

## PLP Executive Committee Agenda

**October 17, 2022**  
**10:00 a.m. via Zoom**

<https://us02web.zoom.us/j/82713008520?pwd=ZlA4YlFCeWRBMzc4QmdmWlJZdXhldz09>

Meeting ID: 827 1300 8520 Passcode: 179213

Call-in Option: (669) 900-6833

### PLP Executive Committee

Jamie Turbak, Oakland Public Library (Chair)  
 Tracy Gray, Mountain View Public Library (Vice-Chair)  
 Elnora Tayag, San Mateo Community College District  
 Hillary Theyer, Monterey County Free Libraries

Ryan Baker, Los Gatos Public Library  
 Tess Mayer, Berkeley Public Library  
 Tom Rosko, Naval Postgraduate School  
 Valerie Sommer, South San Francisco Public Library

### I. Introductions

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

- |   |                                 |
|---|---------------------------------|
| A. Adoption of the Agenda   | Turbak                          |
| B. Approval of the June 21, 2022 Meeting Minutes                                | Turbak Attachment 1, pg. 4      |
| C. Acceptance of PLP Staff Development Committee Annual Report                  | Lee/Yabut Attachment 2, pg. 8   |
| D. Review and Approval of the FY 2022-23 Innovation and Technology Grant Awards | Wasterlain Attachment 3, pg. 19 |

### III. New Business

- |   |                  |                      |
|---|------------------|----------------------|
| A. PLP Staff Development Committee FY 2022-23 Activities  | Ota/<br>Alvarado | Attachment 4, pg. 62 |
| B. eBooks for All Project Update  | Durr             |                      |
| C. PLP Middle Manager and Executive Leadership Professional Development Groups and Continuation in Future Years | Light            | Attachment 5, pg. 63 |
| D. FY 2022-23 PLP Strategic Priorities Activities (Action Item)   | Frost            | Attachment 6, pg. 66 |
| E. FY 2023-24 LSTA Competitive Grant Ideas  | Frost            |                      |
| F. PLP Letter to California Library Services Board to Accept the San Leandro Public Library as a PLP Member     | Frost            | Attachment 7, pg. 71 |



#### **G. Finance**

- |  |       |                        |
|--|-------|------------------------|
| 1. Review and Approval of CLSA 2021-22 Annual Report<br><b>(Action Item)</b>             | Frost | Attachment 8, pg. 73   |
| 2. Review and Approval of CLSA 2021-22 System<br>Expenditure Report <b>(Action Item)</b> | Frost | Attachment 9, pg. 78   |
| 3. Review and Approval of CLSA 2022-23 System Detailed<br>Budget <b>(Action Item)</b>    | Frost | Attachment 10, pg. 88  |
| 4. Acceptance of Workforce Development CAreer<br>Pathways Project <b>(Action Item)</b>   | Frost | Attachment 11, pg. 99  |
| 5. Approval of the PLP/PLS FY 2022-23 Third Contract<br>Amendment <b>(Action Item)</b>   | Frost | Attachment 12, pg. 101 |

#### **IV. Reports**

- |                           |          |                        |
|---------------------------|----------|------------------------|
| A. PLP President's Report | Turbak   |                        |
| B. PLP CEO's Report       | Frost    |                        |
| C. State Library Report   | DePriest | Attachment 13, pg. 103 |

#### **V. Agenda Building for Next Meeting on January 23, 2023**

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

#### **VII. Announcements**

#### **VIII. 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).

### **Locations**

Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA 94704

Los Gatos Public Library, 100 Villa Avenue, Los Gatos, CA 95032

Monterey County Free Libraries, 188 Seaside Circle, Marina, CA 93933

Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94039

Oakland Public Library, 125 14<sup>th</sup> Street, Oakland, CA 94612

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

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

Pacific Library Partnership Offices, 32 West 25<sup>th</sup> Avenue, Suite 201, San Mateo, CA 94403





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

**MINUTES**

**Committee:**

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

**System Staff:**

Carol Frost, PLP  
 Justin Wasterlain, PLP  
 Andrew Yon, PLP

**Others:**

Meg DePriest, CSL  
 Tess Mayer  
 Hillary Thayer

The meeting was called to order by Vice President Turbak at 10:03 a.m.

**I. Introductions**

**II. Approval of Consent Calendar**

**A. Adoption of the Agenda**

**B. Approval of the May 13, 2022 Minutes**

**C. Draft Minutes of the May 13, 2022 Administrative Council Meeting** (for information only)  
 The Consent Calendar was approved unanimously via roll-call vote. (M/S, Turbak/Waite)

**III. Old Business**

**A. Acceptance of the PLP FY 2020-21 Audit**

Yon presented a summary of the PLP FY 2020-21 audit. He noted the audit resulted in a clean opinion and PLP is in a good financial position. The PLP FY 2020-21 audit was accepted unanimously via roll-call vote. (M/S Sommer/Waite)

**B. Accept Award of FY 2022-23 California Library Literacy Services AmeriCorps Initiative Grant**

Frost announced PLP has been awarded a California Volunteers AmeriCorps grant, called California Library Literacy Services AmeriCorps Initiative. The first-year award is \$870,251, with the potential to renew for another two years. She noted the AmeriCorps works will be similar to a State initiative several years ago that offered wraparound services supporting adult literacy. PLP will partner with Literacyworks in Petaluma to assist with the AmeriCorps volunteer coordination. This project will also be supported by the LSTA California Library Literacy Services (CLLS) grant, which PLP has in partnership with the California State Library. Sommer stated the previous State initiative was invaluable. Gray asked how this differs from the current CLLS program and if it will be available to all public



libraries. Frost clarified the initiative would work in tandem with CLLS programs and libraries with existing adult literacy programs. Libraries will work with Literacyworks to receive training and assistance with recruitment. Frost emphasized Literacyworks will handle much of the administrative work related to AmeriCorps volunteers. Libraries may have a small participation fee to pay for incidentals. The program is expected to start in August or September. A motion was made and passed unanimously by roll-call vote to accept the California Library Literacy Services AmeriCorps Initiative Grant. (M/S Sommer/Chadwick)

**C. Accept Award of California State Library Online Tutoring Partner Program Grant**

Frost announced the California State budget includes \$6.4 million for a statewide online tutoring program. PLP, in partnership with the California State Library, was awarded a two-year grant to facilitate this project. She noted an RFP for vendors providing online tutoring for K-12 students would be released later that week. Frost added since many libraries already have contracts with online tutoring services, more than one vendor may be awarded to cause less disruption for users and libraries. Libraries who already subscribe to the awarded vendor will receive a credit. DePriest noted credits would probably be similar to those libraries received for the LSTA Workforce Development and Support Grant. Frost reported that a survey will be issued to public libraries to gather information about current and past use of online tutoring services. A motion was made and passed unanimously by roll-call vote to accept the award for the California State Library Online Tutoring Partner Program Grant. (M/S Turbak/Gray)

**D. Determine Priorities, Award Amounts and Budget for FY 2022-23 Innovation Grants**

Baker explained that additional funds added to the total allocation for Innovation and Technology Grants would require the use of fund balance and affect the overall budget. He noted the current allocation for Innovation and Technology grants was \$50,278, but previous years had been closer to \$100,000. Baker asked if the allocation should be increased. Frost also asked if any priorities or topics should be specified for grant applications. Baker recalled priorities for grants in FY 2020-21 were pandemic related. Frost noted grant applications and claims were low in FY 2020-21 because of the disruption caused by the COVID-19 pandemic. In FY 2021-22, 11 grants were awarded \$97,881. Some libraries requested additional time to complete their projects. Waite suggested utilizing \$69,713 of fund balance to bring the total allocation to \$120,000. Gray pointed out inflation costs could warrant increasing the individual library award cap. Sommer suggested an individual award cap of \$12,000. Frost asked that a limit to staffing costs be specified if the cap was raised. Chadwick suggested that staffing costs should not exceed 25% of the award amount. A motion was made and unanimously approved by roll-call vote to utilize \$69,713 of fund balance to increase the total allocation for Innovation and Technology Grants to \$120,000 with an individual library award cap of \$12,000 and a stipulation that staffing costs cannot exceed 25% of the award amount. (M/S Sommer/Waite)



**E. Determine Priorities for PLP FY 2022-23 Staff Development Initiatives**

Baker noted the Staff Development Initiatives in FY 2021-22 did not require more than \$6,000 and a total allocation of that amount should be adequate for FY 2022-23. Frost asked for a revision to the initiative guideline reducing the maximum amount a library can request. Baker clarified that the PLP Executive Committee can approve an increase in funds at a later meeting if the requests from libraries exceed the total allocation. Waite asked if a maximum request amount of \$1,000 was sufficient. Frost noted that some trainings may exceed that amount, but libraries were expected to provide some matching funding if that were to happen. Baker pointed out there haven't been many requests in recent years and he would be comfortable raising the maximum amount to \$1,500 to account for increasing costs. Waite and Chadwick agreed. A motion was made and unanimously approved by roll-call vote to allocate \$6,000 for Staff Development Initiatives with a maximum library request amount of \$1,500. (M/S Turbak/Sommer)

**IV. New Business**

**A. Review and Approval of FY 2022-23 Budget**

Baker briefly discussed the changes that were made to the budget since it was last reviewed by the Committee. He noted there would be a change to the fund balance reflecting the decision to increase the total allocation for Innovation and Technology Grants. Yon discussed additional changes related to contract work, membership fees, and travel costs. Baker proposed funds for travel could be increased at a later date if members were involved in Legislation Day activities. Frost asked that the motion allow for flexibility regarding CSLA funds due to changing courier costs. Sommer asked if any libraries have asked for discounted membership fees this fiscal year. Frost confirmed no libraries have requested a discount. A motion was made and passed unanimously by roll-call vote to approve the FY 2022-23 PLP budget with nominal changes allowable to CSLA expenditure lines. (M/S Chadwick/Sommer)

**B. PLP Strategic Priorities Workplan for FY 2022-23**

Frost stated the FY 2022-23 Strategic Priorities incorporated the Executive Committee's suggestions from its May 13, 2022, meeting. She noted some activities would require funds if pursued. PLP will ask the Staff Development Committee to consider programs related to the priorities. Frost said it was possible the Staff Development Committee may ask to forego the Spring Workshop in order to provide more Brown Bag trainings. These trainings may also address themes of the Strategic Priorities. Frost stated she asked California Libraries Learn (CALL) to consider providing de-escalation training in light of recent organized disruptions at library events. Baker acknowledged that the Strategic Priorities were ambitious, but libraries receive great benefit from these activities. A motion was made and passed unanimously by roll-call vote to approve the PLP Strategic Priorities Workplan for FY 2022-23. (M/S Sommer/Gray)



**C. Review and Approval of PLP FY 2022-23 Plan of Service**

Frost noted the FY 2022-23 Plan of Service was submitted on June 1, 2022, and a signed copy would be submitted after approval from the Executive Committee. A detailed budget will be submitted on September 1, 2022. A motion was made and unanimously accepted to approve the PLP FY 2022-23 Plan of Service. (M/S Waite/Gray)

**D. FY 2022-23 PLP Executive Committee Meeting Schedule**

The FY 2022-23 meeting schedule was reviewed.

**V. Reports**

**A. PLP President's Report**

Baker shared he enjoyed serving as President. The Executive Committee thanked him.

**B. PLP CEO's Report**

No report given.

**C. State Library Report**

DePriest announced there would be no Directors' Networking Call in July. The date of an August call will be announced later. She noted the next five-year LSTA plan will focus on data for decision making. There will be conversations with directors this Fall regarding the new LSTA plan. DePriest asked if subscribers to the PLA Benchmark platform could let her know what they like or dislike about it.

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

- Report from PLP Staff Development Committee
- Innovation and Technology Grant Requests
- Staff Development Initiative Grant Requests
- Executive and Middle Management Leadership Program update
- LSTA Competitive Grants

**VII. Public Comment**

No public comments.

**VIII. Announcements**

Frost congratulated Waite on her retirement. Waite thanked PLP and said it benefited her library and her as a director. Frost thanked Chadwick for her leadership through the recent disruptions of library activities.

**IX. Adjournment**

The meeting was adjourned at 11:14 a.m.





# Pacific Library Partnership

## Staff Development Committee

### Pacific Library Partnership Staff Development Committee Annual Committee Report FY 2021-2022

#### Purpose

The Pacific Library Partnership Staff Development Committee (PLPSDC) identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas.

#### Goals

1. The PLPSDC will plan and implement staff training in person or online based on areas of identified staff development needs and interests of the member libraries of PLP.
2. The Committee will promote and share information on its staff development events to the member libraries of PLP.
3. In coordination with PLP Administration, the Committee will recruit members among the member libraries of PLP. Committee members are highly encouraged to attend meetings regularly, actively participate in the discussion and vote on action items, volunteer for committee roles and duties, and represent the training interests of their respective jurisdiction in the committee.
4. The Committee will meet regularly to plan its staff development events and discuss other committee business.
5. The Committee will provide opportunities for the development of its members' leadership and project management skills.

#### Committee Chairs FY 2021-2022

- Cheryl Lee
  - Term: Representing Santa Clara City Library, July 2021-February 2022; representing Contra Costa County, March 2022-June 2022.
- Melvyn Yabut
  - Term: Representing Mountain View Public Library, July 2021-June 2022.



## Accomplishments

1. The Committee planned, promoted and implemented the following staff development trainings: A two-day Future of Libraries 2021 virtual conference in October; two virtual brown bag trainings in January and in May 2022; and a half-day virtual workshop in April 2022.
2. In coordination with PLP Administration, the Committee recruited representatives from South San Francisco Public Library and Sunnyvale Public Library. New members succeeded retiring members from Pleasanton PL and San Jose PL.
3. The Committee reviewed and provided feedback on the PLP Social Media and Online Forums Policy and the PLP Guidelines for Moderators of Social Media and Online Forums.
4. The Committee updated the PLPSDC recruitment letter and created a new Roles and Duties document that outlines and updates the responsibilities of members in the committee.
5. The Committee held six virtual meetings in FY 2021-2022. Meeting dates: July 23, October 1, November 19, January 28, March 11 and May 13.

## Staff Development Trainings

### *Future of Libraries 2021: Culture of Care, Community Engagement, and Equity Work.*

- **Project team:**
  - Conference Chairs/Emcees/Speaker Coordinators: Jeff Gibson, Pleasanton PL and Elaine Tai, Burlingame PL.
  - Marketing: Tierney Alvarado, Livermore PL and Fiona Potter, Redwood City PL.
  - Chat moderators and technology coordinators: Yemila Alvarez, PLP, Tamecca Brewer, Alameda County Lib., Karen Engle, Daly City PL, Fiona Potter, Daniel Keogh, Los Gatos PL, and Melvyn Yabut, Mountain View PL.
  - Evaluations: Nancy Donnell, San Jose PL and Raina Tuakoi, Sunnyvale PL.
- **Dates and times:** 9 a.m.-5 p.m., October 6 and 7, 2021.
- **Format:** Online on the Socio platform.
- **Description:** Two days of engaging online sessions on timely topics related to equity, community engagement, and the culture of care. Day 1 of the conference featured speakers addressing the topics of care and engagement, with presentations on mindfulness, listening, and an interactive dive into asset-based community development and peer presentations around community engagement. Day 2 featured topics of equity and care, with presentations on understanding and confronting power for racial equity, dismantling everyday racism in libraries, radical imagination in the future of libraries, and belonging at your library. The conference concluded with a collective space for attendees looking to process workplace experiences and heal.



California Libraries Learn, a joint project of the California State Library and the California Library Association, supported the fall conference by providing funding for the speakers' fees, the hosting fee of the Socio platform, and assumed the registration cost for all California public library staff. The event had a huge number of attendees due to the sponsorship and the virtual platform.

- **Registration, fees, attendance numbers.**
  - Registration numbers: 94 from PLP member libraries out of 400.
  - Registration fee: Free to all California library employees and library school student; and for other attendees, \$15.
  - Registered/attended: 380.
- **Expenditure:** \$5,043.35. CALL sponsored the speakers' fees (\$4,775) and the cost of hosting the conference on the Socio platform.
- **Revenue:** \$6,970.
- **Survey results:** Only 38 responded to the survey, but provided overall positive feedback for both days.

*January 2021 Brown Bag: From Staff Member to Manager, Growing Your Career.*

- **Project team:**
  - Conference Chair: Tamecca Brewer, Alameda County Lib.
  - Speaker coordinator: Cheryl Lee, Santa Clara City Lib.
  - Marketing: Tierney Alvarado, Livermore PL.
  - Chat Moderator: Nancy Donnell, San Jose PL.
  - Emcee: Daniel Keogh, Los Gatos PL.
- **Date and time:** 10-11:30 a.m., January 27, 2022.
- **Format:** Online on the Zoom platform.
- **Description:** A panel composed of Jane Light, retired library director; Tamecca Brewer, manager; and Cheryl Lee, program coordinator responded to questions submitted during registration on taking that jump from staff to management. The panelists shared their experience and covered questions such as how to gain experience in supervision even in a non-supervisory role, acing the application and interview process, and where to look for training resources for new managers and supervisors.
- **Registration, fees and attendance numbers.**
  - **Registration:** 139 registered.
  - **Attendance:** 103 attended.
- **Survey results:** We had 52 respondents of which 93% were extremely or very satisfied with the workshop, while 94% responded that they learned something useful from the workshop.



*Spring workshop 2022: Stewards of Change. Library Staff Shaping Organizational Culture.*

- **Project team members:**
  - Chair: Melvyn Yabut, Mountain View PL.
  - Speaker Coordinator/Technology Coordinator: Fiona Potter, Redwood City PL.
  - Marketing: Christopher Ota, Pleasanton PL.
  - Chat Moderator: Tamecca Brewer, Alameda County Lib.
  - Emcee: Daniel Keough, Los Gatos, PL.
- **Date and time:** 9 a.m.-12 p.m., April 7, 2022.
- **Format:** Online on the Zoom platform.
- **Description:** A three-hour workshop conducted by Dr. Michele Villagran that focused on the role of frontline staff in organizational culture and change, how staff can become stewards of change and develop strategies to move an organization's culture forward. Attendees also learned steps in evaluating and managing their organization's culture and the importance of adjusting a culture to changing environments. Dr. Michele Villagran is the CEO of CulturalCo, LLC consulting in areas of diversity & inclusion, cultural competency and cultural intelligence, bias, emotional intelligence, and conflict management. In addition, Dr. Villagran is an assistant professor with the San José State University School of Information focusing on cultural diversity. The workshop was exclusive to staff of PLP member libraries.
- **Registration, fees and attendance numbers.**
  - Registration numbers: 86 registrants.
  - Registration fee: Free
  - Attended live workshop: 53. All registrants received a link to the recording of the workshop.
- **Survey results:** We had 21 respondents of which 75% were extremely or very satisfied with the workshop, while 90% responded that they learned something useful from the workshop.

*May 2022 Brown Bag: Mastering the Library Interview*

- **Project team:**
  - Chair: Tierney Alvarado, Livermore PL.
  - Speaker coordinators: Cheryl Lee, Contra Costa County Lib. Christopher Ota, Pleasanton PL, Fiona Potter, Redwood City PL, and Melvyn Yabut, Mountain View PL.
  - Marketing/Emcee: Christopher Ota.
  - Chat moderator: Cheryl Lee.
  - Technology coordinator: Melisa Mendoza, South San Francisco PL. and Fiona Potter.
- **Date:** May 5, 2022.
- **Description:** A panel composed of Derek Wolfgram, Director of Redwood City PL; Jameson Knittel, HR Analyst, City of Mountain View; Allison Peters, Sr. Community Manager, Contra Costa County; and Cherie Buenaflor, Librarian Coordinator, Pleasanton



PL respond to pre-submitted questions from registrants on how to ace the job interview.

- **Registration and attendance numbers.**
  - Registration: 232 registrants.
  - Registration fee: Free
  - Attended live: 111. Out of 111 attendees, 17 were from non-PLP member libraries. All registrants received a link to the training recording.
- **Survey results:** 53 responded to the survey of which 73% were very satisfied and 26% were satisfied. One hundred percent of respondents stated that they learned something useful from the program.

