

PLP Executive Committee Agenda

June 23, 2026

2:30 p.m.

<https://us02web.zoom.us/j/85056172097?pwd=VAoDLBAuQSogdFv4lyCp28ZBQzLKrn.1>

Meeting ID: 850 5617 2097, Passcode: 595913

Call-in Option: (669) 444-9171

PLP Executive Committee

Hillary Theyer, Monterey County Free Libraries (Chair)
 Deb Sica, Alameda County Library
 Allison McKee, Contra Costa County Library
 Jeff Sundquist, Monterey Peninsula College

Gayathri Kanth, Palo Alto Public Library
 Tim Wallace, San Bruno Public Library
 Anne Marie Despain, San Mateo County Libraries
 Michelle Perera, Sunnyvale Public Library

I. Introductions

II. Approval of Consent Items (Action Item)

Theyer

A. Adoption of the Agenda

B. Approval of May 15, 2026 Minutes

Attachment 1, pg. 3

C. Minutes from the May 15, 2026 PLP Administrative Council (Review Only)

Attachment 2, pg. 6

D. Approval of 2nd Contract Amendment of FY2025-26 PLS/PLP Contract for Fiscal and Administrative Services

Attachment 3, pg. 8

E. FY 2025-26 PLP Budget Adjustment for Single Audit

Attachment 4, pg. 10

III. Old Business

A. Formation of Ad Hoc Group to Review CLSA Distribution Models

Frost

Attachment 5, pg. 11

IV. New Business

A. Approve FY 2026/27- 2028/29 Strategic Priorities and Year 1 Activities (**Action Item**)

Wasterlain Attachment 6, pg. 12

B. Finance

1. FY 2026-27 Staff Development Initiatives (**Action Item**)

Wasterlain Attachment 7, pg. 17

2. Approval of FY 2026-27 CLSA Plan of Service and Budget (**Action Item**)

Frost

Attachment 8, pg. 18

3. Approval of the PLP FY 2026-27 Budget (**Action Item**)

Yon

Attachment 9, pg. 33

C. FY 2026-27 PLP Executive Committee Meeting Schedule

Theyer

Attachment 10, pg. 40

V. Reports

A. PLP President's Report

Theyer

B. PLP CEO's Report

Frost

VI. State Library Report

Chisom Attachment 11, pg. 41

VII. Agenda Building for Next Meeting on October 19, 2026

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:

Alameda County Library, 2450 Stevenson Boulevard, Fremont, CA 94538

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

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 Libraries, 125 Lessingia Court, 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



Pacific Library Partnership

PLP Executive Committee
 May 15, 2026, 12:30 p.m.
 Alameda County Library – Newark Branch
 37055 Newark Boulevard, Newark, CA 94560

MINUTES

Committee Attendees:

Hillary Theyer, Chair, Monterey County Free
 Deb Sica, Alameda County Library
 Alison McKee, Contra Costa County Library
 Jeff Sundquist, Monterey Peninsula College
 Gayathri Kanth, Palo Alto Public Library
 Tim Wallace, San Bruno Public Library
 Anne Marie Despain, San Mateo County Libraries

System Staff:

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

Others:

Brian Simons, San Leandro Public Library
 Christopher Platt, Santa Cruz Public Library
 Josh Chisom, California State Library

I. Meeting Called to Order and Introductions

The meeting was called to order by President Theyer at 12:35 p.m.

II. Approval of Consent Items

- A. **Adoption of the Agenda**
- B. **Approval of January 26, 2026 Minutes**
- C. **2026-27 LSTA Sustainable California Capacity Partnership Selection Letter**
- D. **Approve CALL Funds for the Trust Project Training**

Frost noted that that Item I.C. is a new grant being awarded to PLP for a two-year term. She noted that PLP has also applied for an IMLS AI grant, and notification of its approval or rejection is still pending. A motion was made, and passed unanimously, to approve the Consent Items. (M/S Wallace/Kanth)

III. New Business

A. PLP Annual Meeting Debrief

Discussion focused on the hands-on activity for feedback for the Strategic Priorities. It was suggested that in the future, perhaps 'dots' could be distributed, and directors could up-vote items.

B. Discussion of PLP Strategic Priorities for FY 2026-27

Per a request from a director, it was agreed that staff will capture the comments provided during the group feedback activity and share it with the directors and the Executive Committee at the next meeting. The Executive Committee expressed appreciation that the process is member driven. It was suggested that PLP consider adopting the term that Sundquist reported the colleges are now using: "professional learning" rather than "professional development."

C. Finance

1. **Approval of PLP/NorthNet FY 2026-27 Contract**

Frost noted the System Coordinator will be retiring, and a recruitment has been done for a new NLS System Coordinator. A motion was made, and passed unanimously, to approve the PLP/NorthNet FY 2026-27 contract for fiscal and administrative services for \$202,758. (M/S Despain/Sundquist)

2. **Approval of the FY 2026-27 PLP/PLS Contract for Administrative and Fiscal Services**

Frost noted that the contract reflects the LSTA grant work for FY 2026-27 in collaboration with the State Library, and that a contract amendment will be done once the work for the Sustainability grant is known. A motion was made, and passed unanimously, to approve the FY2026-27 contract for \$1,126,405 and additional work of \$21,254, for a total of \$1,147,659, . (M/S Sic/McKee)

3. **Review FY 2026-27 CLSA Budget, Menu and Plan of Service Documents**

It was noted that, to date, the California Library Services Board has not yet met to approve the preliminary allocations. Although the California Library Association is working very hard for a restoration of funding, the continued 50% reduction is reflected in this budget. A question was asked as to whether, at some point, PLP should consider using CLSA funds differently. For instance, could PLP have its own OverDrive instance, and how can PLP assist smaller libraries. It was also discussed whether libraries could redirect their CLSA allocation to other libraires or initiatives. It was discussed possibly holding an Administrative Council meeting mid-year for feedback and approval. One Committee member suggested that CLSA funds only be allocated to libraries in most need as opposed to all libraries. It was also suggested that this information could be used for advocacy purposes in restoring the funds. It was suggested that at the June meeting, an agenda item be included to brainstorm different distribution models. As this as not an action item, Frost reviewed the draft Plans of Service and budget, and no action was taken. The final documents will be brought back to the June meeting.

4. **Discussion of PLP GOLD and Executive Leadership Opportunities for FY 2026-27**

The Committee reviewed the discussion at the Administrative Council meeting. The Committee discussed budgeting, and whether funds could be used over two fiscal years to pay for participation. Yon agreed that staff could develop a plan for how to allow for pre-payment, particularly for the Executive Program. One committee member also discussed the option for libraries to ask for a fee reduction if needed. More details will be brought to the June Executive Committee meeting.

5. **PLP FY 2026-27 Draft Budget Discussion**

Yon provided an overview of the budget. The final budget will be brought to the June meeting for approval.

6. **Acceptance of the PLP FY 2024-25 Audit**

Yon provided an overview of the audit, which was clean and had no findings. A motion was made, and passed unanimously, to approve the FY2024-25 audit.

IV. Reports

A. PLP President's Report

Theyer appreciated the communication PLP provides to the field.

B. PLP CEO's Report

No report.

C. State Library Report

Chisom reviewed reporting procedures for an AT&T outage. Zip Book applications are due soon. He reviewed the items in the written report.

