

SVLS Administrative Council Meeting

Agenda

July 26, 2023

Los Gatos Public Library

100 Villa Avenue, Los Gatos, CA 95030

2:30 p.m.

SVLS Administrative Council

Jennifer Weeks, Santa Clara County Library District (Chair)

Gayathri Kanth, Palo Alto Public Library (Vice-Chair)

Jill Bourne, San Jose Public Library

Michelle Perera, Sunnyvale Public Library

Patty Wong, Santa Clara City Library

Ryan Baker, Los Gatos Public Library

Tracy Gray, Mountain View Public Library

I. Call to Order and Introductions

II. Approval of Consent Items (Action Item)

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|---|-------|---------------------|
| A. Adoption of Agenda | Weeks | |
| B. Approval of the April 26, 2023 Minutes | Weeks | Attachment 1, pg. 2 |

III. Old Business

- | | | |
|--|-------|---------------------|
| A. Operational Updates | Weeks | |
| B. SVLS Technical Services Group Update | Baker | Attachment 2, pg. 5 |
| C. Dolly Parton's Imagination Library Discussion | Ornat | Attachment 3, pg. 7 |

IV. Reports

- | | | |
|------------------------------------|-------------|--|
| A. Silicon Valley Reads | Weeks | |
| B. PLP Executive Committee Update | Gray/Perera | |
| C. Report of System Administration | Frost | |

V. Agenda Building and Location for Next Meeting on October 25, 2023

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

VII. Announcements and Reports from Libraries

VIII. Adjournment

SVLS Administrative Council Meeting**MINUTES****April 26, 2023****2:30 p.m.****Council:**

Jennifer Weeks, Chair, Santa Clara County Library District
 Ryan Baker, Los Gatos Public Library
 Tracy Gray, Mountain View Public Library
 Gayathri Kanth, Palo Alto City Library
 Michelle Ornat, San Jose Public Library
 Patty Wong, Santa Clara City Library
 Michelle Perera, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
 Justin Wasterlain, PLP

I. Call to Order and Introductions

The meeting was called to order at 2:32 p.m. by Chair Weeks. Perera was congratulated in recognition of receiving the 2023 CLA Member of the Year Award.

II. Approval of Consent Items**A. Adoption of Agenda****B. Approval of the February 1, 2023 Minutes**

A motion was made, and passed via voice vote, to approve the Consent Items. (M/S Baker/Gray)

III. Old Business**A. Operational Updates**

The directors provided updates related to current recruitments and improvements to facilities and equipment.

IV. New Business**A. Appoint Director Liaison for SVLS Technical Services Group/World Languages Project**

Wong shared information from a member of the Technical Services Group about challenges to the project. She noted the Group felt they lacked specific direction and would like a director liaison who could work with them and facilitate more direct communication with the Council. Wong added some staff with the language skills needed for this project are retiring and the capacity for the initiative is lower. Baker noted he had one staff member in the Technical Services Group and would be willing to serve as the liaison for the group. A motion was made, and passed via voice vote, to appoint Baker as the director liaison to the SVLS Technical Services Group.

B. Narcan in Libraries

Weeks reported Santa Clara County Library District was partnering with Behavioral Health Services to determine how to provide Narcan at libraries. She noted the libraries should serve as locations of community educational programs about Narcan rather than drop-in distribution points for the drug. Weeks stated staff were being given an opportunity to train to administer Narcan on a volunteer basis. Frost noted there were multiple bills currently being legislated that could affect a library's requirement to provide Narcan. Baker attended a training for Town of Los Gatos staff and noted it was very quick and easy. Los Gatos would have Narcan at all public desks and in city vehicles. Directors asked situational questions and discussed how Narcan could be administered. Ornat noted it is traumatic for staff to witness an overdose and libraries should consider how to support the staff members who choose to administer Narcan.