### **ATTACHMENTS**

- PLPSDC Roles and Duties document
- PLPSDC Recruitment letter





# Pacific Library Partnership

## Staff Development Committee

### PLP Staff Development Committee Roles and Duties

#### **Committee Chair**

The Committee elects two of its members to share the responsibility of chairing the Staff Development Committee.

#### Term

Serves for the fiscal year, July through June. Maximum of two consecutive terms. Ideally one experienced chair paired with a new chair.

#### Qualifications

Be a member of the SDC for at least six months.

#### Responsibilities

- Administrative
  - Maintains the logins and passwords of the PLPSCD accounts.
  - Maintains SDC documents on Basecamp.
  - Maintains Committee roster.
  - Liaison to PLP Administration.
- Conference and Workshops
  - Oversight on SDC budget.
  - Assists Conference Chair or Workshop Chair when needed.
  - Assists in developing member skillsets in project management and leadership.
- Meetings
  - Creates the agenda and sends the calendar invite to Committee members.
  - Posts agenda on the PLP info website.
  - Calls meeting to order, roll call and records action item votes.
  - Presides over the meetings of the Staff Development Committee.
  - Adheres and enforces Brown Act requirements.
- Membership
  - Conducts Committee member recruitments.
  - Add new members to roster.
- Reporting
  - Prepares and presents the Staff Development Committee Annual Report to the PLP Executive Committee.





# Pacific Library Partnership

## Staff Development Committee

### **Committee Member**

Member libraries of the Pacific Library Partnership are encouraged to send a representative to the Staff Development Committee.

#### Term

Level of staff is dependent on their home jurisdiction. Members maintain good standing in the Committee by attending at least four meetings in a year.

#### Qualifications

Permanent staff of a PLP member library or system. Ideally, involved in staff training and/or send communication on training to their staff.

#### Responsibilities

- Take turns recording minutes.
- Actively participates in meeting and voting on action items.
- Participates in Basecamp discussion.
- Adheres to Brown Act requirements.
- Follows policies and processes of PLP.
- Maintains decorum at meetings.
- Performs roles and duties in conferences and workshops when assigned.

### **Spring Workshop and Future Conference**

The Committee selects among its members project teams for implementing the Spring Workshop, the Future of Libraries Conference in fall, and additional workshops.

This is typically done by asking for volunteers among the members during the November meeting for the Spring Workshop and during the May meeting for the fall conference.

Project teams will have at least a chair, a marketing coordinator and speaker coordinators for each presenter. Depending on the format of the conference/workshop (in-person or online), other roles will be filled.

#### Conference/workshop roles

- Chair





# Pacific Library Partnership

## Staff Development Committee

- Conference chair is primarily a coordinating role that does not take on the other duties
  - Lead and project manager of the conference/workshop.
  - Oversees the team and ensures that deliverables are met.
  - Decides on logistical issues and changes.
  - Presides during project planning meetings.
  - May emcee the program.
  - Invites PLP Admin to introduce the conference/program.
  - One of the Committee chairs may step in or appoint a new chair if the Conference Chair is unable to fulfill their role.
- Speaker Coordinator(s)
  - Select a speaker coordinator for each presenter/speaker.
  - Liaison to the speaker/presenter in the conference/workshop.
  - Coordinates with the speaker/presenter to get the information and deliverables needed for the conference such as bios, presentation blurbs, presentation slides, etc.
  - Collect any handouts to print for attendees.
  - May be tasked to introduce their assigned presenter during the program.
- Marketing Coordinator
  - Creates the PR blurb for the conference/workshop.
  - Provided PLP staff with the information for the registration form.
  - Creates graphics, using templates, for emails and social media
  - Sends a *Save The Date* email at least eight weeks before the conference/workshop.
  - Prepares the email to announce start of registration for the PLP listserv and sends it to PLP staff.
  - Posts information about the conference/workshop on PLPSDC social media accounts and third party sites or listservs.
  - Sends any post-conference/workshop emails to attendees.
- Technical Coordinator (virtual)
  - Important for conference/workshop that are virtual.
  - Responsible for setting up the platform used for the conference/workshop.
  - May be assigned to moderate the chat during the conference/workshop.
  - Ensure that platform can accommodate all participants.
  - Keep track of virtual registrations and communicate with chair.
- Chat Moderator (virtual)
  - Monitors chat during the conference/workshop.





# Pacific Library Partnership

## Staff Development Committee

- Reads or sends questions and comments to the presenter or emcee of the program.
- Posts Policy and Standards of Engagement on chat.
  - Alerts PLP staff of potential violation of the Social Media and Online Forum Policy.
  - Seeks approval from PLP administration before removing virtual attendee
- Posts resource links relevant to current conversation.
- Site Coordinator (in-person)
  - Important for in-person conference/workshop.
  - Select on-site coordinator for each of the venues of a conference/workshop. Typically, the committee member from the library that is hosting the conference/workshop is the site coordinator.
  - Liaison between the Committee and the hosting library.
  - Coordinates the schedule of the conference/workshop with the hosting library.
  - Arranges for any audio-visual equipment needed for the conference/workshop.
- Other roles and duties as assigned
  - Emcee – welcomes attendees and emcee the program.
  - Mic runner(s), in-person – runs the mic during Q&A.
  - Lunch Coordinator, in-person – handles RSVP for lunch of Committee members and guest presenters and reserves the lunch venue.
  - Videographer, in-person - records the conference/workshop if the hosting library does not offer recording equipment. Sends edited video PLP administrative staff to post to YouTube when approved by chair.
  - Registration table(s) – covers the registration tables to sign in attendees.
  - Evaluation – updates the evaluation form and collects the results and presents results to PLP staff and committee.
  - Agenda for conference – prepares and sends to PLP staff for posting on PLP info website and/or printing for use in-person.
  - Timekeeper – ensures that presenters keep to allotted time.





# Pacific Library Partnership

## Staff Development Committee

Dear Library Director,

Please consider sending a representative to the Pacific Library Partnership Staff Development Committee.

### **WHO WE ARE**

The PLP Staff Development Committee are representatives from member libraries of the Pacific Library Partnership. The Committee's purpose is to identify areas of interest to stimulate ideas and discussion regarding library orientation, training and development needs with an emphasis on continuing staff knowledge and skills development in new and emerging areas.

We are continually seeking to increase membership in the Committee for the following reasons:

- To encourage greater sharing and participation among partner organizations.
- To identify and respond to the unmet staff development needs of all member libraries.
- To implement workshops based on those identified staff development needs and interests.

### **WHO WE SEEK**

Middle management or other professional staff passionate and/or responsible for their system or library's staff development and training.

### **COMMITMENT**

- Attend six meetings for the year on one Friday morning during the months of January, March, May, July, September and November. Meeting locations alternate between libraries in the East Bay and the Peninsula. Meetings may be held virtually or in person.
- Represent their library or system's staff training needs by participating in the discussions and voting on action items at Committee meetings.
- Promote the Committee conferences and workshops at their library or system.
- Take minutes during Committee meetings.
- Work with fellow Committee members to plan and implement two annual workshops/conferences.
- Perform the roles and duties inherent in conference planning such as conference chair, speaker coordinator and marketing coordinator.





# Pacific Library Partnership

## Staff Development Committee

### **BENEFITS OF JOINING THE COMMITTEE**

- Advocate for professional development and training needs of their library or system.
- Opportunity to network and form relationships with staff from other member libraries of the Pacific Library Partnership.
- Leadership and project management experience through chairing the Committee and conference planning.
- Committee members do pay for registration fees for PLP Staff Development Committee conferences and workshops.

### **NEXT STEPS**

If you accept this invitation, please ask your chosen representative to reach out to Cheryl Lee at [clee1@santaclaraca.gov](mailto:clee1@santaclaraca.gov) or Melvyn Yabut at [melvyn.yabut@mountainview.gov](mailto:melvyn.yabut@mountainview.gov), current co-chairs of the Committee, and they will provide your representative further information on the Committee and the upcoming meeting dates.

Sincerely,

Cheryl Lee and Melvyn Yabut  
Committee Chairs, FY 2021-2022  
PLP Staff Development Committee



## 2022-23 Technology and Innovation Grants

FISCAL YEAR	GRANT TITLE	LIBRARY NAME	Category	REQUESTED AMOUNT	FUNDED AMOUNT
2022-2023	Light Up the Library With Drones	Palo Alto City Library	A	\$4,977	\$4,036
2022-2023	Community Connections	Livermore Public Library	A	\$9,000	\$9,000
2022-2023	Creative Cafe	Watsonville Public Library	A	\$12,000	\$12,000
2022-2023	Living with Nature: Explore the Outdoors with the Library	Sunnyvale Public Library	A	\$11,083	\$11,083
2022-2023	Making for All	CSUMonterey Bay	A	\$12,000	\$12,000
2022-2023	Charging Lockers for Patrons at Oakland Public Library	Oakland Public Library	B	\$12,000	\$12,000
2022-2023	Engaging Employees Through Onboarding and Performance	Santa Cruz Public Libraries	A	\$12,000	\$12,000
2022-2023	Interactive Analog Family Spaces	Los Gatos Public Library	A	\$12,000	\$12,000
<b>TOTAL:</b>				<b>\$85,060</b>	<b>\$84,119</b>
Initial Budget					\$120,000
<b>TOTAL</b>					
<b>REMAINING</b>					<b>\$35,881</b>

Palo Alto's award is reduced from \$4,977 to \$4,036 to align staffing costs with grant guidelines. Staffing costs cannot exceed 25% of total project cost and were adjusted from \$1950 to \$1009.

Note:



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: CSUMB Tanimura and Antle Family Memorial Library

Project Title: Making for All

Select category you are applying under:

☒ Category A: Innovation and Technology Opportunity Grant

☐ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Run a cohort of student assistants and participants through *Making for All*, an online course for self-paced Maker learning, the development of critical thinking, and guidelines for tools and materials usage. In addition to clearly defined guidelines for tools and materials, this course builds skills through hands-on activities built around Maker Kits, an assortment of project based materials, which will be mailed to participants or available in the Makerspace by request. This online course incorporates feedback from student employees and general participants to modify course content for the maximum experience of the Makerspace participant and refine the training components for greatest ease of equipment, materials, and technology use for beginner to advanced participants.

2. Explain how this project fits with the library's strategic directions.

### Library Mission and Values

#### **Mission**

*Making for All* directly meets the library's mission: the CSUMB Library provides information resources, user-centered services, and an inviting, collaborative environment to foster intellectual curiosity, sustain scholarship and creativity, and inspire lifelong learning for the diverse community we serve.



## Values

### Access

- *Making for All* provides training for student employees who are able to amplify their skills and knowledge, thereby increasing the equitable access to tools and resources available within the Makerspace.

### Learning

- Individuals create, develop skills, and learn to use specialty equipment under the facilitation of and supervision of a team of Maker Leaders who provide support in a positive environment.

### Service

- *Making for All* provides a greater level of service for participants by informing participants of the requirements of and timeline required in using technology and equipment.

### Innovation

- Participants' capacity to innovate and educate themselves in *Making for All* expands beyond the participants' visits to the Makerspace.

### Student success

- The capacity to access equipment through an online platform encourages participants' use of the technology and streamlines the manufacturing process for employees.

### Stewardship

- Each successive *Making for All* course will incorporate feedback, continue improvements, and facilitate understanding and appreciation of the stewardship of the CSUMB community and opportunities.

### Diversity, equity and inclusion

- *Making for All* will be open to the campus community, a diversity of majors, ethnicities, backgrounds, and academic levels.

### Service to the greater community

- Makerspace activities and this course will create a strong workforce of emerging professionals to integrate into the community upon earning their degrees.

### Intellectual inquiry

- This course encourages intellectual inquiry of individuals, by giving them the independence to develop their own skills with the built in capacity to get assistance when or if needed.

### Continuous improvement

- *Making for All* reinforces our values by utilizing the peer feedback of student employees to refine and strengthen this course with our target audience - the students on campus.



3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

**Project description:**

Provide scholarships to pay tuition for 10-25 student employees and participants to attend the online *Making for All* course. This will provide employees with structured training and employees will be asked for feedback on how to expand this course to best benefit Makerspace participants.

Feedback from employees and participants will be incorporated with following iterations of the course to continuously improve and streamline activities. *Making for All* determines what guidelines are needed for file creation and manufacturing using specialty equipment like 3D printers, laser cutters and vinyl cutters. This course will improve equitable access to specialty equipment that require additional training or protocols customized for the CSUMB Library Makerspace, allowing an expansion of opportunities for participants.

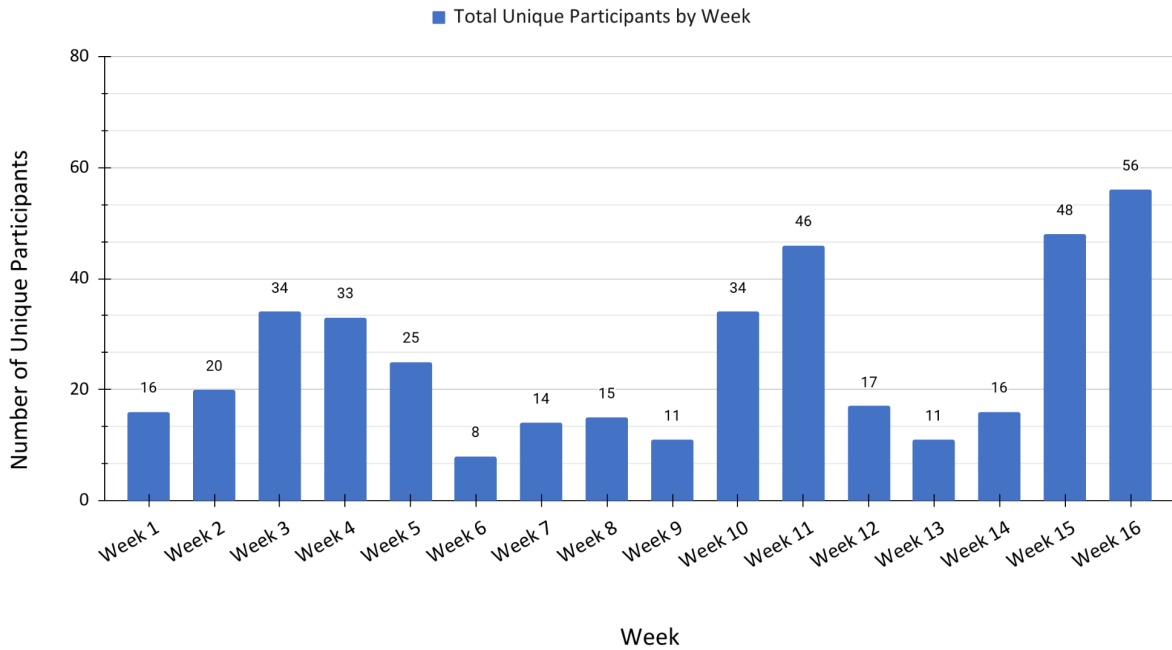
Makerspace student employees and participants are representative of the overall campus population and will directly benefit from attending this course. CSUMB students, staff, faculty and community members will benefit from this project through expanded access to the Makerspace and the increased availability of trained staff. The CSUMB campus, a Hispanic-Serving Institution, has a diverse campus population.

See graphs below for Makerspace and campus population demographic information showing use increasing over time.

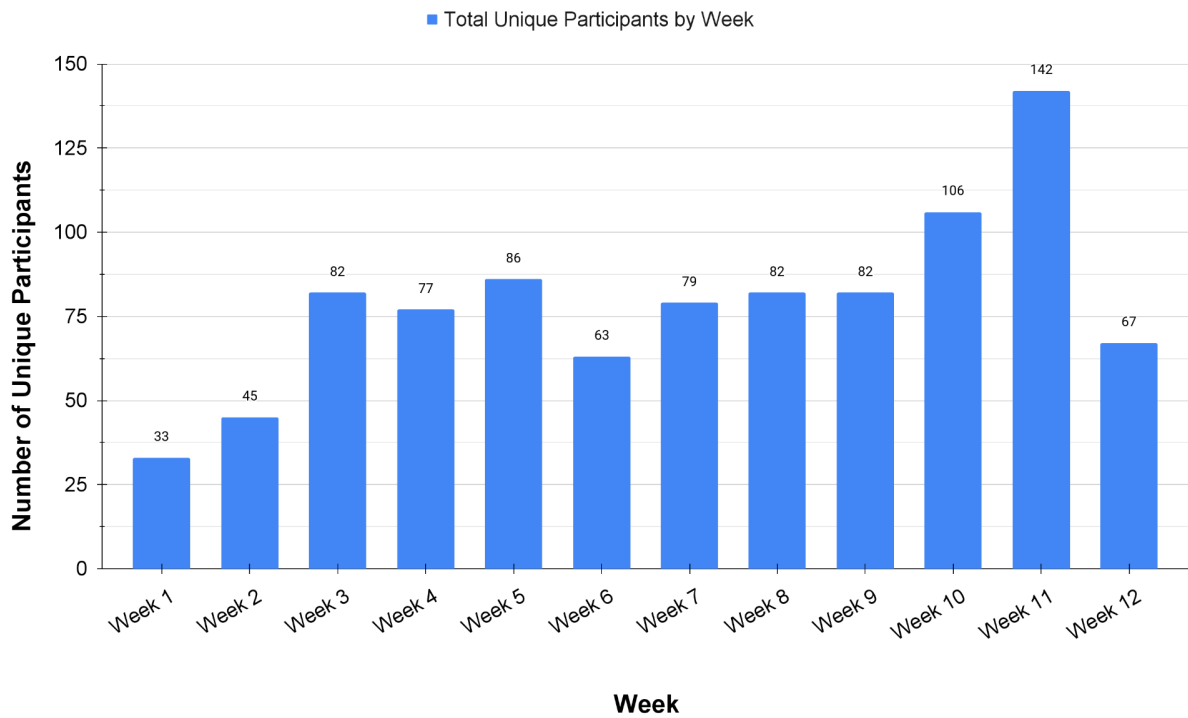
Data shows that the Makerspace is a popular on campus resource which is accessed by the campus population. Fall 2021 was a transition semester with limited open hours. Spring 2022 offered a near return to pre-pandemic levels of access.



