of net position versus the current financial resources focus of the Governmental funds balance sheets. The effect of the difference is illustrated below:

**Balance Sheet / Statement of Net Position**

	<b>Governmental Funds</b>	<b>Reclassifications and Eliminations<sup>1</sup></b>	<b>Statement of Net Position</b>
<b>Assets:</b>			
Cash and investments:	\$ 3,918,095	\$ -	\$ 3,918,095
Accounts receivable	379,684	-	379,684
Interest receivable	14,568	-	14,568
Capital assets	-	2,097	2,097
<b>Total assets</b>	<u>4,312,347</u>	<u>2,097</u>	<u>4,314,444</u>
<b>Liabilities:</b>			
Accounts payable and accrued liabilities	700,990	-	700,990
Deposit payable	8,550	-	8,550
Unearned revenue	-	758,085	758,085
<b>Total liabilities</b>	<u>709,540</u>	<u>758,085</u>	<u>1,467,625</u>
<b>Deferred inflows:</b>			
Unavailable revenue	758,085	(758,085)	-
<b>Total deferred inflows:</b>	<u>758,085</u>	<u>(758,085)</u>	<u>-</u>
<b>Fund balances/Net position:</b>			
Total fund balances/net position	<u>2,844,722</u>	<u>2,097</u>	<u>2,846,819</u>
<b>Total liabilities, deferred inflows and fund balances/net position</b>	<u>\$ 4,312,347</u>	<u>\$ 2,097</u>	<u>\$ 4,314,444</u>

<sup>1</sup> When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported in expenditures in governmental funds. However, the statement of net position includes these capital assets among the assets of PLP as a whole. Long-term liabilities such as compensated absences are not due and payable in the current period and therefore they are not reported in the government’s fund balance sheet.

**Pacific Library Partnership**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2020**

**10. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND OPERATING STATEMENTS AND THE STATEMENT OF ACTIVITIES**

The “net change in fund balances” for Governmental funds \$821,994 differs from the “change in net position” for governmental activities of \$820,240 reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the statement of activities versus the current financial resources focus of the General fund. The effect of the difference is illustrated below:

**Statement of Revenues, Expenditures, and Changes in  
Fund Balances/Statement of Activities**

	<b>Governmental Funds</b>	<b>Reclassifications and Eliminations<sup>1</sup></b>	<b>Statement of Activities</b>
<b>EXPENDITURES/EXPENSES:</b>			
Administration and operations	\$ 1,945,046	\$ -	\$ 1,945,046
Special programs:			
Federal	1,883,505	-	1,883,505
State	611,074	-	611,074
Depreciation	-	1,754	1,754
<b>Total expenditures/expenses</b>	<b>4,439,625</b>	<b>1,754</b>	<b>4,441,379</b>
<b>REVENUES:</b>			
Program revenues:			
Grants	4,244,677	-	4,244,677
Charges for services	376,944	-	376,944
<b>Total program revenues</b>	<b>4,621,621</b>	<b>-</b>	<b>4,621,621</b>
<b>Net program expense</b>	<b>(181,996)</b>	<b>1,754</b>	<b>(180,242)</b>
General revenues:			
Membership fees	560,903	-	560,903
Interest	79,095	-	79,095
<b>Total general revenues</b>	<b>639,998</b>	<b>-</b>	<b>639,998</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>821,994</b>		
<b>CHANGE IN NET POSITION</b>		<b>(1,754)</b>	<b>820,240</b>
<b>FUND BALANCES/NET POSITION:</b>			
Beginning of the year	2,022,728	3,851	2,026,579
End of the year	<u>\$ 2,844,722</u>	<u>\$ 2,097</u>	<u>\$ 2,846,819</u>

<sup>1</sup> Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. The changes to other charges and gifts and donations reflect the capitalization of these assets. Additionally, governmental funds report compensated absences as expenditures while governmental activities recognize the long-term nature as a liability, the change to contracted salaries and benefits reflects the change in the long-term compensated absences liability from the prior year.

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## **REQUIRED SUPPLEMENTARY INFORMATION**



**Pacific Library Partnership  
Required Supplementary Information  
For the year ended June 30, 2019**

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**For the year ended June 30, 2020**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	with Final Budget Positive (Negative)
<b>Budgetary Fund Balance, July 1, 2019</b>	\$ 2,022,728	\$ 2,022,728	\$ 2,022,728	\$ -
<b>Resources (inflows):</b>				
Grants	3,225,790	3,225,790	4,244,677	1,018,887
Charges for services	350,489	350,489	376,944	26,455
Membership fees	560,903	560,903	560,903	-
Interest	90,400	90,400	79,095	(11,305)
<b>Total resources (inflows)</b>	<u>4,227,582</u>	<u>4,227,582</u>	<u>5,261,619</u>	<u>1,034,037</u>
<b>Amounts available for appropriation</b>	<u>6,250,310</u>	<u>6,250,310</u>	<u>7,284,347</u>	<u>1,034,037</u>
<b>Charges to appropriations (outflows):</b>				
Administration and operation:				
System administration	959,008	959,008	998,556	(39,548)
System operations	819,867	819,867	565,219	254,648
Membership services:				
Communication and delivery	302,246	302,246	121,845	180,401
Special Programs:				
Federal	2,578,952	2,578,952	2,494,579	84,373
<b>Total charges to appropriations</b>	<u>4,660,073</u>	<u>4,660,073</u>	<u>4,180,199</u>	<u>479,874</u>
<b>Budgetary fund balance, June 30, 2020</b>	<u>\$ 1,590,237</u>	<u>\$ 1,590,237</u>	<u>\$ 3,104,148</u>	<u>\$ 1,513,911</u>

