Pacific Library Partnership

PLP Executive Committee Agenda
June 21, 2022
10:00 a.m. via Zoom

https://us02web.zoom.us/j/88405254038?pwd=2cF9ZM7RJjj2AF7beiKrVk2Bn796WQ.1
Meeting ID: 884 0525 4038 Password: 452804
Call-in Option: (669) 900-6833

I. Introductions

II. Approval of Consent Calendar (Action Item)

A. Adoption of the Agenda	Baker	
B. Approval of the May 13, 2022 Minutes	Baker	Attachment 1, pg. 3
C. Draft Minutes of the May 13, 2022 Administrative Council Meeting (for information only)	Baker	Attachment 2, pg. 9

III. Old Business

A. Acceptance of the PLP FY 2020-21 Audit **(Action Item)**	Yon	Attachment 3, pg. 13
B. Accept Award of FY 2022-23 California Library Literacy Services AmeriCorps Initiative Grant **(Action Item)**	Frost	Attachment 4, pg. 53
C. Accept Award of California State Library Online Tutoring Partner Program Grant **(Action Item)**	Frost	Attachment 5, pg. 55
D. Determine Priorities, Award Amounts and Budget for FY 2022-23 Innovation Grants **(Action Item)**	Frost	Attachment 6, pg. 59
E. Determine Priorities for PLP FY 2022-23 Staff Development Initiatives **(Action Item)**	Frost	Attachment 7, pg. 61

IV. New Business

A. Review and Approval of FY 2022-23 Budget **(Action Item)**	Yon	Attachment 8, pg. 63
B. PLP Strategic Priorities Workplan for FY 2022-23 **(Action Item)**	Frost	Attachment 9, pg. 69
C. Review and Approval of PLP FY 2022-23 Plan of Service **(Action Item)**	Frost	Attachment 10, pg. 71
D. FY 2022-23 PLP Executive Committee Meeting Schedule	Frost	Attachment 11, pg. 86

V. Reports

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

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   C. State Library Report   DePriest   Attachment 12, pg. 87

   VI. Agenda Building for Next Meeting on October 17, 2022

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

Meeting Locations:
Alameda County Library, 2450 Stevenson Boulevard, Fremont, CA 94538
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
Monterey Public Library, 625 Pacific Street, Monterey, CA 93940
Oakland Public Library, 125 14th Street, Oakland, CA 94612
San Mateo County Community College District, 1700 West Hillsdale Boulevard, San Mateo, CA 94402
South San Francisco Public Library, 840 West Orange Avenue, S. San Francisco, CA 94080
PLP Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403
866 Violet Court, Carlsbad, CA 92011

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Pacific Library Partnership

PLP Executive Committee

May 13, 2022
1:30 p.m. via Zoom

MINUTES

Committee:
Ryan Baker, President
Cindy Chadwick
Tracy Gray
Tom Rosko
Valerie Sommer
Elnora Tayag
Inga Waite

System Staff:
Carol Frost, PLP
Justin Wasterlain, PLP
Andrew Yon, PLP

Others:
Meg DePriest, CSL

The meeting was called to order at 1:30 p.m. by President Baker.

I. **Introductions**

II. **Approval of Consent Calendar**
   A. Adoption of the Agenda
   B. Approval of the January 26, 2022 Meeting Minutes
   The Consent Calendar was approved via roll-call vote. Chadwick was not present; all other parties voted in the affirmative. (M/S Waite/Sommer)

   Tayag joined the meeting at 1:32 p.m.

III. **Old Business**
   A. **PLP Middle Manager and Executive Leadership Professional Development Program**
   Baker provided a brief overview of the Middle Manager and Executive Leadership Professional Development Program. Frost specified the FY 2022-23 programs would have a 12-month duration and 10 sessions each. She noted the programs are not cost-neutral and PLP always underwrites the amount revenue doesn't cover because of the value the program adds to PLP membership. If there are not enough candidates for a cohort this year, the program will not be held. A motion was made to approve the costs associated with the FY 2022-23 PLP Middle Management and Executive Leadership Professional Development Programs. Chadwick was not present. All other parties voted in the affirmative by roll-call vote and the motion passed. (M/S Sommer/Tayag)

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B. **LSTA FY 2022-23 Grant Application** *Intellectual Freedom and Social Justice: A Primer for Libraries*
   Frost stated PLP should be notified in June if it is awarded this grant.

IV. New Business

A. **PLP Annual Meeting Debrief**
   Baker discussed the challenges of engagement with Zoom meetings. Waite felt the discussion between Dr. Villagran and Director Lasky was compelling. Gray noted the lack of PowerPoint slides helped the audience focus on Lasky's story.

   Chadwick joined the meeting at 1:40 p.m.

B. **Finance**

1. **Consideration of PLP Membership for the San Leandro Public Library**
   Baker discussed previous conversations related to the San Leandro Public Library joining PLP and the possibility of a reduced initial membership rate. Frost noted the San Leandro Library Director requested a reduced membership rate of $4,999 for FY 2022-23, as it was felt this amount would be more likely to receive approval by its City Council. Frost described the process of approval San Leandro Public Library would need to go through with its City Council, the BALIS Council, and the California State Library Board. Because the approval process will take several months, San Leandro would not be a full member in FY 2022-23 and not have access to CLSA funds until FY 2023-24. Rosko asked if there were precedent within PLP for libraries joining, and Frost replied that over the years, some libraries have left PLP and later returned, but there was no precedent for a library joining which had not previously been part of PLP. Sommer noted that there have been times where libraries have been granted reduced rates for budgetary reasons. A motion was made to approve, on the condition of approval for inclusion in PLP from the BALIS Council and the California State Library Board, a reduced membership rate of $4,999 for San Leandro Public Library for FY 2022-23, and include participation in all PLP activities except those related to CLSA, and that the PLP Executive Committee approve the full membership of San Leandro Public Library for FY 2023-24 at the full membership rate and with full benefits. The motion passed unanimously by roll-call vote. (M/S Sommer/Chadwick)

2. **Approval of the FY 2021-22 PLP/PLS Fourth Contract Amendment**
   A motion was made to approve the fourth contract amendment to the FY 2021-22 PLP/PLS contract for an additional $10,012, for a total contract of $969,286. The motion passed unanimously by roll-call vote. (M/S Waite/Sommer)

3. **Approval of FY 2022-23 PLP/NorthNet Baseline Contract for Administrative and Fiscal Services**

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Frost noted previous NorthNet Library System contracts were presented as a baseline contract with an amendment immediately added to it to reflect the actual work required. The FY 2022-23 contract bundles the baseline contract and amendment together. A motion was made to approve the PLP/NorthNet contract of $173,546 for FY 2022-23. The motion passed unanimously by roll-call vote. (M/S Rosko/Chadwick)

4. **Approval of FY 2022-23 PLP/PLS Contract for Administrative and Fiscal Services**
A motion was made to approve the FY 2022-23 PLP/PLS contract for $926,356. The motion passed unanimously by roll-call vote. (M/S Sommer/Waite)

5. **CLSA Allocations and PLP Menu of Services for FY 2022-23**
Frost provided an overview of the funds available through CLSA allocation. It was noted that $151,386 of prior-year funds were earmarked for future purchases and rolled over into the funds available for FY 2022-23. Frost described how CLSA funds had been used to purchase a Flipster subscription for libraries with the smallest budgets. Fourteen libraries took part in FY 2020-21 when the subscription was paid for by using funds off the top of the entire CLSA allocation. Due to the uncertain financial situation in FY 2021-22, those libraries were required to use their CLSA allocation and local funds to maintain the subscription. This led to six libraries dropping the subscription. Frost provided the Committee three potential options for purchasing the Flipster subscription this year: 1) pay for the entire subscription off the top of the total CLSA funds; 2) pay a portion of the subscription off the top of the total CLSA funds with libraries paying the rest through their CLSA allocations or local funds; 3) have libraries pay for the entire subscription through their CLSA allocations and local funds. Baker noted that this year's economic conditions feel less uncertain and preferred the first option. Chadwick agreed with Baker and pointed out that the first option supports equity. Waite inquired if costs would change if any of the remaining eight libraries ended their participation. Frost confirmed it would, but mentioned the remaining libraries had been polled for their interest in continuing the subscription which would need to be renewed on July 1, 2022. Waite asked if cost for the subscription increases, would the allocation need to be approved by the Committee again or would CLSA money be used to cover the difference. Frost pointed out that the roll-over funds from the previous year could absorb any additional cost if that were the case, but that the cost in the memo reflected an updated quote from the vendor. Baker affirmed the Executive Committee's preference to pay for the subscription off the top of the total CLSA funds.

Frost reviewed prior menu options and the number of libraries which had chosen each menu item. She recommended removing the remote reference option due to lack of use. It was suggested more libraries may use the SimplyE option since the State Library will no longer underwrite the cost. Frost recommended the addition of Palace Project/eBooks-for-All as a new option. Rosko inquired if any new items

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would be added. Frost described the requirement that any product would need to be shared by three or more jurisdictions and how this limits what can be offered. She noted that MOBAC had used funds for a study about sharing an ILS system. Waite asked if Baker and Taylor's Collection HQ product would be eligible. Frost stated she would inquire with the State Library. Frost said additional menu items could be added later if desired. The Executive Committee asked for $100,000 to be reserved for future use. A motion was made to allocate $41,525 of CLSA funds for a shared Flipster subscription, reserve $100,000 for future use, and allocate $334,470 for distribution to be used for items on the menu of services with the following changes: remove the menu option related to remote reference products, include a new menu option for Palace Project/eBooks-for-All, and include a new menu option for Collection HQ if deemed eligible. The motion passed unanimously by roll-call vote. (M/S Sommer/Waite)

6. **PLP FY 2022-23 Draft Budget Discussion**
Yon provided an overview of the PLP FY 2022-23 budget. Baker and Waite inquired about the funds allocated for the Innovation and Technology grants. Chadwick pointed out they had been reduced from $100,000 to $50,000. Frost noted that Fund Balance was used to increase the Innovation and Technology grants allocation in previous years. The Executive Committee could direct that to be done again. Baker stated Innovation and Technology grants were a major selling point for PLP and $100,000 should be the minimum amount allocated for the program. It was suggested the allocation could be increased after Innovation and Technology grant applications are received. Rosko asked if funds from other allocations would need to be reduced to offset an increase for Innovation and Technology grants. Frost stated the allocations could be decided on during the June meeting. She also noted the allocation for Staff Training could be reduced from $10,000 to $6,000 with the understanding that additional funds could be added in January if necessary. She also recommended the Executive Committee consider reducing the Staff Training award limit from $2,000 to a lower amount to increase the number of projects funded. Chadwick suggested the allocation for PLP staff travel and training be increased to $4,000. Staff received the input and will present an updated budget at the June meeting.

