PLP Executive Committee Agenda

January 23, 2023
10:00 a.m. via Zoom

https://us02web.zoom.us/j/85875456163?pwd=NjM0NVpvblhQbjg2YkhRYWtFeEg2Zz09
Meeting ID: 858 7545 6163 Passcode: 363805
Call-in Option: (669) 900-6833

PLP Executive Committee

Jamie Turbak, Oakland Public Library (Chair)	Ryan Baker, Los Gatos Public Library
Tracy Gray, Mountain View Public Library (Vice-Chair)	Tess Mayer, Berkeley Public Library
Elnora Tayag, San Mateo Community College District	Tom Rosko, Naval Postgraduate School
Hillary Theyer, Monterey County Free Libraries	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 October 17, 2022 Meeting Minutes   Turbak   Attachment 1, pg. 3

III. **Old Business**
   A. Update on FY 2022-23 PLP Strategic Priorities Activities   Frost   Attachment 2, pg. 7

IV. **New Business**
   A. Acceptance of UC Santa Cruz Library's Letter of   Turbak   Attachment 3, pg. 9
      Intent to Withdraw from MOBAC/PLP **(Action Item)**
   B. Financial Support Requests for Staff Development and   Wasterlain   Attachment 4, pg. 11
      Activities – 2nd Round **(Action Item)**
   C. Discussion of PLP Annual Meeting on May 12, 2023   Turbak   Attachment 5, pg. 12
      1. Planning and Speaker
      2. Nominating Committee Selection
   D. Finance
      1. Update on PLP FY 2022-23 CLSA Funds **(Action Item)**   Frost   Attachment 6, pg. 13
   E. Discussion of Governor's End of State of Emergency and   Turbak
      Consideration of In-Person Meetings

V. **Reports**
   A. PLP President's Report   Turbak
   B. PLP CEO's Report   Frost
   C. State Library Report   Pham   Attachment 7, pg. 15

VI. **Agenda Building for Next Meeting on May 12, 2023**

VII. **Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is
   System policy to refer matters raised in this forum to staff for further investigation or action if

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appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to State law.)

VIII. Announcements

IX. Human Resource Closed Session
    A. Closed Session Pursuant to Government Code 54957:   Turbak   Attachment 8, pg. 23
        Executive Director/PLP CEO Annual Review **(Action Item)**
    B. Report of Closed Session Actions

X. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).
The teleconferenced meeting must meet the following requirements:
    (1) it must comply with all of the Act's requirements applicable to other meetings;
    (2) all votes must be taken by roll call;
    (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
    (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
    (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
    (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Locations
Los Gatos Public Library, 100 Villa Avenue, Los Gatos, CA 95032
Monterey County Free Libraries, Administrative Offices, 188 Seaside Circle, Marina, CA 93933
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94039
Oakland Public Library, 125 14th 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 25th Avenue, Suite 201, San Mateo, CA 94403

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Pacific Library Partnership

PLP Executive Committee
October 17, 2022
10:00 a.m. via Zoom

MINUTES

Committee:	**System Staff:**
Jaime Turbak, Chair, Oakland	Carol Frost, PLP
Tracy Gray, Vice Chair, Mountain View	Justin Wasterlain, PLP
Tess Mayer, Berkeley	Andrew Yon, PLP
Hillary Theyer, Monterey County	**Others:**
Tom Rosko, Naval Postgraduate	Meg DePriest, CSL
Elnora Tayag, San Mateo County Comm. College	Chris Durr, CSL
Valerie Sommer, South San Francisco	Tierney Alvarado, Livermore
	Melvyn Yabut, Mountain View

The meeting was called to order by Chair Turbak at 10:00 a.m.

I. **Introductions**

II. **Approval of Consent Calendar**

  A. **Adoption of the Agenda**
  B. **Approval of the June 21, 2022 Minutes**
  C. **Acceptance of the PLP Staff Development Committee Annual Report**
  D. **Review and Approval of the FY 2022-23 Innovation and Technology Grant Awards**
     A motion was made, and passed unanimously by roll-call vote, to approve the consent items. (M/S Sommer/Rosko)

III. **New Business**

  A. **PLP Staff Development Committee FY 2022-23 Activities**
     Alvarado presented the PLP Staff Development Committee's plans and activities for FY 2022-23. She noted the Future of Libraries 2022 Conference will be held on October 18, 2022 at the San Francisco Public Library's Koret Auditorium. Alvarado provided background on the development of "Brown Bag" workshops since early 2020. She recommended the Staff Development Committee forego the annual in-person Spring Workshop in lieu of at least two virtual Brown Bag Workshops. She stated the virtual format will be more accessible for PLP members who cannot afford the time or expense to travel to an in-person workshop. Sommer noted her appreciation for the previous Brown Bag Workshop's focus on professional development and the convenience of it being on Zoom.

