

**PLP Executive Committee Agenda**

**June 23, 2025**

**10:00 a.m.**

**Via Zoom**

<https://us02web.zoom.us/j/89939634796?pwd=ihFrVbq9ampuuRibwKHJxkNgBZmhy4.1>

Meeting ID: 899 3963 4796, Passcode: 332368

Call-in Option: (669) 444-9171

**PLP Executive Committee**

Hillary Theyer, Monterey County Free Libraries (Chair)  
 Tess Mayer, Berkeley Public Library  
 Allison McKee, Contra Costa County Library  
 Ashlee Wright, Harrison Memorial Library

Gayathri Kanth, Palo Alto Public Library  
 Tim Wallace, San Bruno Public Library  
 Elnora Tayag, San Mateo Community College District  
 Michelle Perera, Sunnyvale Public Library

**I. Introductions**

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

Theyer

- A. Adoption of the Agenda
- B. Approval of May 16, 2025 Minutes
- C. Minutes from the May 16, 2025 PLP Administrative Council (Review Only)

**III. Old Business**

- A. FY 2025-26 Innovation and Technology Grant Allocation **(Action Item)**
- B. Confirmation of Financial Support for Staff Development Initiatives and Activities **(Action Item)**

**IV. New Business**

- A. Approval of the FY 2025-26 Strategic Activities **(Action Item)**
- B. Review and Approval of FY 2025-26 CLSA Plan of Service and Budget **(Action Item)**
- C. Finance
  - 1. Request from San Leandro Public Library for Reduced Membership Fees for FY 2025-26 and FY 2026-27 **(Action Item)**
  - 2. Approval of the PLP FY 2025-26 Budget **(Action Item)**
- D. FY 2025-26 PLP Executive Committee Meeting Schedule

## V. Reports

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

## VI. State Library Report

Chisom      Attachment 10, pg. 37

## VII. Agenda Building for Next Meeting on October 20, 2025

**VIII. 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.)

## IX. Announcements

## X. 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:

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

Harrison Memorial Library, NE Corner of Mission and 6th Avenue, Carmel-by-the-Sea, CA 93921

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

Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301

San Bruno Public Library, 701 Angus Avenue W., San Bruno, CA 94066

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

Sunnyvale Public Library, 665 West Olive Avenue, Sunnyvale, CA 94086

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



**PLP Executive Committee – Special Meeting**

**May 16, 2025**

**1:00 p.m.**

**Sunnyvale City Hall, Bay Room – 456 W. Olive Ave, Sunnyvale, CA 94086**

**MINUTES**

**Committee:**

Hillary Theyer, Chair, Monterey County Free  
 Tess Mayer, Berkeley Public Library  
 Alison McKee, Contra Costa County Library  
 Ashlee Wright, Harrison Memorial Library  
 Gayathri Kanth, Palo Alto Public Library  
 Tim Wallace, San Bruno Public Library  
 Elnora Tayag, San Mateo County Community College District  
 Michelle Perera, Sunnyvale Public Library

**System Staff:**

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

The meeting was called to order by President Theyer at 1:00 p.m.

**I. Introductions**

**II. Approval of Consent Items**

- A. Adoption of the Agenda**
- B. Approval of February 24, 2025 Minutes**
- C. Approval of Second Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services**

A motion was made, and passed unanimously, to approve the Consent Items. (M/S Wright/Wallace)

**III. Old Business**

**A. PLP Code of Conduct and Guidelines**

Wasterlain reviewed the updated guidelines to the PLP Code of Conduct Policy for in-person events. A motion was made, and passed unanimously, to approve the PLP Code of Conduct and Guidelines. (M/S McKee/Perera)

**IV. New Business**

**A. PLP Annual Meeting Debrief**

The Committee discussed their impressions of the PLP Annual meeting. Theyer noted the Innovation and Technology presentations should be continued but would need stricter time limits. McKee stated an interest in more engaged activities for advocacy. Frost suggested PLP could hold a workshop specifically for directors to improve their advocacy skills. The Committee expressed a preference for the workshop to be in-person. Theyer

suggested rearranging the agenda, so all business happens first, and presentations are last to avoid running out of time for the business portion.

**B. Discussion of PLP Strategic Priorities Workplan for FY 2025-26**

Frost discussed the PLP Strategic Priorities workplan for FY 2025-26. She noted that advocacy could be a focus if it brought value to the members, including a workshop on advocacy for directors. Frost reported the statewide LSTA grants PLP facilitates are being discontinued in FY 2025-26 due to a lack of IMLS funding, but PLP would look for other opportunities. The Committee discussed the possibility of PLP picking up a service the state was discontinuing, such as the Niche Academy platform that houses CALL materials.

**C. Finance**

**1. Approval of PLP/NorthNet FY 2025-26 Contract**

A motion was made, and passed unanimously, to approve the PLP/NorthNet FY 2025-26 Contract. (M/S Mayer/Kanth)

**2. Approval of the FY 2025-26 PLP/PLS Contract for Administrative and Fiscal Services**

Frost noted staff time had been reduced in the contract due to the loss of LSTA grant work after Q1. A motion was made, and passed unanimously, to approve the FY 2025-26 PLP/PLS Contract for Administrative and Fiscal Services. (M/S Wallace/Wright)

**3. FY 2025-26 CLSA Budget and Menu and Review of Plans of Service Documents.**

Frost stated the shared Flipster subscription would be discontinued due to the continued 50% reduction of CLSA funds projected for FY 2025-26, noting that the participating libraries are unable to take on local costs to support it. She noted CLSA funds must be used within three years and in previous years the Committee has chosen to hold back funds for future purchases. She asked if funds should be held aside in FY 2025-26 for that purpose. Theyer asked if CLSA funds would be useable for a subscription to Niche Academy. Frost replied it is possible, but CLSA funds are not generally used for staff-only resources. It was noted Niche has a public-facing side which could make it allowable. Theyer suggested funds be held back to support a Niche Academy subscription or Palace eBooks. Mayer asked if libraries should be asked if any would be willing to reallocate their CLSA funds again this year. She noted if enough volunteer, this could be used to fund the subscription for something like Niche Academy. No action was taken on this item. Staff will bring an updated version of the budget to the Committee at its June meeting.

**4. PLP FY 2025-26 Draft Budget Discussion**

Frost described the reduction of revenue PLP will receive in FY 2025-26 due to the elimination of IMLS funding and LSTA grants. She noted to balance the budget some programs may need to be reduced or eliminated. It was asked if libraries with larger budgets could be charged more for participation in the PLP GOLD program. It was suggested participation costs could be done on a sliding scale with smaller libraries maintaining the \$900 participation fee and mid-sized and larger libraries being charged \$1,500 and \$2,500, respectively. The Committee requested some funding be reallocated

towards honorariums for the PLP GOLD program. McKee asked if Innovation and Technology grants could be paused this year with funds going towards library distribution. Wallace and Tayag noted the Innovation and Technology grants were well used and provided a sense of value to PLP members for their inclusion in the system. Wright suggested \$90,000 be allocated for Innovation and Technology grants, with each individual grant being capped at \$9,000. She added that up to \$20,000 from fund balance could be used if necessary to award grants if there are more than \$90,000 in requests. McKee suggested registration costs for the Future of Libraries conference be raised to \$30/person. The suggestions will be incorporated into a budget to be presented in June.

#### 5. Acceptance of the PLP FY 2023-24 Audit

A motion was made, and passed unanimously, to accept the PLP FY 2023-24 audit. (M/S Kanth/McKee)

### V. Reports

#### A. PLP President's Report

No report given.

#### B. PLP CEO's Report

No report given.

#### C. State Library Report

No report given.

### VI. Agenda Building for Next Meeting on June 23, 2025

- Budget
- CLSA
- Meeting schedule and calendar

### VII. Public Comment

No public comment.

### VIII. Announcements

No announcements.

### IX. Adjournment

The meeting was adjourned by President Theyer at 3:00 p.m.