C. **Discussion of PLP Strategic Priorities Workplan FY 2022-23**
Baker asked the Committee what the PLP priorities should be to have the most impact. He suggested the following for consideration: DEI initiatives, dialog training for difficult exchanges (such as challenges to materials), training for Boards and advocacy groups to improve effectiveness, tool cross-referencing resources for and locations of international language programs, communication and networking skills across levels, policy crafting and legal guidance, marketing toolkits and advice, and emergency resources information sharing. Chadwick agreed with the need for Board advocacy training and added the need for legislative advocacy training for librarians. Frost noted

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that advocacy support was provided to the PLP legacy systems in the past. It was suggested that Paul Signorelli could be a potential facilitator or the Ursula Meyer Advocacy Training Committee could be approached for assistance. Frost pointed out that some DEI training would be provided through the Intellectual Freedom and Social Justice grant if it is awarded to PLP. If the grant is not awarded, she noted that PLP could contract with an external trainer. She added the Executive Committee can direct the Staff Development Committee to explore DEI training opportunities. Chadwick suggested that workshops related to self-promotion and interviewing skills may benefit from having an expert lead the programs. Frost said funds could be set aside for speakers when approving the budget in June. Waite asked if PLP could hire an organization to facilitate a workshop on marketing. Frost suggested contacting San Jose Public Library in case someone doing their marketing could share their knowledge. Gray noted that there is a need for skill building to help staff reach higher levels of management. Rosko voiced an interest in learning best practices for hybridized instruction. Baker noted public libraries need that for programs as well. Waite would like to explore how to do hybridized programming with minimal technology. DePriest suggested checking what training CALL is offering to avoid duplication of effort. The input provided will be developed into a draft plan which will be presented at the June meeting.

V. Reports

A. PLP President's Report
There was no report.

B. PLP CEO's Report
There was no report.

C. State Library Report
There was no report.

VI. Agenda Building and Location for Next Meeting on June 21, 2022
A. Invite two new Executive Committee members to meeting
B. Approve Innovation and Technology grant priorities and award amounts
C. Approve system-wide staff training policy and award amounts
D. Review audit
E. Approve CLSA Plan of Service
F. Review and approve Strategic Priorities work activities
G. Approve new LSTA grant, if awarded
H. Establish a meeting schedule for FY 2022-23

Sommer noted the June meeting was scheduled for June 20, 2022 which is the observed Juneteenth holiday for some libraries. It was agreed the June meeting should be held on Tuesday, June 21, 2022.

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VII. Public Comment

There was no public comment.

VIII. Announcements

There were no announcements.

IX. Adjournment

The meeting was adjourned at 3:33 p.m. by President Baker.

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Pacific Library Partnership

PLP Administrative Council Annual Meeting Minutes
Friday, May 13, 2022
9:30 a.m. 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
Joanna Kimmitt	Cabrillo College
Alison McKee	Contra Costa County Library
Chela Anderson	Daly City 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
Gayathri Kanth	Palo Alto City Library
Heidi Murphy	Pleasanton Public Library
Derek Wolfgram	Redwood City Public Library
Melinda Cervantes	Richmond Public Library
Nora Conte	San Benito County Library
Tim Wallace	San Bruno Public Library
Rochelle Eagen	San Juan Bautista City Library
Elnora Tayag	San Mateo County Community College District
Rukshana Singh	San Mateo Public Library
Patty Wong	Santa Clara City Library
Steve Fitzgerald	Santa Clara County Library
Yolande Wilburn	Santa Cruz Public Libraries
Valerie Sommer	South San Francisco Public Library
Michelle Perera	Sunnyvale Public Library
Alicia Martinez	Watsonville Public Library

Others Present:

Carol Frost	PLP
Justin Wasterlain	PLP
Meg DePriest	California State Library
Dr. Michele Villagran	San Jose State University
Kate Lasky	Josephine County Library District
Adam Elsholz	South San Francisco Public Library
Wilma Lee	San Bruno Public Library
Tamecca Brewer	Alameda County Library

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

The meeting was called to order at 9:32 a.m. by President Baker. The libraries shared introductions.

II. **Approval of Consent Calendar**
   A. **Adoption of the Agenda**
   B. **Approval of May 21, 2021 Minutes**
   C. **PLP FY 2021-22 Middle Manager and Executive Leadership Professional Development Groups**
   D. **PLP FY 2021-22 Innovation Grants**
   E. **ULC Top Innovators 2021 – San Jose Public Library**
   A motion was made to approve the Consent Calendar as presented. A roll-call vote was taken. Perera abstained and Kanth, Cervantes, and Wilburn were not present. All other parties voted in the affirmative and the motion passed. (M/S Waite/Theyer)

III. **Election of FY 2022-23 Executive Committee and Officers**
   The Nominating Committee recommended Tess Mayer and Hillary Theyer to serve as the new members of the Executive Committee. The Nominating Committee also recommended Jamie Turbak as President and Tracy Gray as Vice-President for the Slate of Officers. A motion was made to approve the recommendations from the Nominating Committee. A roll-call vote was taken. Kanth, Cervantes, and Wilburn were not present. All other parties voted in the affirmative and the motion passed. (M/S Sommer/Wolfgram)

   Conte and Wilburn joined the meeting at 9:45 a.m. and Kanth joined the meeting at 9:52 a.m.

IV. **Presentation**
   Dr. Michele A.L. Villagran, Associate Professor for San Jose State University's iSchool, and Kate Lasky, Library Director of the Josephine Community Library District in Oregon discussed effective strategies to promote organizational change.

V.   **New Business**
   A. **Share-Out: Rukshana Singh and Tamecca Brewer on PLP Leadership Group Experience**
   Singh described her experience in the PLP Executive Leadership Professional Development Group. She noted that the group was a good sounding board during the COVID-19 pandemic. She praised the quality of Jane Light's leadership of the group, the peer-to-peer network created among participants, and the long-lasting relationships built through it. Singh encouraged others to participate in future sessions.

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Brewer took part in the Middle Management Professional Development Group. She expressed appreciation of hearing Jane Light discuss her experiences. Brewer noted the agreement of confidentiality among members created a more open environment to discuss sensitive topics. She spoke of the projects her colleagues worked on for the group and how it enhanced the learning process. She acknowledged the program allowed her to develop relationships with other managers.

B. **Share-Out: Adam Elsholz and Wilma Lee on Innovation and Technology Grants to Loan Indoor Air Quality Monitors**
Elsholz provided a demonstration of the air monitors. He discussed the conditions that inspired the project's creation and the challenges the devices presented in practical use. He stressed the need for more staff training and public education around the monitors to increase the effectiveness of the program. Elsholz pointed out data from the monitors may help determine if or when library services need to be modified due to poor air quality. Lee explained the project was created in response to how much time people spent in their homes during the COVID-19 pandemic and the wildfires that caused multiple days of poor air quality. She noted the program removes financial barriers and increases public access to air sensor data for personal use. The items began circulating the previous week and were marketed in a library newsletter and at a health fair.

C. **Update on FY 2021-22 PLP Strategic Priorities Activities**
Frost discussed the strategic activities which were set at the beginning of the fiscal year. She highlighted the success of Activity 1c (Professional Development Opportunities), noting that a director's suggestion to offer training related to personal promotion led to two highly attended workshops. Frost specified that upcoming Innovation and Technology Grants will limit awards to one project per library. Libraries may still submit multiple proposals. Frost discussed the status of the Intellectual Freedom and Social Justice Primer grant for FY 2022-23 and provided information related to other statewide grants. She noted that the Executive Committee will be developing the Activities for FY 2022-23, which will be shared with the membership once completed.

D. **State and Federal Initiatives**
Wilburn expressed excitement about the California Senate Democrats' FY 2022-23 Budget spending plan that includes $750 million for the Library Infrastructure Grant Program. She urged continued advocacy for the funding. Wilburn described SB 1183, an initiative that partners the California State Library with Dolly Parton's Imagination Library to send early literacy materials directly to homes in need. Wilburn discussed the recent letter from the California State Library Board to the

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Governor asking for additional funding for Lunch at the Library and Workforce Development.

E. State Library Report

Meg DePriest announced that information on all the California State Library's CLA Conference events can be found on the Conference website. The State Library will have a booth at the Conference as well as six programs a day.

F. PLP CEO Report

Frost announced the recent hire of Justin Wasterlain as PLP's Assistant Director. Frost reminded the Council there is a Basecamp group for PLP members to share COVID-19 resources (https://3.basecamp.com/3831555/join/v2YrsHsgXKWc) and a statewide policy and procedure clearinghouse (clsainfo.org) they can contribute to and benefit from. The PLP World Languages Sharing Group has provided orientation to 21 libraries to share files for acquisition and cataloging of language materials. The group has received requests from Sacramento and Riverside to take part. Interested libraries should contact Sharon Fung of San Jose Public Library. Frost updated the Council on the pending Intellectual Freedom and Social Justice Primer grant PLP has applied for. Frost announced that San Leandro Public Library intends to join PLP. Their process will include a resolution from their City Council, approval by the BALIS Council, and approval by the California State Library Board before inclusion. It is expected they will be full members in FY 2023-24. They may be extended a limited membership prior to that which would exclude access to CLSA funds.

VI. Public Comment

There was no public comment.

VII. Adjournment

The meeting was adjourned at 11:45 a.m. by President Baker.

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<u>PACIFIC LIBRARY PARTNERSHIP</u>
<u>BASIC FINANCIAL STATEMENTS</u>
<u>AND SINGLE AUDIT REPORTS</u>
<u>FOR THE YEAR ENDED JUNE 30, 2021</u>
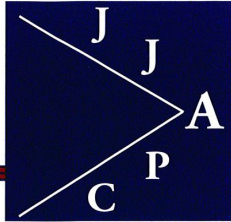
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Pacific Library Partnership
Basic Financial Statements and Single Audit Reports
For the year ended June 30, 2021

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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, 2021, 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 2020 basic financial statements and, in our report dated April 12, 2022, we expressed an unmodified opinion on 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, 2021, 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.

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To the Administrative Council of the
Pacific Library Partnership
San Mateo, California
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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 April 12, 2022on 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.

JJACPA, Inc.

April 12, 2022

JJACPA, Inc.
Dublin, CA

Pacific Library Partnership
Management's Discussion and Analysis
For the year ended June 30, 2021

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, 2021. 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, 2021, PLP ended the year with a net position of $2,684,051 which includes capitalization of $343 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, 2021

Financial Analysis of PLP as a Whole

Net Position
As of June 30, 2021 and 2020

	2021	2020	Increase (Decrease)	Percent Change
Assets:				
Current Assets	$ 3,960,123	$ 4,312,347	$ (352,224)	-8.2%
Non-current Assets	343	2,097	(1,754)	-83.6%
Total Assets	$ 3,960,466	$ 4,314,444	$ (353,978)	-8.2%
Liabilities:				
Current Liabilities	$ 1,276,415	$ 1,467,625	$ (191,210)	-13.0%
Total Liabilities	1,276,415	1,467,625	(191,210)	-13.0%
Net Position:				
Net Investment in Capital Assets	343	2,097	(1,754)	-83.6%
Restricted	313,384	313,383	1	
Unrestricted	2,370,324	2,531,339	(161,015)	-6.4%
Total Net Position	2,684,051	2,846,819	(162,768)	-5.7%
Total Liabilities and Net Position	$ 3,960,466	$ 4,314,444	$ (353,978)	-8.2%

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 $2,684,051 at June 30, 2021 consisted of $2,370,324 unrestricted amount available for operations, $313,383 of restricted reserve and $343 for net investment in capital assets.