V. Agenda Building for Next Meeting on June 23, 2026

- CLSA budget and Plan of Service
- FY 2026-27 budget

VI. Public Comment

No public comment.

VII. Announcements

None.

VIII. Human Resources Closed Session

A. Closed Session Pursuant to Government Code 54957: Executive Director/PLP CEO Annual Review

B. Report of Closed Session Actions

Theyer reported there was no reportable actions.

IX. Adjournment

The meeting was adjourned by President Theyer at 2:51 p.m.



Pacific Library Partnership

PLP Administrative Council Annual Meeting Minutes
Friday, May 15, 2026, 9:30 a.m.
Alameda County Library – Newark Branch
37055 Newark Boulevard, Newark, CA 94560

Administrative Council Members Attending		
Hillary Theyer – Monterey County (President)	Heidi Murphy - Pleasanton	Patty Wong – Santa Clara City
Deb Sica – Alameda County	Sarah La Torra – Redwood City	Jennifer Weeks – Santa Clara County
Brad McCulley - Burlingame	Kate Eppler - Richmond	Christopher Platt – Santa Cruz
Chela Anderson – Daly City	Austin Curtis – San Benito	Valerie Sommers – South San Francisco
Jayanti Addleman - Hayward	Tim Wallace – San Bruno	Garrett Kuramoto - Sunnyvale
Carol Pham – Los Gatos	Rebecca Alcala-Veraflor – San Francisco	
Brian Edwards – Monterey Public	Jill Bourne – San Jose	
Jeffrey Sundquist – Monterey Peninsula College	Brian Simons – San Leandro	
Tracy Gray – Mountain View	Stephanie Roach – San Mateo County Comm. Coll. Dist.	
Gayathri Kanth – Palo Alto	Rukshana Singh – San Mateo Public	
Other Attendees		
Carol Frost – PLP	Ben Gomberg – Alameda County	Josh Chisom – California State Library
Justin Wasterlain – PLP		

I. Meeting Called to Order and Introductions

President Theyer called the meeting to order at 9:31 a.m.

Theyer noted executive leadership changes, including: Nick Szedga (Menlo Park), Heather Cousin (Harrison Memorial), Stephanie Roach (San Mateo County Community College District), Marlon Romero (Alameda Free), Sarah La Torra (Redwood City), and Ben Gomberg (Acting Deputy Alameda County).

II. Approval of Consent Items

A. Adoption of the Agenda

B. Approval of May 16, 2025 Minutes

C. PLP FY 2025-26 Innovation Grants

D. Correspondence

- 1) Advocacy Correspondence to California Assemblymember Alvarez
- 2) Advocacy Correspondence to California Senator Perez

Frost thanked Theyer for submitting the advocacy letters. A motion was made, and approved unanimously, to approve the consent items. (M/S Murphy/Sica)

III. Old Business

A. PLP GOLD Update and Discussion

Directors shared their experience in designing the model for the leadership program. Several attendees shared their appreciation as cohort members over the years, with some noting promotions after completion. Benefits included the ability to share best practices from other libraries, the confidentiality of the Executive cohort, and that teams are stronger because of the program.

The Directors were in support of the re-introduction of an executive leadership cohort. Directors suggested that PLP consider how to track success beyond just promotion, including identifying outcomes of program that are measurable to gauge progress over time, and considering how to keep cohorts connected and build that network, such as through an alumni association. The feedback will be used in designing a program for FY 2026-27.

IV. New Business

A. Election of FY 2026-27 Executive Committee and Officers

Frost thanked Theyer and Sica for their time on the committee and welcomed Simons and Platt to their new roles. A motion was made, and passed unanimously, to approve the slate of candidates for the FY 2026-27 PLP Executive Committee and officers (M/S Murphy / La Torra)

B. State Library Report

Chisolm answered questions related to the new Digital Literacy and Access (LSTA) opportunity.

C. Report from National Library Legislation Day Attendees

Theyer, Kanth, Frost and Wasterlain discussed their experiences and encouraged others to consider attending next year.

D. Using Your Local Agency's Legislative Program and Committee

McKee, Sica and Theyer prepared remarks and best practices, which Sica and Theyer presented.

E. PLP FY 25-26 Strategic Priorities Update

Wasterlain reviewed the activities associated with the PLP Strategic Priorities for FY 2025-26.

F. PLP Three Year Strategic Priority Planning Input Session

Wasterlain guided the Directors in an input session for developing strategic priorities for the next three years. The Directors spent time providing written comments on different themes. The information will be used to develop a draft plan to be presented to the Executive Committee at the June meeting.

V. Reports

A. PLP CEO's Report

Frost provided a brief report on PLP activities.

VI. Public Comment

No public comment.

VII. Announcements

Directors provided updates about their libraries.

VIII. Adjournment

President Theyer adjourned the meeting at 12:09 p.m.

To: PLP Executive Committee
From: Carol Frost
Subject: Approval of Second Contract Amendment to the FY 2025-26 PLS/PLP Contract for Fiscal and Administrative Services
Date: June 23, 2026

Background

Both PLP and PLS Executive Committees have approved the first amendment to the FY 2025-26 PLP/PLS contract for fiscal and administrative services.

The purpose of this memo is for the Executive Committee to approve the second amendment, which outlines additional work.

Additional Grant Work

The first amendment revised contract total is \$1,069,269.

This second contract amendment includes additional work for two contracted FY 2025-26 statewide grants: Networking California Library Resources and Literacy and Learning Initiatives. The attached second contract amendment includes a total of \$44,241 for additional staff time.

The total amount of indirect revenue is \$54,774. In consideration of the time needed to oversee, administer, and perform the work, as well as general Indirect costs, it has been past practice that 10% of the Indirect costs (\$5,477) be allocated to PLS, and 90% (\$49,247) be allocated to PLP.

Recommendation

It is recommended that the Executive Committee approve the second contract amendment to the FY 2025-26 PLP/PLS contract, for an additional \$49,718, for a total revised contract of \$1,118,987, and approve the budget adjustment. This contract was approved by the PLS Administrative Council at their June 4, 2026 meeting.

PLP/PLS CONTRACT
July 1, 2025 to June 30, 2026
2nd Amendment

The contract shall be amended due to additional work related to LSTA grant work to be performed.

PLP/PLS Baseline Contract	\$1,016,308
First Contract Amendment	\$1,069,269

Additional Grant Work for PLP:

	Amount
Staff Time Related to FY25-26 Networking California Library Resources Grant	\$30,428
Staff Time Related to FY25-26 Literacy and Learning Initiatives Grant	\$13,813
TOTAL Staff Support Costs	\$44,241
Indirect Cost Related to FY25-26 Networking California Library Resources Grant	\$18,256
Indirect Cost Related to FY25-26 Literacy and Learning Initiatives Grant	\$36,518
TOTAL Indirect Costs	\$54,774
10% of Indirect costs	\$5,477
TOTAL CONTRACT AMENDMENTS	<u>\$49,718</u>
TOTAL REVISED CONTRACT	<u>\$1,118,987</u>

PACIFIC LIBRARY PARTNERSHIP

BUDGET ADJUSTMENTS**Fiscal Year: FY2025-26****BUDGET ADJ #3**

Description	GL Account	Approved Budget	Adjustment (+/-)	Modified Budget
Administration Budget				
Revenue				
Budget Fund Balance	001-920-3000	\$ 10,974	\$ 8,000	\$ 18,974
Total Revenue		\$ 10,974	\$ 8,000	\$ 18,974
Expenditure				
Contractual Services	001-920-4220	\$ 1,016,308	\$ 8,000	\$ 1,024,308
Total Expenditure		\$ 1,016,308	\$ 8,000	\$ 1,024,308

Budget Justification:

Increase Contractual Services account budget by an additional \$8,000 from Fund Balance to cover the Single Audit Fee required for FY2024-25 LSTA grants, which was omitted in the Approved FY25-26 PLP Budget.