## Fall 2021 Participants per Week



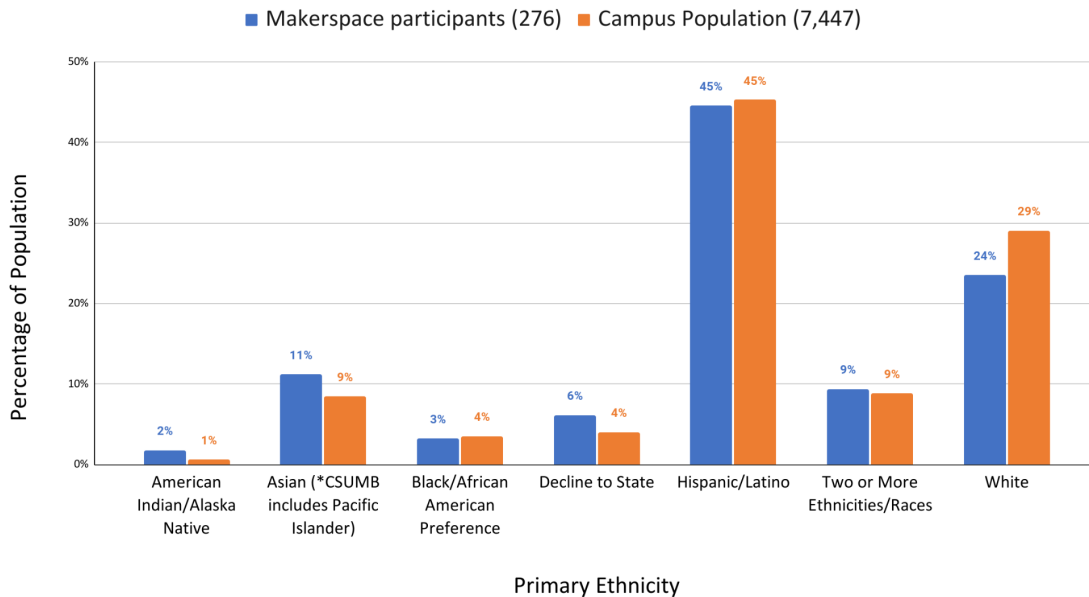
## Spring 2022 Makerspace Unique Participants by Week



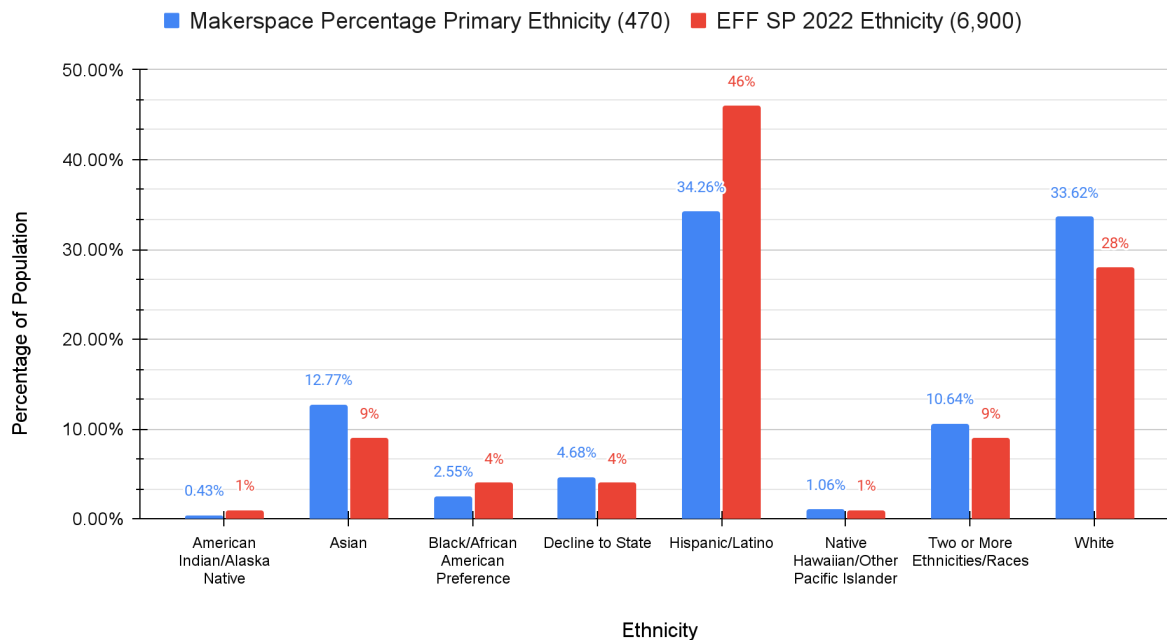


The following graphs show Fall 2021 and Spring 2022 Makerspace participants compared to the CSUMB [Enrollment Fast Facts](#) percentages of ethnicities and academic level

Fall 2021 Makerspace Patrons' Ethnicity Compared to Campus Population

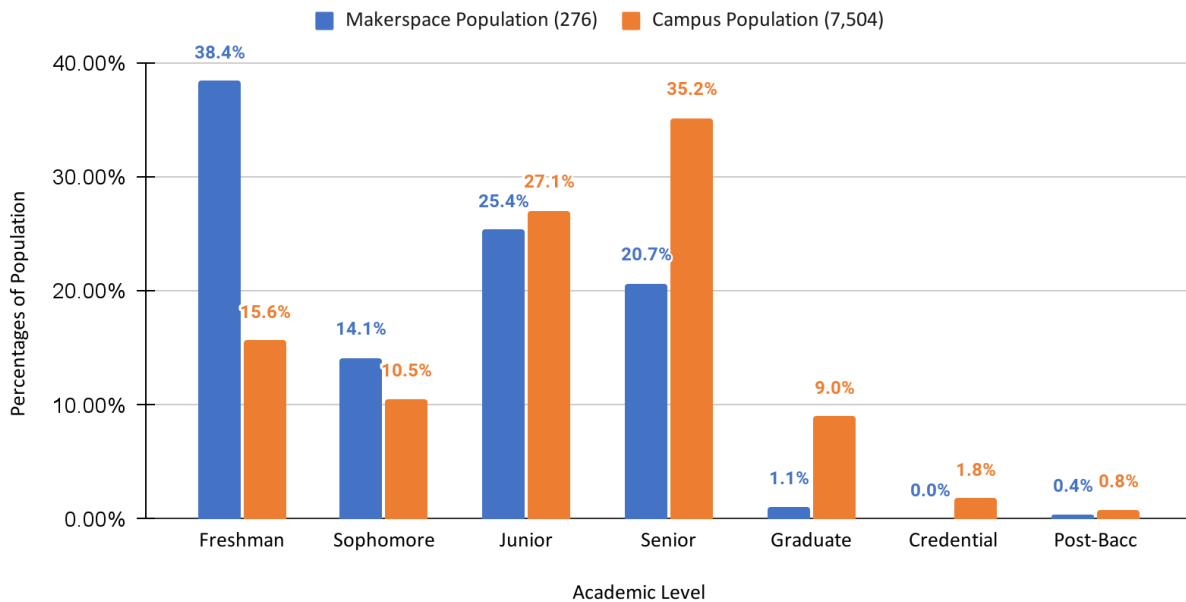


Spring 2022 Makerspace Patrons' Ethnicity Compared to Campus Population

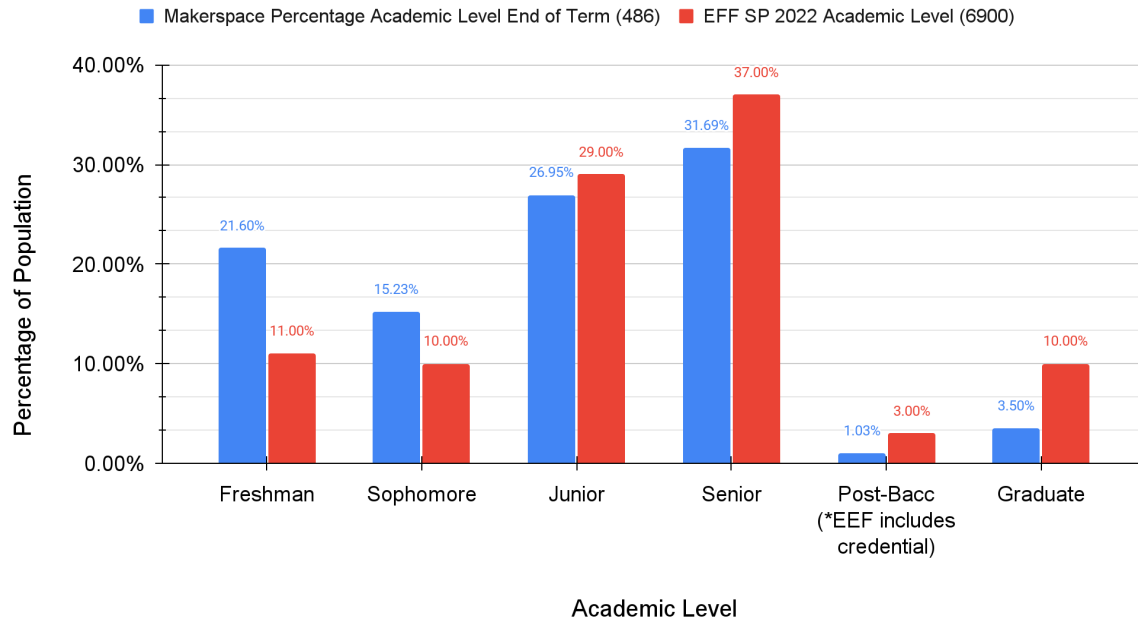




## Fall 2021 Academic Level Comparison by Percentages in Makerspace Participants and CSUMB Campus Population



## Spring 2022 Makerspace Student Academic Level Compared to Campus Population



- What are the goals and objectives of the project?



*Making for All* creates a means of standardizing training for staff and increasing the overall access to CSUMB Library Makerspace resources and specialty equipment for our campus population and community.

*Making for All* increases equitable access to specialty equipment. This course standardizes the training of staff and incorporates staff feedback to benefit independent and successful use of specialty equipment for participants.

The process of using specialty equipment will be streamlined and less cumbersome to staff and participants. Makerspace staff will be alleviated from answering repetitive questions by offering access to the online course and resources to interested participants. Participants will have the means to work independently and at their own pace until they are in need of Makerspace manufacturing equipment or project assistance. *Making for All* will provide clear instructions for file preparation and timelines required for manufacturing involving specialty equipment. This will create the capacity for consistent access to and manufacture of projects.

Participants can complete and upload through the online course at any time and will not be restricted by Makerspace open hours access. Participants can upload files using the online platform and retrieve the manufactured objects from the Makerspace during our open hours or utilize our library pick-up lockers, which are open 24/7. This will be more convenient and equitable without becoming burdensome to staff.

5. Please include your project timeline (include detail of activities).

## Fall 2022-Spring 2023

- **August - September 2022**
  - Run pilot course *Making for All* with 10-20 student assistant employees (tuition will be paid through in-kind funding, no used as matching ~\$4700-9400)
- **September - October 2022**
  - Collect data and feedback surveys from employee participants
  - Compile and analyze data
  - Modify and revise course for public facing participants
  - Purchase supplies as needed
- **November 2022**
  - Run public facing course for 10-25 participants
  - Pay postage as needed
- **December 2022 - January 2023**
  - Collect data and feedback surveys from participants
  - Compile and analyze data
  - Modify and revise course
  - Purchase supplies as needed
- **February - April 2023**
  - Run pilot course for revised iteration of *Making for All* for 10-20 new participants



- Pay postage as needed
- Collect feedback surveys from participants
- Modify and revise
- **May - June 2023**
  - Compile and analyze data
  - Complete PLP grant report and project summary
  - Modify and revise course for next iteration

6. Please indicate how you will evaluate the success of your project.

**Quantitative data** will be collected which will include but not be limited to: participant numbers, majors, ethnicity, and academic level.

**Qualitative data** will be collected through feedback surveys about participant experience. Information will be disseminated and shared as needed to improve future course content and activities. Details about the length of time, tools, materials, and any needed troubleshooting around the project will be noted and incorporated into each successive course. Images or examples of finished projects will be archived and available as participant resources.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

<i>Making for All</i> (1 or 2 trial runs)	Minimum 10 students per course	Maximum 25 students tuition costs	Total Cost
Tuition Fees	\$4,700	\$11,750	\$12,000
Supplies or postage as needed	\$250	\$2,600	

8. Please indicate how the project will be sustained after the grant term is over.

The Makerspace will apply to grants to pay for full or partial tuition scholarships or tuition will be paid by participants.



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: **Livermore Public Library**

Project Title: **Community Connections**

Select category you are applying under:

- ☒ Category A: Innovation and Technology Opportunity Grant
- ☐ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

**1. Please provide a one paragraph project summary.**

The Community Connections initiative will allow Livermore Public Library (LPL) to purchase wi-fi hotspots, tablets, barcode scanners and laptop computers. This equipment will be used to support four critical LPL services: **1)** LPL's Literacy Program, **2)** Career Online High School, **3)** wi-fi hotspot circulation, and **4)** community outreach. Rather than simply circulate hotspots and equipment, this program will divide equipment between the four service priorities articulated above. The devices and equipment will be made available at the Civic Center, Rincon, and Springtown branch libraries as well as community events to serve Livermore residents and the surrounding communities. Community Connections is LPL's recognition that even within a relatively affluent community, there are those who do not have access to an internet connection, and that their need for this service should not be diminished or disregarded for any reason.

**2. Explain how this project fits with the library's strategic directions.**

The Community Connections project aligns with LPL's three main strategic objectives of promoting "literacy in all forms," affirming "equity and inclusion" and enabling "community members to participate and benefit from library services by increasing their awareness of and accessibility to these resources." These goals are the central focus of LPL's current [Strategic Services Plan](#). The goal is to ensure the proposed equipment and devices benefit our community and staff, focusing on the most equitable distribution possible.



**3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.**

Internet access is not an amenity or luxury. Internet access is essential to fully participate in school, apply for a job, file an insurance claim, or access social benefit programs as examples. Livermore is a relatively affluent suburb with relatively low rates of poverty. This fact unfortunately obscures the needs of low-income residents living in a community where internet access is by-in-large taken for granted. Community Connections is for residents caught in this gap. Our proposed initiative will provide free mobile wi-fi internet access to any person with an LPL library card. It will allow patrons in need of free internet to access it without having to demonstrate need by income verification or other measures required by local schools and state agencies. Funding Community Connections is recognition that even in an affluent community, there are many who cannot afford reliable internet access and therefore cannot fully participate in what their community has to offer them—including library services.

The Community Connections initiative will provide wireless internet access and devices to patrons in support of four distinct areas of LPL's programs and services utilizing 20 wi-fi hotspots, 2 tablets, and 2 laptops. These service areas include LPL's Literacy Program learners and tutors, Career Online High School students, community outreach events, and circulation to patrons who wish to borrow a wi-fi hotspot.

This initiative will prioritize the 6% of Livermore's population lacking access to a home internet connection as well as the 4% documented as living below the poverty line. We also recognize that the [Hispanic/Latinx and African American populations may be undercounted](#) by as much as 5% and 3% respectively based on information provided by the U.S. Census Bureau. These two groups lead the documented rates of poverty by demographic in Livermore. Therefore, we believe the number of residents who could benefit from the Community Connections initiative may be substantially larger than what the 2020 Census estimates provide. We argue that there is likely more need than documented.

Staff has identified 31 sites in and around the City of Livermore that provide access to affordable housing for seniors, families, developmentally disabled adults, and people experiencing homelessness (approximately 980 total units of housing). Marketing and outreach will prioritize the residents of these locations. Grant funding will allow us to explore marketing options that include direct mailers, paid social media advertising, printing and distribution of flyers to businesses, homes, schools and more. The Community Connections initiative will also support hundreds of residents living in the unincorporated areas surrounding Livermore. Targeted marketing will be key in reaching these residents.





In addition, this project will connect with our Literacy Program's approximately 50 tutors and 50 learners as well as students enrolled in LPL's recently formed Career Online High School program. The goal is to grow both programs using the Community Connections initiative. Lastly, staff will continue promoting devices and equipment at local schools, city festivals, and special events in partnership with the Livermore Valley Joint Unified School District, the City of Livermore, the Livermore Area Recreation and Park District, and others. Library staff will solicit feedback from patrons and stakeholders, fostering respectful and equitable engagement with members of the community.

In sum, the Community Connections initiative will allow LPL to help fill the gaps in internet access among residents. It affirms the fact that internet access is essential for innumerable purposes. Finally, it is a recognition that even within an affluent suburb, there is and will continue to be a need for free internet access. For those community members, Community Connections is a small step toward promoting equity in online resources too often taken for granted.

#### 4. What are the goals and objectives of the project?

We have four primary objectives for our Community Connections initiative:

**Objective 1).** Expand and enhance library services to underserved locations.

Having a wireless barcode scanner and wi-fi hotspot will enable staff to instantly register and issue library cards to patrons at community events, storytimes, library programs, etc. This will also enable staff to circulate materials off-site. The resulting capability lowers the bar to access and brings library services and materials out into the community, including to seniors, students, and families who are unable to visit the physical library locations. Staff will be able to conduct library services in the neighborhoods surrounding all three branches, ensuring we reach as many community members as possible.

**Objective 2).** Support LPL's lifelong learning initiatives.

Funding will allow for the purchase of two tablets and two laptops, in addition to four dedicated wi-fi hotspots. This equipment will be offered to support tutors and learners who lack the equipment or internet connection to participate in either LPL's Literacy program and/or Career Online High School. Since the start of the COVID-19 pandemic, LPL has lost about 40% of the Literacy Program learners and tutors. Having the hotspots



and equipment is essential for rebuilding the program and bringing back vulnerable members of the community.

In addition, LPL has only recently begun participating in the Career Online High School program. The proposed equipment allows LPL to better support Career Online High School, providing internet and laptops to students unable to access them. Today, about 7% of our community is eligible to participate in the program. Again, this estimate does not include those potentially undercounted on the 2020 U.S. Census or those newly arrived residents living in short-term transitional housing in and around the community. The availability of devices and wi-fi-hotspots for these individuals will remove a substantial barrier to their participation in these library programs.

Most importantly, this initiative allows those who are unable to visit the physical library to participate fully in either program—therefore ensuring those patrons with limited resources may participate uninterrupted in LPL’s lifelong learning opportunities as our community continues to recover from the COVID-19 Pandemic.

**Objective 3).** Introduce wi-fi hotspots into LPL’s circulating collection.

The remaining 15 Wi-Fi hotspots will be introduced into LPL’s circulating [Library of Things collection](#). The hotspots will be divided between our three branches, serving the widest possible area. Grant funded marketing will allow LPL to get the word out into the community about Community Connections using flyers, direct mailers, social media and more. The marketing approach will be continuously reevaluated to ensure the most impactful distribution possible.

**Objective 4).** Sustaining and building upon the Community Connections initiative.

LPL staff will work to secure funding to renew service provider contracts (approximately \$2,500 per year). In addition, budgets will include funding for the purchase of replacement equipment, as well as an expanded number of devices. The goal is to continue offering these services and constantly reevaluate to meet community needs as they arise. For example, during the pandemic local schools issued Chromebooks. However, access to free and subsidized internet was severely limited, mostly available through for-profit companies requiring income verification. Thus, a gap in the number of Chromebooks versus internet connections. LPL’s offering of 15 wi-fi hotspots will enable the library to support our local students. As LPL acquires more devices, we will continue to expand this type of support to students caught in this gap.

In sum, Community Connections is LPL’s commitment to offering free wireless internet so that community members may benefit not only from LPL’s digital services, but also engage in self-directed learning and personal growth in all forms not possible without an internet connection.



5. Please include your project timeline (include detail of activities).

**October 2022:** Grant Awarded

**November 2022 – December 2022:** Purchase equipment and devices, begin training staff on their usage and plan equitable roll out. Develop marketing campaign, design materials, and identify areas for mail and online distribution.

**January 2023 – February 2023:** Begin offering equipment to participants of Career Online High School program as well as Literacy Program tutors and learners. Start circulation of wi-fi hotspots at all three branches and designated outreach events. Roll out marketing campaign.

**March 2023 – June 2023:** Continually evaluate device circulation and usage. Gather feedback from patrons, outreach staff, and Career Online High School and Literacy coordinators. Seek immediate improvements when possible.

**July 2023 – December 2023:** Make ongoing adjustments. Secure funding for continued data service subscription. Replace materials and devices when needed or possible.

6. Please indicate how you will evaluate success of your project.

Success of the Community Connections initiative will be evaluated by seeking feedback from LPL staff, Literacy Program learners and tutors, and Career Online High School students. In addition, patron feedback will be sought at all three library branches, and at outreach events. Feedback will be collected using an anonymous form, available in online and paper formats. QR codes linking to the form will be adhered to the device cases. The form will be modeled in part on the Public Library Association's "Performance Measurements" [evaluation](#). The data will allow staff to adjust and develop new strategies for more equitable distribution of devices and equipment.



**7. Please detail your project budget. (Note: Indirect costs are not allowed).**

<b>Item</b>	<b>Qty.</b>	<b>Description</b>	<b>Cost*</b>
Wi-Fi Hotspots	20	4G hotspots from Mobile Citizen	\$1,750.00
Data Subscription	20	One year of data from Mobile Citizen	\$2,500.00
Hotspot Hard-shell Cases	20	Hard-shell cases w/zippers for circulating and storing hotspots.	\$300.00
Wireless Barcode Scanner	1	USB and/or Bluetooth connected barcode scanner	\$200.00
Samsung Tablets	2	Samsung Galaxy A8 tablets	\$800.00
Tablet Keyboard Cases	2	Keyboard Cases for Samsung Tablets	\$200.00
HP Laptops	2	HP with core i7 (or equivalent) processor	\$2,000.00
Supplies	varies	Barcodes, Labels, Power Strips, etc.	\$150.00
Marketing and Outreach Materials	varies	Survey Development, Direct Mailers, Flyers, Printing, Promo items for tabling at community events, etc.	\$1,100.00
		<b>Total Cost =</b>	<b>\$9,000.00</b>
<b>* Costs based on estimates as of August 2022.</b>			

**8. Please indicate how the project will be sustained after the grant term is over.**

After the conclusion of the grant period, LPL will continue to budget for Mobile Citizen's data subscription costs (about \$2,500 per year). Funding will be written into LPL's general budget. When possible, additional new and replacement equipment will be purchased. Staff will also continue to adjust the initiative based on feedback from patrons and Literacy and Career Online High School program coordinators. As new community needs are identified, staff will pivot outreach efforts to reach underserved areas of the community.