Pacific Library Partnership
Management's Discussion and Analysis, Continued
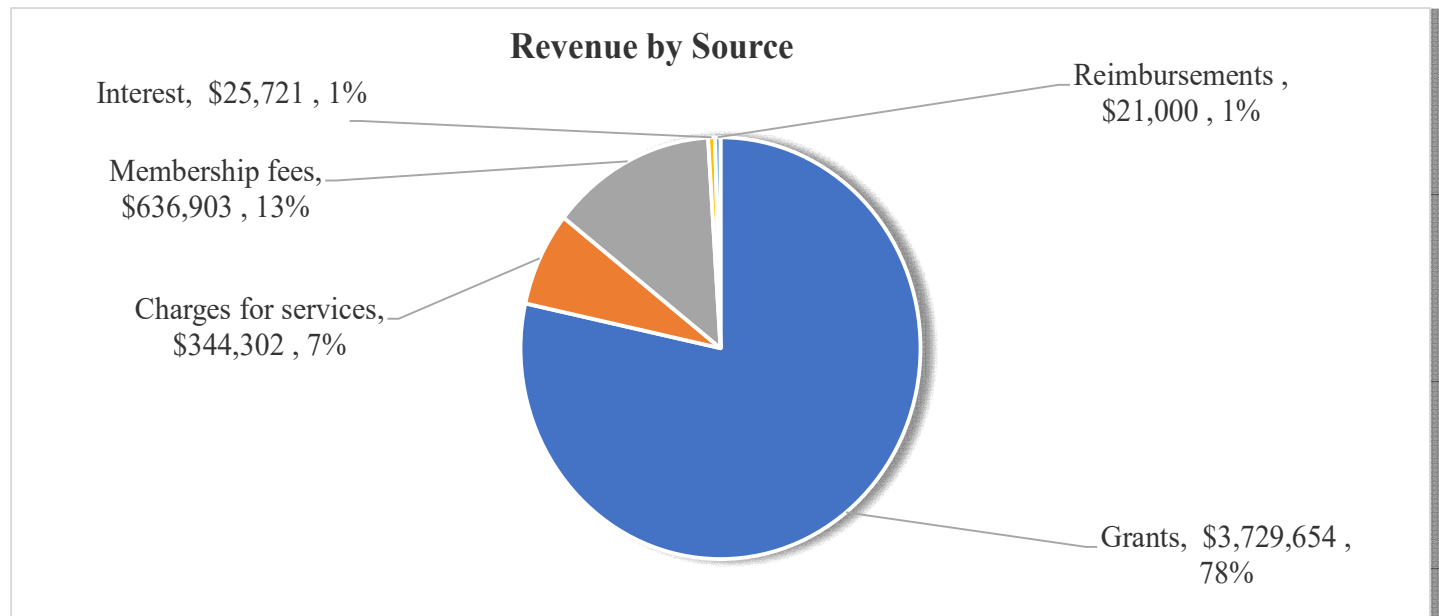**For the year ended June 30, 2021**

Financial Analysis of PLP as a Whole, Continued

Operating Results
For the year ended June 30, 2021 and 2020

	2021	2020	Increase (Decrease)	Percent Change
Operating Expenses:	$ 4,920,348	$ 4,441,379	$ 478,969	10.8%
Program Revenue:				
Grants	3,729,654	4,244,677	(515,023)	-12.1%
Charges for services	344,302	376,944	(32,642)	-8.7%
Total program revenue	4,073,956	4,621,621	(547,665)	-11.9%
Net Operating Expenses	846,392	(180,242)	1,026,634	-569.6%
General Revenue:				
Membership fees	636,903	560,903	76,000	13.5%
Interest	25,721	79,095	(53,374)	-67.5%
Reimbursements	21,000	-	21,000	100.0%
Total general revenue	683,624	639,998	43,626	6.8%
Increase (decrease) in net position	(162,768)	820,240	(983,008)	-119.8%
Net Position:				
Beginning of year	2,846,819	2,026,579	820,240	40.5%
End of year	$ 2,684,051	$ 2,846,819	$ (162,768)	-5.7%

In FY2020-21, program revenues were primarily from State Library grants, which consisted of $3,729,654. 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, 2021:

Revenue by Source

Interest, $25,721, 1%
Reimbursements, $21,000, 1%
Membership fees, $636,903, 13%
Charges for services, $344,302, 7%
Grants, $3,729,654, 78%

Pacific Library Partnership
Management's Discussion and Analysis, Continued
For the year ended June 30, 2021

Financial Analysis of PLP as a Whole, Continued

Operating Expenses
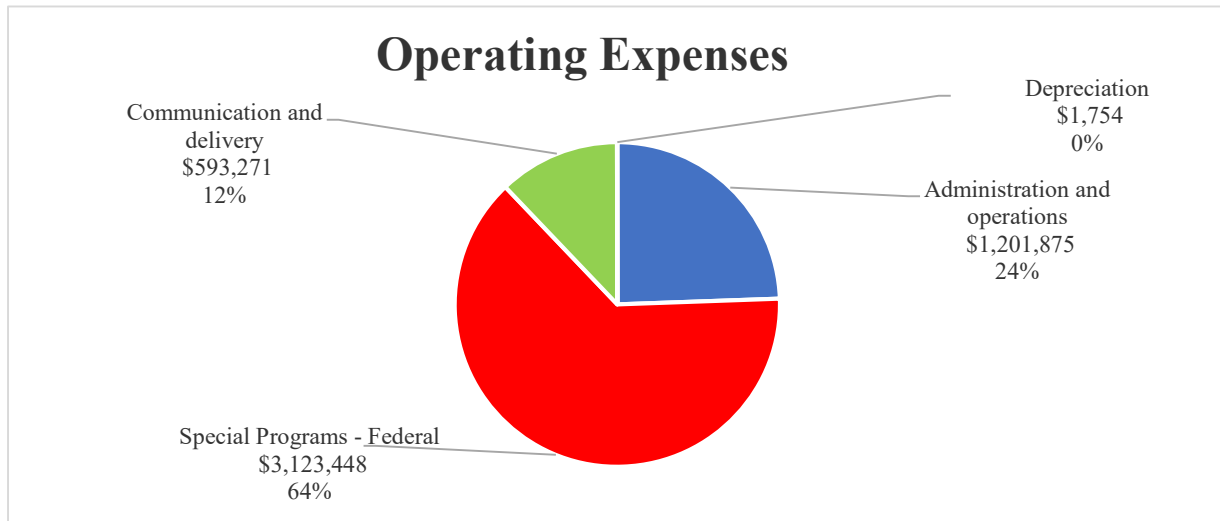**For the year ended June 30, 2021 and 2020**

	2021	2020	Increase (Decrease)	Percent Change
Operating Expenses:				
Administration	$ 1,125,648	$ 1,298,963	$ (173,315)	-13.3%
Delivery	593,271	478,753	114,518	23.9%
System Operation	76,227	169,083	(92,856)	-54.9%
Data Privacy Training FY19/20	19,827	28,352	(8,525)	-30.1%
Data Privacy Training FY20/21	35,721	-	35,721	100.0%
Veterans Connect FY18/19	-	95,274	(95,274)	-100.0%
Veterans Connect FY19/20	136,229	181,621	(45,392)	-25.0%
Veterans Connect FY20/21	94,054	-	94,054	100.0%
Reimagining School Readiness FY19/20	84,092	30,693	53,399	174.0%
Networking CA Library FY18/19	-	96,081	(96,081)	-100.0%
Networking CA Library FY19/20	106,862	228,024	(121,162)	-53.1%
Networking CA Library FY20/21	169,551	-	169,551	100.0%
Literacy Initiatives FY18/19	-	66,412	(66,412)	-100.0%
Literacy Initiatives FY19/20	46,632	148,028	(101,396)	-68.5%
Literacy Initiatives FY20/21	311,533	-	311,533	100.0%
CA Preservation Program FY 18/19	-	124,183	(124,183)	-100.0%
CA Library Metrics FY 18/19	-	85,955	(85,955)	-100.0%
CA Library Metrics FY 19/20	39,298	420,886	(381,588)	-90.7%
CA Library Metrics FY 20/21	331,888	-	331,888	100.0%
Economic Mobility & CA Libraries FY19/20	6,000	194,000	(188,000)	-96.9%
Economic Mobility & CA Libraries FY20/21	202,250	-	202,250	100.0%
Lunch at the Library FY19/20	343,926	611,075	(267,149)	-43.7%
Lunch at the Library FY20/21	345,694	-	345,694	100.0%
PLSEP FY18/19	-	2,700	(2,700)	-100.0%
PLSEP FY19/20	18,844	65,364	(46,520)	-71.2%
PLSEP FY20/21	45,347	-	45,347	100.0%
CARES Act FY20/21	785,700	-	785,700	100.0%
CA Rural Library Initiative FY 18/19	-	57,241	(57,241)	-100.0%
Student Success Initiative FY 18/19	-	38,464	(38,464)	-100.0%
Cybersecurity Training for Teens FY18/19	-	18,473	(18,473)	-100.0%
Depreciation	1,754	1,754	-	0.0%
	$ 4,920,348	$ 4,441,379	$ 478,969	10.78%

Operating expenses in the amount of $4,920,348 were split amongst three major categories; administration and delivery operations, grants, and depreciation. The change in operating expenses of $478,969 over the previous year end was the result of deadline extension of several FY19-20 LSTA grants expenditures through FY20-21.

Pacific Library Partnership
Management's Discussion and Analysis, Continued
For the year ended June 30, 2021

Financial Analysis of PLP as a Whole, Continued

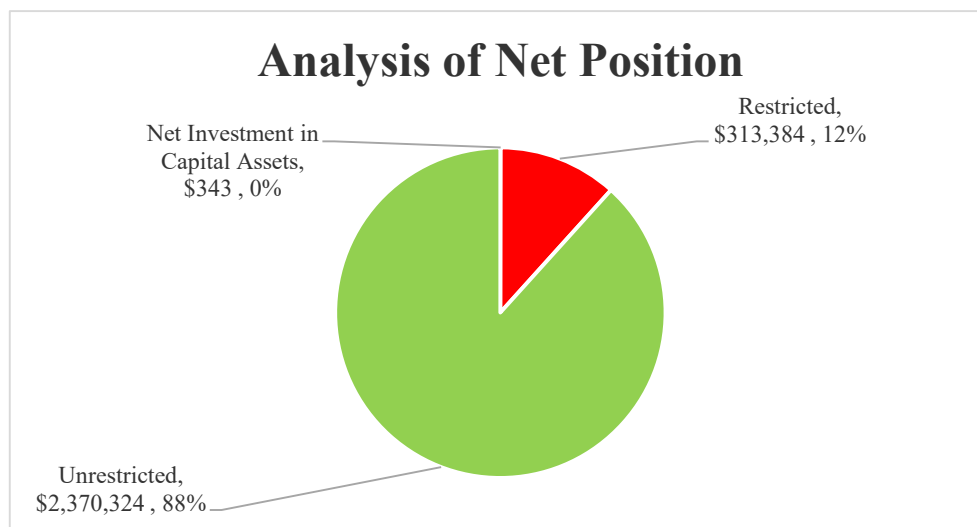The following is a graphic illustration of operating expenses for the year ended June 30, 2021:

Operating Expenses

Depreciation $1,754 0%
Communication and delivery $593,271 12%
Administration and operations $1,201,875 24%
Special Programs - Federal $3,123,448 64%

Analysis of Net Position
For the year ended June 30, 2021 and 2020

	2021	2020	Increase (Decrease)	Percent Change
Net Position				
Net Investment in Capital Assets	$ 343	$ 2,097	$ (1,754)	-83.6%
Restricted	313,383	313,383	-	0.0%
Unrestricted	2,370,325	2,531,339	(161,015)	-6.4%
Total Net Position	$ 2,684,051	$ 2,846,819	$ (162,768)	-5.7%

The change in net position of $162,768 is primarily due to increase in the net program expense at fiscal year-end as compared to the previous fiscal year-end.