**PLP Administrative Council Annual Meeting Minutes**

**Friday, May 16, 2025**

**9:30 a.m.**

**Sunnyvale City Hall, Bay Room – 456 W. Olive Avenue, Sunnyvale, CA 94086**

<b>Administrative Council Members</b>		
Hillary Theyer – Monterey County (Pres)	Jamie Turbak - Oakland	Mila Rianto – Santa Clara City
Deb Sica – Alameda County	Gayathri Kanth – Palo Alto	Jennifer Weeks – Santa Clara County
Tess Mayer – Berkeley	Heidi Murphy - Pleasanton	Christopher Platt – Santa Cruz
Ray DeLara - Burlingame	Sarah La Torra – Redwood City	Valerie Sommers – S. San Francisco
Alison McKee – Contra Costa	Austin Curtis – San Benito	Michelle Perera - Sunnyvale
Chela Anderson – Daly City	Tim Wallace – San Bruno	Alicia Martinez - Watsonville
Ashlee Wright – Harrison Memorial	Dolly Goyal – San Francisco	
Jayanti Addleman - Hayward	Jill Bourne – San Jose	
Carol Pham – Los Gatos	Brian Simons – San Leandro	
Hillary Theyer – Monterey County	Elnora Tayag – SMCCCD	
Brian Edwards – Monterey Public	Mary Abler – San Mateo County	
Tracy Gray – Mountain View	Rukshana Singh – San Mateo Public	
<b>Other Attendees</b>		
Carol Frost – PLP	Deborah Doyle - presenter	Melissa Meija – Monterey Public
Justin Wasterlain – PLP	Lia Bushong - Pleasanton	
Luis Herrera – PLP (virtual)	Josh Chisom – California State Library	

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

President Theyer called the meeting to order at 9:33 a.m.

**II. Approval of Consent Items**

**A. Adoption of the Agenda**

**B. Approval of May 17, 2024 Minutes**

**C. PLP FY 2024-25 Innovation Grants**

**D. Correspondence**

**1. Advocacy Correspondence to California State Senator Laird and Assemblymember Alvarez**

**2. Advocacy Correspondence to California State Senator Wiener**

A motion was made, and approved unanimously, to approve the consent items.  
(M/S Sommer/Simons)

**III. New Business**

**A. Election of FY 2025-26 Executive Committee and Officers**

Frost thanked Tayag and Wright for their time on the committee and welcomed Despain and Sundquist to their new roles. A motion was made, and passed unanimously, to approve the slate of candidates for the FY 2025-26 PLP Executive Committee and officers (M/S Addleman/Edwards)

**B. Update on the Greater Opportunities for Leadership Development Program (PLP GOLD)**

Luis Herrera provided an update on the PLP GOLD program noting the engagement and

growth of the participants. He invited all the PLP directors to attend the capstone event on July 10, 2025, in South San Francisco.

**C. State Library Report**

Chisolm answered questions related to the status of IMLS funding, LSTA grants, and broadband grant funding.

**IV. Presentations**

**A. Presentations from FY 2024-25 Innovation and Technology Grant Recipients**

Lia Bushong from Pleasanton, Ray De Lara from Burlingame, and Jayanti Addleman gave presentations to share information about their FY 2024-25 Innovation and Technology grants.

**B. Advocacy Strategies**

Doyle presented information on the importance of library advocacy and provided ideas for effective strategies that would reach different stakeholders. The Council suggested creating a group to develop advocacy talking points for Directors to use when advocating in the Fall, rather than waiting for Day in the District. Turbak, McKee, Tayag and Frost agreed to work on this. There was also discussion about compiling data for influence with vendor discussions, for example, the cumulative amount of funds expended with OverDrive.

**C. IMLS Elimination, CLSA Funding, and the PLP Budget**

Frost provided information about the status of IMLS and CLSA funding. She explained how PLP's budget is structured, and how portions of the budget relied on this funding. Frost encouraged directors to continue advocating for library funding.

**D. PLP Strategic Priorities Update**

Theyer recommended the directors review the PLP Strategic Priorities for FY 2025-26 in the agenda packet.

**V. Reports**

**A. PLP CEO's Report**

Frost provided a brief report on PLP activities.

**VI. Public Comment**

No public comment.

**VII. Adjournment**

President Theyer adjourned the meeting at 11:55 a.m.



**To:** PLP Executive Committee  
**From:** Carol Frost  
**Subject:** FY 2025-26 Innovation and Technology Grant  
**Date:** June 23, 2025

The PLP Executive Committee allocated \$90,000 for the FY2025-26 Innovation and Technology Grants.

It is proposed that the funding be as follows:

The call for submissions will include an award cap of \$9,000 for 10 awards. Should there be remaining funds, and more than 10 applications, staff would have the discretion to award an additional request.

The Executive Committee may choose to identify funding priorities. In FY 2024-25, grants focused on innovations related to sustainability, climate change, and emergency preparedness were encouraged.



**To:** PLP Executive Committee  
**From:** Justin Wasterlain, Assistant Director  
**Subject:** PLP FY 2025-26 Staff Development Initiatives  
**Date:** June 23, 2025

### Background and Discussion

In FY 2024-25, \$12,000 was allocated for staff development initiatives and a tiered system of funding was created. Individual grants of \$1,500 and \$2,500 were available as well as \$4,000 for collaborative grants between two or more jurisdictions.

Due to the loss of federal funding, the FY 2025-26 budget includes \$4,000 for staff development initiatives.

The Executive Committee may consider using tiered funding as in recent years or may consider reverting back to general funding.

Below are two scenarios:

		Scenario 1	Scenario 2
<i>FY 2025-26 Grant \$4,000 Budget</i>	Use of Grant	Estimated Number of Grants	Estimated Number of Grants
Up to \$1,500	Collaborative grant for requests shared by 2 or more libraries	2	1
Up to \$500	Requests by individual library for speaker or training	2	4
Up to \$250	Requests by individual library for smaller event	0	2

### Recommendation

It is recommended the Executive Committee approve a model for allocation for the FY 2025-26 System-wide Staff Development Training budget to support collaboration among libraries.



## PLP Activities for FY 2025-26 to Support Strategic Priorities

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

**Activity 1a.** Offer leadership training that supports library middle managers through the continuation of the PLP Greater Opportunities in Leadership Development (PLP GOLD) program, assuming funding is available. The program will center equity as a foundational principle.

**Activity 1b.** The Staff Development Committee will organize programming that could be offered virtually or in-person for the Future of Libraries Conference and other workshops and events. Training will address staff needs and interests and work towards making programs accessible to the greatest number of members feasible.

**Activity 1c.** Provide additional workshops focused on skill building or other high-demand topics identified by PLP members, such as an in-person advocacy training for PLP directors and executive staff.

### Strategic Priority 2. Support Innovation, Technology and Access

**Activity 2a-1.** In FY 2025-26 the Innovation and Technology Grants will be continued, but funded at a lower level in response to the expected loss of LSTA grant funding in FY 2025-26.

**Activity 2b-1.** Explore additional technology training or resources for PLP member libraries to further the understanding of new and developing technologies in relation to libraries and the needs of the communities they serve.

### Strategic Priority 3. Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries

**Activity 3a.** PLP will explore new grant opportunities and collaborative initiatives.

**Activity 3b.** Due to the expected elimination of LSTA funding, PLP will not participate in statewide capacity programs with the California State Library in FY 2025-26. If IMLS funding becomes available, PLP will work closely with the State Library to reactivate the capacity programs or other statewide initiatives.

PLP, in partnership with the California State Library, applied for a 3-year IMLS Laura Bush grant regarding AI, which would have commenced in FY 2025-26. The status of that grant is unknown at this time.

PLP can continue to explore additional grant opportunities or partnerships as they develop.

## **Strategic Priority 4. Support and Strengthen Individual Libraries Through Connections and Collections**

**Activity 4a.** Continue to support and assist in the expansion of the Languages Other Than English (LOTEs) project. An emphasis will be placed on establishing a base level of equity and access for community LOTEs needs supporting libraries with the least amount of in-house LOTEs language specialty ability.

**Activity 4b.** Assist in the establishment of additional communities of interest and explore new opportunities for regional communications and networking.

**Activity 4c.** As needed, encourage and support collaborative working groups to address specific region-wide challenges. Working groups will be recruited to ensure a diversity of voices, life experiences, and identities are represented. The intended outcomes of group activities will be guided by principles of diversity, equity, and inclusion.

## **Strategic Priority 5. Strive to Bring Value to PLP Member Libraries**

**Activity 5a.** Provide local, statewide, and federal level advocacy for PLP regional libraries. Particular focus will be given towards the restoration of CLSA and IMLS funding. Awareness will be maintained to identify other critical issues where PLP can assist in amplifying the voices of member libraries.

**Activity 5b.** Conduct surveys as needed to gauge value members derive from PLP services and inform activities, programs, and future planning.