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Los Gatos Library

Project Title: Interactive Analog Family Spaces

Select category you are applying under:

☒ Category A: Innovation and Technology Opportunity Grant

☐ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

The Los Gatos Library intends to reimagine the use of the Children's Room, removing digital interfaces and creating interactive analog spaces that support collaborative play, exploration, and interaction for children all ability types. After two years of pandemic-restricted living, we are finding that families are desperately trying to find environments that can disengage their young children from computer screens and digital devices while at the same time fostering unstructured social interaction, cooperation, and explorative learning in a free and safe environment.

2. Explain how this project fits with the library's strategic directions.

The project meets four aspects of our Library's 2022-2024 strategic plan:

Access, Equity, and Inclusivity: Creating spaces rooted in the research on the needs and sensibilities of families with differently-abled children provides an inclusive and welcoming environment for all.

Library as Community Center: This project will rekindle our role as a "third-place" for families to meet, hang-out and interact, which builds friendships and connections between new families in the community.



Foster exploration and a love of learning: Giving children an option to explore and find joy in an analog environment fosters a sense of curiosity of the world outside of a screen.

Meeting Post-Pandemic Needs and Rebuilding: Rebuilding our clientele and increasing our patron use to obtain the numbers we had pre-pandemic necessitates changing our space to meet new demands from families for their children to digital detox and explore analog play in a communal environment.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

We will first relocate all computers and digital interactive stations out of the Children's room and install them in other areas of the Library (Children that still require a computer will be able to check one out from our laptop vending machines and bring them into the Children's room when needed). This will be followed by physically rearranging the layout of existing Children's room shelving and furniture to create seven activity spaces, each focusing on a different aspect of exploration, interaction, learning style, or developmental need.

### **The spaces created will be:**

**Sensory Exploration Space** – This space recognizes the need for play and exploration centered on tactile sensation and sensory stimulation. We will be installing a sequin wall that changes colors when brushed with hands and fingers to combine play with color and touch, as well as a marble wall therapy panel that consists of a large grid of multicolored marbles that form patterns of color while providing the sensory input of marbles rolling and turning over hands and fingers.

**Garden of Sound** – To be located outside in our Children's Garden, the space recognizes the need for play and exploration based on sound and smell. We will be installing three pentatonic metal tongue drums in the shape of mushrooms made from recycled gas canisters. Using soft mallets, the resonate pentatonic instruments will allow children to explore sound and vibration individually or collaboratively.

**Garden of Touch and Smell** – To be located outside in the area between our garden and our adjacent mini-park, this space recognizes the need to explore and connect with nature through touch and smell. We will be replanting the garden area with child (and companion animal) friendly scratch-and-sniff plants that will range from plants with tactile sensations of fuzzy and soft to bumpy and prickly, and olfactory sensations from scented herbs and aromatic flowers. We will also be installing a water-conscious closed-loop play feature with child-sized hand pump and water flume to allow liquid sensory touch and play.



**Building Big and Cooperative Play Space** – This space recognizes the need for a contained space for high-energy, kinesthetically inclined children to explore building big with mega-size science-museum quality dense foam building blocks that encourage working collaboratively to build big and demolish safely.

**Problem Solving Space** – This space is geared towards creative problem solving and learning with tactile objects, wind, and gravity for those with a curious mind and developing attention span. We will repurpose two large metal sheets that served as the backing for shelving and powder coat them in colorful shades to create a foam-ball “marble run” using pieces of pipes and tubes as chutes attached to magnets that can be arranged and rearranged in different configurations. We will additionally install a small vertical fan-based wind tunnel where children can experiment with creating potentially aerodynamic objects from lightweight craft supplies and watch them float and fly in the airstream.

**Cozy Safe Space** – This space recognizes that cooperative and interactive play is well outside of the comfort range of some children. We will provide a space that is cozy, quiet, and with a sense of protected enclosure with pint-sized partitions to two corners of our Children’s room. Calming wall paint colors and large plush/beanbag animal-shaped seating will offer a feeling of quiet and safety away from the bustle of other interactive spaces.

**Mom Needs a Break Space** – This space recognizes that caregivers need a break from the feeling of needing to entertain their kids 24/7. We intend to small clear a central space in the Children’s room with strong visual sightlines to all our other play spaces and just put some nice chairs for caregivers to sit on for, like, fifteen minutes and breathe. We intend to make this area appropriately boring-looking from a kid’s point of view and be completely removed from any sign of a guilt-inducing parenting book.

#### **Population served and demographics**

Families of children aged 2-10 which comprise approximately 25% of Los Gatos Library card holders and account for 50% of library use. Families of children with a range of development needs, abilities and learning styles.

#### **4. What are the goals and objectives of the project?**

**Objective one:** Conscientious improvement toward creating a more inclusive, accessible, and interactive Children’s Room.



Objective two: Creating a community option for post-pandemic digitally-free space to explore.

5. Please include your project timeline (include detail of activities).

October -- Removal of computers and digital devices from the Children's Room

October/November -- Rearrangement of existing shelving units to create interactive spaces

October/November -- Purchase and sourcing of equipment and supplies

November/December -- Deliveries received

December/January -- Installation of indoor spaces

February -- Removal of existing garden landscaping

March/April -- Installation of new plantings and garden space areas

6. Please indicate how you will evaluate success of your project.

We will incorporate feedback questions regarding the use of the new areas into our annual library satisfaction survey. Anecdotal stories will be solicited and collected at appropriate intervals from families using the Children's room.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Sensory Exploration Space:

Sequin wall \$350

Marble therapy wall \$900

Garden of Sound:

Three metal tongue-drums \$2100

Garden of Touch and Smell:

Water activity pump and flume set \$1400

Planting removal \$400

New planting \$600

Building Big and Cooperative Play Space:

Giant dense foam architectural building blocks \$2400

Problem Solving Space:

Powdercoat metal panels \$300

Magnetic pipes, tubes and magnet wall supplies \$450



Tabletop wind tunnel \$400  
Craft supply \$600

Cozy Safe Space:  
Movable partitions \$400  
Beanbag/plush animal shaped seating \$500

Mom Needs a Break Space:  
Sofas/Chairs \$5000

Total: \$15,800

Note – We have matching funding potential for costs above what could be funded by this grant. Should the requested \$12,000 not be available, we will also be able to work with a smaller amount to complete some of the areas in stages.

8. Please indicate how the project will be sustained after the grant term is over.

Activity space supplies and equipment are single-time purchases and intended for multi-year use. General upkeep, maintenance, or replacement will be covered in the Library's regular budget in future years.

**Complete Only for Category B Grants:**

9. Explain what grant was selected to replicate and why.

NA

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

NA



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Oakland Public Library

Project Title: Charging Lockers for Patrons at the Oakland Public Library

Select category you are applying under:

- ☐ Category A: Innovation and Technology Opportunity Grant
- ☒ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

Secure Charging at SJPL (2019) and Secure Charing at CCCL (2021)

### 1. Please provide a one paragraph project summary.

The Oakland Public Library (OPL) will purchase and install six ChargeTech lockers, each with 8 bays that can securely store cell phones, wallets, keys, and cameras. Each bay includes two types of cables capable of providing a rapid charge to all major types of cell phones. Two of these useful lockers will be installed at the Main Library and one each will be placed at the busy César E. Chávez, Dimond, Eastmont, and West Oakland Branch Libraries. These branches serve large numbers of patrons who currently use electrical outlets to charge their phones, and the lockers will provide a safe and secure way for OPL to meet this demand for a critical service.

### 2. Explain how this project fits with the library's strategic directions.

This project fits squarely within OPL's strategic goal of "Improving Library Facilities." It also reflects three of OPL's core values: community, responsive services, and empowerment. While the service will be available to everyone, we expect it be particularly useful to people experiencing homelessness. As OPL struggles to support an increasing number of homeless residents in Oakland, improving service to this particularly vulnerable population meets our core values.

A study published in 2019 by the University of California San Francisco surveyed 343 unhoused people older than 50 (the median age of single homeless adults) in Oakland. 72% of respondents owned or had access to a mobile phone. The study showed participants relied on phones to contact their families (82%), communicate with medical personnel (65%), and search



for housing and employment (31%). As this study shows, an active cell phone is an essential resource for people experiencing homelessness. This project will help OPL to keep unhoused patrons connected to these critical resources.

**3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.**

This project will provide a small but significant improvement to the services that OPL provides to patrons who visit the Main Library and four branch libraries. Two of the 8-bay charging lockers will be installed at the Main Library and the other units will be installed at the César E. Chávez, Dimond, Eastmont, and West Oakland Branch Libraries.

The Main Library is located at 125 14<sup>th</sup> Street in Oakland. Census data for its downtown zip code (94612) shows that the surrounding population of 16,203 has a 23.6% rate of poverty. Almost 29% of the people living in this zip code were born outside the United States, and the racial and ethnic makeup is 33% white, 26% Black, 24% Asian, 10% Hispanic (of any race), and 5% two or more races.

The César E. Chávez Branch Library is located at 3301 East 12th Street in Oakland. Census tract data for this location shows that this population of 4,721 people has an 18.6% rate of poverty. 46% of people living in this census tract were born outside the United States, and the racial and ethnic makeup is 58% Hispanic (of any race), 16% Asian, 15% white, 9% Black, and 2% two or more races.

The Dimond Branch Library is located at 3565 Fruitvale Avenue in Oakland. Census tract data for this location shows that this population of 2,650 people has a 4.4% rate of poverty. 25.9% of people living in this census tract were born outside the United States, and the racial and ethnic makeup is 53% white, 14% Asian, 14% Hispanic (of any race), 11% Black, and 6% two or more races.

The Eastmont Branch Library is located at 7200 Bancroft Avenue in Oakland. Census tract data for this location shows that this population of 7,159 people has a 22.3% rate of poverty. More than 31% of people living in this census tract were born outside the United States, and the racial and ethnic makeup is 52% Hispanic (of any race), 36% Black, 5% Asian, 3% two or more races, and 3% white.

The West Oakland Branch Library is located at 1801 Adeline Street in Oakland. Census tract data for this location shows that this population of 2,401 people has an 18.9% rate of poverty. 9.8% of people living in this census tract were born outside the United States, and the racial and ethnic makeup is 56% Black, 22% white, 11% Asian, 6% Hispanic (of any race), and 5% two or more races.



It should be noted that this information is from the American Community Survey for 2020, and so it might not accurately capture the significant number of unhoused individuals who live in Oakland. Alameda County's EveryOne Counts project reported 5,054 homeless individuals living in Oakland (1,718 sheltered and 3,336 unsheltered) as of February 23, 2022. OPL is essential to many people experiencing homelessness. It is a free-to-access indoor space that also provides materials and resources (including public computers, social services, restrooms, and electrical outlets.) Improving the safety, security, and convenience of charging phones will be one way in which we can improve services to this vulnerable population.

**4. What are the goals and objectives of the project?**

The goal of this project is to increase security, safety, and convenience for patrons at OPL's Main Library and four busy branch libraries who want to charge their cell phones. The charging lockers will provide secure sites for phone charging while allowing users to spend time utilizing the library's other resources and services. These device charging stations will enhance safety at the locations as there will be fewer opportunities for theft of unattended cell phones. Additionally, this project will reduce the trip hazards presented by phones plugged into floor outlets.

**5. Please include your project timeline (include detail of activities).**

November 2022

- Finalize placement of charging lockers and stands at five locations
- Meet with Community Relations Team to plan promotion

December 2022:

- Order, receive, and install charging lockers & accessories

December 2022-January 2023

- Train staff and volunteers in use and promotion of charging lockers

February 2023 and beyond

- Promote charging lockers to library users and non-users

**6. Please indicate how you will evaluate success of your project.**

The success of this project will be evaluated by usage statistics as well as anecdotal staff and patron feedback. OPL will also analyze data from the Patron Incident Tracking System which will show if the charging lockers have the beneficial impact on reducing theft that is expected.



**7. Please detail your project budget. (Note: Indirect costs are not allowed).**

Item	Cost	Qty	Total
8 Bay Touchscreen Charging Locker	\$1,595	6	\$9,570
Heavy Duty Floor Stand	220	6	1,320
Replacement Cables, Apple Lightning (10-pack)	250	1	250
Replacement Cables, Type C & Micro USB (10-pack)	200	2	400
Tax (estimate)			894
Shipping (estimate)	80	12	960
Total:			\$13,397

Note: OPL is prepared to pay for costs exceeding \$12,000 with grant funds from the Friends of the Oakland Public Library so that the grant can be successfully implanted as planned.

**8. Please indicate how the project will be sustained after the grant term is over.**

There should be few ongoing expenses associated with this project. OPL plans to purchase replacement cables as suggested by the vendor, and we will be looking into extended warranty options as well. The demand on staff time is likewise expected to be minimal after the grant term is over.

**Complete Only for Category B Grants:**

**9. Explain what grant was selected to replicate and why.**

OPL chose to replicate two grants: *Secure Charing at CCCL* from 2021-22 and *Secure Charging at SJPL* from 2019-20. These projects appealed to OPL staff because they increase safety, security, and convenience for the large numbers of patrons who wish to charge their cell phones at the library. This is a popular service which will be greatly improved through the implementation of this grant.

**10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.**

OPL's project differs only in the number of units being purchased. This change (purchasing six rather than four or five units) reflects the current needs at OPL.



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Palo Alto City Library

Project Title: Light Up the Library with Drones

Select criteria that you are applying under (check all that apply):

- ☒ Service that introduces a new idea, program or vision that is not currently used in libraries in response to the COVID-19 pandemic.
- ☐ Service that may benefit other PLP members in response to the COVID-19 pandemic.
- ☐ Service that may benefit other California libraries in response to the COVID-19 pandemic.

### 1. One paragraph project summary.

Built upon our library's successful Robot in Library programs and last year's FarmBot program "Harvesting at Your Library", we plan to continue expanding the robotics programs to drones programs. We will host drone coding workshops for customers and showcase the customer-created drone light show in holiday events for all audience groups in our community. The service can be hosted online or offline regardless of the status of COVID-19 pandemic.

### 2. Explain how this project fits with the library's strategic directions.

One of the goals of the Library's Strategic Plan is to "Leverage technology to integrate the library into the lives of community members." Drone light shows have been popular around the world, but the general public do not necessarily understand backend technologies that make this possible, like the 3D design and coding technologies. The library would like to fill this digital gap by broadcasting the knowledge to the public. The Library, as a department of the City of Palo Alto, values environmental awareness. We are now seeing the trend of drone light shows replacing some of the July 4<sup>th</sup> fireworks in the US. The Library will lead the community to look into the future by experimenting drone light shows for holiday celebrations.

### 3. A detailed description of the proposed project including the population served and the demographics of that population.

The project mainly has four components:

1. Staff get familiar with developing drone light shows.
2. Host coding workshops (online/offline) with mixed age groups (14+) to learn and develop customized drone light shows.
3. Evaluate customers' comfort level in the workshops and record their feedback and concerns with the service.



4. Experiment with live video streaming of coding and the drone light shows. Provide free online access to all customers.
5. Develop a documentation to share our experience and findings with other libraries in California.

We will use the grant to purchase **DJI RoboMaster TT Medium Classroom Pack**.

4. Goals and objectives of the project.

- Introduce drones technology to customers
- Provide workshops to customers to learn drones development technology
- Develop training documentation on how to use DJI RoboMaster drones
- Hold online streaming/in-person program of the drone shows to customers
- Gauge customer's interest in similar programs

5. Project timeline (activities).

Phase I: Internal deployment

- Purchase one **DJI RoboMaster TT Medium Classroom Pack**
- Staff spend time to learn the pack and code a light show
- Test run a drone light show

Phase II: Pilot program

- Design the workflow of the coding workshop
- Recruit volunteers
- Develop a questionnaire to gauge customer experiences and record comments.
- Try it out in a pilot program and adjust

Phase III: Launch the service

- Continue the regular online/offline coding workshops
- Schedule online/offline drone light shows
- Start marketing and promotion on the library's website

Phase V: Wrap Up

- Analyze feedback and comments
- Finalize documentation
- Write the final report

6. Evaluation of the project.

We will evaluate the project mainly by comparing the end results with the project goals and objectives:

We will report back on the following outcomes:



1. Customer comfort levels with developing drones, or customer feedback of the workshops
2. The number and duration of services, views and duration of live streaming video
3. Technical difficulties on the experiment of providing the service to customers
4. Recommendations for how drones can be used in public programs

7. Project budget. (Indirect costs are not allowed).

- Hardware: ~\$3026.64 (DJI RoboMaster TT Medium Classroom Pack)
- Staff time: ~\$1950 for installation time (78 hours at \$25/hour)

Total budget: \$4976.64

8. Sustainability analysis.

Drones do not last forever. The motors and battery will get worn out and in worst scenario, drones can get crashed. With the kit, we will have 10 drones, so we are well covered and hope that we can offer the services for up to 2 years.



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Santa Cruz Public Libraries

Project Title: Engaging Employees Through Onboarding and Performance

Select category you are applying under:



Category A: Innovation and Technology Opportunity Grant



Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Santa Cruz Public Libraries (SCPL) seeks to boost employee performance and engagement through improved onboarding and performance evaluation processes using the NEOGOV Onboard and Perform modules. The increased turnover brought on by the global pandemic resulted in a need to provide more effective and efficient onboarding in a safe and hybrid environment. At recent strategic planning sessions, staff identified a lack of knowledge about the evaluation criteria and path for career advancement as significant concerns. Santa Cruz Public Libraries will utilize the NEOGOV Onboard to develop and deploy custom onboarding checklists with synchronous and asynchronous learning based on each job classification to ensure new staff receives the training needed for success. The Perform module will enhance engagement by allowing each staff member to journal their accomplishments and achievements and interact with their supervisor throughout the year rather than just when the performance evaluation is due. The software notifies supervisors and team members of evaluation due dates to ensure they are submitted promptly and coincide with any scheduled merit increases. Team members and their supervisors can track training, adjust goals and communicate the role of the team member and their value in the organization.

2. Explain how this project fits with the library's strategic directions.

SCPL is finalizing a new strategic plan. Ensuring the team is supported and prepared to successfully meet the community's needs is a primary goal. Objectives include supporting constructive communication, measuring impacts, and providing high-quality tools and training to promote well-being and professional development. From day one of employment, automated onboarding will provide a template for what is needed at every level to be successful. The Perform module keeps that engagement and success going by allowing team



members to journal their accomplishments and those captured by the supervisor. When team members get kudos from internal or external customers, these are easily added to the journal by the library director, the supervisor, or the team member. The employee participates in their journey with the organization rather than being a passive bystander. Employees who feel engaged with the SCPL organization's goals will be more productive. That engagement translates directly into improved organizational performance and the ability to accomplish our mission to connect, inspire and inform our communities.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Santa Cruz Public Libraries has a diverse demographic of staff consisting of approximately 93 full-time and 37 part-time team members. SCPL staff serves a population of over 268,000 throughout the County of Santa Cruz, and the cities of Santa Cruz, Scotts Valley, and Capitola at ten library locations. According to the U.S. Census 2021 data, the population of the County is 56.2% Caucasian, 34.4% Hispanic or Latino, 5.3% Asian, 1.9% Native American or Alaska Native, and 1.5% black.

SCPL proposes adding the NEOGOV Onboard module to automate onboarding tasks with a clear checklist for team members to complete. It increases productivity and engagement by allowing new hires to complete paperwork online from anywhere and receive confirmation of receipt. The onboarding system will utilize uploaded videos created by staff to help familiarize new employees with the organizational culture and provide job clarity based on the vision, values, and mission. Customized templates will direct employees to meaningful health and wellness options, including access to the Employee Assistance Program, healthcare benefits, and organizational information. The portal will provide new staff direction on what training they need to complete and promote self-directed learning. The system automatically sends email reminders to staff and supervisors on what tasks remain and the deadlines for completion.