## **FEDERAL SUPPLEMENTARY REPORTS**

**Pacific Library Partnership**  
**Schedule of Expenditures of Federal Awards**  
**For the year ended June 30, 2020**

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identification Number	Federal Expenditures
<b>National Foundation on the Arts and the Humanities</b>			
<i>Pass-through programs from the California State Library - State Library Program:</i>			
Data Privacy Training FY19/20	45.310	40-8970	28,352
Veterans Connect FY18/19	45.310	40-8848	95,274
Veterans Connect FY19/20	45.310	40-8999	181,621
Reimagining School Readiness FY19/20	45.313	RE-13-19-0061-19	30,693
Networking CA Library FY18/19	45.310	40-8889	96,081
Networking CA Library FY19/20	45.310	40-8977	228,024
Literacy Initiatives FY18/19	45.310	40-8840	66,412
Literacy Initiatives FY19/20	45.310	40-8990	148,028
CA Preservation Program FY 18/19	45.310	40-8831	125,937
CA Library Metrics FY 18/19	45.310	40-8888	85,955
CA Library Metrics FY 19/20	45.310	40-8941	420,886
Economic Mobility & CA Libraries FY19/20	45.310	40-8983	194,000
PLSEP FY18/19	45.310	40-8882	2,700
PLSEP FY19/20	45.310	40-8997	65,364
CA Rural Library Initiative FY 18/19	45.310	40-8843	57,241
Student Success Initiative FY 18/19	45.310	40-8845	38,464
Cybersecurity Training for Teens FY18/19	45.310	40-8860	18,473
<b>Total National Foundation on the Arts and the Humanities</b>			<b>1,883,505</b>
<b>Total Federal Expenditures</b>			<b>\$ 1,883,505</b>

The accompanying notes to the Schedule of Expenditures of Federal Awards  
are an integral part of this supplementary information.

**Pacific Library Partnership**  
**Notes to Schedule of Expenditures of Federal Awards**  
**For the year ended June 30, 2019**

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**1. BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Partnership and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the Basic financial statements.

**2. DESCRIPTION OF MAJOR PROGRAMS**

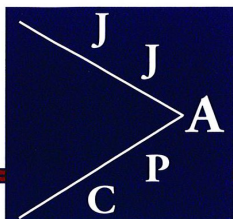
**State Library Program – (CFDA #45.310)**

As authorized by the Library Services and Technology Act; Museum and Library Services Act of 1996, Title II, Public Law 104-208, to consolidate Federal library services programs; to stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages; to promote library services that provide all users access to information through State, regional, and international electronic networks; to provide linkages among and between libraries; and to promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

**3. INDIRECT COST ELECTION**

The System has elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING  
STANDARDS**

**INDEPENDENT AUDITOR'S REPORT**

To the Administrative Council of the  
Pacific Library Partnership  
San Mateo, California

We have audited, in accordance with the auditing standard generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Pacific Library Partnership (PLP) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise PLP's basic financial statements, and have issued our report thereon dated June 14, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered PLP's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control of PLP's internal control. Accordingly, we do not express an opinion on the effectiveness of PLP's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether PLP's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

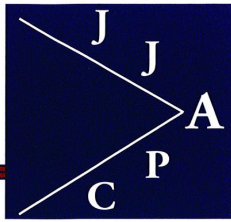
## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 14, 2021 **JJACPA, Inc.**

*JJACPA, Inc.*

**Dublin, CA**



**JJACPA, Inc.**

A Professional Accounting Services Corp.

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**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM  
GUIDANCE**

**INDEPENDENT AUDITOR'S REPORT**

Administrative Council  
Pacific Library Partnership  
San Mateo, California

**Report on Compliance for Each Major Federal Program**

We have audited the Pacific Library Partnership's (PLP) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of PLP's major federal programs for the year ended June 30, 2020. PLP's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each PLP's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about PLP's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of PLP's compliance.



## ***Opinion on Each Major Federal Program***

In our opinion, PLP complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

## **Report on Internal Control Over Compliance**

Management of PLP is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered PLP's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of PLP's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

June 14, 2021

*JJACPA, Inc.*

**JJACPA, Inc.  
Dublin, CA**

**Pacific Library Partnership**  
**Schedule of Findings and Questioned Costs**  
**For the year ended June 30, 2019**

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**Section I – Summary of Auditor’s Results**

*Financial Statements*

Type of auditor’s report issued	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) indentified?	None reported
Noncompliance material to financial statements noted?	No

*Federal Awards*

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditor’s report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
45.310	State Library Program

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

**Pacific Library Partnership**  
**Schedule of Findings and Questioned Costs, continued**  
**For the year ended June 30, 2019**

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**Section II – Financial Statement Findings**

No matters were reported.

**Section III – Federal Award Findings and Questioned Costs**

No current year findings or questioned costs.

**Section IV – Status of Prior Year Audit Findings**

There were no prior year audit findings.

**Section V – Corrective Action Plan**

There were neither current year findings nor questioned costs (see Section III above).