

PLP Executive Committee Agenda
SPECIAL MEETING

August 17, 2023
1 p.m. via Zoom

<https://us02web.zoom.us/j/89535610317?pwd=RUF5Wlc2SnBISWdLK2V0SDRYRmFuQT09>

Meeting ID: 895 3561 0317, Passcode: 683796

Call-in Option: (669) 900-6833

PLP Executive Committee

Tracy Gray, Mountain View Public Library (Chair)
Hillary Theyer, Monterey County Free Libraries (Vice-Chair)
Tess Mayer, Berkeley Public Library
Alison McKee, Contra Costa County Library

Tom Rosko, Naval Postgraduate School
Tim Wallace, San Bruno Public Library
Michelle Perera, Sunnyvale Public Library
Elnora Tayag, San Mateo Community
College District

I. Introductions

II. Adoption of the Agenda (Action Item)

Gray

III. New Business

A. Consideration of Continuation of AmeriCorps Grant
(Action Item)

Frost Attachment 1, pg. 3

IV. 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.)

V. Announcements

VI. Adjournment

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) 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."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative

body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.”

Gov't Code § 54953 (3) “If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).”

Cal. Gov't Code § 54956 “The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.”

Meeting Locations:

Contra Costa County Library, 777 Arnold Drive, Martinez, CA 94553

Monterey County Free Library, 188 Seaside Circle, Marina 93933

Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041

San Bruno Public Library, 701 Angus Ave W, San Bruno, CA 94066

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

Sunnyvale Public Library, 665 W. Olive Avenue, Sunnyvale, CA 94086

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

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Consideration of Continuation of AmeriCorps Grant
Date: August 17, 2023

Background

PLP was awarded the California Library Literacy Services AmeriCorps Initiative grant from California Volunteers (CV). CV supports all California AmeriCorps initiatives statewide.

PLP's first year of grant activities are from October 2022 to October 2023 (although some activities will be taking place through December 2023).

The award received was for one year, with an option to continue for two additional years. At the June 2023 PLP Executive Committee, the Committee approved the FY 2023-24 award for this grant. PLP is currently designing the FY 2023-24 activities, and the grant award from CV will not be issued to PLP until all activity planning documents are submitted to California Volunteers (estimated to be submitted at the end of September 2023).

Since the June 2023 Committee meeting, new information has come to light, and a discussion about the continuation of this grant is required.

Discussion of Grant

As noted in a prior meeting, the CV grant is much more complex than any other statewide grant which PLP has administered. The purpose of the grant is to support California Library Literacy Service (CLLS) programs for outreach and services in their adult literacy programs through the use of AmeriCorps members. Activities include tutoring and teaching classes, working on family literacy programs, and development of skills and knowledge to support the members through their career beyond AmeriCorps. AmeriCorps participants are classified as "members" rather than employees or volunteers, and their work is directed by participating library staff. The members receive a bi-monthly living allowance.

This program has two partners: the California State Library, and a nonprofit partner which handles the programmatic elements, including making contracts with public libraries, paying the member living allowances, and coordinating all training, and overall support for activities. PLP is responsible for the fiscal elements and compliance.



Roles of key players

Nonprofit Partner

- Contract with project staff (administrator and associate-already identified)
- Administer twice-monthly living allowances to members
- Create and hold agreements with sites and members
- Provide background checks, workmen's compensation insurance, and other member benefits as needed

Pacific Library Partnership

- Contracts with AmeriCorps
- Contracts with partner
- Provides financial support
- Submits reimbursement claims to AmeriCorps and reimburses partner
- Receives and distributes matching funds
- Files reporting

State Library and Local Sites

- Provide training, supervision, and support for members and supervisors.
- Plan program year and participate in networking, training, and events.

During this year, we have realized:

1) There are more activities than what was expected when we agreed to apply for this grant in collaboration with the State Library. We now recognize that the amount of staff time required exceeds the amount expected.

2) The programmatic nonprofit partner's staff experienced unexpected issues which resulted in a significant increase in work for PLP staff. Furthermore, this nonprofit partner has communicated that they will not continue in year 2, in which PLP has worked to identify a second programmatic nonprofit partner for year 2.

3) Since the beginning of the program, we have come to realize that there are unexpected liabilities because of the way in which AmeriCorps has structured its program. These liabilities may have a negative financial impact on PLP.

If PLP does not continue this program for year 2, in all likelihood it will be discontinued statewide. There have been numerous success stories as a result of this program and discontinuing it could have an unfavorable effect on participating libraries. One library reports "The AmeriCorps members have been instrumental in reviving the program following the pandemic. Members have provided outreach to increase the number of tutors and learners in the program, in addition to developing new high-quality programming." A discussion has happened with the State Library about the potential of discontinuing the grant.

It has been clarified by CV that the grant could shift to another nonprofit partner. PLP and the State Library have discussed with the identified programmatic nonprofit partner for year 2 whether they have interest in taking over this grant. They are reluctant to commit to this for a variety of reasons.

Discussion of Budget

The grant award for FY 2023-24 is \$913,764. Of this amount, \$775,482 is allocated to AmeriCorps members to support their living allowances, health care, worker’s comp, background checks, payroll costs and other costs. In addition, approximately \$66,519 of funds are allocated to the program nonprofit partner to pay for staff time. Other costs include subscription software and support costs.

All costs for this grant are reimbursed-based, and California Volunteers takes approximately 45 days for reimbursement. The budgeted amount for indirect costs for PLP is \$27,398. In year 1 of the program, there were fewer number of AmeriCorps members than was budgeted, and so the budgeted indirect costs will fall short by approximately half of what was originally expected. Year 2 may have an increase in the number of AmeriCorps members, but it is not known if all of the member slots will be filled.

For the last several years, PLP has supported the statewide LSTA Literacy Initiatives grant for adult literacy programs in California. In FY 2022-23, and FY 2023-24, that grant has included funds to support the AmeriCorps program, including PLP staff time.

Below is the revenue that PLP derived from the program:

	Year 1	Year 2
Staff Time (LSTA)	\$38,000	\$39,308
Indirect (CV)*	\$26,093	\$27,398
TOTAL	\$64,093	\$66,706

*full Indirect costs not expected due to fewer number of AmeriCorps members

The PLP budget includes the staff time to administer PLP grants. Some of the FY 2023-24 staff time allocated in the LSTA Literacy Initiatives grant would be expended due to activities happening through the end of the first year of administering the AmeriCorps grant, but it would be expected that some of those funds would be shifted from staff time to other activities in the grant, or to become part of a budget modification of the grant. The indirect was not included in the budget projections.

If this grant is not continued, it would be possible to either develop a revised budget and present it at the October Executive meeting, or else to monitor the cost of the Innovation grants and determine if there will be savings to cover the staff time budgeted.

Recommendation

CV has an expectation that PLP would sign the year 2 contract some time before September.

It is recommended that the PLP Executive Committee consider whether to continue the year 2 activities of the California Library Literacy Services AmeriCorps Initiative grant.