The Perform module allows staff to journal important goals, upload certificates of completion for training during the evaluation period, and make notes on their progress to supervisors. Supervisors can track performance issues, efficiently documenting conversations on kudos or needed improvements. The system includes a writing assistant that helps guide supervisors through the performance evaluation writing process for clarity in following the guidelines and standards, ensuring precise, professionally documented performance. Journal entries and success stories from throughout the period are easily uploaded into the final evaluation, ensuring team members get credit for their outstanding work.

The initial kick-off involves working with the NEOGOV team for three weeks to set timelines and establish expectations. Project resources, including staff and project management, are assigned. Implementation takes place in four phases over the next eight to nine weeks. In phase one, an implementation consultant trains the SCPL administrators. Phase two (5-6 weeks) involves configuring the system using templates to create forms and checklists and



building the employee portal with customized content, including the standards identified by the human resources department based on the performance evaluation form. Phases three and four (2-3 weeks) involve uploading active data for existing employees and validating the system by testing before going live. The final piece is to ensure successful adoption through end-user training for human resources users, supervisors, and staff. NEOGOV provides post-implementation check-in at 30 and 60-day intervals to determine any additional assistance needs.

4. What are the goals and objectives of the project?

Goal: This project aims to reduce employee turnover by engaging staff as knowledgeable and valued members of our organization with a clear path for advancement and succession.

Objectives:

1. Establish onboarding checklists to ensure new hires understand their job duties and have the appropriate training and resources to succeed.
2. Increase employee participation in the performance evaluation process through self-appraisal and journaling.
3. Communicate how team members are doing throughout the year and identify areas of improvement, highlighting successes, and training needs.
4. Complete employee performance evaluations and compensation increases as scheduled.
5. Enable staff to guide their professional development.
6. Prepare staff for advancement by setting clear goals and paths to promotion and succession.

Goal: Pilot NEOGOV Onboard and Perform for the use in libraries and the City of Santa Cruz.

Objectives:

1. Use qualitative and quantitative data collected to determine the success of the project.
2. SCPL will share the framework and project outcomes with the City of Santa Cruz, PLP, and interested libraries.



5. Please include your project timeline (include detail of activities).

Activity	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>Pre-Implementation</b>										
Issue Staff Surveys	X	X								
Review HR Statistics	X	X								
<b>Kick Off Perform Module</b>	X	X								
<b>Phase 1 &amp; 2</b>										
Administration Training		X	X							
Configuration		X	X							
<b>Phase 3 &amp; 4</b>										
Data Connections			X	X						
Testing and Review			X	X						
Train			X	X	X					
<b>Post Implementation</b>										
Issue Staff Surveys					X	X				
Review HR Statistics					X	X				
<b>Kick Off Onboard</b>				X						
<b>Phase 1 &amp; 2</b>										
Administration Training				X	X					
Configuration				X	X					
<b>Phase 3 &amp; 4</b>										
Data Connections					X	X				
Testing and Review					X	X				
Train					X	X	X			
<b>Post Implementation</b>										
Evaluate surveys								X	X	
Review HR Statistics								X	X	
Complete PLP Report										X

6. Please indicate how you will evaluate success of your project.

We will evaluate our project through staff surveys distributed at the beginning of the project and then again post-implementation. We will survey new staff about the onboarding received when hired and after NEOGOV to determine if there was a difference. After the team has time to work within the modules, we will conduct follow-up surveys to determine engagement levels. The survey questions will probe how satisfied they are with the ability to find information needed for professional development, the use of their journal, and how confident they are that they can create a training plan for success. SCPL will review human resource statistics to determine any impact on hiring, vacancy rate, and attrition.



7. Please detail your project budget. (Note: Indirect costs are not allowed).

Service Description		Term Price
Perform Setup		\$4,800.00
Onboard Setup		\$3,600.00
Perform Year 1 Subscription		\$4,761.35
Onboard Year 1 Subscription		\$2,777.50
<b>Total Project Amount</b>		<b>\$15,938.85</b>

SCPL will cover costs above grant funding and all staff resources utilized to implement the project and train the team.

8. Please indicate how the project will be sustained after the grant term is over.

After the initial setup and subscription costs, we are confident we can sustain this program with our software operating budget. Minimal staff time is needed to update and maintain the platform. The project's success could demonstrate the value of the software to the larger City of Santa Cruz organization resulting in discounted annual ongoing subscription costs for SCPL should the City adopt the platform.

**Complete Only for Category B Grants:**

9. Explain what grant was selected to replicate and why.
10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.



## PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Sunnyvale Public Library

Project Title: Life with Nature: Explore the Outdoors with the Library

Select category you are applying under:

☒ Category A: Innovation and Technology Opportunity Grant

☐ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

The popularity of the California State Library Parks Pass has been overwhelming, and Sunnyvale Public Library recognizes there is a ravenous hunger for outdoor activities. With this PLP grant, we will partner to provide programs about the Indigenous Peoples of the area, appreciation for nature, and sustainable, fun and safe outdoor activities. We will also purchase items for Sunnyvale's Library of Things collection to support this programming.

2. Explain how this project fits with the library's strategic directions.

Just before the pandemic, the Sunnyvale Department of Library and Recreation Services launched a new Mission Statement: "We inspire a healthy community by fostering lifelong learning and play through progressive services and programs for all." Our Vision Statement continues this by envisioning "Sunnyvale is a fun, inclusive, engaged community."

Additionally, the Library is supporting the strategic direction of the City of Sunnyvale, which includes City Council priorities of

- Accelerating Climate Action, and
- Equity, Access, and Inclusion

This grant will support these strategic directions by:

- Supporting lifelong learning by providing programs about the importance of the Bay Area's Indigenous Peoples and ecosystems
- Inspiring a healthy community by providing opportunities and knowledge for safe, fun, and sustainable outdoor activities



- Increasing knowledge of specific actions people can take to positively impact climate change
  - Providing opportunities to visit local and regional parks free of charge
3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

### Demographics

While our project is intended to serve all cardholders of Sunnyvale Public Library and the city of Sunnyvale, we are looking to especially work with households who may not have the discretionary income to take full advantage of outdoor recreation activities in the Sunnyvale area. 4.4% of Sunnyvale children are in poverty, as are 8.2% of seniors (65 years of age and older) which makes the need for free services even more important to those populations.

For our programming, we will be targeting populations looking for the context of Sunnyvale's natural history. In July, the City of Sunnyvale opened a new park, Muwékma Park, to acknowledge the Indigenous Peoples of the area. The opening attracted over 400 people, demonstrating a hunger to know more about Sunnyvale's history.

To build on this momentum, we are especially interested in reaching out to groups such as the Muwékma Ohlone tribe, Latino Outdoors and other organizations focused on increasing inclusivity in outdoor recreation. Nearly 50% of Sunnyvale's population is foreign-born, with a majority minority population. The demographic breakdown is 48% Asian, 29% White, and 16% Hispanic or Latino. Additionally, nearly 60% of Sunnyvale residents speak a language other than English at home. Through this grant we will bolster the participation of everyone in using the outdoors. (All statistics from the US Census report.)

We will also be seeking to advertise our events and the Library of Things to all households in Sunnyvale, by putting information in the 3-times per year Sunnyvale Recreation Programs catalog. Due to our partnership with the City's Environmental Services Department (ESD), we will also be negotiating with them to market the library in the monthly utility bills.

### Project

The project has two prongs – programming and circulating items.

We will be collaborating with local organizations to create programming of interest to the community.

- Muwékma Ohlone tribe members and local history experts – provide information about the importance of Indigenous Peoples, their history, and their relationship to the land
- Local parks and recreation areas, such as Don Edwards National Wildlife Refuge, Santa Clara County Parks, and Mid-Peninsula Open Space - provide information about local recreation opportunities, safety in the outdoors, and native flora and fauna
- City of Sunnyvale ESD, local bicycle organizations, UC Master Gardeners, and other organizations focused on sustainability and taking climate action – provide information about what interested people can do to positively impact the environment



The items to be added to the Library of Things are intended to increase outdoor recreation by Sunnyvale residents and create more opportunities for hands-on learning – and fun. The items fall into 2 major categories: outdoor fun close to home (includes yard games and webcams to provide a more professional look for online and hybrid library programs); outdoor fun farther afield (parks passes, hiking kits, birdwatching kits, telescopes, GoPro cameras, world travel adapters, etc.).

In addition to the programming and circulating items, we will also connect people with the outdoors by providing journals and pens to take on outdoor adventures. We intend for people to reflect on their experiences, and then we will ask them to share their adventures with us via social media with pictures of their journal entries or GoPro videos.

We will gather feedback through informal interviews, surveys, and through the shared reflections.

#### 4. What are the goals and objectives of the project?

Our goals and objectives are to:

GOAL 1: Amplify the history and knowledge of Indigenous Peoples, and native flora, and fauna

Objective 1: Increase appreciation and knowledge of Indigenous People's history and contributions

Objective 2: Support the use of California native and drought-tolerant plants in landscaping and other activities

Objective 3: Increase knowledge of local fauna

GOAL 2: Foster a greater appreciation for nature and the place of humans within it

Objective 1: Increase visibility and use of local and regional parks and refuges

Objective 2: Promote outdoor activities

Objective 3: Educate the public about local ecosystems and methods to sustain them

GOAL 3: Educate the public about specific actions they can take for sustainability

Objective 1: Promote sustainable transportation methods

Objective 2: Increase knowledge of safety during outdoor recreation

Objective 2: Provide methods and reasons for decreasing food waste

#### 5. Please include your project timeline (include detail of activities).

**Grant Timeline**

Sep-22	Grants Awarded Begin booking programs
Oct-22	Purchase items from grant Purchase marketing materials from grant



	<p>Deadline for Winter Recreation catalog</p> <p>PROGRAM: Bike Repair Clinic</p> <p>PROGRAM: Tree Walk</p> <p>PROGRAM: UC Master Gardeners</p>
Nov-22	Receive circulating and marketing items
Dec-22	<p>Catalog circulating items</p> <p>PROGRAM: Don Edwards</p>
Jan-23	<p>Items ready to circulate</p> <p>Begin marketing campaign</p> <p>Deadline for Summer Recreation catalog</p> <p>PROGRAM: Birdability</p> <p>PROGRAM: Outdoor Safety</p> <p>PROGRAM: Indigenous Peoples</p>
Feb-23	<p>Marketing continued</p> <p>Begin circulating items</p> <p>PROGRAM: Bike Repair Clinic</p> <p>PROGRAM: Tree Walk</p>
Mar-23	<p>Marketing continued</p> <p>PROGRAM: Don Edwards</p> <p>PROGRAM: Bike Repair Clinic</p> <p>PROGRAM: UC Master Gardeners</p>
Apr-23	<p>Marketing continued</p> <p>PROGRAM: Indigenous Peoples</p> <p>PROGRAM: Bike Repair Clinic</p> <p>PROGRAM: Earth Day Expo</p>
May-23	<p>Marketing continued</p> <p>PROGRAM: Bike Repair Clinic</p>
Jun-23	<p>Marketing continued</p> <p>PROGRAM: Don Edwards</p> <p>PROGRAM: Bike Repair Clinic</p> <p>PROGRAM: Tree Walk</p>
Jul-23	Report out to PLP

6. Please indicate how you will evaluate success of your project.

We will be successful we achieve the following measures:

1. At least 75% of survey respondents will agree that they learned something about the importance of Indigenous Peoples, or native plants and animals in the Bay Area and its ecosystems



2. At least 50% of survey respondents attending programs say they will visit a local or regional park in the next 12 months
3. At least 25 people attending outdoor safety programs will agree that they know how to stay safer during outdoor recreation activities
4. At least 50% of survey respondents will agree that borrowing Library of Things items allows them to increase their sustainability

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Grant Facet/ Activity	Item	Cost	Qty	Extended Cost +Tax
Close to Home	Celestron StarSense Explorer LT 114AZ Telescope	\$239.95	2	\$524.29
Close to Home	National Geographic Night Sky of North America	\$12.95	2	\$28.30
Close to Home	SAMDEW Telescope Case	\$89.99	2	\$196.63
Close to Home	Rolling Cooler	\$70.75	2	\$154.59
Close to Home	Bocce Ball Set	\$49.99	1	\$54.61
Close to Home	Giant Jenga	\$169.95	1	\$185.67
Close to Home	Cornhole	\$79.99	2	\$174.78
Close to Home	Angetube Streaming 1080P HD Webcam	\$59.85	2	\$130.77
Close to Home	OXENDURE Webcam Tripod Stand with Ring Light	\$42.99	1	\$46.97
Close to Home	Santa Clara County Parks Pass	\$95.00	10	\$950.00
Close to Home	Sunnyvale Baylands Parking Pass	\$25.00	10	\$250.00
Farther Afield	Saris Bones 2-Bike Trunk Rack	\$200.00	2	\$437.00
Farther Afield	Nikon Aculon A211 8 x 42 Binoculars (adults)	\$89.95	3	\$294.81
Farther Afield	Kidwinz Original Compact 8x21 Kids Binoculars	\$29.99	3	\$98.29
Farther Afield	National Geographic Backyard Guide to the Birds of North America, 2nd Edition	\$16.99	3	\$55.68
Farther Afield	National Geographic Backyard Guide to Insects and Spiders of North America	\$19.99	3	\$65.52
Farther Afield	REI Co-op Camp X Chair	\$ 49.95	4	\$218.28
Farther Afield	Trekking poles (Adult)	\$39.95	4	\$174.58
Farther Afield	Silva Ranger Compass	\$59.99	4	\$262.16
Farther Afield	Bear Vault 450	\$80.95	1	\$88.44
Farther Afield	World Adapter USB Non-Grounded	\$39.99	4	\$174.76
Farther Afield	GoPro Pixel Hub GoPro HERO10 Hero 10			
Farther Afield	Camcorder Black - Ultimate Bundle	\$549.95	2	\$1,201.64
Marketing	Demco® Upstart® Let's Craft Eco Bookmarks Set	\$9.99	5	\$54.57
Marketing	Dew Drops Jr. Notebook & Pen	\$2.49	300	\$851.10
Program	PROGRAM: Bike Repair and Safety	\$150.00	6	\$900.00
Program	PROGRAM: Tree Walks	\$100.00	3	\$327.75
Program	PROGRAM: Don Edwards National Wildlife Refuge	\$200.00	3	\$655.50



## Pacific Library Partnership



Program	PROGRAM: Staying Safe in the Outdoors	\$500.00	1	\$500.00
Program	PROGRAM: Indigenous Peoples	\$500	2	\$1,000.00
Program	PROGRAM: Earth Day Celebration	\$1,000	1	\$1,000.00
Program	PROGRAM: Birdability	\$250.00	1	\$250.00
Program	PROGRAM: UC Master Gardeners	\$ 150.00	2	\$300.00
<b>GRAND TOTAL</b>		<b>\$11,082.39</b>		

8. Please indicate how the project will be sustained after the grant term is over. The City of Sunnyvale and Sunnyvale Public Library are committed to both climate action and sustainability. The City has a 5-year Climate Action Plan, with a Library representative to the committee, as well as a strong relationship with the Environmental Services Department (ESD). ESD was our first partner for the Library of Things, as they provided the circulating induction cooktops. We will continue to partner with them going forward.

In addition to our partnership with ESD, the Library has been cultivating long-standing relationships with Sunnyvale Urban Forest Advocates, the UC Master Gardeners, and Don Edwards National Wildlife Refuge. We have also been able to connect with the Muwékma Ohlone tribe and look forward to continuing this partnership.

We have also allocated specific funds in the annual collection development budget for Library of Things items. The current allocation is \$7,500, which includes replacement costs for items already in the Library of Things. We anticipate that this amount will increase as the Library of Things continues to grow.

### **Complete Only for Category B Grants:**

9. Explain what grant was selected to replicate and why.

N/A

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

N/A



**PLP Innovation and Technology Opportunity Grant Program Application**

Library Name: Watsonville Public Library

Project Title: Creative Cafe

Select category you are applying under:

- ☒ Category A: Innovation and Technology Opportunity Grant
- ☐ Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Watsonville Public Library would like to transform our former Homework Center at our Freedom Branch Library into the City of Watsonville's first-ever Creative Cafe, which aims to provide space, supplies, and inspiration for crafters in the community. The space is currently used on a weekly basis for storytime programming and is outfitted with usable cabinets, outlets, and sink, but lacks equipment and supplies to make it a working craft space. We hope to have equipment such as: a laser cutter machine, sewing machines, cricut machines, and other equipment that will enable patrons to explore creative avenues. With the help of this grant, we will be able to convert the space so that it can be used on a drop-in basis as well as for instructor guided workshops.





2. Explain how this project fits with the library's strategic directions.

As indicated in our mission statement, Watsonville Public Library aims to “provide a variety of information, materials, and services in a welcoming place where people come to gather, learn, and celebrate our multicultural community”. The staff surveyed over 1,000 members of the community and stakeholders to gather feedback on future directions the library should undergo. With the insight of these surveys our organization developed the library strategic plan for 2021-2023. The following is a partial list of goals based on the library's current strategic plan:

1. Foster lifelong learning which can be done through our Creative Cafe by offering programming at a variety of age and complexity levels in an effort to be inclusive to our local community.
  2. Create community connections by collaborating with local businesses. The space can spark entrepreneurial interests by having local crafting instructors facilitate programming as well as support and expand the number of community partners that we collaborate with.
  3. Celebrate the unique diversity and heritage of our community through offering cultural programming for local residents to experience and honor all cultures and languages that have shaped and continue to shape Watsonville.
3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

The City of Watsonville is located in the south of Santa Cruz County, surrounded by agricultural, construction, and manufacturing companies. Over 80% of the population identifies as being of Hispanic/Latino descent with a significant portion of the population originating from the country of Mexico and being bilingual Spanish-language speakers.

The City of Watsonville is situated in a desert of textile resources and lacks small or large craft stores. As an arts-driven community with creative individuals, the City of Watsonville would benefit from having a safe space where people can meet like-minded creators, develop new skills, and explore their creativity. As an organization, we recognize the financial barriers that many of our community members face in regards to recreational activities which includes having the funds to purchase craft-making equipment and/or being unable to attend craft-making classes due to lack of transportation to neighboring cities. By providing these materials free of charge and through guided instruction, we aim to bridge financial and accessibility barriers to crafting tools and instruction.



4. What are the goals and objectives of the project?

Surveys have shown that people in our local community are interested in makerspace materials and tools however we do not want to directly compete with other local organizations. Our local Science Workshop offers hand tools and STEAM-based learning for ages 5-11, local technology-based learning center Digital NEST provides media technology use and education for ages 14-24, and our local arts store which offered art instruction closed pre-pandemic. We can fill a niche by providing access to a makerspace specifically designed for materials not currently accessible anywhere in our community and by strongly appealing to our diverse community fabric.

- Sewing is a multi-generational craft and can be culturally unique. Teaching younger generations, the basics of sewing has the potential to teach them a beneficial lifelong skill. Our aim is to show patrons how to re-utilize / “upcycle” textiles in a sustainable way from being able to fix minor tears on their clothes to creating new accessories using recycled materials.
- Cricut and CNC Laser Cutter machines enable people to make paper crafts like greeting cards, vinyl art that can be used to customize personal items, cut fabric for sewing projects, create 3D prototypes, and so many other crafts.

Our aim is to not only give people access to creative tools but empower them to learn how to use them for their own creative or entrepreneurial goals.

5. Please include your project timeline (include detail of activities).

**Project Timeline**

Activities	10/22	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23
Purchase equipment and supplies	✓	✓							
Program research and development	✓	✓							
Contact instructors	✓	✓							
Publicize new space			✓	✓					





Hold monthly drop-in workshop hours and/or feature guest facilitator					✓	✓	✓	✓	✓
Conduct surveys					✓	✓	✓	✓	✓
Evaluate successes and improvements							✓	✓	✓
Evaluate how the space and materials are being used, and modify as-needed							✓	✓	✓

6. Please indicate how you will evaluate success of your project.

Project Outcomes include:

- Number of patrons getting hands-on experience with creative tools and learning new skills.
- Track increased library use from local crafters, craft instructors, etc.
- Foster a community / network of crafters within the community.
- Establish sustainable crafting practices that prevent excessive waste and promote “up-cycling”.