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B. **eBooks-For-All Project Update**

Durr provided information on the statewide project's features and current state of its collection. He reported $1.25M of LSTA funds are available for libraries to support collection development grants inside of the statewide collection. Libraries using funds would have a matching requirement based on their local income per capita. Durr noted November 4, 2022 is the deadline to join the project without being charged onboarding fees. These fees are currently funded through ARPA. Turbak inquired if there is a long-term goal for the Palace Project to be the main library eBook platform. Durr believes Palace offers many benefits that would make it a good long-term platform, but notes it is still being developed and will not replace any of the current products available in the short-term. Frost stated CLSA funds could be used for purchasing Palace collections that would be shared statewide. Turbak clarified that OverDrive titles can be viewed in Palace, but Palace titles will not be displayed in OverDrive. Gray noted the collection lacks popular and best-seller titles. Gray asked what would happen to the collection if Palace fails. Durr noted most of the collection budget is spent on licenses that could potentially be transferred to another platform if necessary.

C. **PLP Middle Manager and Executive Leadership Professional Development Groups and Continuation in Future Years**

Frost summarized the program's history and success. Light has indicated this may be the last year she will facilitate the two cohorts. Frost provided possible activities to inform the development and framework of a future program including surveying past participants for feedback, identifying co-facilitators, and creating an Ad Hoc Group. Sommer noted the in-person program is a good opportunity to build networks and is worthwhile to continue. Rosko agreed and asked how to move the program forward. Gray described a positive experience in the program. Turbak noted the strong connections she made from the program and suggested there should only be one facilitator rather than co-facilitators. Theyer, Gray, Sommer, and Wasterlain volunteered to form an Ad Hoc Group to discuss future of program.

D. **FY 2022-23 PLP Strategic Priorities Activities**

Frost provided background on previous regional advocacy trainings held by PLP. She suggested Ursula Meyer advocacy training, a PLP open house, and disaster training as possible activities. Theyer proposed a collection development policy open house where libraries could share and review policies from other organizations. Theyer, Tayag and PLP staff will help facilitate this activity. Turbak suggested training that involves scripts for addressing First Amendment audits. Rosko shared appreciation for action taken on the strategic priorities.

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E. **FY 2023-24 LSTA Competitive Grant Ideas**

Frost asked the Committee to consider what priorities they would like PLP staff to focus on for LSTA competitive grants in FY 2023-24. She noted that priorities could be addressed through programs and projects outside of LSTA competitive grants if more appropriate.

F. **PLP Letter to California Library Services Board to Accept the San Leandro Public Library as a PLP Member**

Frost announced the California Library Services Board accepted the San Leandro Public Library as a member of PLP.

G. **Finance**

1. **Review and Approval of CLSA 2021-22 Annual Report**

A motion was made, and passed unanimously via roll-call vote, to approve the CLSA 2021-22 Annual Report. (M/S Sommer/Theyer)

2. **Review and Approval of the CLSA 2021-22 System Expenditure Report**

A motion was made, and passed unanimously via roll-call vote, to approve the CLSA 2021-22 System Expenditure Report. (M/S Turbak/Sommer)

3. **Review and Approval of CLSA 2022-23 System Detailed Budget**

A motion was made, and passed unanimously via roll-call vote, to approve the CLSA 2022-23 System Detailed Budget. (M/S Sommer/Theyer)

4. **Acceptance of Workforce Development CAreer Pathways Project**

Frost provided background on the grant administration of the CAreer Pathways Project. A motion was made, and approved unanimously via roll-call vote, to approve the Workforce Development CAreer Pathways Project. (M/S Gray/Theyer)

5. **Approval of the PLP/PLS FY 2022-23 Third Contract Amendment**

A motion was made, and approved unanimously via roll-call vote, to approve the PLP/PLS FY 2022-23 third contract amendment. (M/S Sommer/Rosko)

IV. **Reports**

A. **PLP President's Report**

Turbak reported she attended the California Library Services Board meeting and spoke in support of San Leandro Public Library joining PLP. She reported the Board's acceptance of the recommendation.

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B. PLP CEO's Report

Frost announced the Future of Libraries Conference will be held at the San Francisco Public Library's Koret Auditorium on October 18th. Frost reported UC Santa Cruz has notified PLP of its intention to withdraw from PLP/MOBAC to focus their collaborative efforts with the Association of Research Libraries.

C. State Library Report

DePriest announced the availability of LSTA inspiration grants through December. She noted the annual Public Library Survey will close soon. There is a new question related to outlets serving as emergency locations. DePriest reported California State Library staff may rotate their attendance to system meetings. Frost shared her appreciation of DePriest's participation over the past few years.

V. Agenda Building for Next Meeting on January 23, 2023
- Frost's annual review
- Leadership cohort Ad Hoc Group update
- Policy open house program update
- Palace Project consortia update
- Membership survey to direct activities

VI. Public Comment

No public comments.