Note -FY25-26 Budget Adjustment #1-Single Audit Fee Budget approved by PLP Executive on 1/26/26 has been voided.

Approval

Executive Committee Chair: _____

Chief Executive Officer _____

To: PLP Executive Committee
From: Carol Frost
Subject: Formation of Ad Hoc Group to Review CLSA Distribution Models
Date: June 23, 2026

Background

At the May 15, 2026 PLP Executive meeting, PLP's FY 2026-27 CLSA Plan of Service was reviewed and resulted in a discussion of the uses and distribution model of CLSA funds. The Committee suggested that in light of the continued reduction of CLSA funds over the past three years, it may be worth examining different models of distribution or different collective uses of CLSA funding. There was a particular interest in making sure the funding had the most impact for libraries with the greatest needs or funding challenges.

Current CLSA Uses and Distribution Formula

The majority of PLP's annual CLSA funding is applied towards system delivery contracts for couriers to move physical materials across the PLP region. A smaller amount of funds go towards the purchase of communication tools (such as Zoom and Basecamp), website hosting, and postage and other supplies which support resource sharing. The remainder of the funds are distributed to the libraries to be used on a menu of services such as Link+, shared eResources, physical ILL costs, broadband costs, and other resource sharing services.

A library's share of CLSA funds is derived from the percentage they pay of the aggregate PLP membership fee revenue. If, for example, a library pays 5% of the total PLP membership fees of a given year, they will receive 5% of that year's CLSA allocation. Because membership fees are based on a library's operating expenditure budget, libraries with higher budgets receive higher CLSA allocations.

PLP staff have created distribution models using different metrics which aim towards benefitting libraries with smaller budgets. For instance, BALIS libraries have access to reserve funds each year based upon their local income per capita (LIPC) tier. In this model, libraries which receive less money per capita receive more access to the BALIS support funds to address their greater need.

Recommendation

It is recommended that the PLP Executive Committee form an ad hoc group to review the current PLP CLSA distribution formula and propose new options if changes are determined to be needed.

PLP STRATEGIC PRIORITIES FY 2026/27 – 2028/29

PLP's mission is to empower member libraries through innovation, collaboration and training and an ongoing commitment to diversity, equity, and inclusion. The purpose of this regional cooperative library system is to improve the services of its constituent member libraries by maintaining existing California Library Services Act (CLSA) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through programs, services, and collective resource building and sharing. PLP's activities support the work of individuals and institutions to create more equitable and just environments. It is PLP's intention that these priorities and activities bring value to our individual members and strengthen library resources across region.

1. Library Advocacy

Library advocacy is an increasingly important aspect of library work. PLP can leverage its unique position as a cooperative to support libraries in their local advocacy, amplify their efforts on multiple governmental levels, and work in collaboration with PLP libraries as a collective voice representing the interests of the region in the following ways:

- a. **Provide libraries with the tools and skills they need to be successful library advocates.** Identify advocacy training that is relevant for PLP libraries. Provide appropriate research and data to strengthen advocacy efforts. Develop messaging, collateral, and other advocacy support materials that can be used regionally by member libraries.
- b. **Coordinate regional advocacy efforts.** Encourage libraries to collaborate when meeting with elected officials and assist in their organizing efforts. Attend meetings with elected officials to provide regional context and advocate for specific requests when libraries may not have the ability to. Keep advocacy front of mind for PLP members.
- c. **Advocate on state and federal levels.** Participate in advocacy efforts on state and federal levels to maintain awareness of challenges and opportunities facing libraries and ensure the region's interests are represented.

2. Staff Training and Professional Development

PLP has a tradition of providing member staff training and professional development, placing value on building leadership, supporting collective training opportunities related to diversity, equity, and inclusion, and providing training that is relevant to its membership. This can be accomplished through the following mechanisms:

- a. **Provide meaningful forms of leadership training.** Explore models of leadership training responsive to the interests and needs of members with a focus on building equity in leadership opportunities and activities to promote more diverse representation in higher level positions.
- b. **Support the good work of the long-standing Staff Development Committee.** The Committee plans an annual conference and other virtual or in-person workshops and events that address the needs and interests of all levels of staff and respond to the changes in the library profession that help PLP serve its diverse communities.

- c. Allocate funds to support regional staff development training initiatives.** Recognizing economic differences between jurisdictions, PLP provides access to funds supporting training topics developed by local libraries or regional committees. These topics are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives driven by its membership's needs, interests and goals.
 - d. Continue exploring additional professional development opportunities.**
- 3. Support Member Libraries Through Local Grant Opportunities**

The ideas generated by library staff are one of the most valuable resources a library has. These ideas move services and programs forward, ensuring libraries can meet the needs and support the aspirations of their unique communities. Funding to execute new, untested programs and services can be difficult to justify locally, particularly during challenging budget years. PLP can support the region with small, but flexible grant funding in the following ways:

 - a. Annually fund Innovation and Technology Grants.** By continuing to make this a priority, libraries are able to engage in risk-taking to develop new ideas and service models with the seed money provided by the grant.
 - b. Develop additional grant opportunities.** In a region as large as PLP, library needs are unique and more flexible grant opportunities may be useful to address those needs. Pitch-a-grant, copycat grants, and other forms of financial assistance could be established to support a broad range of services and programs.
 - c. Search for new opportunities.** PLP can continue to search for grant and financial support opportunities to share among some or all PLP members when relevant.
- 4. Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries**

PLP has a good track record of applying for grants that benefit member libraries which reflect their interests. PLP also facilitates organizational development responsive to demographic, economic, and cultural changes, and works to uplift marginalized communities.

 - a. Seek Opportunities.** Opportunities may include LSTA, CLSA, IMLS and other grants as well as collaborative initiatives.
 - b. Work With the State Library.** PLP will continue as the fiscal and administrative partner for statewide grants, lending its expertise to the greater California community in establishing new initiatives.
- 5. Support and Strengthen Individual Libraries Through Connections and Collections**

PLP's strength is built from the knowledge, expertise, and passion of member libraries and their staff. Communication, collaboration, and connection allow members to share and gather information, address common unmet needs, amplify the voices of library workers of color and other diverse or underrepresented perspectives, and learn from collective experiences that can expand the understanding and capacity of their libraries and themselves. PLP can facilitate these opportunities for learning and sharing by:

 - a. Explore Additional Methods of Regional Resource Sharing.** Learn from PLP's long-standing project for shared cataloging and acquisitions of materials in languages other than English and explore additional mechanisms for sharing collection resources that can diversify offerings across jurisdictions. Identify other areas for collaboration to address common challenges.