CALIFORNIA LIBRARY SERVICES ACT  
PLAN OF SERVICE AND BUDGET

For use with 2025-2026 Plan of Service

Application Instructions and Guidelines

California State Library  
Sacramento  
April 22, 2025

Greg Lucas, Chief Executive Officer  
California Library Services Board

## APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<b>Organization - Question 1 and 1b</b>	For question 1, ("Is your organization and public Library?") select " <b>No</b> " and enter your legal organization name in question 1b when requested. <b>Pacific Library Partnership</b>
<b>Location – Question 1c and 1d</b>	Although your project will be implemented in a California Public Library please enter " <b>No</b> " for question 1c ("Will the project proposed be implemented in a California Public Library?"). In question 1d ("Name of location(s) where project will be implemented.") please enter " <b>[your Cooperative system name] jurisdiction</b> ". <b>Pacific Library Partnership</b>
<b>Questions 2-8: Authorized Representative Information</b>	<b>Ms. Carol Frost</b> CEO, Pacific Library Partnership <b>650-349-5538</b> <b><a href="mailto:frost@plpinfo.org">frost@plpinfo.org</a></b> <b>32 W. 24<sup>th</sup> Avenue, Suite 201</b> <b>San Mateo, CA 94403-2265</b>
<b>Questions 9-12: Recipient Grant Manager Contact Information</b>	<b>Carol Frost</b> CEO <b><a href="mailto:frost@plpinfo.org">frost@plpinfo.org</a></b> <b>650-349-5538</b>
<b>Question 13: Eligibility</b>	This is a required question for grant programs. Please select <b>yes</b> .
<b>Question 14. Federal Employer Identification Number (FEIN)</b>	<b>EIN: 270303588</b>

## PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<b>Question1: Primary Project Audience</b>	Identify the audience(s) for this project. Please select all that apply. <b>General Population</b>
<b>Question 2: Brief Abstract</b> Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	The Pacific Library Partnership (PLP) will provide shared resources, including shared courier services and eCollections, for its member libraries with the expected benefit of providing PLP residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources.
<b>Question 3: Description</b> Describe A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom.	The Pacific Library Partnership will use CLSA funds in accordance with the specified uses per California law to support equitable access to shared resources among three or more libraries.  PLP includes the eight counties of the San Francisco Bay Area (Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Monterey, and San Benito County). The region is diverse, with approximately 7% economically disadvantaged, and 44% non-English

<p>(Word limit: 300)</p>	<p>speaking, spanning both urban and rural areas. Library budgets range from a few thousand dollars to several million.</p> <p>A portion of the funds will be used to support the communication tools of PLP, including Zoom and the website. A significant portion will be used to support courier services among the libraries within the four regions: BALIS (Bay Area Library and Information System), MOBAC (Monterey Bay Area Cooperative Library System), PLS (Peninsula Library System), and SVLS (Silicon Valley Library System).</p> <p>Because the needs of the PLP libraries across the region are so diverse, PLP will allocate funds to the public libraries by formula to spend on local needs, including: networking/broadband costs; Link+; purchasing OverDrive eMaterials in a shared environment; purchases of shared eMaterials in OCLC's CloudLibrary; and eBooks-for-All Palace project (if available in FY 2025-26). The local libraries will fill out the claim forms for reporting purposes and to verify how they will use the funds locally to best serve the diverse needs of their residents.</p> <p>Providing a mechanism for sharing of physical materials assists the public libraries in improving services to the underserved by ensuring books and other physical materials can move freely past jurisdictional boundaries and reach various communities. This breaks down the physical barriers and supports collaboration. Shared eCollections in a variety of languages supports the desired outcome of equitable access to shared collections.</p>
<p><b>Question 4: Agency Information</b></p> <p>Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)</p>	<p>PLP's mission is to empower Bay Area libraries through innovation, collaboration and training. The purpose of this regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services, and the enhancement of collective resource building and sharing.</p> <p>Through a process of input in winter 2022, including surveys and conversations with libraries, the updated FY 2023/24 – FY 2025/26 Strategic Priorities have been adopted, with five areas of focus: Staff Training and Professional Development; Support Innovation, Technology, and Access; Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries; Support and Strengthen Individual Libraries Through Connection; Strive to Bring Value to PLP Member Libraries.</p> <p>PLP's Strategic Priorities are annually revised and approved activities align with the California Library Services Act. PLP system-wide training which aligns with the Strategic Priorities often focuses on EDI and serving underserved communities. Allowing the libraries to choose from a menu of services for using CLSA funds supports collaborative opportunities and diverse regional needs. An example is the eight Peninsula Library System libraries using CLSA funds to supplement the cost of a shared eBook</p>

	<p>collection, with collections in languages reflecting those spoken in their communities. Similarly, PLP, in a spirit of equity, has used CLSA funds to support a Flipster subscription for eight of the smallest libraries, recognizing the community need, and that the individual libraries could not afford the subscription on their own. Due to the ongoing 50% CLSA reduction, this service is no longer affordable and will be discontinued in FY 2025-26.</p>
<p><b>Question 5 and 5b: Will this be a brand-new project? (Y/N)</b></p>	<p>PLP regularly surveys its members to determine CLSA funding priorities which will benefit the greatest number of public libraries and their communities, and to determine how to most equitably distribute and allocate CLSA funding. The core service is delivery, where over 2.6 million items are shared annually among the 35 public libraries.</p> <p>Over the last several years, the libraries have reported that having a menu of items to choose from with a local distribution of CLSA funds has benefited their communities.</p> <p>More recently, in a spirit of equity, PLP has used CLSA funds to support a shared eMagazine collection among eight of its smallest libraries. The libraries state “We could not afford this resource without CLSA funds.” Due to the ongoing 50% CLSA reduction, this service is no longer affordable and will be discontinued in FY 2025-26.</p> <p>In 2020-21, when CLSA funds were cut by 50%, PLP began to allocate CLSA funds to ‘future purchases,’ so that should an opportunity come forth during the year, funds would be available. In FY 2024-25, PLP held \$18,369 for future purchases. In this manner, those funds will assist PLP in FY 2025-26 to partially offset the 50% reduction.</p> <p>The yearly unpredictable variance of CLSA funds creates a burden, as a majority of CLSA funds supports subscriptions that directly benefit the community. It is more desirable to examine a service and choose to continue it or not based on value, rather than discontinuing it solely because of budgetary restraints. A major lesson learned by PLP is, if feasible, budgeting CLSA funds to include future purchases can assist when there is a reduction in CLSA funds, but it is not a long-term solution. The smallest libraries do not have local budgets to replace the CLSA funds.</p>
<p><b>Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?</b></p>	<p>If you select yes, you will be asked to describe your plans for future years and how the activities proposed in this project contribute to your organization’s plans as a whole.</p>
<p><b>Question 7: Focus Population</b> Who is the focus population for this project? (Word limit: 25)</p>	<p>PLP’s focus population is the diverse communities served by well-resourced urban libraries, under-resourced rural libraries, and every combination in between.</p>
<p><b>Question 8: Addressing Barriers and Unmet Needs:</b> How does this proposed project address barriers and needs experienced by the</p>	<p>PLP relies on the experience and expertise of library directors and their staff to understand and anticipate the needs of their specific communities. For some libraries, delivery is a critical need to ensure materials can be shared efficiently to rural locations with limited local collections. For others, the ability to purchase shared eResources</p>

<p>focus population and align with the population's needs and aspirations? (Word limit: 150)</p> <p>Describe how what you plan to do will help address the barriers and unmet needs, and align with the aspirations of the focus population.</p>	<p>supports increasingly high local demand for eBooks and eAudiobooks. In other locations, support of broadband services helps ensure residents lacking access to the internet have the ability to connect at the library.</p> <p>PLP gathers information from library directors and the PLP Executive Committee throughout the year to devise a menu of services that address these needs and aspirations. A claim form is provided to libraries with the menu of services and they can select what to put their CLSA funds towards that best meets the needs of their local communities.</p>
<p><b>Question 9: Connecting with the Focus Population:</b> How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)</p> <p>Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.</p>	<p>PLP's 35 public libraries and their directors are committed to adhering to the PLP Strategic Priorities adopted by the PLP Administrative Council and founded on the goal of identifying the most impactful services for their communities. Individual member libraries are actively engaged with their community stakeholders and community partners, where available, to ensure community engagement at a local level.</p> <p>Methods of engagement conducted by library will vary based upon community demographics and needs as well as library capacity. Traditional outreach will be conducted by most participating libraries through marketing the availability of specific services such as Link+ or eResource collections. For libraries where tech literacy is a concern, programs may be held demonstrating how users can access these eResource collections on their devices or library computers and ensure they feel comfortable navigating the platform. Libraries partnering with community organizations working with non-English speaking residents may provide information on library resources available in their native languages, including how materials can be accessed through the resource sharing facilitated by CLSA funds.</p> <p>PLP will encourage community engagement among its members by conducting surveys that collect data and stories from participating libraries which help demonstrate the community benefit these services provide. Through its Strategic Priorities, PLP will continue to offer training to its library staff members to support them. For instance, EDI training can assist library staff in defining their community needs and how best to support underserved communities.</p>
<p><b>Question 10: Collaborating with the Focus Population: (Word limit: 300)</b></p>	<p>Not Applicable</p>
<p><b>Question 11: Project Outputs</b> List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<p>Three courier contracts will support three of the regions (BALIS, SVLS and MOBAC), and CLSA funds will be used to augment the in-house delivery service within PLS. This will benefit all PLP libraries with an estimated 2.6M items delivered.</p> <p>Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all (if funded), Link+ subscription, other ILL, and broadband telecommunication costs. It is estimated that 11 libraries will use CLSA funds for Link+, 1 library would use funds to support broadband</p>