VII. Announcements

Theyer announced Monterey County Free Libraries is collaborating with Salinas Public Library to host programs assisting patrons with enrollment in the federal Affordable Connectivity program.

VIII. Adjournment

The meeting was adjourned at 11:42 a.m.

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Pacific Library Partnership

To:	**PLP Executive Committee**
From:	**Carol Frost**
Subject:	**Update on FY 2022-23 PLP Strategic Priorities Activities**
Date:	**January 23, 2023**

Background

The PLP Executive Committee, at its June 2022 meeting, approved the Strategic Priority activities to support the Strategic Priorities. Activities were discussed in further detail at the October 2022 meeting.

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

Update on Middle Manager and Executive Leadership Professional Development Groups and Continuation in Future Years

At the October meeting, an Ad Hoc Group was formed, comprised of Hillary Theyer, Tracy Gray, Valerie Sommer, and Justin Wasterlain, to discuss the future of the program. A survey was issued to elicit feedback from members who have gone through the training, as well as comments from PLP library executives regarding what the future of the training may look like.

39 people responded to the survey. Over half of the respondents participated in the Middle Manager Leadership program and 14 had been in the Executive Leadership program. Six directors who had been in neither program provided feedback through the survey as well.

When asked what participants valued about the program, the ability to make professional connections with peers, having a confidential space to discuss challenges, the opportunity to visit other libraries, and Jane Light's skilled facilitation of the programs were consistently mentioned. 33 respondents have or would recommend this program to their peers due to the quality of their experiences.

One major theme emerged when participants were asked what parts of the program didn't resonate with them. In the Middle Manager program, participants are asked to create presentations for their peers on a specific aspect or challenge relevant to middle managers. The goal of this activity is building a familiarity with presentation skills as well as sharing knowledge. 12 respondents felt this aspect of the program did not provide a significant value. The reasons given were lack of time amid other responsibilities to create the presentations and lack of knowledge or subject expertise of the participants due to their newly becoming middle managers. It was felt more could be learned if topics were presented by individuals with a real depth of experience gained over the course of their careers.

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In response to what elements could be added to the program to make it more valuable, respondents suggested including an aspect of mentorship to the program, focusing discussions on equity issues, and encouraging continued networking through periodic reunions or other methods of group communication.

When asked what potential barriers to participation could be, respondents noted that time, travel, and cost were all significant components of this program and could limit who could participate. Smaller libraries are particularly affected by all three of these factors as they have fewer staff members to cover someone at a full day meeting and fewer resources to pay for the program or the travel expenses needed. At the same time, participants recognized that the in-person aspect of the meetings was one of the important parts of the program. A suggestion to consider hybrid meetings that alternated between virtual and in-person might be a way to balance this concern.

It is recommended that the PLP Executive Committee provide staff guidance regarding PLP offering executive or middle management trainings after Jane Light concludes her training.

Training Opportunities

The PLP Staff Development Committee will have a Brown Bag panel discussion event on Tuesday, March 7 entitled "Seeing Yourself as an Asset.

Hillary Theyer and Ellie Tayag volunteered to facilitate a collection development policy "Open House."

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost**
Subject: **Acceptance of UC Santa Cruz Library Letter of Intent to Withdraw from MOBAC and PLP**
Date: **January 23, 2023**

Background:

On July 6, 2022, UC Santa Cruz Library informed PLP of its intention to withdraw from MOBAC, and by default, PLP. A meeting was held on July 20, 2022 between the PLP CEO, the MOBAC Chair, and the UC Santa Cruz Library staff, to discuss the official process of withdrawal from MOBAC. UC Santa Cruz Library will shift its focus to collaborating with the Association of College and Research Libraries, but hopes to continue a collegial relationship with other MOBAC libraries in the future.

Per section XIV in the MOBAC JEPA, organizations may withdraw from MOBAC "by resolution of its governing body. Such withdrawal shall be made prior to April 1 of any year, and shall be effective as of July 1 of the year withdrawal is made."

The PLP JPA describes the process for parties to withdraw in Section XVIII (mislabeled in the JPA document as Section XIII). It states: "Any party wishing to withdraw from this Agreement must do so effective on July 1, of any succeeding year and must provide at least six months written notice to the Council. Notice shall be in the form of a resolution adopted by the party wishing to withdraw."

By virtue of organizational structure, UC Santa Cruz Library is unable to adopt a resolution stating their intention to withdraw but has provided a Letter of Intent signed by the Campus Provost and Executive Vice Chancellor. This letter has been received prior to April 2023, meeting the requirements for withdrawal from MOBAC, effective July 1, 2023. By withdrawing from MOBAC, UC Santa Cruz Library would become ineligible to participate in the programs and services offered by PLP. This includes courier services between MOBAC and other PLP libraries.