The following is a graphic illustration of net position for June 30, 2021:

Analysis of Net Position

Restricted, $313,384 , 12%
Net Investment in Capital Assets, $343 , 0%
Unrestricted, $2,370,324 , 88%

Pacific Library Partnership
Management's Discussion and Analysis, Continued
For the year ended June 30, 2021

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In considering PLP's Budget for FY 2020-20, 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 funding is expected to be approximately the same.
3. Membership fees will raise gradually in accordance with increase in libraries budget.

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 2021-22 was $1,836,883 and is summarized as follows:

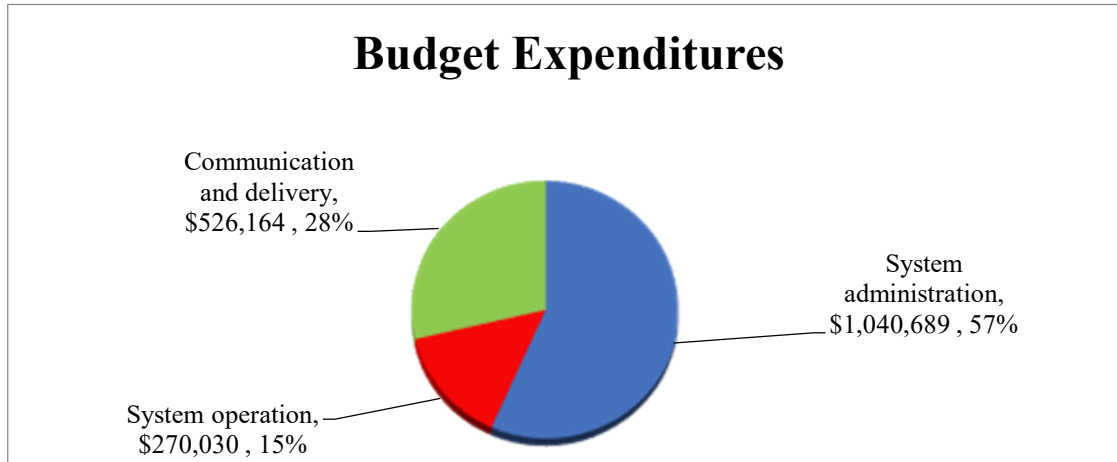|	FY 2021-22	FY 2020-21	Percentage Change
Administration			
System administration	$ 1,040,689	$ 1,162,410	-10.47%
System operations	270,030	123,226	119.13%
Total Administration	1,310,719	1,285,636	1.95%
Membership services			
Communicaions and delivery	526,164	705,254	-25.39%
Total Membership Services	526,164	705,254	-25.39%
Total Budget	$ 1,836,883	$ 1,990,890	-7.74%

1. <u>Administration</u> - Shows a combined decrease of approximately 10,47%, which is mainly due to decrease in administrative expenses.

2. <u>Membership services</u> – Shows a decrease of approximately 25,39% due to a decrease in prior year roll-over CLSA funds.

Pacific Library Partnership
Management's Discussion and Analysis, Continued
For the year ended June 30, 2021

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

The following is a graphic illustration of appropriations for FY 2021-22.

Budget Expenditures

Communication and delivery, $526,164 , 28%

System administration, $1,040,689 , 57%

System operation, $270,030 , 15%

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 25th 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, 2021

	Governmental Funds	Adjustments (Note 9)	Statement of Net Position	2020
ASSETS				
Current				
Cash and investments:				
Available for operations	$ 3,587,351	$ -	$ 3,587,351	$ 3,918,095
Accounts receivable	370,496	-	370,496	379,684
Interest receivable	2,276	-	2,276	14,568
Total current assets	3,960,123	-	3,960,123	4,312,347
Noncurrent				
Capital assets, net of accumulated depreciation	-	343	343	2,097
Total assets	$ 3,960,123	$ 343	$ 3,960,466	$ 4,314,444
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES				
Liabilities:				
Current				
Accounts payable and accrued liabilities	$ 564,327	$ -	$ 564,327	$ 700,990
Deposit payable	7,837	-	7,837	8,550
Unearned revenue	-	704,251	704,251	758,085
Total current liabilities	572,164	704,251	1,276,415	1,467,625
Deferred Inflow:				
Unavailable revenue	704,251	(704,251)	-	-
Total liabilities and deferred inflows	1,276,415	-	1,276,415	1,467,625
Fund balances/Net position:				
Committed:				
Operating reserve	313,384	(313,384)		
Unassigned, reported in:				
General fund	2,370,324	(2,370,324)	-	-
Total fund balances	2,683,708	(2,683,708)	-	-
Total liabilities, deferred inflows and fund balances	$ 3,960,123			
NET POSITION				
Net investment in capital assets		343	343	2,097
Restricted		313,383	313,383	313,383
Unrestricted		2,370,325	2,370,325	2,531,339
Total net position		$ 2,684,051	2,684,051	2,846,819
Total liabilities and net position			$ 3,960,466	$ 4,314,444

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, 2021

	Governmental Funds	Adjustments (Note 10)	Statement of Activities	2020
EXPENDITURES/EXPENSES:				
Administration and operations	$ 1,795,232	$ -	$ 1,795,232	$ 1,945,046
Special programs:				
Federal	2,433,829	-	2,433,829	1,883,505
Local	689,533	-	689,533	611,074
Depreciation	-	1,754	1,754	1,754
Total expenditures/expenses	4,918,594	1,754	4,920,348	4,441,379
REVENUES:				
Program revenues:				
Grants	3,729,654	-	3,729,654	4,244,677
Charges for services	344,302	-	344,302	376,944
Total program revenues	4,073,956	-	4,073,956	4,621,621
Net program expense	844,638	1,754	846,392	(180,242)
General revenues:				
Membership fees	636,903	-	636,903	560,903
Interest	25,721	-	25,721	79,094
Reimbursements	21,000	-	21,000	-
Total general revenues	683,624	-	683,624	639,997
REVENUES OVER (UNDER) EXPENDITURES	(161,014)			
CHANGE IN NET POSITION		(1,754)	(162,768)	820,239
FUND BALANCES/NET POSITION:				
Beginning of the year	2,844,722	2,097	2,846,819	2,026,579
End of the year	$ 2,683,708	$ 343	$ 2,684,051	$ 2,846,819

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

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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.

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.

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, 2021

2. CASH AND INVESTMENTS

The System had the following cash and investments at June 30, 2021:

	FDIC/ SIPC insured	Not rated	Fair Value
Local Agency Investment Fund (LAIF)	$ -	$ 2,211,278	$ 2,211,278
Cash deposits	948,266	-	948,266
Certificate of Deposit	427,557	-	427,557
Petty cash	-	250	250
Total	$ 1,375,823	$ 2,211,528	$ 3,587,351

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)

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, 2021, 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, 2021, LAIF had invested 2.31% 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, 2020	Additions	Adjustments/ Deletions	Balance June 30, 2021
Computer equipment	$ 8,771	$ -	$ -	$ 8,771
Total capital assets	8,771	-	-	8,771
Accumulated depreciation	(6,674)	(1,754)	-	(8,428)
Net capital assets	$ 5,605	$ (1,754)	$ -	$ 343

Pacific Library Partnership
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2021

4. UNEARNED REVENUE

PLP records payments for services not yet rendered as unearned revenue. PLP expects to recognize $704,251 of unearned revenue as earned during FY2020-21.

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, 2021. 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.

Fund Balance	June 30, 2021
Committed:	
Operating reserve	313,384
Unassigned	$ 2,370,324
Total Fund Balance	$ 2,683,708

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.

Net Position	June 30, 2021
Net Investment in Capital Assets	$ 343
Restricted:	
Operating reserve	313,384
Unrestricted	2,370,324
Total	$ 2,684,051

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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, 2021

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

"Total fund balances" of PLP's Governmental funds of $3,960,123 differs from "net position" of governmental activities of $3,960,466, 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

	Governmental Funds	Reclassifications and Elimiations [1]	Statement of Net Position
Assets:			
Cash and investments:	$ 3,587,351	$ -	$ 3,587,351
Accounts receivable	370,496	-	370,496
Interest receivable	2,276	-	2,276
Capital assets	-	343	343
Total assets	3,960,123	343	3,960,466
Liabilities:			
Accounts payable and accrued liabilities	564,327	-	564,327
Deposit payable	7,837	-	7,837
Unearned revenue	-	704,251	704,251
Total liabilities	572,164	704,251	1,276,415
Deferred inflows:			
Unavailable revenue	704,251	(704,251)	-
Total deferred inflows:	704,251	(704,251)	-
Fund balances/Net position:			
Total fund balances/net position	2,683,708	343	2,684,051
Total liabilities, deferred inflows and fund balances/net position	$ 3,960,123	$ 343	$ 3,960,466

[1] 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.

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

The "net change in fund balances" for Governmental funds $161,014 differs from the "change in net position" for governmental activities of $162,768 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

	Governmental Funds	Reclassifications and Eliminations[1]	Statement of Activities
EXPENDITURES/EXPENSES:			
Administration and operations	$ 1,795,232	$ -	$ 1,795,232
Special programs:			
Federal	2,433,829	-	2,433,829
State	689,533	-	689,533
Depreciation	-	1,754	1,754
Total expenditures/expenses	4,918,594	1,754	4,920,348
REVENUES:			
Program revenues:			
Grants	3,729,654	-	3,729,654
Charges for services	344,302	-	344,302
Total program revenues	4,073,956	-	4,073,956
Net program expense	844,638	1,754	846,392
General revenues:			
Membership fees	636,903	-	636,903
Interest	25,721	-	25,721
Reimbursements	21,000	-	21,000
Total general revenues	683,624	-	683,624
REVENUES OVER (UNDER) EXPENDITURES	(161,014)		
CHANGE IN NET POSITION		(1,754)	(162,768)
FUND BALANCES/NET POSITION:			
Beginning of the year	2,844,722	2,097	2,846,819
End of the year	$ 2,683,708	$ 343	$ 2,684,051

[1] 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

Budgetary Comparison Schedule
General Fund
For the year ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1, 2020	$ 2,844,722	$ 2,844,722	$ 2,844,722	$ -
Resources (inflows):				
Grants	4,095,280	4,095,280	3,729,654	(365,626)
Charges for servies	337,766	337,766	344,302	6,536
Membership fees	636,903	636,903	636,903	-
Interest	49,000	49,000	25,721	(23,279)
Total resources (inflows)	5,118,949	5,118,949	4,736,580	(382,369)
Amounts available for apporpriation	7,963,671	7,963,671	7,581,302	(382,369)
Charges to apporpriations (outflows):				
Administration and operation:				
System administration	959,008	959,008	1,125,648	(166,640)
System operations	819,867	819,867	78,067	741,800
Membership services:				
Communiation and delivery	302,246	302,246	593,271	(291,025)
Special Programs:				
Federal	2,329,059	2,329,059	2,433,829	(104,770)
Local	-	-	689,533	(689,533)
Total charges to appropriations	4,410,180	4,410,180	4,920,348	(510,168)
Budgary fund balance, June 30, 2021	$ 3,553,491	$ 3,553,491	$ 2,660,954	$ (892,537)

FEDERAL SUPPLEMENTARY REPORTS

Pacific Library Partnership
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2021

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identification Number	Federal Expenditures
National Foundation on the Arts and the Humanities			
Pass-through programs from the California State Library -			
State Library Program:			
Reimagining School Readiness FY19/22	45.313	RE-13-19-0061-19	84,092
CA Library Metrics FY 19/20	45.310	40-8941	39,298
Data Privacy Training FY19/20	45.310	40-8970	19,827
Networking CA Library FY19/20	45.310	40-8977	106,862
Economic Mobility & CA Libraries FY19/20	45.310	40-8983	6,000
PLSEP FY19/20	45.310	40-8997	18,844
Veterans Connect FY19/20	45.310	40-8999	136,229
CA Library Metrics FY 20/21	45.310	40-9042	331,888
Economic Mobility & CA Libraries FY20/21	45.310	40-9048	202,250
Literacy Initiatives FY20/21	45.310	40-9050	311,533
Networking CA Library FY20/21	45.310	40-9051	169,552
Data Privacy Training FY20/21	45.310	40-9059	35,721
CARES Act FY20/21	45.310	40-9062	785,700
Total National Foundation on the Arts and the Humanities			2,433,829
Total Federal Expenditures			$ 2,433,829

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, 2021

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 is required to use the Modified Total Direct Cost (MTDC) indirect cost rate allowed under the OMB Uniform Guidance Part 200.68.