	telecommunication costs, 21 libraries may use funds to support other shared eCollections, such as Palace eBook-for-all, OCLC Cloud Library, or shared OverDrive materials.
<b>Question 12: Evaluation Plans</b> Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)  If you have evaluation plans, describe the metrics you will use and how your organization defines positive outcomes.	Evaluation will include data points such as items delivered through CLSA funded couriers, circulation for eMaterials, and impact as a result of the funds and community engagement activities. This will inform how our activities and use of CLSA funds have supported our diverse communities.  Beyond standard metrics, PLP will ask libraries to gather stories with positive outcomes because of CLSA-funded resources, or to consider the impact of the resource on their community.
<b>Question 13: Future Plans</b> Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)	The PLP Executive Committee is actively in discussion about the sustainability of continued services as it anticipates a loss of state revenue in fiscal year 2025-26. Even without CLSA funds, the individual member libraries benefit from shared and pooled resources.  An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2025-26, maintaining a reduced level, yet subscription costs continue to rise. Without additional funding, the sustainability of maintaining current levels of service is not tenable, and in many cases, the very small libraries do not have local funding to fill the gap. This results in a continued degradation of services.  In previous years, in the spirit of equity, PLP libraries have allocated CLSA funds to purchase a shared Flipster subscription for eight jurisdictions with the smallest budgets. Unfortunately, with the continued 50% funding reduction, PLP will not be able to support the shared Flipster subscription on an ongoing basis. In FY 2025-26, the subscription increased in cost by 11%. With the 50% reduction of CLSA funds, participating libraries were asked if they could use local funds to support the subscription. The libraries stated they did not have funds available, and the service is being cancelled.
<b>Question 14: Project Partners</b> Project partners are invited but not required.	If you do not have any project partners, please select "No".
<b>Question 15: Community Connections</b> Community connections are not required	If you do not have any community connections, please select "No".

#### PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

INFORMATION REQUESTED	THE REQUESTED INFORMATION
<b>Resources/Services/Programs</b> Summary of library participation in resources, services, and programs  In this section list each of the resources, services, and programs that will be	<b>Resource/service/program name: Delivery/Courier Service</b> Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A

<p>provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.</p> <p>Please enter one resource, service, or program in question 1. If you have additional resources, services, or programs you provide please select "yes" in question 1b and another box will populate. You can enter up to five (5) resources, services, or programs. If you have more than five (5) please group the remainder under question 1i "Fifth resource, service or program provided to your member libraries using CLSA funds."</p>	<p><b>Resource/service/program name: Link+</b></p> <p>Participating libraries:</p> <p>Alameda County Library Alameda Free Library Berkeley Public Library Contra Costa County Library Oakland Public Library Pleasanton Public Library Richmond Public Library San Francisco Public Library San Jose Public Library San Leandro Public Library Santa Clara City Library</p> <p>If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.</p> <p><b>Resource/service/program name: Broadband telecommunication costs</b></p> <p>Participating libraries: San Juan Bautista Public Library</p> <p>If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.</p> <p><b>Resource/service/program name: eCollections</b></p> <p>Participating libraries:</p> <p>Burlingame Public Library Daly City Public Library Harrison Memorial Library Hayward Public Library Livermore Public Library Los Gatos Library Menlo Park Public Library Monterey County Free Library Monterey Public Library Mountain View Public Library Pacific Grove Public Library Palo Alto Public Library Redwood City Public Library Salinas Public Library San Benito County Library San Bruno Public Library San Mateo County Libraries San Mateo Public Library Santa Clara County Library District Santa Cruz Public Libraries South San Francisco Public Library Watsonville Public Library</p> <p>If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.</p>
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INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<b>Demographics of System Service Area</b>	<ul style="list-style-type: none"> <li>• Total population of System service area <b>7,102,693</b></li> <li>• Economically Disadvantaged (below poverty level) population <b>493,057</b></li> <li>• Institutionalized population <b>50,358</b></li> <li>• Population aged 65+ <b>1,107,992</b></li> <li>• Children and youth population <ul style="list-style-type: none"> <li>• Under 5 years of age <b>371,546</b></li> <li>• 5 to 9 <b>387,708</b></li> <li>• 10 to 14 <b>417,817</b></li> <li>• 15 to 19 <b>423,410</b></li> </ul> </li> <li>• Persons with disabilities <b>694,122</b></li> <li>• Speakers of limited English or English as a Second language population <b>1,190,135</b></li> <li>• Non-English speaking population <b>3,122,993</b></li> <li>• Ethnicity <ul style="list-style-type: none"> <li>• Black <b>379,372</b></li> <li>• Hispanic <b>1,897,967</b></li> <li>• Asian <b>2,061,194</b></li> <li>• Native American <b>60,176</b></li> <li>• Other <b>39,894</b></li> </ul> </li> <li>• Geographically isolated population (Rural) <b>171,667</b></li> <li>• Functionally illiterate population <b>1,483,615</b></li> <li>• Homebound population <b>288,039</b></li> </ul>

## ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

<b>Activity 1: Electronic Materials (Resource Sharing)</b> If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:  <b>Categories:</b> Activity: Content Mode: Acquisition Format: Digital	<p>It is estimated that 21 libraries will choose from the menu of services to use CLSA funds to purchase shared eResources. Materials will be purchased through OverDrive, OCLC Cloud Library, and Palace eBooks for All (if available in FY 2025-26). It is estimated that 1,700 titles will be purchased.</p> <p><b>Beneficiaries (general population):</b></p> <ul style="list-style-type: none"> <li>• General Population</li> </ul> <p><b>Categories:</b>  Activity: Content  Mode: Acquisition  Format: Digital</p>
<b>Activity 2: Learning Platforms (Resource sharing)</b>	<b>N/A</b>

<p><b>Activity 3: Inter Library Loan (Delivery)</b>  If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p><b>Categories:</b></p> <p>Activity: Content  Mode: Lending  Format: Digital or physical or combined digital and physical</p> <p>Please note systems will be asked to report the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries</p>	<p>It is estimated that 11 libraries will choose from the menu of services to use CLSA funds to support Link+ services at their libraries. Link+ is a resource sharing system used by libraries to expand their users' local access to materials and collections not available at their local library. Requested materials are delivered by courier between participating Link+ libraries. Estimated items loaned will be 117,000. It is expected over 95,000 items will be borrowed.</p> <p><b>Beneficiaries:</b></p> <ul style="list-style-type: none"> <li>General Population</li> </ul> <p><b>Activity:</b> Content  <b>Mode:</b> Lending  <b>Format:</b> Physical</p>
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<p><b>Activity 4: Intra System Lending (Delivery)</b>  If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p><b>Categories:</b></p> <p>Activity: Content  Mode: Lending  Format: Digital or physical or combined digital and physical</p>	<p>CLSA funds will be used to support delivery services to all PLP libraries. PLP supports four separate delivery services throughout the PLP service area, and each region's cost for delivery is covered either partially or fully, based on a baseline of delivery service.</p> <p>There are no system-owned delivery vehicles. Across the four regions, there are 7 contracted delivery vehicles that physically move materials. Frequency of delivery depends on the region and varies from 1 to 6 days a week.</p>
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<p><b>Activity 5: Programming (Resource Sharing)</b></p>	<p>N/A</p>
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<p><b>Activity 6: Library Management and Operations (Resource Sharing)</b></p>	<p>N/A</p>
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<p><b>Activity 7: Library Broadband (Communications and Delivery)</b>  procure services to provide high-speed broadband, broadband service charges, hardware, and networking equipment:</p> <p><b>Categories:</b></p> <p>Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report the number and names of participating libraries.</p> <p>It is estimated that one PLP library will choose from a menu of services to allocate funds to support broadband needs (CENIC costs).</p>
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<p><b>Activity 8: System Operations (Resource Sharing, Communications and Delivery)</b>  audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.</p> <p>Beneficiaries: Library Workforce</p> <p><b>Categories:</b> Activity: Procurement</p>	<p>CLSA funds will be used to support system operation function. PLP purchases subscriptions from Zoom for teleconferencing, Doodle for meeting scheduling, and Survey Monkey for surveying membership. PLP purchases services to host and maintain two websites and a VOIP phone system. PLP also utilizes CLSA funds for delivery related office supplies such as postage and mailing materials.</p>
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**TIMELINE**

List your major activities and when they will occur

Activity	Month Started	Month Ended
Contracted courier service for Intra System Lending	July	June
Zoom, Doodle, Survey Monkey Subscription	July	June
Libraries purchase shared eResources	January	June
Libraries purchase broadband hardware and services	January	June
Review Menu of Services	August	January
Issue the CLSA Claim Form to PLP libraries for selection of menu options	January	April
Gather statistics for annual reporting	April	June

**System Name: Pacific Library Partnership**

Fiscal Year 2025-2026	Response:
If it will take you longer than one year to spend your 2025-2026 funds, specify why.	All funds are anticipated to be expended.