- b. Establish Regional or PLP-wide Community of Interest Groups.** PLP, along with the four regions of PLP, can assist in establishing self-directed communities of interests where members have dedicated space to share their knowledge and ideas. Communities will be formed on topics chosen by the PLP membership.
 - c. Encourage and Support Collaborative Working Groups.** Through communication and input from member libraries, PLP can encourage the formation of working groups tasked with exploring or addressing specific region-wide challenges or opportunities. Library director liaisons will provide guidance to working groups and relay information to the Administrative Council and Executive Committee.
- 6. Bring Value to PLP Member Libraries**
 - a. Survey Members.** PLP will continue to respond to member suggestions regarding programs and services and will survey members on a regular basis to ensure programs and services reflect the interests and needs of the PLP community.

PLP Activities for FY 2026-27 to Support Strategic Priorities

Strategic Priority 1. Library Advocacy

Activity 1a. Explore opportunities for external or internal advocacy training, as needed by PLP members. Inform PLP region of trainings available through CLA's Ursula Meyers Advocacy program and other organizations.

Activity 1b. Work with legacy systems in the fall to coordinate meetings with elected officials to discuss issues currently affecting libraries. Encourage additional meetings or advocacy campaigns on issues that arise throughout the year, as necessary. Attend meetings with libraries as requested.

Activity 1c-1. Work with groups addressing state-level advocacy, such as CLA's Advocacy and Legislation Committee, to keep PLP members informed of current issues and advocacy needs.

Activity 1c-2. Apply for ALA's National Library Legislation Day with PLP President and other members to participate in federal-level advocacy.

Strategic Priority 2. Staff Training and Professional Development

Activity 2a-1. Offer leadership training that supports library middle managers through the continuation of the PLP Greater Opportunities in Leadership Development (PLP GOLD) program. The program will center equity as a foundational principle.

Activity 2a-2. Explore possibility of starting an Executive Leadership program in FY 2026-27 or FY 2027-28 depending on planning requirements and availability of a facilitator.

Activity 2b. 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 2c. Provide two rounds of funding for in-person or virtual trainings and workshops proposed by PLP members and PLP related committees. Attendance to training events will be freely available to all PLP members.

Strategic Priority 3. Support Member Libraries Through Local Grant Opportunities

Activity 3a. In FY 2026-27, the Innovation and Technology Grants will be continued at the same funding as the prior year. Should more requests be received than funding allows, the PLP Executive Committee may be approached to increase the allocation.

Activity 3b. With input from an ad hoc committee, explore the possibility of a flexible grant program to be launched in FY 2027-28 (conditional on available funding).

Strategic Priority 4. Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries

Activity 4a. PLP will explore new grant opportunities and collaborative initiatives.

Activity 4b. In FY 2026-27, PLP will work in partnership with the California State Library on three statewide LSTA grants: *Literacy and Learning Initiatives*, *Networking California Library Resources*, and *Sustainable California Libraries*. If approved, PLP will participate in *LabForward: AI-Powered Library Innovation*, an additional IMLS Laura Bush 21st Century Librarian grant submitted by PLP in partnership with the California State Library.

Strategic Priority 5. Support and Strengthen Individual Libraries Through Connections and Collections

Activity 5a. Gather information from membership to determine what assistance would be beneficial regionally to strengthen collection resources or other common challenges. Work with ad hoc groups as necessary to develop strategies to address these challenges.

Activity 5b. Assist in the establishment of additional communities of interest and explore new opportunities for regional communications and networking.

Activity 5c. 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 6. Strive to Bring Value to PLP Member Libraries

Activity 6a. Conduct surveys, as needed, to understand the value members derive from PLP services, and to help inform activities, programs, and future planning.



To: PLP Executive Committee
From: Justin Wasterlain
Subject: FY 2026-27 Staff Development Initiatives
Date: June 23, 2026

Background

In FY 2025-26, the PLP Executive Committee allocated \$4,000 towards staff development initiatives. This is a marked change from previous years when training initiatives were funded up to \$12,000. Due to the concern of potentially losing federal funding if LSTA grant work was unavailable, it was felt prudent at the time to reduce the allocation for staff development initiatives.

The grant tiers in FY 2025-26 were \$250, \$500, and \$1,500. The highest tier required two or more libraries to collaborate on a training. The funding was underused with only \$1,479 being spent across four MOBAC committee trainings. The underutilization of these funds may be due to staff capacity or the level of funding being too limited to host a training.

PLP staff will be working on three LSTA grants in FY 2026-27. This work will provide revenue for PLP, allowing for the funding level of staff development initiatives to be returned to previous levels. It is recommended to raise the allocation for staff development initiatives to \$12,000 and raise the three tiers to \$1,500, \$2,500, and \$4,000 (for a collaborative project of two or more libraries). This is the same overall level of funding and tier levels as FY 2024-25 when 8 applications were received and nearly \$11,000 expended.

Recommendation

It is recommended the PLP Executive Committee approve the three tiers for individual grant funding of \$1,500, \$2,500 and \$4,000 for collaborative grants.



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2026-2027 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 13, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

APPLICATION INSTRUCTIONS

The tables below include:

APPLICANT INFORMATION

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

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question1: Primary Project Audience	Identify the audience(s) for this project. Please select all that apply. General Population
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do,	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

for whom, and for what expected benefit. (Word limit: 60)	materials and informational services by facilitating access to the resources.
Question 3: Description Describe A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	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 speaking, spanning both urban and rural areas. Library budgets range from a few thousand dollars to several million. 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). 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 and shared courier services. 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. 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.
Question 4: Agency Information Describe how the proposed project aligns with your agency's mission,	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

values, strategic plan, goals, and/or other activities. (Word limit: 300)	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. 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. PLP's Strategic Priorities are revised annually 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 collection, with collections in languages reflecting those spoken in their communities.
Question 5 and 5b: Will this be a brand-new project? (Y/N)	Please select "no" for question 5.
5b. Impact to Date: Describe the project's current status, any results, lessons learned, and impact to date. (Word limit: 150)	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. PLP libraries have reported that having a menu of items to choose from with a local distribution of CLSA funds has benefited their communities. Libraries report that having CLSA funds available helps in their ability to access materials in a wide variety of languages.

	The yearly unpredictable variance of CLSA funds creates a burden, as a majority of CLSA funds supports subscriptions that directly benefit the community. Because of the continued cuts, PLP discontinued its shared eMagazine collection among the smallest libraries. The smallest libraries do not have local budgets to replace the CLSA funds It is more desirable to examine a service and choose whether to continue it or not based on value, rather than discontinuing it solely because of budgetary restraints.
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	No
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	PLP's focus population is the diverse communities served by well-resourced urban libraries, under-resourced rural libraries, and every combination in between.
Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)	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 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. 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.
Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)	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.

Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.	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 promoting 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. 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.
Question 10: Collaborating with the Focus Population: How is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)	Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it. If you do not do this, put "not applicable".
Question 11: Project Outputs 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.	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 2.4M items delivered. Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all, Link+ subscription, other ILL, and broadband telecommunication costs. It is estimated that 13 libraries will use CLSA funds for either Link+ or OCLC subscriptions, 1 library will use funds to support broadband telecommunication costs, 1 library will use funds to support broadband hardware costs, 15 libraries may use funds to support other shared eCollections, such as Palace eBook-for-all, OCLC Cloud Library, or shared OverDrive materials, and 3 libraries may use funds

	to support a courier for shared materials between their libraries.
Question 12: Evaluation Plans 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.
Question 13: Future Plans 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 continued loss of state revenue in fiscal year 2026-27. 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 2026-27, continuing again at 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, and an 11% subscription increase, PLP discontinued the Flipster subscription in FY 2025-26. Participating libraries were asked if they could use local funds to support the subscription, but the libraries stated they did not have funds available.
Question 14: Project Partners	Project partners are invited but not required. If you do not have any project partners, please select "No" .
Question 15: Community Connections Community Connections are those unaffiliated organizations that will support your project but with which you do not have a formal signed agreement	Community connections are invited but not required. If you do not have any community connections, please select "No" .