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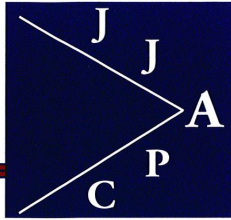
JJACPA, Inc.

A Professional Accounting Services Corp.

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, 2021, and the related notes to the financial statements, which collectively comprise PLP's basic financial statements, and have issued our report thereon dated April 12, 2022.

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.
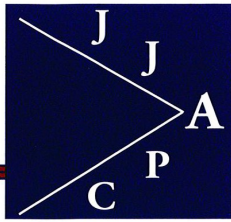
JJACPA, Inc.

April 12, 2022

JJACPA, Inc.
Dublin, CA

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, 2021. 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.

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P. 49
www.jjacpa.com

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, 2021.

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.

JJACPA, Inc.

April 12, 2022   **JJACPA, Inc.**
                                                                                                                    Dublin, CA

Pacific Library Partnership
Schedule of Findings and Questioned Costs
For the year ended June 30, 2021

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:

CFDA Number	Name of Federal Program or Cluster
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?   No

Pacific Library Partnership
Schedule of Findings and Questioned Costs, continued
For the year ended June 30, 2021

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).

Frost, Carol

From:	CV Funding <Funding@CaliforniaVolunteers.ca.gov>
Sent:	Tuesday, May 17, 2022 12:47 PM
To:	Cao, Wendy; Frost, Carol
Cc:	Carrie Lewis
Subject:	22AC241539: Congratulations! AmeriCorps Funding Notice
Attachments:	22AC241539_Pacific Library Partnership_Three-Year Funding_Notification.pdf; CA_ 22AC241539_Pacific Library Partnership_Feedback .pdf; CA_22AC241539_Pacific Library Partnership_Resolution.pdf; PacificLibraryPartnership.22AC241539.EvidenceFEEDBACK.pdf; 2022_ASN Grantee Toolkit _Final_05042022.pdf

Dear Pacific Library Partnership team,

Congratulations! California Volunteers (CV) is pleased to notify you that **California Library Literacy Services AmeriCorps Initiative** has been approved for an AmeriCorps State competitive grant for 2022-23, **pending resolution of the items identified in the attached resolution letter from the AmeriCorps agency.**

Once awarded, your 2022-23 grant will consist of **$870,251** to support **40.29** member service years (MSY) at a cost per MSY of **$21,600**.

CV expects to receive the official grant award from AmeriCorps in July. At that time, CV will be able to move forward with executing your AmeriCorps grant contract. Please note that continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

By accepting funds under this grant, your organization agrees to comply with CV Policies and Requirements, which includes compliance with AmeriCorps State and National General and Specific Terms and Conditions, assurances and certifications made in the grant application, and applicable federal statutes, regulations, and guidelines. As a grant recipient, you agree to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support the approved grant application.

Next Steps:

Resolution Period
Review the attached resolution letter from AmeriCorps and make all adjustments requested to your eGrants application. Once all revisions been made, please resubmit the application to prime no later than **5:00 pm on Monday, May 23rd**. Contact funding@cv.ca.gov if you have any questions.

Budget Resolution (see attachment for details):

Your program has been approved to receive all three years of its three-year grant this year. This means your program will receive funding in FY 2022 for the AmeriCorps program years 2022-23, 2023-24, and 2024-25.

Please add the following two lines add to your organization's budget under Other Program Operating Costs:
- **"Approved Year 2 (program year 2023-24) funding" - $913,764; and**
- **"Approved Year 3 (program year 2024-25) funding" - $959,452**

Public Announcement Embargo
This notification is embargoed until after June 7, 2022. Do not share this announcement publicly until then. Please refer to the attached Resource Guide before crafting your public announcements. Should you decide to plan a grant announcement and need assistance, please contact Rhonalyn Cabello, CV Communication Specialist, Rhonalyn.Cabello@cv.ca.gov.

Contracting
To access funds under this grant, your organization will first need to assemble the required documents to enter into a contract with California Volunteers. Contracting guidance can be previewed at https://www.californiavolunteers.ca.gov/contracting; more detailed guidance will follow. Please note that you may not incur any costs to the grant or start AmeriCorps member service activities prior to receiving a fully executed contract from CV. This also means that program may not certify any AmeriCorps member service hours accrued prior to the contract execution date.

Please contact funding@cv.ca.gov if you have any questions. Congratulations and we look forward to partnering with you in the upcoming year.

Warmly,

AmeriCorps Grants
(916) 323-7646 Office
Funding@CaliforniaVolunteers.CA.GOV

CaliforniaVolunteers.CA.GOV

CALIFORNIA STATE LIBRARY

May 25, 2022

Carol Frost, CEO
Pacific Library Partnership
32 W. 25th Ave, Suite 201
San Mateo, CA 94403

Subject: Online Tutoring Partner Program Grant (Grant Number OTPP-21-01)

Dear Ms. Frost:

This letter confirms the California State Library's award of $6,400,000 to the Pacific Library Partnership for the Online Tutoring Partner Program grant. Pacific Library Partnership will receive $3,200,000 of the award upon execution and approval of the grant agreement, certification, and claim forms. The remaining funding will be made available according to the payment schedule and upon the awardee's completion of the requirements listed in the Grant Agreement and Certification of Compliance document included with this award packet.

Hard copies of this correspondence will not follow. Please keep the entirety of this correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule as well as the proposal outlining the project plan and budget. Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Should you have any questions regarding the use of DocuSign please contact your grant monitor.
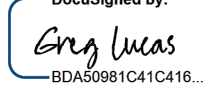
The State Library grant monitor for this project is Robyn McCreight. She can be reached at robyn.mccreight@library.ca.gov or at 916-603-6716. Robyn is available to assist you throughout the project period.

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P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

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Best wishes for a successful project.

Respectfully yours,

DocuSigned by:

Greg Lucas

BDA50981C41C416...

Greg Lucas

California State Librarian

Enclosures

CC: Reed Strege

　　　Chris Durr

　　　Gina Iwata

　　　Yesenia Castellon

　　　Robyn McCreight

Library – Courts Building   916-323-9759
P.O. Box 942837   csl-adm@library.ca.gov
Sacramento, CA 94237-0001   www.library.ca.gov

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THE BASICS – YOUR GRANT AWARD

The following provides all the basic information about your grant and managing your grant.

Award #:	OTPP-21-01
Library/Organization:	Pacific Library Partnership
Project Title:	Online Tutoring Program Partner
Award Amount:	$6,400,000

APPROVED BUDGET

Personnel	$ 43,146
Consultant Fees	$ 0
Travel	$ 0
Supplies/Materials	$ 0
Equipment ($5,000 or more per unit)	$ 0
Services (contracted)	$ 6,349,859
Project Total	$ 6,393,005
Indirect Cost	$ 6,995
Grant Total	$ 6,400,000

Start Date:	Upon execution
End Date:	09/30/2024

Please understand that it can take from six to eight weeks before grant funds are delivered.

If you have not received your payment after eight weeks, please contact your grant monitor.

REPORTING

Pacific Library Partnership is required to provide mid-project financial and narrative reports as outlined in the grant terms and conditions (1/31/2023, 7/31/2023, and 1/31/2024); final financial and narrative reports by 10/31/2024; and updates upon request. Reports will be submitted to your grant monitor, Robyn McCreight, by email at robyn.mccreight@library.ca.gov.

PAYMENTS

Please note this clarification regarding payments. Grant payments will be made based on the payment schedule laid out in the Grant Term and Award Documentation. Ten percent (10%) of the full grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting

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requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant terms and conditions.

CONTACT

We want your project to be successful. Please work with the grant monitor in implementing your project:

Grant Monitor:	Robyn McCreight
Monitor Phone Number:	916-603-6716
Monitor Email Address:	robyn.mccreight@library.ca.gov
Project Consultant	Chris Durr
Consultant Email Address	chris.durr@library.ca.gov

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Sacramento, CA 94237-0001   www.library.ca.gov

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Determine Priorities for PLP Innovation Grants for FY 2022-23**
Date: **June 21, 2022**

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). The funds allocated for the Innovation and Technology grants have been reduced over the last several years.

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 Innovation and Technology grants in FY 2020-21 to a total of $74,196, with maximum individual award of $5,000. 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 Innovation and Technology grants. With the Lunch at the Library grant being awarded to PLP, this budget was increased to $100,000, with the maximum individual award of $10,000. Eleven grants were awarded totaling $97,881.

Priorities and Allocations for FY 2022-23
The PLP FY 2022-23 budget includes $50,278 for Innovation and Technology grants, which is the same budget as presented at the May meeting and will require the use of $19,057 of Fund Balance. The Executive Committee discussed the value Innovation and Technology Grants bring to PLP membership and voiced support for a higher allocation of funds. If additional funds are requested by the PLP Executive Committee, this amount will come from the Fund Balance.

For FY 2022-23, the Executive Committee approved changes to the awards to reduce or eliminate libraries receiving more than one award. This is reflected in the attached "PLP Innovation and Technology Grant Guidelines." These Guidelines also include a maximum award of $15,000.

Recommendation
It is recommended that the Executive Committee determine a total allocation for FY 2022-23 Innovation and Technology grants, set a maximum award limit for individual grants, and review and update the Guidelines as necessary.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | **P:** (650) 349-5538 | **F:** (650) 349-5089 | **Website:** www.plpinfo.org

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PLP Innovation and Technology Grant Guidelines

Each fiscal year through a competitive process, the Pacific Library Partnership awards grants 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). The grant amounts awarded vary up to a maximum of $15,000.

 Guidelines for Award

1. All applications must be reviewed and signed by the submitting organization's library Director.
2. All funds awarded must be expended by June 30 of the Fiscal Year awarded.
3. Only projects that have a timeline of completion within the Fiscal Year applied will be considered.
4. Any unspent funds at the completion of the project must be returned to PLP.
5. Successful awardees will be asked to complete a final report at the conclusion of the grant cycle and must be willing to share their experience with other PLP libraries at appropriate meetings and conferences.

Allowable Costs

Funds awarded may be used for goods or services related to the project or for staff time. No more than 25% of the total amount awarded may be used for staffing costs. Indirect costs are not allowed.

Adopted May 21, 2021 by PLP Executive Committee

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

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Pacific Library Partnership

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Determine Priorities for PLP FY 2022-23 Staff Development Initiatives
Date: June 21, 2022

Background

At the May 2022 Executive Committee meeting, the proposed budget included a reduction to the System-wide Staff Development Training budget from $10,000 to $6,000 for staff development initiatives and activities for FY 2022-23.