Recommendation

At the December 13, 2022 MOBAC Administrative Council meeting, the MOBAC Council approved UC Santa Cruz Library's Letter of Intent to Withdraw, effective July 1, 2023.

It is recommended that the PLP Executive Committee accept UC Santa Cruz's Letter of Intent to withdraw from MOBAC and, by extension, PLP, and end its membership effective July 1, 2023.

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OFFICE OF THE CAMPUS PROVOST   1156 High Street
AND EXECUTIVE VICE CHANCELLOR   Santa Cruz, California 95064
                                                                                     831-459-3885

October 25, 2022

Carol Frost
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System
32 W. 25th Avenue, Suite 201
San Mateo, CA 94403

Dear Carol:

Please allow this letter to serve as notice of the University of California, Santa Cruz University Library's intent to withdraw from the Monterey Bay Area Cooperative Library System (MOBAC) and, by default, Pacific Library Partnership (PLP) effective July 1, 2023. The University of California, Santa Cruz University Library entered the MOBAC System as a full member on April 13, 1984.

The MOBAC Joint Exercise of Powers Agreement (JEPA) provides that a member library proposing to withdraw from the system shall notify their intent prior to April 1 of any year to be effective as of July of the same year. All member libraries of the MOBAC System are, by default, members of PLP. A member library's withdrawal from the MOBAC System is simultaneously a withdrawal from PLP, effective the same date.

Thank you for your cooperation in this matter. The University of California, Santa Cruz appreciates the work of MOBAC and the PLP to advance libraries and librarianship in the region.

Sincerely,

Lori G. Kletzer
Campus Provost and Executive Vice Chancellor

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Justin Wasterlain, Assistant Director**
Subject: **Financial Support Requests for Staff Development and Activities – 2nd Round**
Date: **January 23, 2023**

Background:
The Executive Committee allocated $6,000 in FY 2022-23 for the purpose of funding staff development and training requests from PLP member libraries. Calls for grants go out twice a year, once in June and again in December.

PLP received one submission for the first round of grants. Mountain View Public Library held a virtual program, "Hidden Stories in Data," with the author Carissa Carter. The program required $1,057 to cover speaker fees and copies of the book, The Secret Language of Maps, for participants.

Applications for the second round of grants closed on January 13, 2023. Two applications were received totaling $3,000 in funding requests. Hayward Public Library is requesting funding to provide training related to recovering from incidents of workplace violence or other difficult situations. San Bruno Public Library is requesting funding to expand a PLS-specific training with Dr. Debbie Reese, author of American Indians in Children's Literature, to include members of all PLP libraries.

Considerations:
The volume of applications for these funding requests is very low. Potential reasons for the under-utilization of these opportunities are staffing shortages, limited staff capacity/time, virtual meeting fatigue, or lack of awareness of grant. Future iterations of this grant may need adjustments to be more effective. Staff would appreciate thoughts on how to improve the reach and impact of this grant opportunity.

Recommendation:
It is recommended the Executive Committee approve $3,000 for funding the applications received in the second round of FY 2022-23 financial support requests for staff development and activities.

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Pacific Library Partnership

Election of the FY 2023-24 Executive Committee and Officers

The PLP Nominating Committee (TBD) is pleased to nominate the following for FY 2023-24:

New candidates to serve on the PLP Executive Committee (first year of first term):
One member from: SVLS, BALIS, PLS

The Nominating Committee is also pleased to propose the following slate of officers for 2023-24:

President:
Vice-President:

The following will be serving the second year of their first term:

Tess Mayer, Berkeley Public Library
Hillary Theyer, Monterey County Free Libraries

The following will be serving the first year of their second term:

Thomas (Tom) Rosko, Naval Postgraduate School
Elnora (Ellie) Tayag, San Mateo Community College District

The following will be serving the second year of their second term:

Tracy Gray, Mountain View Public Library

Our thanks and appreciation to the following Executive Committee members, who have completed their terms:

Ryan Baker, Los Gatos Library
Jamie Turbak, Oakland Public Library
Valerie Sommer, South San Francisco Public Library

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Update on PLP CLSA Funds**
Date: **January 23, 2023**

BACKGROUND

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

FY 2022-23 CLSA FUNDS

Based on CLSA FY 2022-23 allocations, the PLP Executive Committee made the following decisions:

$163,155   Roll-over prior year funds (distributed as part of $343,344 below)
$41,525   Flipster subscription for the 8 smallest libraries
$343,344   Allocate to member libraries to choose from the approved formula
$100,000   Reserve for future purchases

The Governor's preliminary budget for FY 2023-24 does not include any reductions to the CLSA funds, although with the expected $20M+ budget shortfall, there is always a possibility of a reduction when the May Budget Revise is issued.

DISCUSSION

A system has three years to expend the CLSA funds, and funds must be used to support resource sharing between three or more libraries.