**Fiscal year 2025-2026: System Administration****Salaries/Wages/Benefits: System Administration**

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
1) CEO (.35 FTE)	\$51,673	\$51,805			
2) Assistant Director (.06 FTE)	\$6,948	\$6,948			
3) Controller (.07 FTE)	\$8,322	\$8,322			
4) Office Manager (.04 FTE)	\$3,023	\$3,023			
5) Accounting Assistant II (.04 FTE)	\$2,085	\$2,085			
6) Administrative Assistant II (.04 FTE)	\$1,456	\$1,456			
<b>Total Salaries/Wages/Benefits</b>	<b>\$73,507</b>	<b>\$73,639</b>			

- 1) CEO: Provides oversight of CLSA activities for PLP. The CEO works with the PLP Executive Committee for priorities and ensures the overall fiscal and operational activities regarding CLSA reporting and activities are compliant with California law and are successfully completed. Writes and presents reports to the PLP Council and PLP regional Councils, and attends PLP and CLSB meetings.
- 2) Assistant Director: creates agendas and takes minutes for the regions of PLP (Bay Area Library and Information Services (BALIS), Silicon Valley Library System (SVLS), Peninsula Library System (PLS), and Monterey Bay Area Cooperative (MOBAC)), as well as for the PLP Executive Committee and PLP Administrative Council. Acts as lead in negotiating with courier vendors, assists in budgeting, reporting and purchases required for the systems.
- 3) Controller: prepares and monitors the PLP CLSA budget and ensures all contracts with vendors for CLSA related services are completed. Prepares the fiscal CLSA reports for PLP and ensures compliance.
- 4) Operations Manager: manages the PLP website to ensure effective communication; ensuring all agendas and minutes are posted in adherence to the Brown Act. Assist with the coordination of all PLP and regions of PLP in their meeting set-ups and issues all agenda packets. Handles communication contracts for PLP, including purchasing of Zoom, Doodle, telecommunications, etc. She works with the NLS Coordinator to prepare and distribute agenda packets for NLS and the legacy systems where CLSA activities are discussed, and ensures adherence to the Brown Act.
- 5) Accounting Assistant II: processes payables weekly, prepares invoices, prepares deposits. This includes activity related to library CLSA claim forms, and goods and services related to CLSA.
- 6) Administrative Assistant II: creates contracts for the various PLP CLSA services (e.g. contracts with contract workers, delivery, etc.) Assists in coordination of sending CLSA claim forms to each library.

**Supplies/Materials: System Administration**

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
<b>Total Supplies/Materials</b>	<b>\$0</b>	<b>\$0</b>			

**Equipment: System Administration**

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match			
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>			

**Services: System Administration**

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
<b>Total Services</b>	<b>\$0</b>	<b>\$0</b>			

<b>Total expenses: system administration</b>	<b>\$73,507</b>	<b>\$73,639</b>			
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<b>Total income: fiscal year 2025-2026</b>	<b>\$73,507</b>				
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<b>Total remaining: fiscal year 2025-2026</b>	<b>\$0</b>				
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**Fiscal year 2025-2026: Baseline Funds****Consultant Fees**

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
<b>Total Consultants</b>	<b>\$0</b>	<b>\$0</b>			

**Supplies/Materials**

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Office Supplies	\$1,066		Activity 8: System Operations		Postage and general supplies for effective resource sharing
<b>Total Supplies/Materials</b>	<b>\$1,066</b>	<b>\$0</b>			

**Equipment**

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>			

**Services**

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
System Delivery Contracts	\$188,011		Activity 4: Intra System Lending		Systemwide contract: Courier service for four regional systems for effective resource sharing
Innovative Link+ Resource Sharing Subscription	\$44,115		Activity 3: interLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
Shared eResources Collections	\$39,015		Activity 1: Shared eResources		Allocation to libraries, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive (\$31,000) or OCLC CloudLibrary (\$4,000).
Broadband Telecommunication Costs	\$59		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommunication costs
Zoom	\$800		Activity 8: System Operations		Subscription to hold virtual regional committee meetings for effective resource sharing
Basecamp	\$1,200		Activity 8: System Operations		Resource sharing and communication tool for effective resource sharing
Telecommunications	\$3,590		Activity 8: System Operations		Office telephones; cell phone for CEO and Assistant Director
Webhosting and domain names	\$4,187		Activity 8: System Operations		Webhosting services for PLP websites, communication tool for effective resource sharing; Brown Act compliance. Domain names for associated websites.
Software Licenses	\$985		Activity 8: System Operations		Licenses for Doodle (\$85) and SurveyMonkey (\$900), communication tools to assist in arranging meetings and surveying members for effective resource sharing.
System Audit	\$11,000		Activity 8: System Operations		System annual audit to maintain compliance with State of California requirements.
<b>Total Services</b>	<b>\$292,962</b>	<b>\$0</b>			

**Total expenses: baseline****\$294,028****\$0****Total income: fiscal year 2025-2026****\$294,028****Total remaining: fiscal year 2025-2026****\$0****Total expenses administration and baseline****\$367,535****\$73,639****Total income: fiscal year 2025-2026****\$367,535****Total remaining: fiscal year 2025-2026****\$0**

I do not have 2024-2025 roll over funds.

**System Name: Pacific Library Partnership**

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your remaining 2024-2025 funds, specify why.	The FY2024-25 roll-over funds will be expended by June 30, 2026.

**Fiscal year 2024-2025: System Administration**

**Salaries/Wages/Benefits: System Administration**

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
Total Salaries/Wages/Benefits	\$0	\$0			

**Supplies/Materials: System Administration**

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

**Equipment: System Administration**

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

**Services: System Administration**

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			

Total expenses: system administration

Total income: fiscal year 2024-2025

Do not include your full original 2023-2024 funds. Include only those funds that are remaining from the 2023-2024 fiscal year

Total remaining: fiscal year 2024-2025

**Fiscal year 2024-2025: Baseline Funds**

**Consultant Fees**

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

**Supplies/Materials**

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description

Office Supplies	\$ 384		Activity 8: System Operations	From same category	Unexpended funds from FY 2024-25 System Administration funds. General supplies for effective resource sharing
Total Supplies/Materials	\$384	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	\$0	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
System Delivery Contracts	\$18,815		Activity 4: Intra System Lending	From same category	Unexpected unexpended funds from FY 2024-25 for Systemwide contract: Courier service for four regional systems for effective resource sharing. Funds will be allocated again to Courier Services.
Shared eResources Collections	\$18,368		Activity 1: Shared eResources	\$4,358 from Equipment, \$14,010 from Services (Link+)	Funds from FY 2024-25 held in reserve for mid-year purchases, but remained unallocated in anticipation of continued cuts to CLSA funds in FY 2025-26. Allocation to libraries, estimate some libraries may allocate CLSA funds towards their OverDrive shared eResources collection.
Broadband Telecommunications Costs	\$310		Activity 7: Library Broadband	From same category	Unexpected unexpended funds from FY 2024-25 for Telecommunications. Funds will be allocated again to Telecommunications
Total Services	\$37,493	\$0			

Total expenses: baseline	\$37,877	\$0		
Total income: fiscal year 2024-2025	\$37,877			
Total remaining: fiscal year 2024-2025	\$0			

Total expenses administration and baseline	\$37,877	\$0		
Total income: fiscal year 2024-2025	\$37,877			
Total remaining: fiscal year 2024-2025	\$0			

I do not have 2023-2024 roll over funds

**System Name:**

Fiscal Year 2023-2024	Response:
2023-2024 fiscal year funds, must be expended by June 30, 2026	

Fiscal year 2023-2024: System Administration

<b>Salaries/Wages/Benefits: System Administration</b>					
Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative					
Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
<b>Total Salaries/Wages/Benefits</b>	\$0	\$0			

### Supplies/Materials: System Administration

Supplies/Materials: System Administration  
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

### Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

## Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
<b>Total Services</b>	<b>\$0</b>	<b>\$0</b>			

### Total expenses: system administration

Total income: fiscal year 2023-2024 500 Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year

Total remaining: fiscal year 2023-2024 \$500

Fiscal year 2023-2024: Baseline Funds

### Consultant Fees

**Consultant Fees**  
Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the fees charged.

### Supplies/Materials

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

<b>Equipment</b>					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>			

<b>Services</b>					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
<b>Total Services</b>	<b>\$0</b>	<b>\$0</b>			

<b>Total expenses: baseline</b>	<b>\$0</b>	<b>\$0</b>			
<b>Total income: fiscal year 2023-2024</b>					
<b>Total remaining: fiscal year 2023-2024</b>	<b>\$0</b>				

<b>Total expenses administration and baseline</b>	<b>\$0</b>	<b>\$0</b>			
<b>Total income: fiscal year 2023-2024</b>					
<b>Total remaining: fiscal year 2023-2024</b>	<b>\$0</b>				

## City of San Leandro

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



Pacific Library Partnership  
32 W 25th Ave Suite 201  
San Mateo, CA 94403

May 19, 2025

Dear Ms. Frost:

As we are planning our biennial budget for fiscal years (FY) 2026 and 2027, per the PLP membership fee formula, since our budget had expanded in FY 2024 and FY 2025 our costs for FY 2026 and FY 2027 have increased. Normally, that would be something we could easily absorb and budget for. Unfortunately, the City of San Leandro is in a deficit and the Library's budget is being cut by about 7%. The official budget adoption will not be until mid-June by the City Council, but it is unlikely it will be restored. To be clear, every city department is reducing budget by at least the same percentage.