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Resources/Services/Programs Summary of library participation in resources, services, and programs In this sections list each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating. 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.”	Resource/service/program name: Delivery/Courier Service Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A In addition, these 3 libraries are expected to choose Delivery/Courier Service from a menu of options for shared delivery among their 3 libraries: Harrison Memorial Library, Monterey Public Library, Pacific Grove Public Library Resource/service/program name: Link+ or OCLC Participating libraries: 13 Alameda County Library Alameda Free Library Berkeley Public Library Contra Costa County Library Monterey County Free Libraries 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 Sunnyvale 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. Resource/service/program name: Broadband telecommunication costs Participating libraries: San Juan Bautista Public Library 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. Resource/service/program name: Broadband hardware costs Participating libraries: Santa Clara County Libraries 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.

	Resource/service/program name: eCollections Participating libraries: 15
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	Burlingame Public Library Daly City Public Library Hayward Public Library Los Gatos Library Menlo Park 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 Cruz Public Libraries South San Francisco Public Library Watsonville Public Library 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.
INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area Please provide the population number for the below listed underserved populations in your system. Appendix D lists the definitions and sources that you should use to determine the population numbers below.	• Total population of System service area 7,122,270 • Economically Disadvantaged (below poverty level) population 606,920 • Institutionalized population 50,358 • Population aged 65+ 1,138,770 • Children and youth population • Under 5 years of age 363,657 • 5 to 9 378,998 • 10 to 14 412,151 • 15 to 19 425,170 • Persons with disabilities 712,679 • Speakers of limited English or English as a Second language population 1,219,875 • Non-English speaking population 3,159,794 • Ethnicity • Black 368,272 • Hispanic 1,908,085 • Asian 2,098,982 • Native American 67,142 • Other 39,202 • Geographically isolated population (Rural) 171,667 • Functionally illiterate population 1,483,615 • Homebound population 297,327

ACTIVITIES

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

Activity 1: Electronic Materials (Resource Sharing)	It is estimated that 15 libraries will choose from the menu of services to use CLSA funds to purchase shared
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If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be: This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.	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. Beneficiaries (general population): • General Population Categories: Activity: Content Mode: Acquisition Format: Digital
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Activity 2: Learning Platforms (Resource sharing)	N/A
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Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+.	It is estimated that 13 libraries will choose from the menu of services to use CLSA funds to support Link+ or OCLC 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. Beneficiaries: • General Population Activity: Content Mode: Lending Format: Physical
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Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:	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. In addition, these 3 libraries are expected to choose Delivery/Courier Service from a menu of options for shared delivery among their 3 libraries: Harrison Memorial Library, Monterey Public Library, Pacific Grove Public Library 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. Categories: Activity: Content
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	Mode: Lending Format: physical
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Activity 5: Programming (Resource Sharing)	N/A
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Activity 6: Library Management and Operations (Resource Sharing)	N/A
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Activity 7: Library Broadband (Communications and Delivery) Procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.	It is estimated that one PLP library will choose from a menu of services to allocate funds to support broadband needs (CENIC costs), and 1 library will use CLSA funds for broadband hardware. Categories: Activity: Procurement
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Activity 8: System Operations (Resource Sharing, Communications and Delivery) If funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.	CLSA funds will be used to support system operation function., including subscriptions from Zoom for teleconferencing, Doodle for meeting scheduling, and Survey Monkey for surveying membership. PLP purchases services to host and maintain two websites. PLP also utilizes CLSA funds for delivery related office supplies such as postage and mailing materials. Beneficiaries: Library Workforce Categories: Activity: Procurement
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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

☐ I do not have 2025-2026 roll over funds

System Name:

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

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)	\$51,787	\$53,868			
2) Assistant Director (.06 FTE)	\$6,730	\$7,233			
3) Controller (.07 FTE)	\$8,130	\$8,634			
4) Office Manager (.04 FTE)	\$3,154	\$3,154			
5) Accounting Assistant II (.04 FTE)	\$2,137	\$2,137			
6) Administrative Assistant II (.04 FTE)	\$1,574	\$1,574			
Total Salaries/Wages/Benefits	\$73,512	\$76,600			

- 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			
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	\$73,512	\$76,600			
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Total income: fiscal year 2025-2026			Do not include your full original 2024-2025 funds. Include only those funds that are remaining from the 2024-2025 fiscal year		
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Total remaining: fiscal year 2025-2026	-\$73,512				
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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
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	\$1,319		Activity 8: System Operations		Postage and general supplies for effective resource sharing
Total Supplies/Materials	\$1,319	\$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
Broadband hardware	\$4,200		Activity 7: Library Broadband		Allocation to libraries to choose from a menu of services, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	\$4,200	\$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
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
Software Licenses	\$1,165		Activity 8: System Operations		Licenses for Doodle (\$85) and SurveyMonkey (\$1,080), communication tools to assist in arranging meetings and surveying members for effective resource sharing.
Web hosting and domain names	\$1,969		Activity 8: System Operations		Web hosting services for PLP websites, communication tool for effective resource sharing; Brown Act compliance. Domain names for associated websites.
Telecommunications	\$1,087		Activity 8: System Operations		Office telephones; cell phone for CEO and Assistant Director
System Delivery Contracts	\$209,329	\$18,713	Activity 4: Intra System Lending		Systemwide contract: Courier service for four regional systems for effective resource sharing. In addition, libraries to choose from a menu of services for shared courier between three jurisdictions.
Innovative Link+ Resource Sharing Subscriptio	\$41,053		Activity 3: InterLibrary Loan (Delivery)		Allocation to libraries to choose from a menu of services for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
Shared eResources Collections	\$29,522		Activity 1: Shared eResources		Allocation to libraries to choose from a menu of services,, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive (\$28,268) or OCLC CloudLibrary (\$1,254).
Broadband Telecommunication Costs	\$88		Activity 7: Library Broadband		Allocation to libraries to choose from a menu of services,for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommunication costs
OCLC ILL	\$2,315		Activity 3: interLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds for OCLC ILL
Total Services	\$288,528	\$18,713			

Total expenses: baseline	\$294,047	\$18,713			
Total income: fiscal year 2025-2026	294047				
Total remaining: fiscal year 2025-2026	\$0				

Total expenses administration and baseline	\$367,559	\$95,313			
Total income: fiscal year 2025-2026	367559				
Total remaining: fiscal year 2025-2026	\$0				

☐ I do not have 2025-2026 roll over funds

System Name: Pacific Library Partnership

Fiscal Year 2025-2026	Response:
If it will take you longer than one year to spend your remaining 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			
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	\$0	\$0			
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Total income: fiscal year 2025-2026			Do not include your full original 2024-2025 funds. Include only those funds that are remaining from the 2024-2025 fiscal year		
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Total remaining: fiscal year 2025-2026	\$0				
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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