PLP has a practice that all roll-over funds are spent in the next fiscal year. Roll-over funds may result from unexpended budgeted items, or by funds that are earmarked and not expended.

The Executive Committee may consider ways in which the earmarked $100,000 future purchases may be expended.

The Committee currently supports paying for the shared Flipster subscription for eight of the smallest libraries, using an equity lens. (Those eight libraries are Harrison Memorial Library, Los Gatos Library, Monterey County Free Libraries, Monterey Public Library, Mountain View Public Library, Salinas Public Library, San Benito County Library, and San Juan Bautista Public Library). It should be noted that the San Leandro Library's budget would allow them to join this subscription, which, should they choose to join, would change the overall cost of the subscription.

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UPDATE ON PALACE EBOOKS-FOR-ALL

There was a discussion at the October Executive Committee meeting about the Palace eBooks-for-All project with Chris Durr from the State Library. Currently, individual PLP libraries can use their CLSA allocations to support this collection, as long as the title purchased are shared with other libraries. Staff asked the State Library staff for clarification about how a PLP group purchase might work. Below is their response:

> *"The entire consortium can join – they just won't be configured as one library instance. For example, users can search for the individual member library name in the app, but not for "PLP Library." I think that is what is causing the confusion. Each library will have its own instance, but all of the shared content can be enabled for every member.*
>
> *We have already configured some of their members with their shared OverDrive content and ILS, and other members that only have the shared ILS and opted out of adding the shared OverDrive content.*
>
> *Any libraries that did not start the implementation process previously will need to get configured first and would incur that cost. We do not currently integrate into any discovery layers, but can provide a link to our MARC record generator for any interested libraries."*

RECOMMENDATION

PLP occasionally surveys its membership to gather feedback on ideas regarding spending CLSA funds, as well as other ideas for PLP activities. The last survey was done in March 2020. PLP will be issuing another survey in the upcoming months to elicit feedback.

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

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California State Library, Library Development Services
Cooperative Library System Liaison Report
January 11, 2023

Open Opportunities

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.

Parks Pass Grant – Due January 30, 2023

The Parks Pass grant program is now accepting applications for projects of up to $75,000. Any public library circulating a parks pass is eligible to apply, including current grantees. All grant-funded programs should include outreach activities that focus on underserved communities that face barriers to park access. Further details on the project, including how to apply, can be found on our website. State of CA funded.

For Parks Pass questions, please email parkspass@library.ca.gov or visit the toolkit page.

California Library Literacy Services – Due January 31, 2023

CLLS mid-year report and pre-application for 2023/2024 should open in early January 2023 and will be due on January 31. The brief mid-year report checks on spending progress and the pre-application asks that library state their intentions for applying for 2023-2024 funds. In addition, the final round of ESL applications for new participants will open in early 2023 for funding that starts July 1, 2023. Returning ESL programs will fill out a continuing application in February/March 2023. The due dates for new and returning ESL applications will be March 15, 2023. State of CA funded.

For CLLS and Literacy Initiatives questions, please contact us at clls@library.ca.gov.

2023 Lunch at the Library – Due February 13, 2023

The 2023 funding opportunity for Lunch at the Library is now open! This state-funded program is for all California public libraries that support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both! Additional Lunch at the Library project opportunities to support Farm to Summer activities, to help libraries create a local summer meal network or coalition, and/or to implement innovative and larger-scale efforts to connect more children, teens, and families to summer meals are also available. For more information about the project, including information sessions offered and how to apply, please visit our website. State of CA funded.

For Lunch at the Library questions, please contact us at lunch@library.ca.gov.

California Library Connect – Rolling Due Date

The California Library Connect Program is now accepting applications. 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. We have also launched the California Collaborative Connectivity Grant, a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

The CLC team hosted a webinar on January 11th at 11:30 AM for libraries interested in learning more about collaborating with local anchor institutions to leverage funding available via the California Collaborative Connectivity Grant. If you are able to attend, please register here. A recording of the webinar will be posted to the CLC website.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

Upcoming Opportunities

Building Forward Infrastructure Funding for California Libraries

We are currently preparing Round Two of the Building Forward Infrastructure Program. This opportunity will open in the first quarter of 2023. With new funding provided by the legislature, the State Library has approximately $174 million dollars left to award.

For Building Forward questions, please email buildingforward@library.ca.gov.

Current Projects and Services

California Library Literacy Services Training - Ongoing

CLLS networking calls and trainings through the Literacy Initiatives grant 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! LSTA funded.

California Libraries Learn (CALL) - Ongoing

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 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. LSTA funded.

CopyCat Grants - Ongoing

The 2022/23 CopyCat Grants call for application has closed. Thirty-two library jurisdictions have been selected to receive funding! Applicants have been issued award letters. For Grant Guide information, please visit Manage Your Current Grant - California State Library. Grantees' first point of contact is their project advisor. LSTA funded.