The impacts of this reduction are significant. In addition to nearly \$300,000 in reductions for programming, training, databases, physical & electronic materials, we are also reducing staffing levels impacting 10 positions, totaling another nearly \$256,000. The impact is less services, including less open hours. If approved by Council, the library will close a total of 14 hours each week.

I am writing to you to ask for a temporary reduction of the membership fee back to the \$16,641 cost. Would that be possible to help us bridge this budget gap the next two years? The \$2,000 annually might seem insignificant, but that extra \$2,000 in our budget would considerably help us provide more public programs or afford 60+ more titles for the public.

If you have questions, you may reach me via email at [bsimons@sanleandro.org](mailto:bsimons@sanleandro.org) or by phone at 510-577-3942.

Sincerely,

Brian Simons  
Library Director

Juan González III, Mayor

City Council:

Victor Aguilar, Jr.

Bryan Azevedo

Dylan Bolt

Youhoa Bowen

Sbeydeh Viveros-Walton

Fred Simon





**To:** PLP Executive Committee  
**From:** Andrew Yon, Controller  
**Subject:** Approval of PLP FY 2025-26 Budget  
**Date:** June 23, 2025

### Background

The purpose of this memo is to provide the PLP Executive Committee with the FY 2025-26 budget for approval.

### Budget Summary

Since the budget was presented at the May meeting, the following has been updated, per the direction of the Committee, and through the efforts to present a balanced budget.

### Administration

#### Revenues:

- The Membership fees have been reduced by \$2,000 to \$16,641 based on the request of the San Leandro Public Library for a reduced membership.

#### Expenditures:

- The draft budget included \$4,000 for Staff Development Initiative grants to reduce the use of fund balance for FY2025-26. In FY 2024-25, \$14,250 was awarded for these grants with \$10,900 spent. To support an in-person advocacy training, \$500 has been added to the budget to support speaker fees and refreshments.

### Communications and Delivery

- The roll-over of prior year unspent CLSA funds has been updated to include \$19,509 from under-expenditures in courier and supplies, as well as the \$18,368 for future purchases, for a total roll-over funds of \$37,877.
- The RFP for delivery services to SVLS libraries has resulted in lower Delivery costs due to reducing services to one day a week, and a lower overall bid cost by the chosen vendor.
- The budget reflects \$101,557 of CLSA C&D funds to be allocated to libraries, which includes the use of roll-over funds.

### System Operations

- A tiered system has been developed for participation in the PLP GOLD program. Rather than the flat \$900 for all participants, the following is proposed:

\$900	Tier 1: Budget below \$10M (23 libraries)
\$1,500	Tier 2: Budget between \$10-\$20M (4 libraries)
\$2,500	Tier 2: Budget above \$20M (8 libraries)

This will result in an increased estimated revenue of 12 libraries participating from \$10,800 to \$20,000. The overall cost of the program, including the addition of \$1,500

for honorariums, is \$28,860. Although this additional revenue does not completely cover the cost of the program, it comes much closer than it has in past years.

- Per the direction of the Executive Committee, the registration for the Future of Libraries Conference will increase from \$30 to \$40 for participants. This will increase the expected revenue from \$5,000 to \$7,720, and a reduced cost of \$3,800 (from \$5,000) has been budgeted for speakers and refreshments.
- The Innovation Grants budget has been reduced to \$90,000 from the prior year of \$110,000.

#### **Fund Balance**

- The budget presented utilizes \$4,074 of fund balance.

#### **Recommendation**

It is recommended that the Committee approved the FY 2025-26 budget, with the proviso that the actual roll-over of CLSA funds be reconciled in July 2025.

## FY 2025-26 PLP Membership Fees

Library	Amount
Alameda County Library	\$35,641
Alameda Free Library	\$15,641
Berkeley Public Library	\$30,641
Burlingame Public Library	\$16,641
Cabrillo College Library	\$2,000
Contra Costa County Library	\$35,641
CSU Monterey Bay Library	\$2,000
Daly City Public Library	\$11,641
Gavilan College Library	\$1,500
Harrison Memorial Library - Carmel	\$8,641
Hartnell College Library	\$1,500
Hayward Public Library	\$18,641
Livermore Public Library	\$16,641
Los Gatos Public Library	\$10,641
Menlo Park Public Library	\$10,641
Middlebury Institute of International Studies	\$1,500
Monterey County Free Libraries	\$25,641
Monterey Peninsula College Library	\$1,500
Monterey Public Library	\$9,641
Mountain View Public Library	\$17,641
Naval Post Graduate School Library	\$5,000
Oakland Public Library	\$35,641
Pacific Grove Public Library	\$8,641
Palo Alto City Library	\$25,641
Pleasanton Public Library	\$15,641
Redwood City Public Library	\$25,641
Richmond Public Library	\$16,641
Salinas Public Library	\$15,641
San Benito County Library	\$7,641
San Bruno Public Library	\$9,641
San Francisco Public Library	\$35,641
San Jose Public Library	\$35,641
San Juan Bautista Public Library	\$750
San Leandro Public Library*	\$16,641
San Mateo County Community College District	\$3,000
San Mateo County Library	\$35,641
San Mateo Public Library	\$17,641
Santa Clara City Library	\$25,641
Santa Clara County Library	\$35,641
Santa Cruz Public Libraries	\$27,641
South San Francisco Public Library	\$18,641
Sunnyvale Public Library	\$25,641
Watsonville Public Library	\$11,641
<b>TOTAL</b>	<b>\$729,544</b>
<b>*Membership Fee Reduction FY25-26</b>	

**FY 2025-26 PLP PROPOSED BUDGET SUMMARY**  
*(50% CLSA Funding Reduction)*

	<b>(920)</b>	<b>(924)</b>	<b>(928)</b>	
	Admin	Comm. & Delivery	System Operation	TOTAL
<b><u>Revenue</u></b>				
Interest Income	\$ 168,500	\$ -	\$ -	\$ 168,500
Other Agencies	\$ 201,046	\$ 7,984	\$ -	\$ 209,030
Member Fees	\$ 618,774	\$ -	\$ 110,770	\$ 729,544
Workshop Fees	\$ -	\$ -	\$ 27,720	\$ 27,720
State Grant-CLSA	\$ 73,507	\$ 312,396	\$ -	\$ 385,903
State Grant-LSTA	\$ 49,983	\$ -	\$ -	\$ 49,983
Reimbursable Costs	\$ -	\$ -	\$ 91,871	\$ 91,871
<i>Roll-over of Prior Year Funds</i>	\$ -	\$ 19,509	\$ -	\$ 19,509
Fund Balance	\$ 4,074	\$ -	\$ -	\$ 4,074
<b>Total Revenue</b>	<b>\$ 1,115,884</b>	<b>\$ 339,889</b>	<b>\$ 230,361</b>	<b>\$ 1,686,134</b>