C. Dolly Parton Imagination Library Discussion

Weeks relayed information from the State asking for assistance with the Dolly Parton Imagination Library in Santa Clara County. She noted many libraries were not expecting a financial obligation to pay for a portion of the books provided by the service. Wong noted many states have been involved in this program. She added, normally it starts as a free initiative for libraries, but moves towards a match program or full financial responsibility over time. California is starting as a match program. Ornat expressed worry about the sustainability of the program. The directors discussed potential 501c3 partners and what responsibility that organization would have for the mailing and postage of the materials. Ornat offered **to contact Rebecca Wendt at the State Library for more information about the program's launch.** Weeks asked for this topic to be agendaized at the July SVLS Council meeting.

D. Review of FY 2023-24 SVLS Administrative Council Meeting Schedule

The directors reviewed the SVLS Administrative Council meeting schedule for FY 2023-24.

V. Reports**A. Silicon Valley Reads**

Weeks reported the Advisory Board is considering sustainability for the 2024 program theme. Weeks stated she would provide a more informative report in July when more information was available.

B. PLP Executive Committee Update

No report given.

C. Report of System Administration

Frost announced the PLP Administrative Council's upcoming May 19th meeting. Wasterlain shared information about the June 15th PLP Staff Development Committee workshop.

VI. Agenda Building and Location for Next Meeting on April 26, 2023

The next meeting will be held at the Los Gatos Public Library on July 26, 2023 at 2:30.

Topics to agendize:

- Dolly Parton Imagination Library

VII. Public Comment

There was no public comment.

VIII. Announcements and Reports from Libraries

No announcements.

IX. Adjournment

The meeting was adjourned at 4:07 p.m. by Chair Weeks.

SVLS World Language Sharing Project

Update

1

What we will discuss

- Current Process
 - What's working
 - What isn't
- What we could do to improve:
 - Z39.50 connection
 - Funding for central access to cataloging experts (Backstage)
- Need for training resources and funding

2

Current Process

- What --- Lists of ordered and cataloged materials
- When --- Every January and July
- Where --- Basecamp
- How ---
 - Post lists in folders in Docs & Files.
 - Post one list for each language.
 - Libraries with small international collections may opt for annual postings.
 - Include suggested fields in each list
 - File saving naming convention
 - Abbreviated library name Language Added Year-Month
 - Post/Update the vendor list in the Vendors Folder whenever it's necessary.
- Share best practices in the Processes Folder.

3

What Works?

- Basecamp is great for asking World Language Sharing questions and getting answers from a variety of libraries
- Basecamp is also great for sharing documents
- Additional process of emailing lists to individual libraries instead of posting on Basecamp when needed has evolved

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What Doesn't

- Taking time to create lists in ILS to share
- Remembering to create the lists in ILS to share
- Cumbersome to download the documents and input into the system
 - Each shared file needs to be downloaded, edited, and then re-uploaded
 - Consider a different file sharing system like Google Docs/Sheets for efficiency
- Varying levels of participation
- Vendor contact sheet not regularly updated

5

Z39.50

- It's Free!
 - Provides a direct connection to a library's database from which other libraries can export title records
- What PLP can do?
 - Add legitimacy through a statement or MOU development
- Is it secure?
 - Uses a specific port. Use a secure port for retrieving information.
 - PLP can support discussion with IT departments about security

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Central Access to Outsourced Cataloging

- Backstage offers a service to catalog world language materials
 - Various packages and levels of service available
- Research other vendors services, like OCLC
- What can PLP do?
 - Centrally negotiate a group discount for PLP libraries
 - Have a central fund that PLP libraries can draw on when needed or offer grants as needed
 - Hire hourly catalogers in lieu of vendor services, similar to On Call or Pool staff, for libraries to request as needed

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Training and Resources Needed

- OCLC training on loading records
- Training on linking fields in OCLC records
- Z39.50 configuration and training
- Training hourly staff in cataloging skills
- Provide grant for Backstage services as a pilot program
- Basic cataloging training for staff with language skills
- Technical Services Internship
- Technical Services interest workshops or presentations

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Thank you!