The first report for the 22-23 CopyCat Grants is **due on January 15, 2023**. The only report due this time is the Quarterly Financial Report. You will not need to submit the Narrative Mid-year report until April 15, 2023, along with the second quarterly financial report at that time. For CopyCat questions, email lstagrants@library.ca.gov.

Digital Navigators / Connected California - Ongoing

Digital Navigators help Californians find low-cost internet and devices, learn digital skills, and use online resources to improve their lives. The service is available in English and Spanish, free to libraries and Californians. Learn more about the Digital Navigators program. LSTA funded.

For Digital Navigators questions, email DigNavs@library.ca.gov.

eBooks for All CA - Ongoing

The LSTA eBooks for All grant program has allocated $1.25 million for collection development grants inside of the statewide collection. Your library or library

collaborative will be able to develop a collection that is accessible to all public libraries across the state. Applications were due 12/9/2022. Further details on the project can be found here. LSTA funded.

For eBooks for All CA questions, please contact us at lstagrants@library.ca.gov

Get Connected! California/Affordable Connectivity Program - Ongoing
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. State of CA funded.

Parks Pass – Ongoing
The California State Library seeks library practitioners to serve as peer reviewers for the Parks Pass grant. We are hoping that this opportunity supports the library community in creating stronger grant applications, and will give the State Library important insights into this round of grant applications, and our grant process in general. The interest form is due by 11 am on Tuesday, January 17. The peer reviewer's evaluations are non-binding but will be taken into consideration for funding decisions. Your library cannot be applying for a current round of Parks Pass fundingApplication and more information can be found here: https://forms.office.com/g/4C7v8GsQmR. Submit by Jan 17 at 11 am.

Circulation statistics for last quarter (October-December 22) are due January 20. Login information has been sent to the LibPas account holder. We really appreciate the data and your support and feeback to make the program stronger and continue past its pilot program period.

A reminder that for those of you interested in applying for the Parks Pass round 2 grants, have questions about reporting for round 1 grants, or have any other parks pass questions, I am hosting office hours. Please join for any questions. (Password is parkspass):
- Tues, 1/17 from 1-2
- Thursday, 1/26 from 10-11:30 am
Questions? Contact lisa.nowlain@library.ca.gov.

Public Library Staff Education Program - Ongoing

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to support the professional development California public library workers by providing tuition reimbursement for courses required for a Master's degree in Library and Information Science. The student application call for the 2022-2023 Public Library Staff Education Program (PLSEP) has closed. Cooperative library system applications to administer tuition reimbursement are being reviewed.

For PLSEP questions, please contact us at plsep@library.ca.gov.

Tutoring Project – Ongoing

Every internet connected Californian is now 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 are 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, has 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.
See here for Full details on the Statewide tutoring project. State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Zip Books Program - Ongoing

Zip books allows users to have library items purchased and directly shipped to their home address. The 2022/23 Zip Books program call for applications has closed. Congratulations to the 96 library jurisdictions that have been issued award letters! Program information can be found at Zip Books Program - California State Library. State of CA funded.

The mid-project Narrative and Financial Reports are due 4/30/2022. For Zip Books questions, please contact us at ZipBooks@library.ca.gov.

Networking and Training

CAreer Pathways Webinars for 2023

The CAreer Pathways team at California State Library and Pacific Library Partnership is pleased to announce an upcoming series of opportunities for library staff of all levels and related community and workforce partners. The new

year is a perfect time to renew your commitment to sharing these resources with your community members!

The 2023 series of webinars is based on the California Labor & Workforce Development Agency's top 5 high-growth, high-need industries: Healthcare, Care Economy, Climate, Agriculture, and Infrastructure. We will be joined by experts from state and local agencies, and resources from the various CAreer Pathways platforms will be featured.

Register for upcoming webinars by clicking the links below or visiting the CAreer Pathways Staff Resource page, where you can also find platform details, administration, marketing materials and more.

- **CAreer Pathways Resources for Healthcare Jobs**
  Wednesday, January 18, 2023, 11:00 am – 12:00 pm
- **CAreer Pathways Resources for Care Economy Jobs**
  Wednesday, February 8, 2023, 11:00 am – 12:00 pm
- **CAreer Pathways Resources for Climate Jobs**
  Wednesday, March 1, 2023, 11:00 am – 12:00 pm
- **CAreer Pathways Resources for Agriculture Jobs**
  Wednesday, March 22, 2023, 11:00 am – 12:00 pm
- **CAreer Pathways Resources for Infrastructure Jobs**
  Wednesday, April 19, 2023, 11:00 am – 12:00 pm

New to the library or not sure which platforms your library offers? Check out the CAreer Pathways Services Locator map. Archived webinars are available (for California library staff) on the CALL Academy CAreer Pathways channel. Tip: Do not miss the CAreer Pathways Marketing, Outreach, and Partnership Best Practices webinar from December 2022, and big thanks to Monterey Park Bruggemeyer, Sunnyvale Public Library and NOVAworks staff for sharing!