How we will measure outcomes:

- Number of patrons who attend programs.
- Surveys conducted at programs, social media, and outreach
  - Utilizing survey data to build community-need / community-oriented programming that has user buy-in.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Item	Total Costs	PLP Grant	Other Funding Sources
Equipment (a laser cutter machine, sewing machines, cricut machines)	\$9,500		
Supplies	\$1,000		
Furniture (Storage Units)	\$1,000		
Guest Facilitator(s) Fees	\$500		
<b>Totals =</b>	<b>\$12,000</b>	<b>\$12,000</b>	



8. Please indicate how the project will be sustained after the grant term is over.

Upon completion of the grant term, the project will be sustained through funding provided by the Library. These funds will enable us to maintain and replace project equipment on an as-needed basis, purchase supplies on a regular basis, and continue to have guest facilitators on a quarterly basis.

We also intend to offer open calls for material drop-off at our library, for example: for those who have extra fabric or clothing that they no longer need, we will utilize these donated materials for sewing projects in an effort to minimize waste.

**Complete Only for Category B Grants:**

9. Explain what grant was selected to replicate and why.

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.





**To: PLP Executive Committee**  
**From: Christopher Ota/Tierney Alvarado**  
**Subject: FY 2022-23 PLP Staff Development Committee FY 2022-23 Activities**  
**Date: October 17, 2022**

### **Background**

The PLP Staff Development Committee identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas. In general, the Committee conducts two events each year to facilitate this purpose: the Future of Libraries Conference held in October, and the Spring Workshop held in April. During the COVID-19 pandemic, the Committee provided these annual events virtually.

The purpose of this memo is to discuss the FY 2022-23 activities and provide an opportunity for the executive committee to provide input.

### **Discussion**

In FY 2022-23, the Future of Libraries Conference on October 18, will return to an in-person format. This event supports PLP's Strategic Activity 1b. As in pre-pandemic years, the event will be held in the Koret Auditorium at the San Francisco Public Library's Main Branch. The Committee discussed whether the conference should be done as a hybrid event or 100% in-person. It was decided the hybrid model added complications to an event that is already challenging to organize. For those who cannot attend, or do not feel comfortable doing so, the talks will be recorded and posted on the PLP YouTube page for later viewing.

To support PLP's Strategic Activity 1c, the Staff Development Committee will be holding two Brown Bag sessions. While originally intended as an informal discussion for library workers to process the challenges of the pandemic, the Brown Bag sessions in FY 2021-22 were presented as mini-workshops with speakers and intended outcomes. The sessions related to professional growth and interviewing skills and were very popular. The Committee will be building upon this foundation and will be seeking input from other stakeholders to develop additional topics.

During its September 13, 2022 meeting, the Staff Development Committee discussed how staffing challenges at their libraries were affecting the capacity of the Committee as a whole. Due to Committee availability, and the fact that Brown Bag sessions function more like full workshops than discussion groups, the Committee recommends suspending the Spring Workshop and focusing its efforts on presenting at least two high-quality, virtual Brown Bag sessions. It was reasoned that the Brown Bag sessions have a larger reach because their shorter format and virtual presentation can better fit into someone's schedule. The format of the Brown Bag sessions also allow for more timely topics to be discussed generating more engagement and interest from participants.





**To:** PLP Executive Committee  
**From:** Jane Light, PLP Professional Development Program Facilitator  
**Subject:** Status Report on PLP Professional Development Programs and Continuation in Future Years  
**Date:** October 17, 2022

### **2022/23 Middle Management Program:**

This year's program has 9 participants, working at member libraries located throughout PLP's service area. This year, for the first time, the manager of a library literacy program is participating. The first meeting was Friday, August 12 for a full day in person at San Jose Library's Dr. Roberto Cruz Alum Rock Branch. The group had a tour of the building and an opportunity to meet with Deputy Director Michelle Ornat as well as to begin to know one another and to share some of their favorite management resources. Future meetings are expected to be in person. The October 14 meeting will be in Salinas.

The middle management program's goals are to build a strong network of colleagues working in PLP libraries. Each participant presents a topic such as managing performance, coaching and mentoring staff members, time management and design thinking. Meetings include tours of the host library and time with its director or other executive.

### **2022/23 Executive Leadership Program:**

This program is designed for directors and assistant/deputy directors or those designated by the director as their "number two" when there is no assistant/deputy position. This year there are 7 participants. All have two years or less in their current positions; several have been executives in previous positions and others are new in that role. Cabrillo College's Director Joanna Kimmitt is the first community college participant. Discussions focus on specific matters a group member wants to discuss in a confidential environment as well as topics of general interest such as strategic planning. Guests bring expertise and experience from other professions, such as project management and political consulting for a portion of each meeting. The group has met twice and expects to continue meeting in person.

### **Facilitator Transition:**

I wanted to take this time to let the PLP Executive Committee know that this may be the last fiscal year in which I will be the facilitator for these two programs. I have been the facilitator since 2015 when the executive program began. The middle management program started in 2016 and has continued each year. In total there have been 52 participants in the executive program and 67 in the middle management program (including the current cohorts), for a total of 119 participants.



I have greatly enjoyed planning and facilitating both programs and supporting the enormously talented managers and executives working in PLP libraries as they build their networks and skill sets. It is wonderful to watch people advance in their careers. Last year two participants in the executive program had been in the middle management program just a few years earlier.

I deeply appreciate the Executive Committee's providing funding for this program and the support that Carol Frost and other PLP staff members have always offered. When the pandemic began in early 2020, Carol and I decided to continue both programs remotely using Zoom. I reduced the length of each meeting to about 2 hours and changed them into opportunities to reflect and share experiences and challenges in a supportive environment. Carol reduced the program participation costs. Feedback from the group members was that our pivot was valuable and effective.

### **Comments about the Executive Program:**

I initially thought that executives that were long-tenured would participate to gain fresh ideas and perspectives but that was not the case. People think of it as a program for new directors and assistants/deputies. The groups have been smaller the last couple of years. The minimum effective size is five or six. If it continues, perhaps it should be offered every other year.

### **Comments about the Middle Management Program:**

There are many more middle managers than executives, so the number of potential participants is much bigger. Many people did not necessarily expect to be managing people and services a few years into their library careers. They also may not have yet developed a network of trusted colleagues. This program helps managers develop confidence and knowledge and build a professional network. Most participants have been relatively new managers. Those with more extensive experience add substantially to the discussions.

### **Going forward:**

Below are some ideas which the Executive Committee may wish to consider:

1. It might be worthwhile to ask some people who have been through one of the programs to participate in a focus group to talk about continuing or not and if continuing, desired changes in each program.
2. The Executive Committee could choose to form an Ad Hoc Committee to discuss the future of this program, and present their findings at the January 2023 meeting, including surveying members, and consider ways to modify or enhance the programs.
3. Through discussions with the groups I still see a great need for libraries to learn and benefit from each other, and PLP is structured well for this type of collaboration. PLP may consider ways in which to create communities of practice for specific member segments with shared structures or circumstances. For instance, I've been thinking about the PLP libraries that have lower per capita budgets. I wonder what PLP might do to support and recognize their



unique challenges as well as their strengths and opportunities. Perhaps a facilitated interest group might benefit them, but it is not known if there would be interest. Similarly, for those libraries which are part of department that includes recreation may like to form a community of interest. I do not know if there is interest, or whether these would be additional services PLP could offer, or if they would replace one or more of the programs which I have been supporting.





**To:** PLP Executive Committee  
**From:** Carol Frost  
**Subject:** FY 2022-23 Strategic Priority Activity Ideas  
**Date:** October 17, 2022

## Background

The PLP Executive Committee, at its June 2022 meeting, approved the attached activities to support the Strategic Priorities.

The purpose of this memo is to discuss further some of the activities for this upcoming year.

## Discussion

Strategic Priority 4 focuses on the knowledge and strength of PLP member libraries. It includes the following two items:

**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.

Some ideas which PLP may choose to explore include:

1. Advocacy training. In FY 2018-19, the four regions of PLP held advocacy training for their region, supported financially by PLP. Boards, Commissioners, elected officials, and other stakeholders were invited, and they were very successful. PLP may consider holding training again. This could be done regionally, or PLP may choose to work with the California Library Association and the Ursula Meyer Advocacy Fund for training. Attached is an announcement for one of their trainings.
2. Open house. PLP may consider holding a PLP orientation at its office. It has been about five years since this was done. This would be open to staff of PLP libraries, and provide an orientation of PLP and its services.
3. Emergency Training. PLP may consider training around Activity 4e.



**Frost, Carol**

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**From:** CLAtalk <clatalk-bounces@listserve.com> on behalf of California Library Association via CLAtalk <clatalk@listserve.com>  
**Sent:** Monday, September 12, 2022 8:37 PM  
**To:** clatalk@listserve.com  
**Cc:** California Library Association  
**Subject:** [CLAtalk] One More Day To Register! Social Media in Library Advocacy - Ursula Meyer Advocacy Fund Training | Wednesday, September 14, 2022  
**Attachments:** ATT00001.txt



## Ursula Meyer Advocacy Fund Training

**Social Media in Library Advocacy**  
**Wednesday, September 14, 2022**  
**10 – 11:30 a.m. PT**

**Registration:** <https://www.cla-net.org/events/EventDetails.aspx?id=1672661&group=>

**Description:**

Pandemic-era conditions have forced a rapid, potentially long-lasting change from a focus on onsite face-to-face to online and hybrid (combined onsite/online) interactions among advocates for libraries and the communities they serve; this shift includes rapid adoption of social media tools ranging from Facebook, Twitter, and LinkedIn to Zoom and other online-conferencing tools. This highly-interactive, discussion-focused session will explore the ups and downs of what we are experiencing, how it is changing the way we engage in conversations centered on advocacy, and take a look forward to see what sort of “new and better normal” we can create to more effectively incorporate social media platforms into our advocacy toolkits.

**Goals:**

By participating in this session, you will explore ways to incorporate social media tools (including videoconferencing) into your work as a library advocate; see how advocates within libraries and other organizations are turning the challenges of pandemic-era advocacy into approaches that may benefit libraries and the communities they serve; and identify ways you can more effectively and comfortably serve as an advocate in an onsite-online world.

**During the session, you will identify:**

At least three social-media platforms you can use to support your advocacy efforts on behalf of your library and the communities you serve



Three examples of what advocates within libraries and other organizations are doing to effectively incorporate social media into their advocacy efforts

A series of (at least) three steps you will take to immediately begin using a social media platform to support your advocacy efforts on behalf of libraries and the communities they serve

### **Session Facilitators:**

[Essraa Nawar](#), Development Librarian, DEI Program Coordinator, and Chair of the Arts, Exhibits, and Events Committee at Chapman University; has also been a TDx speaker and co-authored the paper [“Leatherby Libraries from Home: Online “and Social Media Response to the COVID-19 Pandemic”](#)

[Paul Signorelli](#), a [writer, trainer, presenter, and consultant](#) serving as Library Advocacy Training Project Manager for CLA; author, [Change the World Using Social Media](#); Storyteller in Residence for the Arizona State University ShapingEDU community; and a board member for the UCLA Daily Bruin Alumni Network

### **About the Ursula Meyer Advocacy Fund Training Series**

This program is part of an ongoing series of monthly online sessions offered through the Ursula Meyer Advocacy Fund Training Series; sessions are generally held online on the second Wednesday of each month, beginning at 10 am PT. The series honors the memory of Ursula Meyer, 1977-78 CLA President, California Library Hall of Fame inductee, longtime director of the Stockton-San Joaquin Public Library, and fierce advocate for library services and intellectual freedom. The Ursula Meyer Fund was established to provide for the training of librarians in all stages of their careers, and library supporters, in political advocacy and political action, in honor of Ursula’s belief that librarians need effective political skills to advocate for library support at all levels of government.

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*Paul Signorelli (Writer, Trainer/Facilitator, Presenter, Consultant)*  
*Author, Change the World Using Social Media*  
*Community Strategist/Storyteller in Residence, ShapingEDU*  
*Library Advocacy Training Project Manager, California Library Association*  
1032 Irving St., #514, San Francisco, CA 94122  
[415.681.5224](tel:415.681.5224)  
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Website: <http://paulsignorelli.com>



## PLP Activities for FY 2022-23 to Support Strategic Priorities

### 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



## **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.





September 9, 2022

Connie Williams, President  
California Library Services Board  
c/o California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001

Dear Ms. Williams,

I am delighted to inform you that the San Leandro Public Library will be a member of the Pacific Library Partnership (PLP). This is especially significant in that the San Leandro Public Library has never been affiliated with a regional cooperative library system. The PLP membership is delighted to have them join and look forward to collaborating with them.

At its July 8, 2022 meeting, the Bay Area Library and Information System (BALIS) Administrative Council unanimously approved a written request from Brian Simons, the San Leandro Public Library Director, for the San Leandro Public Library to join BALIS and thus PLP. Membership in a legacy system (BALIS) is a requirement to be a member of PLP, as PLP is a JPA of other JPAs. The BALIS Administrative Council subsequently met on August 4, 2022 to approve a BALIS Resolution for the San Leandro Library to join the JPA. The draft Minutes from these meetings are attached.

You have received a letter from Frances M. Robustelli, the San Leandro City Manager, which requests the deadline be waived so that they may be eligible for CLSA funding beginning July 1, 2023. PLP is in support of this request.

Sincerely,

Carol Frost  
CEO, Pacific Library Partnership

Cc: Annly Roman, California State Library  
Monica Rivas, California State Library  
Greg Lucas, State Librarian  
Brian Simons, San Leandro Public Library Director  
Pacific Library Partnership Executive Committee



## City of San Leandro

Civic Center, 835 E. 14th Street  
San Leandro, California 94577  
[www.sanleandro.org](http://www.sanleandro.org)



Connie Williams, President, California Library Services Board  
P.O. Box 942837  
Sacramento, CA 94237-0001

Dear Ms. Williams,

Please consider this letter a formal request from the San Leandro Public Library for California Library Services Act (CLSA) affiliation and waiver of deadlines. This request is based upon the resolution passed on March 1, 2021 by the San Leandro City Council to eliminate the non-district resident library card fee effective back dated to January 4, 2021. Since that date, the San Leandro Public Library has continued to issue library cards for free to any California resident.

On June 21, 2022, the San Leandro City Council passed a resolution for the San Leandro Public Library to join the Bay Area Library and Information System (BALIS), and, through its membership, the Pacific Library Partnership (PLP).

On behalf of the City of San Leandro and the San Leandro Public Library, I am requesting that the California Library Services Board affiliate the San Leandro Public Library with the Pacific Library Partnership and therefore be eligible to receive California Library Services funds. We look forward to working in collaboration with other jurisdictions and the State Library to provide relevant, free, and exceptional library service to all.

Sincerely,

Frances M. Robustelli  
City Manager  
City of San Leandro

cc: Monica Rivas, Fiscal Office, CLSA Fiscal Analyst  
Greg Lucas, California State Librarian  
Carol Frost, Pacific Library Partnership CEO

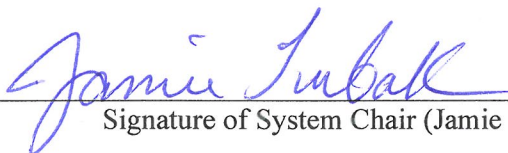


CALIFORNIA LIBRARY SERVICES ACT  
**2021/22 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

Pacific Library Partnership  
System Name


Pacific Library Partnership  
System Fiscal Agent Jurisdiction

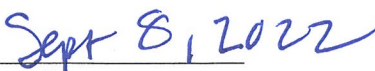
Report submitted by: \_\_\_\_\_

  
Signature of System Chair (Jamie Turbak)

Contact person: Carol Frost Phone: 650-349-5538

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

  
Date



## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile (includes Zoom, 800 number, Landlines, and Basecamp)	\$5,961
b. Internet (including electronic mail) (includes web hosting)	\$2,645
c. Other (postage, office supplies)	\$1,222
Total	\$9,828

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2021/22					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 24 – September 7, 2021	October 12-26, 2021	Jan. 11-25, 2022	April 26- May 10, 2022	Total multiplied by 6.5
a. System member public libraries	112,692	120,427	96,492	99,455	2,788,929
b. Non-public libraries in System area	44	190	168	322	4,706
Total	112,736	120,617	96,660	99,777	2,793,635
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	7
d. Number of miles traveled by all System vehicles					128,828
e. Percentage of items delivered by:					
U.S. Mail 1 %    UPS _____ %    System Van _____ %    Contracted Van 98.9 %    Other 0.1 %					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					4,688 purchased/ 219,518 circulated



## **Section 2**

### **Plan of Service Objective Evaluation**

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why?

The goals for the Communications and Delivery Program were met through the ongoing CLSA funding.

PLP expended \$203,567 of CLSA funding on Delivery. PLP member libraries continue to prioritize delivery services for use of CLSA system funding. Libraries throughout the system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and Delivery is the critical component that makes this sharing possible. PLP currently provides Delivery in four separate service areas within the region, with each services area receiving a CLSA subsidy for operations according to a formula approved by the PLP Executive Committee. All communities benefit from the reliable sharing of resources enabled by Delivery, which enhances collections and allows materials to move from library to library in a timely manner.

The typical delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of one full-time Delivery Supervisor, three full-time drivers, additional hourly sorting and driving staff and 4 delivery vans. Two jurisdictions provide additional local funds for 6-days-a-week service. 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 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 4-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

In addition to the Delivery activities funded above, the following communications items were funded:

In FY 2021-22, PLP allocated \$300,000 back to libraries for them to choose their own priority for expending CLSA funds, based on an approved menu, with the expectation that all members would benefit equally from CLSA funding through an allocation per library by PLP formula. Libraries were given the option to choose from the following menu choices: enki, OverDrive, Bibliotheca's CloudLibrary Consortia product; Broadband hardware costs; SimplyE; PLP negotiated shared eContent platform for select libraries; curbside pickup; remote reference; or CENIC telecommunication costs.

The libraries chose to allocate \$147,759 to eResources, \$16,867 for Broadband, and \$135,374 for Link+. \$42,040 of the funds allocated for eResources were used to purchase a shared eMagazine collection of 23 titles benefitting 8 of the smallest libraries, to ensure equitable access.



2. How much has been spent of the System's funding for the FY 2021/22? If not all the funds have been spent, are you on track to expend funds by June 2024; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

The FY 2021-22 Plan of Service included the following:

***Delivery to Libraries***

**Budgeted:** \$211,854. **Expended:** \$203,567. The remaining \$7,287 will be carried over to FY 2022-23

***Local Costs: Office Supplies, Postage, Websites, Zoom, Communications***

**Budgeted:** \$14,310. **Expended:** \$9,828. The \$4,482 remaining will be carried over to FY 2022-23

***eResources and Other Services Chosen By Libraries by an Approved Menu of Services:***

**Budgeted:** \$300,000 (including \$190,006 of FY 21-22 funds and \$109,994 of FY 20-21 funds).  
**Expended:** \$300,000

***Future Purchases:***

**Budgeted:** \$151,386 **Expended:** \$0. The remaining \$151,386 will be carried over to FY 2022-23

Total amount to be carried over for FY 2022-23: \$163,155.

PLP is on track to expend the funds by June 2024. These funds will be allocated back to libraries in FY 2022-23 and spent before June 2024.

3. If you used CLSA funding from previous fiscal years (rollover) as part of your FY 2021-22 budget, please, list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

\$109,994 of rollover funds from FY 2020-21 were used as part of the FY 2021-22 budget. The funds were applied to the eResources and Other Services Chosen by Libraries category. These funds were fully expended in FY 2021-22.

In FY 2020-21, these funds were held back by the PLP Executive Committee because of the 50% reduction in the FY 2021-22 CLSA budget. The Committee was not certain of future funding, and wanted to ensure there would be funds available should there be another year of CLSA reductions.

4. List **all** the prior year CLSA rollover funds that were not spent in FY 2021-22 for your System and the fiscal year they pertain to.

All prior year CLSA rollover funds have been expended.



5. Is your System planning to roll over any FY 2021/2022 CLSA funds to FY2022-23? Please provide the amount and the reason the funds will be rolled over.

\$163,155 of FY 2021-22 CLSA baseline funds will be rolled over to FY 2022-23. The funds are derived from slight underspending for courier and local costs, as well as funds allocated for future purchases, which were not utilized.