SVLS Technical Services
Managers

Contacts:

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Information Source: Zoom w/Rebecca Wendt & Michelle Ornat
May 15, 2023

DOLLY PARTON IMAGINATION LIBRARY

Program Information and Logistics

Program Funding, Cost, and Payment

- CSL guaranteed funding commitment through June 30, 2028.
 - \$68M has been committed to the Imagination Library program.
 - Statewide program opens June 8, 2023; funds will be available in July 2023.
- Program is funded at ZIP Code level through
 - CSL match: 50%
 - Local match: 50%
- Businesses, organizations, and 501(c)(3)s can join to pool resources to fund/contribute to the 50% local match.
 - There must be at least one 501(c)(3) in order to qualify for the CSL 50% match.
 - Why?
 - Because the 501(c)(3) qualifies to use the nonprofit mailing rate.
 - Foundations, businesses, individuals, or other entities can use a model where a certain number of kids are sponsored.
- The 501(c)(3) holds the agreement with the Dollywood Foundation.
 - Any number of 501(c)(3)s, businesses, or organizations (hospitals, Friends of the Library groups, etc.) can also collaborate with the lead or primary 501(c)(3).
- Costs
 - The average cost is \$2.60 per book per month.
 - The average local match per book per month is \$1.30 which will be invoiced by the Dollywood Foundation.
- Payment process to the Dollywood Foundation
 - Dollywood Foundation sends the books out to the participants at the beginning of each month.
 - CSL pays Dollywood Foundation 50% of cost of that month's shipments.
 - 501(c)(3) is invoiced for the remaining 50% cost for that month.
- Sustainability Options: State Support Beyond 2028
 - More state money could be allocated toward the program.
 - There are also special state contingency funds that could be tapped to fund the program after 2028.

Child Participation

- Children are eligible to participate from birth until their 5th birthday.
 - Once a child turns 5, they are no longer eligible for the program.
- For children to participate, they must reside in a ZIP code in which a 501(c)(3) (and its partners if applicable) has the [agreement](#) with the Dollywood Foundation.
- How do children receive the books?
 - Using the [online portal](#), parents register their children under the age of 5.
 - Paper forms could be distributed by the local partner entity to parents as an alternate registration method.
 - If a partnership is not set up in the ZIP Code in which a child resides, the child will be put on a waitlist until one is established.
 - Once the ZIP Code in which they reside is covered by a local partnership, children will be moved from the waitlist and begin receiving books.

How are the books selected and distributed?

- Selection and Offerings
 - Books are chosen by the Dollywood Foundation. Selectors are comprised of national and international librarians and educators.
 - There is currently a bilingual English-Spanish pilot.
 - Booklist is released on an annual basis. Effort and intentionality to represent diverse interests on national and international level.
 - Recent complaints: too many animal books.
 - [2023 Book List](#)
 - New list for 2024 should be released within the next month.
- Shipment
 - The Dollywood Foundation has a publishing and distribution hub in California.
 - Books are shipped directly from the California hub to the child's home.
 - Books typically ship near the first of the month.
 - Local Post Office delivery schedules may affect speed of delivery.
 - Timing
 - On the first of each month, the participation list is updated.
 - For example, if a child is registered on May 1st and throughout month of May, they will receive their first book in June.
 - All participants are sent the books for the month at the same time.

What are the roles of public libraries in this process?

- Libraries can advertise the program to families and to organizations which might be interested in starting a local partnership with the Dollywood Foundation; can help find local partners.
- Libraries can participate with a 501(c)(3) and contribute to the cost of the books.
- Libraries could work with their Friends groups or Foundation.
- Libraries can raise awareness about the program to parents; can create a display of the books that participants would receive.

Projected Participation

- Initial year averages 15% then participation grows.
- Data shows that participation maxes out at about 65%.

Privacy

- Dollywood Foundation is adhering to privacy rules which are stricter than California requirements.
- Participants are not tracked.
- If local partner provides a paper registration form option, the partner would be responsible for ensuring the information is kept confidential until submitted to the Dollywood Foundation.
- There is no marketing or anything beyond specific messages relating to the program. Parents choose to opt in.
- The only material participants will receive in the mail are books on a monthly basis.