CAreer Pathways is State of CA funded. Questions? CAPathways@library.ca.gov

Directors Networking Conversations 2023
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 calls will be held **Wednesday, January 25, 2023, 3:30-4:30 PM**. Directors can register for this meeting at https://us06web.zoom.us/meeting/register/tZUsceuuqT4vGtGj_oC9e6ZXhR2PYRpK8SdA For questions, please contact us at NetworkingGrant@library.ca.gov

Projects marked "LSTA funded" are 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.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.

PLS Executive Director/PLP CEO Accomplishments
January - December 2022

The accomplishments below represent the work of the PLS staff as well as the Executive Director, and the Executive Director recognizes the staff's hard work in completing the activities.

Peninsula Library System Projects

- Complete the cybersecurity assessment on the PLS internal and external networks. Present the findings at the April PLS Council meeting and present a roadmap for changes. Incorporate in the FY 2022-23 budget any additional costs related to the improvements. ***Completed: An RFP was issued, and the awarded vendor performed various tests on the PLS network. A three-year mitigation plan was adopted, and work has commenced.***
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. ***Not Completed/Deferred: Due to competing priorities, research was done, but the Cataloging and Acquisitions Group has not completed the project.***
- Continue to work with Realtor to identify future tenants for the vacant suites in the PLS-owned building. ***Ongoing: Since the pandemic, one vacant suite has been rented. Two more remain vacant. A few offers have been rejected for various reasons. Staff will continue to work with the Realtor, and with the end of the pandemic, we hope that at least one space will be filled in the upcoming fiscal year.***
- Complete the HVAC upgrades for Suite 201. Complete the fresh-air upgrades to the first-floor suites in the PLS-owned building for HVAC improvements. ***Partially Completed/Ongoing: Several delays due to the City of San Mateo's Planning Department occurred. All permits have been approved, and construction should commence in February 2023.***
- Explore a Fixed Asset module in the current accounting system to better account for asset-required reporting in system financial statements. This will result in more efficient management of PLS. ***Ongoing: This project has been delayed due to the pandemic and will continue to be explored.***

Other PLS items:

- ***I coordinated with PLS, the NorthNet Library System, and MARINet for a shared Reciprocal Lending Agreement (RLA) for OverDrive materials.***
- ***We completed our first year of working with the Youth Group regarding the new process for Measure K funds and reimbursements.***
- ***We applied for and received a broadband grant for the router replacement project.***
- ***We performed an analysis of moving our delivery fleet to electrification, and developed a roadmap for this implementation.***

Pacific Library Partnership Projects

- Complete the work of the FY 2021-22 Statewide grants in partnership with the California State Library. Complete the work of Year 3 of the IMLS Reimagining School Readiness grant, in partnership with the Bay Area Discovery Museum. For the FY 2022-23 LSTA grants, work with the PLP President, Vice-President and other stakeholders for the development of a grant application. If awarded, commence the work of the grant. Continue with the AmeriCorps grant application to support/supplement the statewide adult literacy grant. Work with the State Library on the potential of being the fiscal agent for additional statewide grants for FY 2022-23. *Completed: All FY2021-22 LSTA grants were completed, as well as the IMLS Reimagining School Readiness grant. PLP was awarded the AmeriCorps grant, which has been the most complicated grant we have ever worked on. PLP was also awarded two 2-year grants, the Workforce Development CAreer Pathways Project for statewide databases, and the Statewide Online Tutoring Partner Program Grant. Both of these are multi-million dollar projects. This has positioned PLP as a trusted partner for the State Library regarding large initiatives. PLP was not awarded the regional LSTA grant on social justice and intellectual freedom.*

- Review the long-term fiscal forecast for revenue related to support of the State Library in statewide grants. Provide an analysis to the PLP Executive Committee by May 2022. *Completed: As anticipated, as the State Library continues to bring state-funded (as opposed to LSTA-funded) projects in-house, the number of grants available to partner agencies has been reduced. Two examples are the Lunch at the Library and the Zip Books program, both of which PLP assisted in. Although PLP can continue to pursue additional revenue through administering grants, the overall expenditures of the budget will need to be monitored to ensure a balance between services to the libraries and fiscal accountability.*

- Continue the work of the PLP Strategic Priorities by holding a training for PLP Executive Management in early 2022 regarding change management and organizational culture change. Offer a 'light' version of this training at the PLP Staff Development Spring workshop in April 2022. *Completed: Both trainings were held, utilizing an outside trainer.*

- Continue the work of the PLP Strategic Priorities by holding at least one Brown Bag session that relates to the career development into management for library staff. Work with the Staff Development Committee on presentation, and consider future events based on feedback. *Completed: Two trainings were held and were very well received.*