6. What related non-CLSA activities were provided for C&D?

Member libraries spend local funds to support Communications and Delivery in four primary categories:

Local funding for delivery: PLS member libraries contributed \$613,227 in local funds to support 5-day delivery. Several PLS member libraries contributed an additional \$50,000 in local funds towards 6-day deliveries.

Inter-Library Loan Services: Libraries funded inter-library loan services locally, including OCLC World Share and Link+.

Broadband: In Fiscal Year 2020-21, PLP libraries used local funds to invest in their connectivity via broadband to the CalREN network. Costs included ongoing connection costs as well as hardware and software costs.

Digital Collections: PLS Provided a shared eMaterials collection for its member libraries. Other PLP libraries purchased eBooks, eAudio, digital magazines and eMusic for their patrons and contributed local funds.



## California Library Services Act System Expenditure Report – FY 2021/22

**System Name: Pacific Library Partnership**

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
<b>Program 1: C&amp;D System Administration</b>											
Salaries & Benefits	\$959,274	\$141,639	\$0	\$0	\$138,889	\$556,608	\$6,843	\$115,295	\$959,274	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$76,644	\$0	\$0	\$0	\$50,776	\$25,868	\$0		\$76,644	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$1,035,918	\$141,639	\$0	\$0	\$189,665	\$582,476	\$6,843	\$115,295	\$1,035,918	\$0	\$0
Notes:	All FY 21-22 CLSA Sys Admin funds were expended										
<b>Program 2: System C&amp;D (baseline)</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$677,550	\$403,401	\$109,994	\$0	\$0	\$1,000	\$0	\$0	\$514,395	\$163,155	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$677,550	\$403,401	\$0	\$0	\$0	\$1,000	\$0	\$0	\$514,395	\$163,155	\$0
Notes:	FY 21-22CLSA allocation: \$566,556 \$403,402 expended, and \$109,994 of FY 20-21 funds used - no remaining FY 20-21 funds. Remaining \$163,155 will roll over to FY 22-23.										



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program (funds from FY 2021-2022)	CLSA Rollover 2020/2021	CLSA Rollover 2019/2020	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
<b>Program 3: System Operations</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$187,982	\$0	\$0	\$0	\$0	\$187,982	\$0	\$0	\$187,982	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$187,982	\$0	\$0	\$0	\$0	\$187,982	\$0	\$0	\$187,982	\$0	\$0
Notes:											

<b>Program 4: FY20/21 Economic Mobility and California Public Libraries</b>											
Salaries & Benefits	\$750	\$0	\$0	\$0	\$750	\$0	\$0	\$0	\$750	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$280	\$0	\$0	\$0	\$280	\$0	\$0	\$0	\$280	\$0	\$0
Program Total	\$1,030	\$0	\$0	\$0	\$1,030	\$0	\$0	\$0	\$1,030	\$0	\$0
Notes:											

<b>Program 5: FY20/21 Data Privacy &amp; Cybersecurity Best Practices Training For Libraries</b>											
Salaries & Benefits	\$2,641	\$0	\$0	\$0	\$2,641	\$0	\$0	\$0	\$2,641	\$0	\$0
Operating Expenses	\$28,950	\$0	\$0	\$0	\$28,950	\$0	\$0	\$0	\$28,950	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$1,682	\$0	\$0	\$0	\$1,682	\$0	\$0	\$0	\$1,682	\$0	\$0
Program Total	\$33,273	\$0	\$0	\$0	\$33,273	\$0	\$0	\$0	\$33,273	\$0	\$0
Notes:											



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local					
		Total Funds Budgeted	b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other	g.  Expended (B-F )	h.  Encumbered (B-F)
<b>Program 6: FY20/21 California Library Metrics</b>											
Salaries & Benefits	\$1,300	\$0	\$0	\$0	\$1,300	\$0	\$0	\$0	\$1,300	\$0	\$0
Operating Expenses	\$50,500	\$0	\$0	\$0	\$50,500	\$0	\$0	\$0	\$50,500	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$2,218	\$0	\$0	\$0	\$2,218	\$0	\$0	\$0	\$2,218	\$0	\$0
Program Total	\$54,018	\$0	\$0	\$0	\$54,018	\$0	\$0	\$0	\$54,018	\$0	\$0
Notes:											
<b>Program 7: FY20/21 Literacy Initiatives</b>											
Salaries & Benefits	\$5,834	\$0	\$0	\$0	\$5,834	\$0	\$0	\$0	\$5,834	\$0	\$0
Operating Expenses	\$45,582	\$0	\$0	\$0	\$45,582	\$0	\$0	\$0	\$45,582	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,832	\$0	\$0	\$0	\$6,832	\$0	\$0	\$0	\$6,832	\$0	\$0
Program Total	\$58,248	\$0	\$0	\$0	\$58,248	\$0	\$0	\$0	\$58,248	\$0	\$0
Notes:											
<b>Program 8: FY20/21 Networking California Library Resources</b>											
Salaries & Benefits	\$4,878	\$0	\$0	\$0	\$4,878	\$0	\$0	\$0	\$4,878	\$0	\$0
Operating Expenses	\$125,003	\$0	\$0	\$0	\$125,003	\$0	\$0	\$0	\$125,003	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$9,718	\$0	\$0	\$0	\$9,718	\$0	\$0	\$0	\$9,718	\$0	\$0
Program Total	\$139,599	\$0	\$0	\$0	\$139,599	\$0	\$0	\$0	\$139,599	\$0	\$0
Notes:											



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
<b>Program 9: FY20/21 Veterans Connect@ the Library</b>											
Salaries & Benefits	\$411	\$0	\$0	\$0	\$411	\$0	\$0	\$0	\$411	\$0	\$0
Operating Expenses	\$60,431	\$0	\$0	\$0	\$60,431	\$0	\$0	\$0	\$60,431	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$3,279	\$0	\$0	\$0	\$3,279	\$0	\$0	\$0	\$3,279	\$0	\$0
Program Total	\$64,121	\$0	\$0	\$0	\$64,121	\$0	\$0	\$0	\$64,121	\$0	\$0
Notes:											

<b>Program 10: FY 20-21 Lunch at the Library</b>											
Salaries & Benefits	\$91,500	\$0	\$0	\$0	\$91,500	\$0	\$0	\$0	\$91,500	\$0	\$0
Operating Expenses	\$292,889	\$0	\$0	\$0	\$292,889	\$0	\$0	\$0	\$292,889	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$69,917	\$0	\$0	\$0	\$69,917	\$0	\$0	\$0	\$69,917	\$0	\$0
Program Total	\$454,306	\$0	\$0	\$0	\$454,306	\$0	\$0	\$0	\$454,306	\$0	\$0
Notes:											

<b>Program 11: FY21/22 Economic Mobility and California Public Libraries</b>											
Salaries & Benefits	\$4,981	\$0	\$0	\$0	\$3,212	\$0	\$0	\$0	\$3,212	\$1,769	\$0
Operating Expenses	\$83,300	\$0	\$0	\$0	\$83,300	\$0	\$0	\$0	\$83,300	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$2,998	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	\$1,498	\$0
Program Total	\$91,279	\$0	\$0	\$0	\$88,012	\$0	\$0	\$0	\$88,012	\$3,267	\$0
Notes:											



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
Program 12: FY21/22 California Library Metrics											
Salaries & Benefits	\$5,231	\$0	\$0	\$0	\$2,923	\$0	\$0	\$0	\$2,923	\$2,308	\$0
Operating Expenses	\$248,888	\$0	\$0	\$0	\$241,451	\$0	\$0	\$0	\$241,451	\$7,437	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$8,492	\$0	\$0	\$0	\$5,662	\$0	\$0	\$0	\$5,662	\$2,830	\$0
Program Total	\$262,611	\$0	\$0	\$0	\$250,036	\$0	\$0	\$0	\$250,036	\$12,575	\$0
Notes:											
Program 13: FY21/22 Literacy Initiatives											
Salaries & Benefits	\$24,452	\$0	\$0	\$0	\$14,264	\$0	\$0	\$0	\$14,264	\$10,188	\$0
Operating Expenses	\$277,380	\$0	\$0	\$0	\$184,670	\$0	\$0	\$0	\$184,670	\$92,710	\$0
Materials	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Equipment		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$25,883	\$0	\$0	\$0	\$17,256	\$0	\$0	\$0	\$17,256	\$8,627	\$0
Program Total	\$327,715	\$0	\$0	\$0	\$216,190	\$0	\$0	\$0	\$216,190	\$111,525	\$0
Notes:											
Program 14: FY21/22 Networking California Library Resources											
Salaries & Benefits	\$28,117	\$0	\$0	\$0	\$17,411	\$0	\$0	\$0	\$17,411	\$10,706	\$0
Operating Expenses	\$396,550	\$0	\$0	\$0	\$241,175	\$0	\$0	\$0	\$241,175	\$155,375	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$39,408	\$0	\$0	\$0	\$28,049	\$0	\$0	\$0	\$28,049	\$11,359	\$0
Program Total	\$464,075	\$0	\$0	\$0	\$286,635	\$0	\$0	\$0	\$286,635	\$177,440	\$0
Notes:											



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
Program 15: FY21/22 Workforce Development and Support											
Salaries & Benefits	\$3,154	\$0	\$0	\$0	\$3,154	\$0	\$0	\$0	\$3,154	\$0	\$0
Operating Expenses	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$2,815	\$0	\$0	\$0	\$2,815	\$0	\$0	\$0	\$2,815	\$0	\$0
Program Total	\$155,969	\$0	\$0	\$0	\$155,969	\$0	\$0	\$0	\$155,969	\$0	\$0
Notes:											
Program 16: FY21/22 ARPA Statewide Workforce Development & Support											
Salaries & Benefits	\$14,481	\$0	\$0	\$0	\$10,842	\$0	\$0		\$10,842	\$3,639	\$0
Operating Expenses	\$5,376,225	\$0	\$0	\$0	\$5,309,288	\$0	\$0		\$5,309,288	\$66,937	\$0
Materials		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Equipment		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$21,449	\$0	\$0	\$0	\$13,402	\$0	\$0	\$0	\$13,402	\$8,047	\$0
Program Total	\$5,412,155	\$0	\$0	\$0	\$5,333,532	\$0	\$0	\$0	\$5,333,532	\$78,623	\$0
Notes:											
Program 17: FY21/22 PLSEP											
Salaries & Benefits	\$5,346	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,346	\$0
Operating Expenses	\$94,082	\$0	\$0	\$0	\$63,017	\$0	\$0	\$0	\$63,017	\$31,065	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$9,943	\$0	\$0	\$0	\$7,458	\$0	\$0	\$0	\$7,458	\$2,485	\$0
Program Total	\$109,371	\$0	\$0	\$0	\$70,475	\$0	\$0	\$0	\$70,475	\$38,896	\$0
Notes:											



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
Program 18: Online Tutoring Program Partner (multi-year grant, May 25, 2022 to September 30, 2024) FY21-22 Expenditures											
Salaries & Benefits	\$43,416	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,416	\$0
Operating Expenses	\$6,349,859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,349,859	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,995	\$0
Program Total	\$6,400,270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,400,270	\$0
Notes:											
Program 19: Reimagining School Readiness for Libraries (3 year IMLS grant)											
Salaries & Benefits	\$35,901	\$0	\$0	\$0	\$0	\$0	\$0	\$35,901	\$35,901	\$0	\$0
Operating Expenses	\$39,244	\$0	\$0	\$0	\$0	\$0	\$0	\$39,244	\$39,244	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,824	\$0	\$0	\$0	\$0	\$0	\$0	\$6,824	\$6,824	\$0	\$0
Program Total	\$81,969	\$0	\$0	\$0	\$0	\$0	\$0	\$81,969	\$81,969	\$0	\$0
Notes:											
Grand Total System Expenditures	\$15,957,441	\$545,040	\$0	\$0	\$7,341,091	\$771,458	\$6,843	\$197,264	\$8,971,690	\$6,985,751	\$0



Programs	Source of Funds for Expenditure								Total		
	a.  Total Funds Budgeted	State			Federal	Local			g.  Expended (B- F )	h.  Encumbered (B-F)	i.  Unexpended Balance
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
<b>Service A (as described in Plans of Service): Delivery to Libraries</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$211,854	\$203,567	\$0	\$0	\$0	\$1,000	\$0	\$0	\$204,567	\$7,287	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$211,854	\$203,567	\$0	\$0	\$0	\$1,000	\$0	\$0	\$204,567	\$7,287	\$0
Notes:	Remaining \$7,287 will roll to FY 22-23										
<b>Service B (as described in Plans of Service): Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$14,310	\$9,828	\$0	\$0	\$0	\$0	\$0	\$0	\$9,828	\$4,482	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$14,310	\$9,828	\$0	\$0	\$0	\$0	\$0	\$0	\$9,828	\$4,482	\$0
Notes:	Remaining \$4,482 will roll to FY 22-23										
<b>Service C(as described in Plans of Service):eResources &amp; Other Services Chosen By Libraries (includes \$109,994 prior year CLSA funds)</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$300,000	\$190,006	\$109,994	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$300,000	\$190,006	\$109,994	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0
Notes:	All FY 20-21 funds expended.										



Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program  (funds from FY 2021-2022)	CLSA Rollover  2020/2021	CLSA Rollover  2019/2020	c.  LSTA	d.  Local funds/fees	e.  Interest	f.  Other			
	Total Funds Budgeted								Expended (B- F )	Encumbered (B-F)	Unexpended Balance
<b>Service D (as described in Plans of Service): Future Purchases</b>											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$151,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$151,386	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$151,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$151,386	\$0
Notes:	<b>Remaining \$151,386 will roll to FY 22-23</b>										



CLSA Programs Rollover	Expended Funds	Encumbered Funds			Unexpended Funds	
<b>Program 1: C&amp;D System Administration</b>						
<b>CLSA Rollover Funds from Prior Year FY19/20</b>	\$0	\$0			\$0	Notes:
<b>Program 2: C&amp;D (baseline)</b>						
<b>CLSA Rollover Funds from Prior Year FY19/20</b>	\$0	\$0			\$0	Notes:
<b>Program 1: C&amp;D System Administration</b>						
<b>CLSA Rollover Funds from Prior Year FY20/21</b>	\$0	\$0			\$0	Notes:
<b>Program 2: C&amp;D (baseline)</b>						
<b>CLSA Rollover Funds from Prior Year FY20/21</b>	\$109,994	\$0			\$0	Notes: All FY 20-21 funds are expended
<b>Program 1: C&amp;D System Administration</b>						
<b>CLSA Rollover Funds from Year FY21/22</b>	\$0	\$0			\$0	Notes:
<b>Program 2: C&amp;D (baseline)</b>						
<b>CLSA Rollover Funds from Year FY21/22</b>	\$0	\$163,155			\$0	Notes: \$163,155 of FY 21-22 funds will roll over to FY 22-23.

\*\*\*Note: If an extension is needed beyond the funding expenditure deadline period, send your request via email to Monica Rivas , at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.



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

**Baseline Budget****D) Operations**

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

**2.Training (C&D program related)**

	<b>AMOUNT BUDGETED</b>	
--	------------------------	--

**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 <b>FUTURE PURCHASES:</b>		\$ 100,000
Other not specified (name service):		
Other not specified (name service):		
<b>Total of 3</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 207,609</b>

**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		
<b>Total of 4</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 222,264</b>

**5.System Van/Vehicle**

Fuel		
Insurance		
Maintenance		
Other (specify)		
<b>Total of 5</b>	<b>AMOUNT BUDGETED</b>	<b>\$ -</b>



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

<b>6. Telecommunications</b>		
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
<b>Total of 6</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 12,185</b>
<b>7. Broadband</b>		
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		
<b>Total of 7</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 17,000</b>
<b>8. Resource Sharing</b>		
Link+		\$ 100,000
Document Depository		
Knowledge Sharing Database		
Other (Specify)		
Other (Specify)		
<b>Total of 8</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 100,000</b>
<b>9. Other (with prior approval) and Planning, Coordination, &amp; Evaluation (PC&amp;E) not used in System Administration</b>		
Audit		
Other (Specify)		
<b>Total of 9</b>	<b>AMOUNT BUDGETED</b>	<b>\$ -</b>
<b>Total of Items 1-9 Section D</b>		<b>\$ 560,608</b>
<b>Total from A-C from SysAdmin</b>		<b>\$140,152</b>
<b>TOTAL OF A-D</b>		<b>\$ 700,760</b>



**California State Library**  
**System Detailed Budget – FY 2022/23**

**System Name: Pacific Library Partnership**

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program  (funds from FY 2022-2023)	CLSA Rollover  2021/2022	CLSA Rollover  2020/2021	b. LSTA	c. Local  funds/fees	d. Interest	e. Other	f. Total  Budgeted
If there's no Rollover to report check here:								
<b>Program 1: System C&amp;D Administration</b>								
Salaries & Benefits	\$140,152			\$218,962	\$598,142	\$0	\$90,774	\$1,048,030
PC& E	\$0			\$0	\$0	\$0	\$91,172	\$91,172
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$140,152	\$0	\$0	\$218,962	\$598,142	\$0	\$181,946	\$1,139,202
Rollover Total	\$0							
Program Total with Rollover	\$140,152							
<b>Program 2: System C&amp;D (Baseline)</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$560,608	\$163,155		\$0	\$1,000	\$0	\$0	\$724,763
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$560,608	\$163,155	\$0	\$0	\$1,000	\$0	\$0	\$724,763
Rollover Total	\$163,155							
Program Total with Rollover	\$723,763							



Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.			b.	c.	d.	e.	f.
	CLSA Program  (FY 2022-2023)	CLSA Rollover  2021/2022	CLSA Rollover  2020/2021	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Program 3: System Operations								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$81,760	\$10,000	\$75,000	\$166,760
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$81,760	\$10,000	\$75,000	\$166,760
Program 4: FY22-23 California Library Metrics								
Salaries & Benefits	\$0			\$5,490	\$0	\$0	\$0	\$5,490
Operating Expenses	\$0			\$249,588	\$0	\$0	\$0	\$249,588
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$6,088	\$0	\$0	\$0	\$6,088
Program Total	\$0			\$261,166	\$0	\$0	\$0	\$261,166
Program 5: FY22-23 Literacy Initiatives								
Salaries & Benefits	\$0			\$63,908	\$0	\$0	\$0	\$63,908
Operating Expenses	\$0			\$340,075	\$0	\$0	\$0	\$340,075
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$35,395	\$0	\$0	\$0	\$35,395
Program Total	\$0			\$439,378	\$0	\$0	\$0	\$439,378
Program 6: FY22-23 Networking California Library Resources								
Salaries & Benefits	\$0			\$22,575	\$0	\$0	\$0	\$22,575
Operating Expenses	\$0			\$210,925	\$0	\$0	\$0	\$210,925
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$23,350	\$0	\$0	\$0	\$23,350
Program Total	\$0			\$256,850	\$0	\$0	\$0	\$256,850



<b>Program 7: FY22-23 Economic Mobility and California Public Libraries</b>								
Salaries & Benefits	\$0			\$7,024	\$0	\$0	\$0	\$7,024
Operating Expenses	\$0			\$84,000	\$0	\$0	\$0	\$84,000
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$5,702	\$0	\$0	\$0	\$5,702
Program Total	\$0			\$96,726	\$0	\$0	\$0	\$96,726
<b>Program 8: Online Tutoring Program Partner (multi-year grant, May 25, 2022 to September 30, 2024) FY21-22 Expenditures</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$43,146	\$43,146
Operating Expenses	\$0			\$0	\$0	\$0	\$6,349,859	\$6,349,859
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$6,995	\$6,995
Program Total	\$0			\$0	\$0	\$0	\$6,400,000	\$6,400,000
<b>Program 9: FY22-23 Workforce Development CAREer Pathways Project</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$75,112	\$75,112
Operating Expenses	\$0			\$0	\$0	\$0	\$10,092,477	\$10,092,477
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$32,411	\$32,411
Program Total	\$0			\$0	\$0	\$0	\$10,200,000	\$10,200,000
<b>Program 10: FY22-23 California Library Literacy Services AmeriCorps Initiative</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$826,763	\$826,763
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$43,488	\$43,488
Program Total	\$0			\$0	\$0	\$0	\$870,251	\$870,251
<b>Program 11: FY21/22 Economic Mobility and California Public Libraries</b>								
Salaries & Benefits	\$0			\$1,769	\$0	\$0	\$0	\$1,769
Operating Expenses	\$0				\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$1,498	\$0	\$0	\$0	\$1,498
Program Total	\$0			\$3,267	\$0	\$0	\$0	\$3,267