Attached is the "PLP Financial Support Requests for Staff Development Initiatives and Activities," which was approved by the Executive Committee at their June 2019 meeting, which include a maximum request amount of $2,000 (see item #5).

Recommendation

It is recommended that the Executive Committee review the Guidelines and consider modifying the maximum request amount.

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PLP Financial Support Requests for Staff Development Initiatives and Activities

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year (in June and December) a call for ideas that can be funded for January through June and July through December is put forth. If your library is considering training and would like to partner with other PLP libraries to expand the training, this is a great opportunity. In addition, if your regional network has ideas for training, they may also apply for funds.

Guidelines for Support

1. Requests can be made by a library director, an existing PLP system-wide committee, or a working group.
2. Proposed activities (training, workshop or special event) must be open and accessible to all PLP libraries, and topics selected must be geared towards the interests of all PLP libraries and applicable to their needs.
3. Funds awarded may be used for reimbursement for a trainer, honorariums or speaking fees, printing costs for the event, and/or refreshments.
4. Estimated costs may be submitted as a placeholder for events that have not yet been finalized, and the exact amount will be reimbursed once receipts are submitted.
5. The maximum request amount is $2,000. Requests over $2,000 must be brought to the PLP Executive Committee for approval at their next regularly scheduled meeting.
6. Special consideration will be given to libraries, committees and working groups that have not been funded previously.
7. Awardees that are unable to schedule a training during the awarded timeframe must notify PLP and request an extension. Funds cannot be carried over into the next fiscal year.

Revised and Adopted by the PLP Executive Committee, June 3, 2019

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Andrew Yon, Controller**
Subject: **Approval of PLP FY 2022-23 Budget**
Date: **June 21, 2022**

Background
The purpose of this memo is to provide the PLP Executive Committee the FY 2022-23 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
- Revenue of $4,999 membership fee has been included in anticipation of the San Leandro Library completing their membership to BALIS in July 2022.
- The Federal Grant revenue now includes awards for the AmeriCorps and Online Tutoring Partner Program.
- As noted, PLP did not receive the LSTA Intellectual Freedom and Social Justice grant, so no revenue from that has been included.
- PLP will need a contract amendment with PLS to reflect the work of the two new grants, which is estimated to be $56,054. This is noted in Contractual Services in the Expenditures. Because of this, the Administration budget will require a slight increase of use of the Membership Fees.
- Per direction from the Committee at the May meeting, the Travel/Meetings allocation has been increased from $3,500 to $4,000.

Communications and Delivery
- The Flipster shared subscription of $41,525 will be taken 'off the top' using CLSA funds.
- The budget reflects the use of the $151,386 of previous year unallocated CLSA funds.
- The budget reflects $335,470 of CLSA C&D funds which may be allocated to libraries or initiatives.
- $100,000 of FY 2022-23 CLSA funds have been reserved for future use, to be determined at a future meeting.

System Operations
- The budget includes the use of $19,057 of Fund Balance.
- The Innovation and Technology Grants allocation is $50,287. Should the Committee choose to increase this, they may choose to use Fund Balance.

Recommendation
It is recommended that the PLP Executive Committee review and approve the proposed FY 2022-23 budget.

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FY 2022-23 PLP Membership Fees

Library	Amount
Alameda County Library	$35,641
Alameda Free Library	$11,641
Berkeley Public Library	$30,641
Burlingame Public Library	$15,641
Cabrillo College Library	$2,000
Contra Costa County Library	$35,641
CSU Monterey Bay Library	$2,000
Daly City Public Library	$10,641
Gavilan College Library	$1,500
Harrison Memorial Library - Carmel	$7,641
Hartnell College Library	$1,500
Hayward Public Library	$16,641
Livermore Public Library	$15,641
Los Gatos Public Library	$9,641
Menlo Park Public Library	$10,641
Middlebury Institute of International Studies	$1,500
Monterey County Free Libraries	$19,641
Monterey Peninsula College Library	$1,500
*Monterey Public Library	$8,641
Mountain View Public Library	$15,641
Naval Post Graduate School Library	$5,000
Oakland Public Library	$35,641
Pacific Grove Public Library	$7,641
*Palo Alto City Library	$18,641
Pleasanton Public Library	$11,641
Redwood City Public Library	$19,641
Richmond Public Library	$15,641
Salinas Public Library	$10,641
San Benito County Library	$8,641
San Bruno Public Library	$9,641
San Francisco Public Library	$35,641
San Jose Public Library	$35,641
San Juan Bautista Public Library	$750
*San Leandro Public Library	$4,999
San Mateo County Community College District	$3,000
San Mateo County Library	$30,641
San Mateo Public Library	$17,641
Santa Clara City Library	$19,641
Santa Clara County Library	$35,641
Santa Cruz Public Libraries	$25,641
South San Francisco Public Library	$15,641
Sunnyvale Public Library	$19,641
UC Santa Cruz Library	$5,000
Watsonville Public Library	$10,641
TOTAL	$656,902

New Library Member

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FY 2022-23 PLP PROPOSED BUDGET SUMMARY

	(920) Admin	(924) Delivery	(928) System Operation	TOTAL
Revenue				
Interest Income			$ 10,000	$ 10,000
Other Agencies	$ 181,946	$ 1,000		$ 182,946
Member Fees	$ 598,142		$ 58,760	$ 656,902
Workshop Fees			$ 23,000	$ 23,000
State Grant-CLSA	$ 140,152	$ 560,608		$ 700,760
State Grant-LSTA	$ 218,962	$ 151,386		$ 370,348
Reimbursable Costs	$ -	$	$ 75,000	$ 75,000
Fund Balance	$ -	$ -	$ 19,057	$ 19,057
Total Revenue	**$ 1,139,202**	**$ 712,994**	**$ 185,817**	**$ 2,038,013**
Expenditure				
Communications		$ 8,100		$ 8,100
Mileage	$ 300			$ 300
Equipment Maintenance	$ 5,232			$ 5,232
Printing	$ 500			$ 500
Professional Services	$ 55,700		$ 28,000	$ 83,700
Contractual Services	$ 1,048,030	$ 226,264		$ 1,274,294
Office Expense	$ 1,500	$ 750		$ 2,250
Postage		$ 800		$ 800
Software License Fee		$ 85		$ 85
Special Departmental		$ 435,470	$ 55,287	$ 490,757
Library Materials				$ -
General Insurance	$ 3,000			$ 3,000
Membership Fees/Dues	$ 4,500		$ 15,030	$ 19,530
Travel & Meetings	$ 4,000		$ 1,000	$ 5,000
Education & Training	$ 300			$ 300
Subscriptions	$ 840	$ 41,525		$ 42,365
Service Fees	$ 300			$ 300
Workshop Expenses	$ 6,000		$ 16,500	$ 22,500
Reimbursable - Legacy System EXP	$ 8,400		$ 70,000	$ 78,400
Lease Equipment	$ 600			$ 600
Total Expenditure	**$ 1,139,202**	**$ 712,994**	**$ 185,817**	**$ 2,038,013**

Fund Balance (GF001)	FY21/22		FY22/23 Est.	
Beginning Fund Balance	$ 1,664,351		$ 1,914,351	
Estimated Ending Fund Balance	$ 1,914,351			
Reserve				
Operating Reserve	$ 313,383			

ADMINISTRATION (920)

GL Acct	Revenues	Adopted FY21/22	Proposed FY22/23	Note
3601	Other Agencies	$ 8,400	$ 8,400	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	161,881	173,546	NorthNet Contract
3661	Member Fees	451,758	598,142	PLP Membership Fees
3667*	State Grant-CLSA	141,639	140,152	CLSA System Admin Funds
3668	Federal Grant	277,011	102,673	LSTA Grants-Indirect Costs
3668	Federal Grant		116,289	LSTA Grants- PLP Staffing Costs Recovery
3000	Fund Balance			Use of Fund Balance
	Total Revenues	**$1,040,689**	**$1,139,202**	*9.47%*
	Expenditures			
4216	Mileage	$ 300	$ 300	
4217	Equipment Maintenance	5,232	5,232	MIP Acctg Software Maint. & Support
4218	Printing	500	500	Envelopes and checks (Discont. PLP Directory)
4219	Professional services	36,200	55,700	NLS Sys. Coord. ($50.7K); Consultants ($5K)
4220	Contractual Services	959,617	1,048,030	PLS Contract $926,365; 1st Amend. $47,611; 2nd Amend. $56,054; Audit $18,000
4230	Office Expense	1,500	1,500	Office Supplies
4301	General Insurance	3,000	3,000	Professional Liability Insur-PLP Board Members
4302	Member Fees/Dues	4,500	4,500	CLA, ALA , Urban Libraries & other
4303	Travel/Meetings	8,900	4,000	Annual Conferences
4304	Education & Training	800	300	
4305	Subscriptions	840	840	Formsite ($300); SurveyMonkey ($350); Library Journal ($190)
4373	Service Fees	300	300	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	10,000	6,000	System-wide Staff Development Trainings
4448	Reimbursable - Legacy System Expenses	8,400	8,400	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	600	600	Postage meter
	Total Expenditure	**$1,040,689**	**$ 1,139,202**	*9.47%*

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

CLSA COMMUNICATIONS & DELIVERY (924)

		Adopted FY21/22		Proposed FY22/23	Note
GL Acct	**Revenues**				
3601	Other Agencies	$ 1,000	$	1,000	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	566,556		560,608	CLSA C & D Allocation
3667	State Library	109,994		151,386	*FY2021-22 Roll -over CLSA Funds*
	Total Revenues	**$ 677,550**	**$**	**712,994**	*5.23%*
	EXPENDITURES				
4212	Communication	$ 8,000	$	8,100	PLP Conference Call #; ZOOM ($800); Basecamp ($1K); Landlines; Cellphone Replac.$100
4220	Contractual Services	**211,854**		**222,264**	Systems delivery contracts
4220	*Contractual Services*	4,760		4,000	Website Hosting Fees $2K (PLP) & $2K (MOBAC Website)

Systems Delivery	**5.5% CPI Adj.**
BALIS	$ 61,733
MOBAC	66,503
PLS (CLSA Fund)	64,973
SVLS	29,055
Total Systems Delivery	**$ 222,264**

		Adopted FY21/22		Proposed FY22/23	Note
4230	Office Expenses	750		750	Delivery Supplies (tags, labels, etc) - BALIS & SVLS
4233	Postage	800		800	US Postal, UPS & FEDEX
4305	Subscriptions			41,525	Flipster Subscription
4310	Software License Fee			85	Doodle ($85)
*4234**	*Special Departmental -CLSA*	*300,000*		*335,470*	*CLSA Allocation to Libraries*
*4234**	*Special Departmental -CLSA*	*151,386*		*-*	*Unallocated CLSA Funds*
*4234**	*Special Departmental -CLSA*			*100,000*	*Future Use*
	Total Expenditure	**$ 677,550**	**$**	**712,994**	*5.23%*

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

PACIFIC LIBRARY PARTNERSHIP
FY 2022-23 PROPOSED BUDGET

SYSTEM OPERATION (928)

GL Acct	Revenues	Adopted FY21/22	Proposed FY22/23	Note
3510	Interest Income	$ 28,500	$ 10,000	Investments Interest Income (LAIF)
3661	Member Fees	205,145	58,760	PLP Membership Fees (Prorated)
3663	Workshop Fees	27,833	23,000	Future of Libraries & Spring Workshop ($8K); Exec & Mid-Mgmt Training ($15,000)
3674	Reimbursable Costs	70,000	70,000	*Staff Dev. Initiatives from BALIS Reserve*
3674	Reimbursable Costs		5,000	*SVLS Silicon Valley Reads (SVLS)*
3000	Fund Balance	(61,448)	19,057	Use of Fund Balance
	Total Revenues	**$ 270,030**	**$ 185,817**	*(31.19%)*
4219	Professional Services	$ 46,000	$ 28,000	Consultants- Exec & Mid-Mgmt Training ($28K)
4234	***Special Departmental***	100,000	50,287	Innovation Grants
4234	***Special Departmental***		5,000	SVLS Silicon Valley Reads
4302	Membership Fees	15,030	15,030	Califa membership for members
4303	Travel & Meetings	1,000	1,000	Mileage
4434	Workshop Expenses	18,000	16,500	Staff Development Fee-Based Training ($8,000)- Future of Libraries & Spring Workshop, Mid-Mgmt Training Refreshments & Supplies ($8,500)
4434	Workshop Expenses	20,000		Organizational Training Workshop
4448	Reimb. -Legacy System Expenses	70,000	70,000	*FY22/23 BALIS Staff Dev. Initiatives*
	Total Expenditure	**$ 270,030**	**$ 185,817**	*(31.19%)*

Pacific Library Partnership

PLP Activities for FY 2022-23 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 2022-23 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 host additional Brown Bag virtual discussions related to self-promotion, interview skill building, or networking and communication.