<b><u>Expenditure</u></b>				
Communications	\$ -	\$ 5,900	\$ -	\$ 5,900
Mileage	\$ 100	\$ -	\$ -	\$ 100
Equipment Maintenance	\$ 9,063	\$ -	\$ -	\$ 9,063
Printing	\$ 650	\$ -	\$ -	\$ 650
Professional Services	\$ 55,700	\$ -	\$ 24,960	\$ 80,660
Contractual Services	\$ 1,016,308	\$ 229,997	\$ -	\$ 1,246,305
Office Expense	\$ 1,000	\$ 550	\$ -	\$ 1,550
Postage	\$ -	\$ 900	\$ -	\$ 900
Special Departmental	\$ -	\$ 101,557	\$ 90,000	\$ 191,557
General Insurance	\$ 3,500	\$ -	\$ -	\$ 3,500
Membership Fees/Dues	\$ 4,320	\$ -	\$ 15,030	\$ 19,350
Travel & Meetings	\$ 6,500	\$ -	\$ 500	\$ 7,000
Education & Training	\$ 175	\$ -	\$ -	\$ 175
Subscriptions	\$ 3,885	\$ -	\$ -	\$ 3,885
Software License Fee	\$ -	\$ 985	\$ -	\$ 985
Service Fees	\$ 2,670	\$ -	\$ -	\$ 2,670
Workshop Expenses	\$ 4,500	\$ -	\$ 8,000	\$ 12,500
Reimbursable - Legacy System EXP	\$ 7,033	\$ -	\$ 91,871	\$ 98,904
Lease Equipment	\$ 480	\$ -	\$ -	\$ 480
<b>Total Expenditure</b>	<b>\$ 1,115,884</b>	<b>\$ 339,889</b>	<b>\$ 230,361</b>	<b>\$ 1,686,134</b>

<b>Fund Balance</b>	<b>FY24/25</b>	<b>FY25/26 Estimate</b>
Beginning Fund Balance	\$ 2,233,155	\$ 2,564,581
Adjustment	\$ 335,500	

Estimated Ending Fund Balance \$ 2,568,655

<b>Reserve</b>	
Operating Reserve	\$ 313,383

**PACIFIC LIBRARY PARTNERSHIP**  
**FY 2025-26 PROPOSED BUDGET**

**ADMINISTRATION (920)**

<b>GL Acct</b>	<b>Revenues</b>	<b>50% CLSA</b>		<b>Note</b>
		<b>Adopted FY 24/25</b>	<b>Proposed FY 25/26</b>	
3510	Interest Income	\$ 155,000	\$ 168,500	Interest Income (LAIF)
3601	Other Agencies	9,500	7,033	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	190,187	194,013	NorthNet Contract
3661	Member Fees	547,164	618,774	PLP Membership Fees (Prorated-System Oper.)
3667*	State Grant-CLSA	73,561	73,507	CLSA System Admin Funds (50% reduction)
3668	Federal Grant	82,699	25,970	FY24-25 4th Qtr LSTA Grants-Indirect Costs (Pro-rated)
3668	Federal Grant	85,292	24,013	FY24-25 4th Qtr LSTA Grants- PLP Staffing Costs Recovery (Pro-rated)
3000	Fund Balance	19,344	4,074	Use of Fund Balance ( <b>Credit</b> )
	<b>Total Revenues</b>	<b>\$ 1,162,747</b>	<b>\$ 1,115,884</b>	<b>(4.03%)</b>
	<b>Expenditures</b>			
4216	Mileage	\$ 176	\$ 100	Travel
4217	Equipment Maintenance	7,400	9,063	MIP Acctg Software Maint. & Support
4218	Printing	760	650	Envelopes (\$150); Reorder Checks (\$500)
4219	Professional services	55,700	55,700	NLS Sys. Coord. (\$50.7K); Consultants (\$5K)
4220	Contractual Services	1,056,616	1,016,308	PLS Contract \$1,016,308; (Audit moved to CLSA budget)
4230	Office Expense	1,000	1,000	Office Supplies
4301	General Insurance	3,000	3,500	Professional Liability Insur-PLP Board Members
4302	Membership Fees	4,680	4,320	CLA, ALA , Urban Libraries
4303	Travel/Meetings	6,500	6,500	Annual Conferences, In-Person PLP Annual Mtg.
4304	Education & Training	200	175	
4305	Subscriptions	1,215	3,885	Library Journal (\$180); DocuSign (\$3,265); Formsite (\$440)
4373	Service Fees	3,500	2,670	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	12,000	4,500	System-wide Staff Development Trainings; Advocacy Training (\$500)
4448	Reimbursable - Legacy System Expenses	9,500	7,033	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	500	480	Postage meter
	<b>Total Expenditure</b>	<b>\$ 1,162,747</b>	<b>\$ 1,115,884</b>	<b>(4.03%)</b>

\*Note - pending State Library approval of CSL FY25/26 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP**  
**FY 2025-26 PROPOSED BUDGET**

**CLSA COMMUNICATIONS & DELIVERY (924)**

<u>GL Acct</u>	<u>Revenues</u>	<u>50% CLSA</u>		<u>Note</u>
		<u>Adopted</u> <u>FY 24/25</u>	<u>Proposed</u> <u>FY 25/26</u>	
3601	Other Agencies	\$ 7,751	\$ 7,984	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	294,242	294,028	CLSA Communications and Delivery Allocation (50% funding reduction)
3000	Fund Balance	57,323	18,368	Roll-over (\$18,368 redirected CLSA funds)
3000	Fund Balance		19,509	Roll-over unexpended courier and supplies funds
<b>Total Revenues</b>		<b>\$ 359,316</b>	<b>\$ 339,889</b>	<b>(5.41%)</b>
<b><u>EXPENDITURES</u></b>				
4212	Communication	\$ 5,710	\$ 5,900	ZOOM (\$800); Basecamp (\$1.2K); VOIP Phones (\$2,560); Cellphones (\$1,340)
4220	Contractual Services	227,317	214,810	Systems delivery contracts (\$206,826); MPL/PGPL Delivery (\$7,984)
4220	Contractual Services		11,000	PLP Audit
4220	<i>Contractual Services</i>	3,600	4,187	Website Hosting PLP & MOBAC Websites (\$4,050); Website Domain Names (\$137)
<b>Systems Delivery</b>		<b>3% CPI Adj.</b>		
BALIS (CLSA Fund)		\$57,738		
MOBAC (CLSA Fund)		\$61,697		
MOBAC (Local Funds)		\$7,984		
PLS (CLSA Fund)		\$73,080		
SVLS (CLSA Fund)		\$14,312		
<b>Total Systems Delivery</b>	<b>\$ 214,810</b>			
4230	Office Expenses	750	550	Delivery Supplies (tags, labels, etc)
4233	Postage	900	900	US Postal, UPS & FEDEX
4310	Software License Fee	710	985	Doodle (\$85); SurveyMonkey (\$900)
<b>4234*</b>	<b><i>Special Departmental -CLSA</i></b>	<b>120,329</b>	<b>101,557</b>	<b><i>CLSA Allocation to Libraries Future Use</i></b>
<b>4234*</b>	<b><i>Special Departmental -CLSA</i></b>			
<b>Total Expenditure</b>		<b>\$ 359,316</b>	<b>\$ 339,889</b>	<b>(5.41%)</b>

\*Note - pending State Library approval of CSL FY25/26 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP  
FY 2025-26 PROPOSED BUDGET**

**SYSTEM OPERATION (928)**

<b>GL Acct</b>	<b>Revenues</b>	<b>Adopted FY 24/25</b>	<b>Proposed FY 25/26</b>	<b>Note</b>
3661	Member Fees	\$ 158,380	\$ 110,770	PLP Membership Fees (Prorated)
3663	Workshop Fees	15,800	27,720	Future of Libraries Conference (\$7,720), Middle Management Training (\$20,000)
3674	Reimbursable Costs	85,000	85,000	Initiatives from BALIS Reserve
3674	Reimbursable Costs	5,000	5,000	SVLS Silicon Valley Reads (SVLS) (pending approval)
3674	Reimbursable Costs	2,000	1,871	MOBAC dPlan Subscription (pending approval)
3000	Fund Balance	47,880	\$ -	Flipster Subscription
<b>Total Revenues</b>		<b>\$ 266,180</b>	<b>\$ 230,361</b>	<b>(13.46%)</b>
<b>EXPENDITURES</b>				
4219	Professional Services	\$ 27,000	\$ 24,960	Consultant - Middle Management Training
<b>4234</b>	<b>Special Departmental</b>	<b>110,000</b>	<b>90,000</b>	Innovation Grants
4302	Membership Fees	15,030	15,030	Califa membership for members
4303	Travel & Meetings	9,950	500	Mileage (remove lodging reimbursement for GOLD)
4305	Subscriptions	47,880	0	Flipster Subscription (Discontinued)
4434	Workshop Expenses	12,200	8,000	Staff Development Committee Events (\$3.8K); middle management: training refreshments and supplies (\$2.7K), PLP GOLD honorarium (\$1.5K)
4448	Reimb. -Legacy System Expenses	92,000	91,871	BALIS Initiatives (\$70K) & Marketing Campaign (\$15K); SVLS Silicon Valley Reads (\$5K); MOBAC dPlan Subscription (\$1,871)
<b>Total Expenditure</b>		<b>\$ 314,060</b>	<b>\$ 230,361</b>	<b>(26.65%)</b>



## FY 2025-26 PLP Executive Committee Meeting Schedule

Monday, October 20, 2025, 10 a.m.