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	31		Activity 8: System Operations	From same category	Unexpected unexpended funds from FY 2025-26 System Administration funds. General supplies for effective resource sharing
Total Supplies/Materials	\$31	\$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
Web hosting and domain names	1177		Activity 8: System Operations	From same category	Unexpected unexpended funds from FY 2025-26 Web hosting services for PLP websites. Funds will be allocated again to web hosting.
Telecommunications	113		Activity 8: System Operations	From same category	Unexpected unexpended funds from FY 2025-26 office telephones. Funds will be allocated again to office telephones
System Delivery Contracts	6875		Activity 4: Intra System Lending	From same category	Unexpected unexpended funds from FY 2025-26 for Systemwide contract: Courier service for four regional systems for effective resource sharing. Funds will be allocated again to Courier Services.
Shared eResources Collections	5158		Activity 1: Shared eResources	From same category	Unexpected unexpended funds from FY 2025-26 shared eResources. Funds will be allocated again to shared eResources for libraries to choose, from a menu of services.
Total Services	\$13,323	\$0			

Total expenses: baseline	\$13,354	\$0			
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Total income: fiscal year 2025-2026	13354				
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Total remaining: fiscal year 2025-2026	\$0				
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Total expenses administration and baseline	\$13,354	\$0			
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Total income: fiscal year 2025-2026	13354				
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Total remaining: fiscal year 2025-2026	\$0				
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To: PLP Executive Committee
From: Andrew Yon, Controller
Subject: Review of PLP FY 2026-27 Budget
Date: June 23, 2026

Background

The purpose of this memo is to provide an overview of the PLP FY 2026-27 budget for consideration.

The overall budget is \$1,843,320, which is 9.3% increase from last year's budget of \$1,686,134. The budget increase is due to no LSTA funds awarded when the PLP budget was adopted in FY 2025-26. When the grants were later reinstated, one LSTA grant was discontinued, and PLP performed the work of the two remaining statewide LSTA grants.

ADMINISTRATION

Revenues:

- LAIF interest income reflects \$155,000 in interest income. The high number is due to higher interest rates and grant funds.
- Other Agency revenue from administering the NorthNet Library System (NLS) Baseline contract reflects a higher amount than last year, as a result of incorporating a negotiated CPI increase, which for this contract is 3%.
- Membership fees are based on the FY 2024-25 Operating Expenditures reported by libraries to the State Library, using the adopted formula. Total membership revenue is \$743,544, which is higher than the prior year's \$729,544. Last year, the San Leandro Public Library requested a two-year reduction in their membership fees, and this schedule reflects the second year of that reduction.
- The LSTA grant revenue includes Indirect Revenue and Staffing Costs which is vastly higher due to the two very large LSTA grants (Networking California Library Resources, and Literacy and Learning Initiatives). The Staffing Costs Recovery reflects the actual staff costs to be billed to perform the work of the regularly occurring grants. PLP was awarded the Sustainable California Libraries grant, and once the staff time is determined, a contract amendment will be created. PLP will benefit from the Indirect revenue from this third grant. The State Library has also included \$7,500 of grant funds to cover the Single Audit required for grants larger than \$750,000.
- Although none of the four PLP legacy systems have CalPERS obligations, BALIS does pay for health care costs for retirees, using its reserve balance.
- The budget reflects \$31,301 of unallocated funds.

Expenditures:

- Professional Services is slightly higher due to the increased cost for new attorney fees.
- Contractual Services includes the FY2026-27 PLP/PLS contract and additional work for \$1,147,659. The audit has been added to this line item, rather than to the Communications and Delivery Budget, due to the continued 50% reduction of CLSA

funds. The audit cost is higher, at \$19,000, due to the large LSTA grants requiring a single audit.

- Travel/Meetings includes \$6,500 in anticipation of the ALA Legislative Day in Washington DC, with 4 people attending. The budget includes refreshment costs for the Annual meeting and conference travel for the CEO and Assistant Director.
- Workshop Expenses reflect an increase from \$4,500 to \$12,000 to support PLP systemwide library-initiated staff development trainings. This year there have been fewer claims which could be due to the reduced allocations. The increase back to its prior level may make this more useful.

COMMUNICATIONS AND DELIVERY

- The budget reflects \$18,713 for additional delivery service, which is billed to Harrison Memorial (Carmel), Pacific Grove, and Monterey Public libraries, who now have a shared library services platform. There is an estimated \$8,196 of roll-over of previous year unspent CLSA funds from courier and supplies. Contra Costa chose to not claim their \$5,158 CLSA funds in FY 2025-26, and the funds will be rolled over.
- Delivery costs for the four regions are budgeted at \$213,032. This takes into account possible fuel surcharges.
- The budget reflects \$85,507 of CLSA C&D funds which may be allocated to libraries or initiatives, or an allocation to future use. It should be noted that the CLSB has cancelled its meeting twice, so the overall CLSA budget has not yet been approved.

SYSTEM OPERATIONS

- The expected revenue from the in-person Future of Libraries Conference is \$7,000, and \$5,000 has been budgeted for speakers and refreshments.
- The Workshop Fees revenue reflects a revenue of \$20,000 expected from the fees for the middle management program (PLP GOLD). This accounts for 12 participants on a tiered fee structure between \$900-\$2,500. The budgeted overall cost of the program is \$24,960 for the facilitator, as well as \$3,000 for honorariums and \$3,500 for refreshments and travel.
- The Innovation and Technology Grants continue to be budgeted at \$90,000, with a \$9,000 per project cap.
- BALIS, SVLS and MOBAC all use local funds for local initiatives.

FUND BALANCE

- The budget presented does not utilize any fund balance and reflects \$33,301 unallocated revenue and these funds will be going to the fund balance if not allocated.
- The PLP FY 2025-26 Ending Fund Balance is estimated to be \$2,562,829. It should be noted that this includes roll-over CLSA funds (if any).

OPERATING RESERVES

- The Operating Reserve Fund is equal to three months of administrative costs. For FY 2026-27, three months of Operating Reserve is \$313,383.

Recommendation

It is recommended that the PLS Executive Committee approve the FY 2026-27.