Activity 1d. To continue to allocate funds to support regional staff development training, calls will be put forth twice in FY 2022-23 for support.

Activity 1e. Provide workshops focused on management skill building.

Strategic Priority 2. Support Innovation and Technology

Activity 2a. In FY 2022-23 the Innovation and Technology Grants will continue to be offered. Differing from previous years, libraries can submit multiple grants, but a jurisdiction may only receive one award.

Activity 2b. Provide or identify training related to best practices for hybridized instruction or programming.

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

Activity 3a. PLP will be the fiscal and administrative agent for the following grants:
- California Library Literacy Services AmeriCorps Initiative
- Statewide Online Tutoring Program Partner Project

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

Activity 4a. Expand upon the PLP Shared Cataloging/Acquisitions of International Language Materials project by convening a working group to expand the project further into PLP, enhance elements, and consider ways to invite libraries beyond PLP to share.

Activity 4b. Explore PLP member staff interest in establishing networking and interest-based conversations or work groups. Focus on adult and youth services groups.

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. Explore collective training opportunities related to diversity, equity, and inclusion, library policy development, building effective library boards and foundations, advocacy training, and marketing.

Activity 4e. Explore ways to share resources related to emergency preparedness or response related to pandemics, and other natural and man-made disasters.

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System Information
FY 2022/2023

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

System Chair for FY 2022/2023 (if known): Jamie Turbak	Fiscal Agent:

Date approved by Administrative Council:

X	
Signature of System Administrative Chair for FY 2022/2023	Date
Print Name: Jamie Turbak	

Demographics of System Service Area
System Population Profile, FY 2022/23

Total Population of System Service Area: 6,968,088[a]
Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged [b] (Below poverty level)	593,413	8.52%
Institutionalized [c]	49,990	0.72%
Aged (65+) [d]	1,031,652	14.81%
Children & Youth: [d] • Under 5	401,149	5.76%
• 5 to 9	401,316	5.76%
• 10 to 14	417,589	5.99%
• 15 to 19	406,028	5.83%
Handicapped [e]	650,291	9.33%
Speakers of limited English or English as a Second Language [f]	1,168,312	16.77%
Non-English Speaking [g]	3,032,674	43.52%
Ethnicity [d] • Black	386,778	5.55%
• Hispanic	1,825,122	26.19%
• Asian	1,978,701	28.40%
• Native American	38,375	0.55%
• Other (specify)	40,310	0.58%
Geographically Isolated (RURAL) * see note [h]	132,676	1.90%
Functionally Illiterate [i]	1,065,144	15.29%
Shut-In [j]	267,625	3.84%

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

[a] Use the CA State Certified Population Figures 2021

[b] U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (S1701)

[c] U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)

[d] U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)

[e] U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)

[f] U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02)

[g] U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (S1601)

[h] "For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the ""urban footprint."" Rural consists of all territory, population, and housing units located outside UAs and UCs. * Typically, Rural Areas are cities with populations of less than 10,000 "

[i] U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy

[j] United States Census Bureau, American Fact Finder/ 2012-2016 American Community Survey, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

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

Comments/ Additional Information:

* Geographically Isolated/ Rural

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

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

Funding for Communications and Delivery – FY 2022/2023

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

Section 1
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	2,857,203	1,000	2,858,203
b. Non-public libraries in System area	1,000	1,000	2,000
TOTAL	2,858,203	2,000	2,860,203
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			7
d. Frequency/schedule of physical delivery service			2-6 days

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
1%	0.01%	0%	98.99%	0%

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

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/ streamed, etc.) for residents of System member libraries	1 subscription with 22 shared eMagazine resources
g. Percentage of CLSA funds to be spent on e-resources?	40.07%
h. Percentage of CLSA funds to be used for Broadband technology improvements	3.03%

"It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." (Education Code 18702)

When submitting your Library Systems' proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the goals for the Communication and Delivery funding for your Library System and how it addresses that need.

The primary goals for PLP are to share materials and resources (both physical and electronic).These goals are being met through using CLSA funds to support shared courier/delivery services, shared eMaterials including eBooks and eAudiobooks, Link+ material sharing, and to support the networks within the libraries to deliver these services to residents.

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

In Spring of 2020, PLP surveyed its member libraries to review the current CLSA allocations, to understand the changing needs of the libraries and the communities they service, and to gather ideas for shared eResources which might be funded with CLSA funds. The PLP Executive Committee has reviewed these priorities, and at the May 2022 PLP Executive Committee meeting, the Committee approved continuation of the model for distribution of CLSA funds, allocating funds to PLP public libraries based on a formula (*described in #6 below*). The pandemic has highlighted a greater need for shared eResources, and libraries still find that the sharing of print materials remains high.

2. Please specify how the Library System will spend its 2022-2023 CLSA allocation of funding and provide specifics amounts allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.

Funds to Support PLP Communications and Activities: These costs include Zoom, phone, website hosting, and supplies. These benefit all PLP libraries, and $13,735 is allocated.

Delivery: In FY 2022/23, CLSA funds will continue to support the physical movement of resources from one library to another. This resource sharing among System members is a high priority for PLP libraries, with delivery services within each of the four PLP regions as well as between the regions. The delivery is handled through a combination of couriers as well as outsourcing the Peninsula Library System's in-house delivery. Delivery benefits all PLP member libraries, and the contracts and funds are managed centrally. This benefits all PLP libraries, and $222,264 is allocated for this service.

Shared Flipster Collection: In FY 2020/21, the PLP Executive Committee, to ensure equity and access among members, allocated funds for a shared eMagazine resource for libraries with the smallest budgets ($8M and below). In FY 2022-23, the contract will be renewed for 8 libraries, for $41,525.

The PLP Executive Committee has allocated $183,084 of FY 2022-23 CLSA Baseline funds to member libraries by formula to choose from a menu of services (more information is ***described in #6 below***). The numbers below are estimates of their allocations to those various services.

Link+: It is estimated that eleven libraries will use $100,000 for Link+.

CENIC and broadband hardware: It is estimated that two libraries will use $17,000 for broadband costs, included $16,000 for CENIC and $1,000 for broadband hardware.

Shared eResources: It is estimated that 18 libraries will allocate $66,084 for shared eMaterials including eBooks, eAudiobooks. This may be used for shared OverDrive or CloudLibrary collections, or to support the State Library's eBooks-for-All Palace project. This amount does not include the funds allocated for the shared Flipster collection.

Future Purchases: The PLP Executive Committee has allocated $100,000 for future purchases and will discuss these funds in more detail at a meeting during this year.

It is not known at this time if any libraries may choose funds for SimplyE or technology for curbside pickup.

3. How did you determine the funding amounts per your C&D Service Program Budget Request?

The PLP Executive Committee allocated $183,084 of FY 2022-23 CLSA Baseline funds to libraries to choose from the approved menu of services to support their local priority for expending CLSA funds for resource sharing, with the expectation that all members will benefit equally from CLSA funding through an allocation per library by PLP formula. A claim form will be distributed to each library indicating how they will spend the CLSA funds so that we may track their usage. This will help inform PLP regarding local priorities and ideas for future CLSA allocations.

Feedback from member libraries also informed the need for the group purchase of Flipster for the smallest libraries.

4. If it will take you longer than 1 year to spend 2022-2023 funding specify why?

The PLP Executive Committee allocated $100,000 be reserved for future purchases. The Committee will discuss at a later meeting how these funds shall be allocated for shared eResources, and should a priority not be identified, the funds may roll over to FY 2023-24.

5. If you plan on using roll-over funds from a previous year to supplement 2022-2023 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?

It is anticipated that $151,386 of FY 2021-22 CLSA funds will be used in FY 2022-23. These funds were identified in FY 2021-22 for future purchases, and they will be used in FY 2022-23 to support the shared Flipster subscription ($41,525), and the remainder will be allocated to the libraries to support the shared eResources through the menu of services.

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

Funds will be used centrally to support PLP communications and activities, shared delivery, and a shared Flipster subscription for 8 libraries.

$183,084 of FY 2022-23 CLSA Baseline funds is allocated to libraries to choose from the following menu of shared services: a subscription to enki; networking/broadband costs; costs related to Link+; purchasing OverDrive or CloudLibrary eMaterials in a shared environment; funds to support SimplyE; purchase software which supports curbside pick-up for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year; or funds to purchase eBooks for the California State Library eBooks-for-All Palace collection.

7. How will the System determine and evaluate that the funding goals for their community where met?

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

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, how much, and what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

The PLP CLSA Baseline budget includes $222,264 for Delivery/Courier services among the member libraries. PLS member libraries are contributing $693,216 in local funds to support 5-day delivery.

Many PLP members use local funds for ILL services such as OCLC inter-library loan and Link+. Nearly all PLP libraries also use local funds for eResources.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

Shared Flipster Collection. This eMagazine collection will be shared among 8 libraries.

Local eResources: Libraries will be able to use their CLSA allocation to support local shared eResources among three or more libraries. It is estimated that at least 15 of the 34 public libraries will choose to use their CLSA funds for eResources, including eBooks, eAudiobooks, and eMagazines from OverDrive, CloudLibrary in the consortial environment, enki, and Zinio. Materials purchased will be a mix of fiction and nonfiction for adults and youth.

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

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

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

The estimated cost to move one item in the region is $0.21. C&D Administrative funding is allocated to 0.27 FTE of the CEO, .04 of the Assistant Director, .05 of the Controller, .03 of the Operations Manager, .03 of the Accounting Clerk, and .01 for an Administrative Assistant II for a total of .44 FTE. The allocated time supports attending over 22 Council and Committee meetings annually to support the four regions of PLP as well as the PLP Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; oversight and activities related to budgeting, accounting and finance to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California State Library staff; and attending California Library Service Board meetings.

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes installation along or service fees, please specify the cost and which member libraries will benefit (please list libraries)?

PLP will be distributing funds to local libraries to address local priorities. It is possible that one or more libraries may use CLSA funds to support broadband connectivity, including purchasing network hardware at their main location or at branches. It is estimated that in FY 2022-23, two libraries will allocate approximately $17,000 of their CLSA allocation to broadband costs, including $16,000 to support ongoing CENIC costs and $1,000 to purchase networking hardware.