Monday, January 26, 2026, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 15, 2026, at the conclusion of the PLP Annual Director's Meeting

Monday, June 22, 2026, 10 a.m.

California State Library, Library Development Services  
Cooperative Library System Liaison Report  
*Updated June 12, 2025*

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## State Library News

### LDS Newsletter

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

### eBooks for All Update

The State Library is working on plans to ensure that the Palace Project continues uninterrupted for all California public libraries in the 2025-2026 fiscal year and beyond. In partnership with Califa, the State Library is confident that libraries across the state will have no interruption of eBook access from Palace in the coming fiscal year. Specific plans will be announced in the near future, but in the meantime all Palace libraries can plan for the fact that their service will continue at no local cost for 2025-2026.

### Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

### California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to [collectiondevelopmentpolicy@library.ca.gov](mailto:collectiondevelopmentpolicy@library.ca.gov). We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email [collectiondevelopmentpolicy@library.ca.gov](mailto:collectiondevelopmentpolicy@library.ca.gov) with your request.

## **Networking and Training**

### [Public Library Directors Networking Call](#)

There will be no networking call in June 2025. However, library directors are invited to contribute to a Listening Session on **July 9, 2025** from 1-4 p.m. Public libraries are navigating rapid change—from shifting community expectations to evolving funding models. The leaders of California’s libraries need to assess where our libraries are and where they need to be. This conversation will provide an opportunity to step away from day-to-day demands and engage in strategic and creative thinking about the future of libraries in California. We will take time to imagine in five years from now how to create the future we should have, and how to exceed the expectations of the communities we serve. This is a conversation you need to be part of. **Please register by July 2. A discussion prompt will be shared with all registrants the week of July 2** to help you reflect and prepare for this important conversation. Please register using this [link](#).

## **Rural Libraries**

The California State Library continues to host a monthly **Community of Practice for Rural Libraries**, held on the 4th Wednesday of each month at 3:00 PM via Microsoft Teams. Staff at all levels are encouraged to participate. Session dates can be viewed on the [webinar registration page](#).

In addition, rural library staff interested in health-focused programming and a dedicated Community of Practice specific to health information are invited to connect with **Lisa Lindsay**, Tribal and Rural Libraries Program Consultant, at [lisa.lindsay@library.ca.gov](mailto:lisa.lindsay@library.ca.gov) to request more information or to receive an interest form.

## **Opportunities**

### [Zip Books](#)

The application period for our [2025-2026 Zip Books program](#) closed Wednesday, May 28. Applications are under review. *State of CA funded.*

### [Career Online High School](#)

[Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-

year and end-of-year report. COHS questions can be sent to [cohs@library.ca.gov](mailto:cohs@library.ca.gov). *State of CA funded.*

### Groundwork Grants

**Groundwork Grants: Cultural Heritage Disaster Preparedness Project** is a California-wide initiative to strengthen emergency readiness for institutions with collections, including archives, museums, libraries, historical societies and sites, nonprofits, higher education institutions, local governments, and Native American Tribal governments. The grant opportunity provides funds and resources to institutions with historically and culturally significant collections, prioritizing those that document underrepresented and historically excluded communities. *State of CA funded.*

**Groundwork Grants II: Major Projects** provides awards up to \$150,000 to address significant improvements in disaster preparedness, prioritizing institutions that document the experiences of communities whose contributions to California's history and culture have long been underrepresented in mainstream memory institutions.

#### Grant Highlights

- **Goals:** Assist organizations with costly equipment upgrades, facility renovations, storage solutions recommended by consultants, and other projects related to disaster readiness. Special encouragement for installation or upgrading of automatic fire suppression systems.
- **Before You Apply:** Applicants are strongly encouraged (but not required) to receive a [free Ready or Not consultation](#) before applying. Applicants may also schedule a [Zoom](#) or [Teams](#) meeting with grant staff to discuss project eligibility, or email a project summary/application draft to the staff contact below.
- **Awards:** Maximum awards of **\$150,000**

**Submission Deadline:** Friday, August 8th, 2025 at 11:59pm PT

**Apply Now:** [groundworkgrants.org](http://groundworkgrants.org)

**Staff Contact:** Grace Bautista, Program Officer | [grace@myriadconsultants.org](mailto:grace@myriadconsultants.org)

### California Library Connectivity Grant Opportunity

**The California Collaborative Connectivity (CCC) Grant**, administered by the California Library Connect program, a program funded by the California State Library, is a funding opportunity designed to strengthen broadband infrastructure in public libraries across California. This program prioritizes underserved and hardship-impacted communities by providing up to \$100,000 per project for connectivity improvements, \$50,000 for internal network infrastructure, and \$10,000 for staff training.

Eligible applicants include California public libraries connected to the CalREN (CENIC) network or planning to join via the California Library Connect (CLC) initiative, as well as nonprofit organizations directly supporting public libraries, such as "Friends Of" organizations. The grant

covers expenses such as first-year broadband connection costs, network equipment, infrastructure upgrades, training, and network consulting.

The application will be opening on June 2 and will close July 31, 2025.

Awarded projects must be completed by June 30, 2026. *State of CA funded.*

## **Current Projects and Services**

### **California Library Literacy Services – Ongoing**

The application for continuing funds for current CLLS libraries closed May 29, 2025. See the [Manage Your Grant](#) page.

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Monthly networking/community of practice calls for general CLLS topics, family literacy, and ESL are also scheduled for each month. The Adult Learner Leadership Institute project has announced cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> For more information on any of these programs, or to subscribe to the CLLS staff or CLLS directors' listserv, contact [clls@library.ca.gov](mailto:clls@library.ca.gov). CLLS is state-funded, and Literacy Initiatives projects are LSTA-funded.

### **California Libraries Learn (CALL) – professional development for all levels of library staff**

- Access live and recorded professional development for all members of your team at [www.callacademy.org](http://www.callacademy.org).
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).

*LSTA-funded.*

### **California Public Libraries Data**

The 2025 Library Service Area population estimates of unduplicated population served by each California public library jurisdiction is available at [California Public Library Statistics - California State Library](#), under the “Library Service Area Populations” section. For any questions, please contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov). *LSTA-funded.*

### **Community-Centered Libraries and PolicyMap access for all library workers**

Please note: Due to a lack of LSTA funds in FY 2025-26, **access to PolicyMap is scheduled to end July 31, 2025.**

More info and recorded trainings at: <https://www.library.ca.gov/services/to-libraries/ccl/policymap/>  
*LSTA funded.*

### COMPASS Project: Resources and Information for Public Libraries

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS from the California State Library is to provide equitable access to online library resources to all K-12 public school students and their families, both in the classroom and after school. *State of CA funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

#### Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone's PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact [compass@library.ca.gov](mailto:compass@library.ca.gov) with any questions.

### Parks Pass Program – Ongoing

Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at [checkoutcastateparks.com](https://checkoutcastateparks.com)

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email [parks@library.ca.gov](mailto:parks@library.ca.gov). *State of CA funded.*

## Ready – Or Not: Cultural Heritage Disaster Preparedness Project

California's [\*\*Cultural Heritage Disaster Preparedness Project\*\*](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [\*\*Ready – Or Not\*\*](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations. See below for information on these free services. *State of CA funded.*

### **FREE Services**

California heritage institutions can request free consulting services by filling out an [online form](#), emailing [CAready@nedcc.org](mailto:CAready@nedcc.org), or calling 855-501-3020.

#### **Emergency Preparedness Assessments (On-Site)**

A team of [emergency preparedness consultants](#) based in California conduct free, on-site emergency preparedness assessments for participating organizations and deliver a summary report that documents the organization's current state of emergency preparedness.

Each report includes recommendations for mitigating risks, taking emergency preparedness actions, and completing a disaster plan, thereby providing each with tools to better protect their collections in an emergency, ensuring that California's cultural heritage is preserved into the future.

#### [Schedule a Consultation](#)

#### **Disaster Plan Creation or Update (Remote/Online)**

An [emergency preparedness consultant](#) will work with you one-on-one to gather the information needed for them to write or update your organization's disaster plan. This work is done remotely.

#### [Request disaster plan assistance](#)

#### **In-Person Wet Salvage Workshops**

These in-person workshops cover disaster recovery basics—risk assessment, preparedness, response, and recovery. Participants will analyze two disaster scenarios, practice wet salvage techniques, and gain hands-on experience with a preservation expert. This training enhances annual disaster plan reviews and prepares attendees to be effective first responders. Only open to California-based participants.

#### [Register for Upcoming Workshops](#)

### **Student Success Cards for All**

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who

wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative works to ensure that all California students are provided the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

*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.*