<b>Program 12: FY21/22 California Library Metrics</b>								
Salaries & Benefits	\$0			\$2,308	\$0	\$0	\$0	\$2,308
Operating Expenses	\$0			\$7,437	\$0	\$0	\$0	\$7,437
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$2,830	\$0	\$0	\$0	\$2,830
Program Total	\$0			\$12,575	\$0	\$0	\$0	\$12,575
<b>Program 13: FY21/22 Literacy Initiatives</b>								
Salaries & Benefits	\$0			\$10,188	\$0	\$0	\$0	\$10,188
Operating Expenses	\$0			\$92,710	\$0	\$0	\$0	\$92,710
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$8,627	\$0	\$0	\$0	\$8,627
Program Total	\$0			\$111,525	\$0	\$0	\$0	\$111,525
<b>Program 14: FY21/22 Networking California Library Resources</b>								
Salaries & Benefits	\$0			\$10,706	\$0	\$0	\$0	\$10,706
Operating Expenses	\$0			\$155,375	\$0	\$0	\$0	\$155,375
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$11,359	\$0	\$0	\$0	\$11,359
Program Total	\$0			\$177,440	\$0	\$0	\$0	\$177,440
<b>Program 15: FY21/22 ARPA Statewide Workforce Development &amp; Support</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$3,639	\$3,639
Operating Expenses	\$0			\$0	\$0	\$0	\$66,937	\$66,937
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$8,047	\$8,047
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$78,623	\$78,623
<b>Program 16: FY21/22 PLSEP</b>								
Salaries & Benefits	\$0			\$5,346	\$0	\$0	\$0	\$5,346
Operating Expenses	\$0			\$31,065	\$0	\$0	\$0	\$31,065
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$2,485	\$0	\$0	\$0	\$2,485
Program Total	\$0			\$38,896	\$0	\$0	\$0	\$38,896



Grand Total FY22/23 (roll over not included)	\$700,760			\$1,273,082	\$680,902	\$10,000	\$17,727,197	\$20,391,941
Encumbered Funds from Prior Year FY21/22	\$0			\$343,703	\$0	\$0	\$78,623	\$422,326
Encumbered Funds FY20/21	\$0			\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From Fy 2022 2023	CLSA Rollover  From FY 2021/2022	CLSA Rollover  From FY 2020/2021	b. LSTA	c. Local  funds/fees	d. Interest	e. Other	f. Total  Budgeted
<b>Service A (as described in Plans of Service):</b>	<b>Delivery to Libraries</b>							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$221,264			\$0	\$1,000	\$0	\$0	\$222,264
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$221,264	\$0	\$0	\$0	\$1,000	\$0	\$0	\$222,264
Rollover Total	\$0							
Program Total with Rollover	\$221,264							
If you project to expend all your funding in Fy 2022 2023 please check here:	✓							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2022 2023	CLSA Rollover  From FY 2021/2022	CLSA Rollover  From FY 2020/2021	b.  LSTA	c.  Local  funds/fees	d.  Interest	e.  Other	f.  Total  Budgeted
<b>Service B (as described in Plans of Service):</b>	<b>Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)</b>							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$13,735			\$0	\$0	\$0	\$0	\$13,735
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$13,735			\$0	\$0	\$0	\$0	\$13,735
Rollover Total	\$0							
Program Total with Rollover	\$13,735							
If you project to expend all your funding in FY 2022-2023 please check here:	✓							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2022 2023	CLSA Rollover From FY 2021/2022	CLSA Rollover From FY 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total  Budgeted
<b>Service C (as described in Plans of Service):</b>	<b>Flipster</b>							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$41,525			\$0	\$0	\$0	\$0	\$41,525
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$41,525			\$0	\$0	\$0	\$0	\$41,525
Rollover Total	\$0							
Program Total with Rollover	\$41,525							
If you project to expend all your funding in FY 2022 2023 please check here:	✓							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2022 2023	CLSA Rollover From FY 2021/2022	CLSA Rollover From FY 2020/2021	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total  Budgeted
<b>Service D (as described in Plans of Service):</b>	<b>eResources and Other Services Chosen By Libraries ; Future Purchases</b>							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$284,084	\$163,155		\$0	\$0	\$0	\$0	\$447,239
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$284,084			\$0	\$0	\$0	\$0	\$284,084
Rollover Total	\$163,155							
Program Total with Rollover	\$447,239							
If you project to expend all your funding in FY 2022 2023 please check here:	✓							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From Fy 2022 2023	CLSA Rollover  From FY 2021/2022	CLSA Rollover  From FY 2020/2021	b.  LSTA	c.  Local  funds/fees	d.  Interest	e.  Other	f.  Total  Budgeted
<b>Service E (as described in Plans of Service):</b>								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in Fy 2022 2023 please check here:	✓							
Projected funds that will spend in 2023-2024:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2024-June 2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0





August 2, 2022

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

Subject: Workforce Development Career Pathways Project (Grant Number WDCP-22-01)

Dear Ms. Frost:

This letter confirms the California State Library's award of \$10,200,000 to the Pacific Library Partnership for the Workforce Development Career Pathways Project.

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](mailto:robyn.mccreight@library.ca.gov) or at 916-603-6716. Robyn is available to assist you throughout the project period.

Best wishes for a successful project.

Respectfully yours,

A DocuSign signature of Greg Lucas. The signature is in black ink and appears to be "Greg Lucas". Above the signature is the text "DocuSigned by:" and below it is the text "BDA50981C41C416...".

8/5/2022

Greg Lucas  
California State Librarian

Enclosures

CC: Julianna Robbins  
Jen Lemberger  
California State Library Fiscal Office  
Robyn McCreight

Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

916-323-9759  
[csl-adm@library.ca.gov](mailto:csl-adm@library.ca.gov)  
[www.library.ca.gov](http://www.library.ca.gov)



**THE BASICS – YOUR GRANT AWARD**

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

Award #:	WDCP-22-01
Library/Organization:	Pacific Library Partnership
Project Title:	Workforce Development CAreer Pathways Project
Award Amount:	\$10,200,000

**APPROVED BUDGET**

Personnel	\$ 75,112
Consultant Fees	\$ 0
Travel	\$ 6,000
Supplies/Materials	\$ 0
Equipment (\$5,000 or more per unit)	\$ 0
Services (contracted)	\$ 10,086,477
Project Total	\$ 10,167,589
Indirect Cost	\$ 32,411
Grant Total	\$ 10,200,000

Start Date:	Upon execution
End Date:	10/31/2024
Please understand that it can take from six to eight weeks after the receipt of a completed claim form free of errors 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](mailto: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.

**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:	<a href="mailto:robyn.mccreight@library.ca.gov">robyn.mccreight@library.ca.gov</a>
Project Consultant	Julianna Robbins
Consultant Email Address	<a href="mailto:Julianna.robbins@library.ca.gov">Julianna.robbins@library.ca.gov</a>





**To:** PLP Executive Committee  
**From:** Carol Frost, CEO  
**Subject:** Approval of Third Amendment to the FY 2022-23 PLP/PLS Contract for Fiscal and Administrative Services  
**Date:** October 17, 2022

## **BACKGROUND**

Both PLP and PLS Executive Committees have approved the first and second amendments to the FY 2022-23 PLP/PLS contract for fiscal and administrative services for a total of \$1,030,030. The purpose of this memo is to review the third contract amendment which outlines additional work.

## **ADDITIONAL GRANT WORK**

In Summer 2022, the State Library requested that PLP be the fiscal administrator and partner of the Workforce Development CAREer Pathways statewide grant. The grant includes funds for staff time for work to be performed as part of the grant. As is the case with all grants which PLP administers for the State Library, all additional work for grants requires a contract amendment between the two agencies, since PLS staff performs the work and should be compensated.

The additional staff time is \$36,462 for Year 1. This is a two-year grant, and the additional time for Year 2 will be accounted for in next year's contract agreement between the agencies.

The Year 1 Indirect costs for the grant are \$16,206. In consideration of the time needed to oversee, administer, and perform the work, as well as general Indirect costs, it is recommended that 10% of the Indirect (\$1,621) be allocated to PLS, and 90% (\$14,585) allocated to PLP. This is in alignment with past practices.

## **RECOMMENDATION**

It is recommended that the Executive Committee approve the third amendment to the FY 2022-23 PLP/PLS contract, for an additional \$38,083, for a total contract of \$1,068,113.

This contract will be reviewed and approved by the PLS Executive Committee meeting at their November 2022 meeting.



PLP/PLS CONTRACT  
 July 1, 2022 to June 30, 2023  
3rd Amendment

PLP/PLS Baseline Contract \$ 1,030,030

Additional Work for PLP:

	Amount
Staff Time Related to CAreer Pathways Grant	\$ 36,462
Total Indirect	\$ 16,206
10% Indirect for PLS	\$ 1,621
<b>TOTAL REVISED CONTRACT</b>	<b>\$ 38,083</b>
<b>Total Revised Contract</b>	<b>\$ 1,068,113</b>



## California State Library, Library Development Services

### Cooperative Library System Liaison Report

October 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.

#### **LSTA Public Library Staff Education Program Now Open**

The California State Library is pleased to announce that the call for student applications for the 2022-2023 Public Library Staff Education Program (PLSEP) is now open! The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to improve library services to California's diverse communities. To support the professional development of California public libraries, the California State Library works with cooperative library systems to provide public and county law library staff with tuition reimbursement for courses required for a Master's degree in Library and Information Science. The Public Library Staff Education Program is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Application information and forms can be found at [California Public Library Staff Education Program - California State Library](#). Student applications are due Friday, **October 28, 2022 12 p.m. (noon)**. If you have any questions, please contact us at [PLSEP@library.ca.gov](mailto:PLSEP@library.ca.gov).

#### **LSTA Inspiration Grants Now Open**

LSTA-funded Inspiration Grants enable libraries to seek support for programs that don't necessarily fit within the parameters of other funding opportunities. Because the Inspiration award cycle is different from the typical LSTA grant year, library staff are empowered to react to "a-ha moments," meet their communities' expressed needs and aspirations, and carry out innovative projects mid-year.

The application period is now open and will close on **December 30, 2022**, at 5:00 p.m. Applications will be reviewed as they are received, and funds will be distributed as they are available. Project periods will vary depending on when applications are received and the needs of each individual project.



Learn about the application process, the timeline, eligibility requirements, and more by visiting the Inspiration Grants page:

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

Questions? Email [LSTAgrants@library.ca.gov](mailto:LSTAgrants@library.ca.gov) and include "Inspiration" in the subject line.

### **Stay & Play**

In collaboration with the California State Library, the Califa Group invites California public libraries to apply to join *Stay & Play*. **Applications for 2023 Stay & Play are due November 3, 2022.**

*Stay & Play* is a library service model that positions libraries to support and engage informal caregivers and the children in their care. *Stay & Play* includes programming designed specifically for informal caregivers, helping them learn, develop relationships, and build connections to their library and community resources.

For more information, please visit

<https://www.library.ca.gov/grants/stayandplay/>. Questions? Email [StayandPlay@library.ca.gov](mailto:StayandPlay@library.ca.gov).

### **Library Engagement Outreach**

State and federal funds support online tools for California public libraries, including K-12 tutoring, eBook collections, workforce upskilling, library staff learning opportunities, and so much more. Beginning September 13th, the California State Library will host a series of biweekly online workshops to share information about the wide variety of online resources available to libraries at no cost. Visit the [CALL blog](#) to learn more about the topics being covered and register to attend.

### **Tutoring Project**

Every internet connected Californian will soon be able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries will be able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, will have access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog. On Sept. 14, California State Library staff and Brainfuse representatives presented an overview of the Statewide Online Tutoring Program, key HelpNow features, and how your library can participate. The webinar was recorded for future viewing.



Additional hands-on training and sessions focused on statistical information will be made available in upcoming months. **Brainfuse Participation Survey** – To set your library up for Brainfuse access, please have ONE STAFF MEMBER from your library complete the participation survey (link below) by September 30th. <https://www.surveymonkey.com/r/N52ZDHF> If you are already a Brainfuse subscriber, Brainfuse representatives will reach out to you directly to initiate a refund or credit to your library. For the duration of the program, you will have full access to any additional features provided through the Statewide Online Tutoring Program. **Questions?** If you have questions about the Statewide Online Tutoring Program, please contact the California State Library's onboarding partner, the Pacific Library Partnership, at [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov)

### **California Library Literacy Services**

CLLS networking calls and trainings continue on a regular basis. Upcoming training sessions will help libraries prepare for AmeriCorps, new ESL services and more. Please visit the new CLLS training and meeting [calendar](#)! The 2021-2022 CLLS annual final report is now open and will be due Monday, November 14, at 5 p.m. Instructions and webinar recordings are available at <https://libraryliteracy.org/for-coordinators/reporting-state-funding/>.

### **Sustainable California Libraries LSTA Grant -Applications Under Review**

The LSTA-funded Sustainable California Libraries themed grant opportunity provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members. Applications are now under review and notification of selection/status should take place in October 2022. Learn more at: <https://www.library.ca.gov/services/to-libraries/sustainable/>  
Email [sustainability@library.ca.gov](mailto:sustainability@library.ca.gov) with any questions or comments.

### **CopyCat Grants**

The 2022/23 [CopyCat grant](#) call for application has closed. Applicants have been notified of application status and award letters are in process. For 2021/22 CopyCat report forms, please visit [Manage Your Current Grant - California State Library](#). Grantees' first point of contact is their project advisor. For other CopyCat questions, please contact us at [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov)

### **Zip Books Program**

The 2022/23 Zip Books program call for applications has closed. Applicants have been notified of application status and award letters are in process. Program information can be found at [Zip Books Program - California State Library](#) For Zip Books questions, please contact us at [ZipBooks@library.ca.gov](mailto:ZipBooks@library.ca.gov)



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

CALL Homegrown features learning opportunities suggested and designed by California library staff. If you have an idea for a great program, fill out the [CALL for Presentations](#)! Plan your team's professional development by visiting [www.callacademy.org](http://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](#).

### **FY21-22 Public Libraries Survey**

The portal for data submission opened September 1, 2022. Instructions, a blank excel template of data elements, the recording of the August 23<sup>rd</sup> information session, and other helpful documents are available on the [State Library's statistics page](#). Submissions are due no later than November 4, 2022.

### **California State Library Parks Passes**

21,000 additional parks passes are currently at the printer! I will send an update with a shipping date and other information soon, but Parks currently estimates end of October. All libraries will be getting either what they requested or more, and can hold passes back to be replacements, rather than waiting for Parks to ship a replacement. You can begin planning marketing, programming, and outreach to get the passes into the communities that may face park access barriers now. I hope the [updated toolkit for the Parks Pass program](#) is on the CSL website, with links to flyers, circulation guidelines, and more are useful – please let me know how I can help. The Evaluation Toolkit now has a [Spanish version of the survey](#).

[On October 11, from 11-12:30, State Parks and the State Library are hosting a webinar](#). Learn how three different libraries and state parks worked together to create programs in parks, libraries, and online that increased outdoor access equity. Presentations will feature partnership tips, explore different programming types, and showcase outreach and marketing strategies on both the parks and library side, followed by networking time with regional park staff. Free and open to parks and library staff. Featuring Riverside County Library and PORTS, and Parks Pass grantees Tehama County Library and their partners at William B Ide Adobe State Historic Park, and National City Library and their partners at Tijuana River NERR. It will be recorded.

There is an updated version of the District Interpretive Coordinators list – these are your State Parks contacts for programming. Please contact [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov) to get a copy.



Please feel free to contact [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov) with any questions.

### **Directors Networking Conversations**

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next Directors Networking call will be on **Wednesday, October 19, 2022** from 3:30-5pm. To register, visit

<https://us06web.zoom.us/meeting/register/tZEgdeusrTloHdTBhsODukZyeQCRTX8YdSXL>

### **Building Forward Infrastructure Funding for California Libraries**

The first round of applications for this program closed on March 21, 2022. See the Governor's press release from **Tuesday, September 13**: "The 234 projects in this initial round of funding under the Building Forward Library Improvement Grant Program range from \$14,300 to \$10 million and include efforts to make libraries safer and more accessible, including their ability to be cooling centers for underserved communities. The City of Porterville, whose only library was destroyed in a 2020 fire that took the lives of two firefighters, will receive \$7.2 million." First priority for grants was given to the state's least-resourced communities and projects that address long-delayed critical life and safety facility needs including seismic safety, heating and air system replacement, building security, and improved Americans with Disabilities Act accessibility. A full list of projects to be funded in this round of grants under the Building Forward Library Improvement Grant Program can be found [here](#). Questions about the grants may be addressed to [press@library.ca.gov](mailto:press@library.ca.gov).

California State Library staff is currently preparing a second round of funding under this program, with more inclusive guidelines provided by the legislature. For more information about the second round of funding, please visit the State Library's website at [www.library.ca.gov/grants/infrastructure](http://www.library.ca.gov/grants/infrastructure) and email questions to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov)

### **eBooks for All CA**

The LSTA eBooks for All grant program is now accepting applications! We have allocated \$1.25 million in LSTA funds to support collection development grants inside of the statewide collection. With these grants, your library or library collaborative will be able to guide and develop a collection that is accessible to all public libraries across the state. Further details on the project, including how to apply, can be found [here](#).

*The deadline to apply is December 9th at 5 pm.*



If your library is not signed up to take advantage of this project, please be sure to do so soon, as the funding for onboarding is due to expire before the year ends. Please contact us at [ebooksforall@library.ca.gov](mailto:ebooksforall@library.ca.gov) or [casupport@thepalaceproject.org](mailto:casupport@thepalaceproject.org) if you would like to sign up. In order to participate in this grant, your library must be onboarded onto Palace. If your library is presently on the eBooks for all platform, know that there are no hosting or server maintenance fees required.

When you make your existing local or cooperative collections accessible inside of Palace, they are not shared with the statewide collection. Your users will inherit the sharing permissions from your other eBook providers inside of the Palace app.

Even if you don't submit a grant application, every public library in California can 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](mailto:casupport@thepalaceproject.org) and saying, 'My library is interested in joining.' The project implementation team will take it from there.

### **Career Pathways: Digital Workforce Platforms for All California Public Libraries**

Career Pathways resources for the next two years have been announced! These resources, supported by an investment from the State of California, began October 1, 2022. Your jurisdiction's Career Pathways contacts have received resource update emails and access to the Canva toolkit for customizable assets including bookmarks, posters, web banners and more! The ARPA-funded Career Pathways outreach campaign launched for the public on Monday, September 19 and will continue through November 30, 2022.

Learn more and register for upcoming trainings on the Staff Resources page: <https://www.library.ca.gov/grants/career-pathways/>

If you have questions or would like to get involved in upcoming webinars to showcase how your library and community are using the Career Pathways resources, reach out: [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov).

Links for public: <https://www.library.ca.gov/services/to-public/career-pathways/>  
OR [www.library.ca.gov/pathways](https://www.library.ca.gov/pathways)

### **California Library Connect**

The California Library Connect Program grant (formerly the High-Speed Broadband in California Public Libraries) is now live and accepting applications: <https://californialibraryconnect.org/> - libraries may apply for grants to cover



eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015, California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.

### **Get Connected! California/Affordable Connectivity Program**

All California Libraries are invited to participate in the Get Connected! Initiative. Get Connected! promotes the Affordable Connectivity Program (ACP) which provides a monthly discount of up to \$30 off home internet to qualifying families. Libraries are encouraged to host enrollment events, with the support of CETF and Get Connected! These enrollment events will support eligible families interested in applying for ACP, answer questions about the ACP benefit, and provide hands-on assistance with the application. Patrons will be encouraged to bring the required documents to apply.

To participate in an enrollment event and learn how you can help your patrons Get Connected!, please visit <https://forms.gle/k6YiHeH8Suwhvxy97>. For more information on ACP please visit: [www.internetforallnow.org/applytoday](http://www.internetforallnow.org/applytoday).