- Provide ongoing support to PLP and NLS libraries for statewide initiatives as needed. *Completed*

- Continue discussions with the San Leandro Library Director regarding the benefits of joining PLP. If there is interest, provide guidance on the process of approvals at the local and state levels, and work with the PLP Executive Committee regarding levels of membership benefits. *Completed: The San Leandro Public Library agreed to join BALIS and PLP. A reduced PLP membership was approved for FY 2022-23, and their affiliation was approved at the California Library Services Board meeting in October 2022. They will be a full member with CLSA participation in FY 2023-24. Participation in several BALIS services was negotiated, including courier service and Lawyers in the Library.*

- Review the shared eResources Flipster contract among eight PLP libraries to determine if value continues as a shared eResource and to determine best level of CLSA funding for FY 2022-23. *Completed: The libraries continued the services, and the PLP Executive Committee agreed to fully fund this initiative using CLSA funds.*

- Respond to the NorthNet Library System's RFP for fiscal and administrative support by February 2022. If awarded, perform the work in administering NLS for FY 2022-23. ***Completed: PLP was awarded a five-year contract to administer NorthNet.***
- Continue to provide strategic direction and management to NorthNet Library System through June 30, 2022. Work with the NLS Executive Chair on development of a FY 2022-23 LSTA grant application. Complete the activities related to the CLSA formula study by an outside consultant and implement any recommended changes for the FY 2022-23 budget. ***Completed: NLS performed an initial exploration of an LSTA grant, but determined it would not submit an application. An outside consultant presented the CLSA findings, and a second contract was issued for additional work related to the NLS CLSA formula.***

Legislative and REALM Work

- In 2022, participate as a member of the CLA Advocacy and Legislative Committee for my fifth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests. ***Completed***

- Continue to participate in the Reopening Archives, Libraries and Museums (REALM) initiative as part of the Operations Group. Provide public library input on the program. ***Completed: As this project came to an end, I was asked to participate on a panel for the nation-wide conference REALM Symposium: Our Way Forward.***

PLS Executive Director/PLP CEO Work Plan
January - December 2023

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2023 Work Plan. I would like to acknowledge that the Work Plan represents the work of all staff, and that I do not claim credit for the work performed by my staff, but recognize their hard work in completing the activities.

Peninsula Library System Projects

- Continue exploration of electrification of Delivery trucks and incorporate any changes into the budget. *Estimated date of completion: December 2023*
- Continue Cybersecurity Mitigation Plan for PLS internal and external networks, including implementing Multi-Factor Identification and purchasing a new, more secure Help Desk system. *Estimated date of completion: December 2023*
- By querying other library systems, performing research, and working with the PLS committees and groups, perform an in-depth comparison of Vega Discovery and BiblioCommons. *Estimated date of completion: Fall 2023*
- Implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *Estimated date of completion: Available in Spring 2023, estimated configuration completion Winter 2023*
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. *Estimated date of completion: Winter 2023*

Pacific Library Partnership Projects

- In December 2022, PLP submitted applications to be the multi-year fiscal partner with the State Library for four statewide LSTA grants, including a new statewide Public Library Staff Education Program (PLSEP) grant, as well as the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. If PLP is awarded some or all of these, we will work with the State Library on the FY 2023-24 applications and complete the fiscal activities of the grant. *Estimated date of completion: December 2023*
- Complete the work of the FY 2022-23 and any FY 2023-24 Statewide LSTA grants in partnership with the California State Library. Complete the work of Year 2 of the statewide Workforce Development CAreer Pathways Project for statewide databases, and the Statewide Online Tutoring Partner Program Grants. Continue the Year 1 works of the AmeriCorps grant to support/supplement the statewide adult literacy grant, and, if awarded Year 2, commence with that work. *Estimated date of completion: December 2023*
- Work with the PLS Executive Committee to determine next steps regarding the PLP Executive and Middle Management leadership training, and whether the program will be discontinued or redesigned. *Estimated date of completion: Spring 2023*

- Survey the PLP membership regarding CLSA priorities and PLP strategic initiatives. Incorporate findings into CLSA menu of services and in forming new PLP strategic priorities. *Estimated date of completion: Spring 2023*
- 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. *Estimated time of first event: February 2023*
- With Governor Newsom lifting pandemic-related emergency rules by February 28, 2023, revisit with all PLP committees the Brown Act. Commence reconvening some meetings in person and keeping others virtual. *Estimated date of completion: Winter 2023*
- Continue to provide strategic direction and management to NorthNet Library System. Complete the activities related to the CLSA formula study by an outside consultant and implement any recommended changes for the FY 2023-24 budget. *Estimated date of completion: CLSA Study - Summer 2023, other NLS work – December 2023*

Legislative Work

- In 2023, participate as a member of the CLA Advocacy and Legislative Committee for my sixth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.

Ongoing work

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

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