FY 2026-27 PLP Membership Fees

Library	Amount
Alameda County Library	\$35,641
Alameda Free Library	\$16,641
Berkeley Public Library	\$35,641
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	\$25,641
Livermore Public Library	\$17,641
Los Gatos Public Library	\$10,641
Menlo Park Public Library	\$10,641
Middlebury Institute of International Studies	\$1,500
Monterey County Free Libraries	\$19,641
Monterey Peninsula College Library	\$1,500
Monterey Public Library	\$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	\$8,641
San Bruno Public Library	\$9,641
San Francisco Public Library	\$35,641
San Jose Public Library	\$35,641
San Juan Bautista Public Library	\$750
San Leandro Public Library*	\$16,641
San Mateo County Community College District	\$3,000
San Mateo County Library	\$35,641
San Mateo Public Library	\$19,641
Santa Clara City Library	\$25,641
Santa Clara County Library	\$35,641
Santa Cruz Public Libraries	\$27,641
South San Francisco Public Library	\$17,641
Sunnyvale Public Library	\$25,641
Watsonville Public Library	\$15,641
TOTAL	\$743,544
<i>*Membership Fee Reduction</i>	

FY 2026-27 PLP PROPOSED BUDGET SUMMARY

	(920)	(924)	(928)	
	Admin	Comm. & Delivery	System Operation	TOTAL
<u>Revenue</u>				
Interest Income	\$ 155,500	\$ -	\$	155,500
Other Agencies	\$ 211,350	\$ 18,713	\$	230,063
Member Fees	\$ 628,354		\$ 115,190	743,544
Workshop Fees			\$ 27,000	27,000
State Grant-CLSA	\$ 73,512	\$ 294,047	\$	367,559
Federal Grant-LSTA	\$ 247,601		\$	247,601
Reimbursable Costs			\$ 90,000	90,000
Roll-over of Prior Year Funds		\$ 13,354	\$	13,354
Fund Balance	\$ (30,801)		\$	(30,801)
Total Revenue	\$ 1,285,516	\$ 326,114	\$ 232,190	\$ 1,843,820

<u>Expenditure</u>				
Communications	\$ -	\$ 3,200	\$ -	\$ 3,200
Mileage	\$ -		\$	-
Equipment Maintenance	\$ 11,330		\$	11,330
Printing	\$ 500		\$	500
Professional Services	\$ 57,000		\$ 24,960	81,960
Contractual Services	\$ 1,166,659	\$ 234,892	\$	1,401,551
Office Expense	\$ 1,000	\$ 550	\$	1,550
Postage		\$ 800	\$	800
Special Departmental		\$ 85,507	\$ 90,000	175,507
General Insurance	\$ 3,500		\$	3,500
Membership Fees/Dues	\$ 4,500		\$ 15,030	19,530
Travel & Meetings	\$ 13,400		\$ 700	14,100
Education & Training	\$ 150		\$	150
Subscriptions	\$ 3,905		\$	3,905
Software License Fee		\$ 1,165	\$	1,165
Service Fees	\$ 2,500		\$	2,500
Workshop Expenses	\$ 12,000		\$ 11,500	23,500
Reimbursable - Legacy System EXP	\$ 8,592		\$ 90,000	98,592
Lease Equipment	\$ 480		\$	480
Total Expenditure	\$ 1,285,516	\$ 326,114	\$ 232,190	\$ 1,843,820

Fund Balance	FY25/26 Estimate	FY26/27 Estimate
Beginning Fund Balance	\$ 2,586,412	\$ 2,593,630
Adjustment	\$ (23,583)	
Estimated Ending Fund Balance	\$ 2,562,829	

Reserve	
Operating Reserve	\$ 313,383

**PACIFIC LIBRARY PARTNERSHIP
FY 2026-27 PROPOSED BUDGET**

ADMINISTRATION (920)

		Adopted FY 25/26	Proposed FY 26/27	Note
<u>GL Acct</u>	<u>Revenues</u>			
3510	Interest Income	\$ 168,500	\$ 155,500	Interest Income (LAIF)
3601	Other Agencies	7,033	8,592	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	194,013	202,758	NorthNet Contract
3661	Member Fees	618,774	628,354	PLP Membership Fees (Prorated- System Oper.)
3667*	State Grant-CLSA	73,507	73,512	CLSA System Admin Funds (50% reduction)
3668	Federal Grant	25,970	136,684	FY26-27 LSTA Grants-Indirect Costs
3668	Federal Grant	24,013	103,417	FY26-27 LSTA Grants- PLP Staffing Costs
3668	Federal Grant	0	7,500	Single Audit - Grants
3000	Fund Balance	4,074	(30,801)	Use of Fund Balance (Credit)
		\$ 1,115,884	\$ 1,285,516	15.20%
	<u>Expenditures</u>			
		\$ 100	\$ -	Travel (budget moved to 4303 - travel/meetings)
4216	Mileage			
4217	Equipment Maintenance	9,063	11,330	MIP Acctg Software Maint. & Support
4218	Printing	650	500	Reorder Checks (\$500)
4219	Professional services	55,700	57,000	NLS Sys. Coord. (\$52K); Consultants (\$5K)
4220	Contractual Services	1,016,308	1,166,659	PLP/PLS Administrative Service Contract; PLP Annual Audit (\$19K)
4230	Office Expense	1,000	1,000	Office Supplies
4301	General Insurance	3,500	3,500	Professional Liability Insur-PLP Board Members
4302	Membership Fees	4,320	4,500	CLA, ALA , Urban Libraries
4303	Travel/Meetings	6,500	13,400	Annual Conferences, ALA Legislative DC (\$6.5K), In-Person PLP Annual Mtg (\$6.9K).
4304	Education & Training	175	150	
4305	Subscriptions	3,885	3,905	Library Journal (\$180); DocuSign (\$3,265); Formsite (\$460)
4373	Service Fees	2,670	2,500	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	4,500	12,000	System-wide Staff Development Trainings
4448	Reimbursable - Legacy System Expenses	7,033	8,592	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	480	480	Postage meter
		\$ 1,115,884	\$ 1,285,516	15.20%

*Note - pending State Library approval of CSL FY26/27 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP
FY 2026-27 PROPOSED BUDGET**

CLSA COMMUNICATIONS & DELIVERY (924)

		Adopted FY 25/26	Proposed FY 26/27	Note
<u>GL Acct</u>	<u>Revenues</u>			
3601	Other Agencies	\$ 7,984	\$ 18,713	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	294,028	294,047	CLSA Communications and Delivery Allocation (50% funding reduction)
3000	Fund Balance	18,368	5,158	Roll-over (\$5,158 redirected CLSA funds)
3000	Fund Balance	20,932	8,196	Roll-over unexpended courier and supplies funds
		\$ 341,312	\$ 326,114	(4.45%)
<u>EXPENDITURES</u>				
4212	Communication	\$ 5,900	\$ 3,200	ZOOM (\$800); Basecamp (\$1.2K); Cellphones (\$1.2K); VOIP Phones \$0 (moved to Admin/ PLP/PLS contract)
4220	Contractual Services	214,810	231,745	Systems delivery contracts (\$213,032); MPL/PGPL/HML Add'l Delivery (\$18,713)
4220	Contractual Services	4,187	3,147	Website Hosting PLP & MOBAC Websites (\$3,075); Website Domain Names (\$72)
<u>Systems Delivery</u>		<u>3% CPI Adj.</u>		
BALIS (CLSA Fund)		\$59,470		
MOBAC (CLSA Fund)		\$63,548		
MOBAC (Local Funds)		\$18,713		
PLS (CLSA Fund)		\$75,272		
SVLS (CLSA Fund)		\$14,741		
Total Systems Delivery		\$ 231,745		
4230	Office Expenses	550	550	Delivery Supplies (tags, labels, etc)
4233	Postage	900	800	US Postal, UPS & FEDEX
4310	Software License Fee	985	1,165	Doodle (\$85); SurveyMonkey (\$1,080)
4234*	<u>Special Departmental -CLSA</u>	102,980	85,507	CLSA Allocation to Libraries
		\$ 330,312	\$ 326,114	(1.27%)

*Note - pending State Library approval of CSL FY26/27 CLSA funds allocation

**PACIFIC LIBRARY PARTNERSHIP
FY 2026-27 PROPOSED BUDGET**

SYSTEM OPERATION (928)