Future Plans for Cooperative System

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

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

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

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

Staff Training and Professional Development: For several years, PLP has offered two one-year management development programs: the Library Leadership Council for Executive Managers and the Library Middle Managers Professional Development Program. For FY 2022-23 PLP will continue both programs. The long-standing Staff Development Committee additionally provides an annual fall conference (the Future of Libraries) and an annual spring workshop that address staff needs and interests. PLP additionally allocates funds to support regional staff development training. Training topics are developed by either local libraries or regional committees. They are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives from its members.

Innovation and Technology: Each year, PLP allocates funds for Innovation and Technology Opportunity Grants for member libraries. These grants support the implementation of an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Grants are also available for libraries to leverage an idea from another library and tailor it to their community's needs. Recent grants include maker spaces, outreach, and robots in the library. PLP also regularly scans the field for new advances

in technology to identify shared technology to support some or all PLP members. The PLP Executive Committee will be setting the priorities and a budget for the FY 2022-23 grants.

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

PLP Shared Cataloging/Acquisitions of International Language Materials: In 2018, the Silicon Valley Library System (the PLP member libraries in Santa Clara County) formed the regional Technical Services Group which has established guidelines for sharing information regarding cataloging and acquisitions of international language materials, and they are actively sharing selection lists with each other through a Basecamp group. In FY 2021-22, 23 libraries attended the orientation for accessing and sharing these resources In FY 2022-23, a wider task force will convene to discuss further expansion of this project.

System Administration

A) Personnel (Salaries & Personnel)

Classification	FTE/NO of positions	Salary	Benefits	Total
CEO	0.27	$ 80,957	$ 17,897	98854
Assistant Director	0.04	$ 10,496	$ 2,677	13173
Controller	0.05	$ 13,008	$ 3,190	16199
Operations Manager	0.03	$ 3,963	$ 1,385	5348
Accounting Clerk	0.03	$ 3,090	$ 1,340	4430
Admin Asst II	0.01	$ 1,505	$ 643	2148
	0.44			0
				0
Total of A	AMOUNT BUDGETED			$ 140,152

B) Planning, Coordination, & Evaluation (PC&E)

Total of B	AMOUNT BUDGETED	$ -

C) Indirect Cost (Do not include PC&E and provide description of services)

Total of C	AMOUNT BUDGETED	

TOTAL OF A-C	$ 140,152

C&D Service Program Budget Request FY 2022/2023 (Section 18745)

Baseline Budget

D) Operations

1.Office Supplies		
duplication/photocopy		
postage		$ 800
general office supplies		$ 750
other		
	AMOUNT BUDGETED	$ 1,550

2.Training (C&D program related)		
	AMOUNT BUDGETED	

3. E-Resouces:		
ENKI		
Zinio		
OverDrive		$ 66,084
Flipster		$ 41,525
Hoopla		
Bibliotheca Cloud Library		
E-books (please specify)		
E-Magazines (please specify)		
E-Audiobooks (please specify)		
PressReader		
Simply E		
Other not specified (name service):		
Other not specified (name service):		
Other not specified (name service):		
Total of 3	AMOUNT BUDGETED	$ 107,609

4. Contracted Services for Delivery		
UPS		
US Postal Service		
Contracted Van/ Courier		$ 222,264
Software that supports Remote Reference		
Software that supports Curbside Pickup		
Other		
Total of 4	AMOUNT BUDGETED	$ 222,264

5.System Van/Vehicle		
Fuel		
Insurance		
Maintenance		
Other (specify)		
Total of 5	AMOUNT BUDGETED	$ -

6. Telecommunications		
Conferencing Services		
Support		
ZOOM		$ 800
Internet		
Website updates/hosting		$ 4,000
Phone/Fax		$ 6,300
Telecommunications equipment		
Other (specify) BASECAMP ($1K); Doodle ($85)		$ 1,085
Total of 6	AMOUNT BUDGETED	$ 12,185
7. Broadband		
Service Provider Fees (CENIC or other)		$ 16,000
Connection Fees		
Disconnection Fees		
Hardware Cost (Specify) Switch		$ 1,000
Warranty Cost For Data Centers/Firewalls/Routers/Switches		
Total of 7	AMOUNT BUDGETED	$ 17,000
8. Resource Sharing		
Link+		$ 100,000
Document Depository		
Knowledge Sharing Database		
Other (Specify)		
Other (Specify) **Future Purchases**		$ 100,000
Total of 8	AMOUNT BUDGETED	$ 200,000
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration		
Audit		
Other (Specify)		
Total of 9	AMOUNT BUDGETED	$ -
Total of Items 1-9 Section D		$ 560,608
Total from A-C from SysAdmin		$140,151.94
TOTAL OF A-D		$ 700,760

FY 2022-23 Proposed CLSA Budget
BUDGET SUMMARY

Expense Category	Communication and Delivery Program
System Administration (PC&E)	**140152**
Salaries and Benefits	$ 140,152
PC&E	$ -
Indirect	$ -
SUBTOTAL	**$ 140,152**
Baseline	**$ 560,608**
Operations	$ 560,608
Equipment	
SUBTOTAL	$ 560,608.00
TOTAL	$ 700,760

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

Pacific Library Partnership

FY 2022-23 PLP Executive Committee Meeting Schedule

Monday, October 17, 2022, 10 a.m.

Monday, January 23, 2023, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 12, 2023, at the conclusion of the PLP Annual Director's Meeting

Monday, June 26, 2023, 10 a.m.

32 West 25th Avenue, Suite 201 | San Mateo, CA 94403-2265 | P: (650) 349-5538 | F: (650) 349-5089 | Website: www.plpinfo.org

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California State Library, Library Development Services

Cooperative Library System Liaison Report

June 10, 2022

Funding Opportunities Through the California State Library
Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

California State Library Parks Passes
Everyone should have their full amount of parks passes at this point. If you have not received your passes, or an email with instructions for the program, please contact parkspass@library.ca.gov. The user survey that is linked to the QR code on the back of the passes is live as of April 29, 2022. Please encourage people who check out a pass to fill it out – a quarterly giveaway of an Annual Pass will be held this summer for survey takers.

New this month is blank posters and flyers for putting in translations, a flyer that details all types of CA State Park passes available, free or otherwise, and a list of eligible parks. They are currently in Dropbox as they move through Parks approval to be added to the Partner Toolkit. Please contact parkspass@library.ca.gov if you have trouble accessing them. The FAQs page has a map of parks accepting the pass overlaid with library branches, cataloging and circulations information, a link to the Partner Toolkit with marketing resources, a recorded webinar on parks-based programming, a sample programs page, and the answers to many common questions. We would love to see examples of how you've packaged or marketed the passes, or any parks-based programming you're hosting. For more information, please contact parkspass@library.ca.gov.

Open+ opportunity
Califa Group and the California State Library invite California public libraries to apply to extend self-service open hours for a single branch location through the installation of Bibliotheca's Open+ system. The Libraries Open+: Reimagining & Extending Library Access project is part of the California State Library's Stronger Together: Improving Library Access program.

Bibliotheca's Open+ service allows patrons to use their library card to gain access to the library space and use services such as high-speed broadband and Wi-Fi, computers, hold shelves, and any other self-service option the library chooses to make available.

Ten libraries will be selected to receive funding to install Bibliotheca Open+ technologies in one branch location. Grant funding will pay for Open+ services for the grant period, ending in March of 2024.

There will be an informational webinar on June 16th at 10 am. Register for the webinar via this link.

Apply for this grant online

The application deadline is June 24, 2022.

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.

- 2022/23 CopyCat Grants program will be opening in the coming weeks. In the meantime, be sure to check out our new CopyCat toolkits: Book to Action, Día De Los Ninos, Seed Library, and Workforce Partnership Initiative!
- 2021/22 CopyCat grant Narrative and Financial report forms for activities and expenditures forms can be found at Manage Your Current Grant - California State Library (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

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

2022 Library Service Area Populations
Population Certification Memo from the State Librarian
The State Library produces an annual report of the unduplicated population served by each California public library, titled Persons Served by California Public Libraries according to the provisions of Education Code Section 18021.

Links are also available on the State Library's statistics page under the heading "Library Service Area Populations." Contact the State Data Coordinator with any questions.

FY20-21 Public Library Survey results
A very big thank you to all California public library directors and staff who gathered and submitted data about libraries' finances, services, programs, and collections; 100% of California public libraries participated! Datasets are now available in the new California Library Statistics database.

Upcoming Data Conversations

This summer, the State Library will begin conversations with public library directors and staff about their use of data, including areas of expertise and opportunities for training; current and future methods for equity-centered collection, analysis, and visualization; useful tools and best practices, and more. We look forward to your participation in the conversation! Contact Meg DePriest with questions, suggestions, comments, and to express interest in participating in a working or advisory group.

Summer Reading and Learning
The 2022 Summer @ Your Library Participation Survey questions are now available for your planning purposes. Data collected from this survey will show the impact of public library summer programs across California.

Data will be collected in Counting Opinions, and a link to the online submission form will be available in the near future. In the meantime, please see the following resources needed to submit required statistics and programming information for your library's 2022 summer programs.
- Summer Survey Questions and Guidance: Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- Summer at Your Library reporting form: A streamlined excel version of the questions to aid with data collection.

For your reference, these documents can also be found on the California State Library's Statistics webpage.

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

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

Sustainable California Libraries Networking Sessions
The Sustainable California Libraries Networking Sessions are open to all California library staff members.

Networking Session: Focus on Sustainable Operations, Services, and Infrastructure
Register for Session
June 29, 2022, 11:00 am – noon
Join us for the Sustainable California Libraries Networking Session #2. We will be focusing on library operations and services, infrastructure, buildings, landscaping and grounds, and library sustainability certification. Guest speakers include:

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

Learn more at: https://www.library.ca.gov/services/to-libraries/sustainable/
Email sustainability@library.ca.gov with any questions or comments.

California Library Literacy Services
Applications have closed for the 2022-2023 year, and awards will be announced in July. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information. CLLS networking calls and trainings will continue on a regular basis, with upcoming sessions helping libraries prepare for new ESL services and more.

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

Developing Leaders in California Libraries
In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the leadership training program, the Developing Leaders in California Libraries project is offering a series of "My Leadership Journey" webinars open to all staff to attend. To see upcoming My Leadership Journey events and view past recordings, please visit My Leadership Journey | CLA Leadership.

Building Forward Infrastructure Funding for California Libraries
The first round of applications for this program closed on **March 21, 2022**.

There is $439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:

1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

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

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

Home Connectivity Kits

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

eBooks for All CA

An update to previous eBooks for All CA announcements – Overdrive is now fully integrated. Palace can now serve as your patron's one stop-shop for Overdrive, Cloudlibrary and Statewide eBooks.

Every public library in California can now participate in the statewide "eBooks for All" project" Full details can be found on the State Library's e-book page. Joining is as simple as emailing casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have generated an FAQ and recorded a live Q and A session to help answer those questions directly.
FAQ
Recorded Answer Session

This program is now expanding to include eAudiobooks! More details are to follow, but the collection will soon include approximately 700 titles accounting for 16,000 copies. All the licenses are one-copy-one-user and perpetual, so the base of the collection will serve California well going forward.

Digital Learning Platforms for All California Public Libraries

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

Public Library Staff Education Program

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

LSTA 2022-23 Grant Program

The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. https://www.library.ca.gov/grants/library-services-technology-act/competitive/ Proposals are currently under review. Email lstagrants@library.ca.gov for more information.

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