		Adopted FY 25/26	Proposed FY 26/27	Note
<u>GL Acct</u>	<u>Revenues</u>			
3661	Member Fees	\$ 110,770	\$ 115,190	PLP Membership Fees (Prorated)
3663	Workshop Fees	27,720	27,000	Future of Libraries Conference (\$7,000), Middle Management Training (\$20,000)
3674	Reimbursable Costs	85,000	85,000	Initiatives from BALIS Reserve (pending approval)
3674	Reimbursable Costs	5,000	5,000	SVLS Silicon Valley Reads (SVLS) (pending approval)
3674	Reimbursable Costs	1,871	0	MOBAC dPlan Subscription (not renewed)
		\$ 230,361	\$ 232,190	0.79%
<u>EXPENDITURES</u>				
4219	Professional Services	\$ 24,960	\$ 24,960	Consultant - Middle Management Training
4234	<i>Special Departmental</i>	90,000	90,000	Innovation Grants
4302	Membership Fees	15,030	15,030	Califa membership for members
4303	Travel & Meetings	500	700	Mileage
4434	Workshop Expenses	8,000	11,500	Staff Development Committee Events (\$5K); middle management: training refreshments and supplies (\$3K), PLP GOLD honorarium (\$3K)
4448	Reimb. -Legacy System Expenses	91,871	90,000	BALIS Initiatives (\$70K) & Marketing Campaign (\$15K); SVLS Silicon Valley Reads (\$5K)
		\$ 230,361	\$ 232,190	0.79%



FY 2026-27 PLP Executive Committee Meeting Schedule

Monday, October 19, 2026, 10 a.m.

Monday, January 25, 2027, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 7, 2027, at the conclusion of the PLP Annual Director's Meeting

Monday, June 21, 2027, 10 a.m.

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 26, 2026

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State Library News

LSTA Update

The State Library will provide a full list of LSTA-funded opportunities for the 2026-2027 fiscal year when the state budget has passed and the library has received authority to expend those funds.

State Digital Equity Resource Finder

The California State Library and the Department of Technology collaborated to develop a statewide [Digital Equity Resource Finder](#) as part of the state's Broadband for All initiative. Given the role that libraries play in the digital inclusion space, over half of locations featured are local branch libraries.

Share the Finder on your newsletter and social media to connect your patrons to local and statewide digital inclusion programs and services like assistance in enrolling affordable home internet, obtaining free or low-cost devices, digital skills training, and more.

If you don't see your library listed on the Digital Equity Resource Finder, please take a few minutes to complete this [online survey](#), or contact DEResourceFinder@state.ca.gov.

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.

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.

Career Online High School

[Career Online High School](#) (COHS) program is pausing enrollments of new libraries at this time. The state-funding supply of COHS scholarships ran out in mid-May 2026. This situation has no impact on already enrolled online high school students. As soon as more information becomes available, we will share it with you. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Networking and Training Opportunities

Public Library Directors Networking Call

The next call is scheduled for Wednesday June 17 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions.

Communities of Practice

The California State Library now consolidates all scheduled Community of Practice events on a single calendar. On our website, under Services to Libraries, select [Communities of Practice](#) (under the Resources for Public Libraries section). Help your staff build valuable connections across the state by sharing relevant Communities of Practice with them.

Current Projects and Services

Libraries with Heart Campaign from Rural Health Connections

Since November, public and tribal rural libraries across the state have participated in Califa's Rural Health Connections project. In partnership with the American Heart Association, 58 locations are preparing to launch the Libraries with Heart campaign. Through this initiative, participating locations will offer blood pressure monitors (for checkout or for in-library use) alongside programming that supports heart health.

LSTA-funded.

California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing

Dedicated one-time English as a Second Language (ESL) funding ends June 30, 2026. All ESL funds must be spent by this date. Adult Literacy Services and Family Literacy Services continue to be supported by ongoing funding provided by the State of California.

Thank you to the new coordinators and directors with CLLS programs who joined us at the CLLS Orientation this May. We appreciate you taking time out of your schedules to participate. For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Grant](#) page for information on CLLS data collection. Reach out to clls@library.ca.gov for more information. *State of CA-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.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).

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 for 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 with any questions.

State of CA-funded.

Library Statistics

The 2026 data for the unduplicated population served by each California public library jurisdiction is now available at [Persons Served by California Public Libraries \(Excel\)](#). Library service area population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California Public Libraries.

The 2024-25 Public Libraries Survey dataset is available at [California Public Library Statistics - California State Library](#). Data is provided by public libraries of California through the annual Public Libraries Survey. For more information or questions, contact LibraryStatistics@library.ca.gov

Parks Pass Program

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries.

The Parks Pass quarterly report due dates are:

- July 23, 2026 (for reporting period Apr-June 2026)
- October 22, 2026 (for reporting period July-Sept 2026)
- January 28, 2027 (for reporting period Oct-Dec 2026)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Save the Dates for California State Parks Week: June 10–14, 2026! The weeklong celebration will be **June 10–14, 2026**, and your library is invited to participate. The tagline is “This is where you live.” There are many ways to celebrate California State Parks Week. Visit <https://castateparksweek.org/> for more information and to view the event schedule. This event celebrates California’s 280 state parks and the people who visit and help protect these iconic places.

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

If a participating public library jurisdiction needs more park passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). To report lost passes, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). Parks Passes are valid through December 31, 2026. *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.

California cultural heritage collections interested in a free consultation can [sign up for a free assessment](#). Remote consultations for disaster plan creation or updates are also available. For more information, contact CAready@nedcc.org *State of CA-funded.*

Student Success Cards for All

Library cards help children succeed.

California legislation [SB 321 \(Ashby\)](#), [updated SB 1329](#) makes it easier for public libraries to put library cards into the hands of every California child who wants one. The State Library is working with schools and libraries to help make sure every California student has a library card by the third grade.

The California State Library has launched a new [Student Success Cards Partnerships Toolkit](#) to help libraries plan, strengthen, and sustain partnerships that support Student Success Cards (public library cards issued in collaboration with local educational agencies).

This toolkit for library staff includes practical, ready-to-use resources such as:

- Guidance on identifying and engaging potential partners to start a Student Success Cards program
- Tips for developing partnership goals, roles, and workflows
- Communication tools and templates that can be adapted locally
- Examples and materials to help with program implementation and ongoing support

For more information about the Student Success Cards initiative, visit the [State Library's Student Success Cards for All website](#) or contact the Student Success team at studentsuccess@library.ca.gov.

Summer Community Impact Report 2026

The [2026 Summer Community Impact Report Questions](#) are available online. Data collected from this report will show the impact of public library summer programs across California.

We are looking to confirm your library's contact person for submission. Use the link below to input the contact information for the person(s) in your library that will submit your summer program data.

The person(s) listed will be responsible for submitting the **2026 Summer Community Impact Report** through **Microsoft Forms**. Although we ask for multiple contacts, only one person should submit the data for your library jurisdiction.

[Submit your library contact information using this form](#) by July 10th at 5pm.

An excel form with the questions will also be sent to the person listed as your primary contact once your information is submitted. Use the excel form or copy the questions from the [2026 Summer Community Impact Report Questions](#) webpage to collect required statistics and programming information for your library's 2026 summer programs.

The Summer Community Impact Report relates to all your library's summer 2026 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

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.