

PLP Executive Committee Agenda

October 16, 2023
10 a.m. via Zoom

<https://us02web.zoom.us/j/83060014830?pwd=dC9EZTMrMmVSNUZoUjZhbYtNMUtWQT09>

Meeting ID: 830 6001 4830, Passcode: 659402

Call-in Option: (669) 900 6833

PLP Executive Committee

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

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

I. Introductions

II. Approval of Consent Items (Action Item)

Gray

- A. Adoption of the Agenda
- B. Approval of the August 17, 2023 Minutes Attachment 1, pg. 4
- C. Approval of the June 26, 2023 Minutes Attachment 2, pg. 6
- D. Review and Approval of the 2023-24 Innovation and Technology Grant Awards Attachment 3, pg. 10

III. Old Business

- A. FY 2022-23 Staff Development Committee Annual Report Ota/ Alvarado Attachment 4, pg. 73
- B. Update on FY 2023-24 PLP Strategic Priorities Activities Frost Attachment 5, pg. 76
- C. PLP Leadership Ad Hoc Group Update Wasterlain Attachment 6, pg. 79
- D. PLP AI Ad Hoc Group Update Wasterlain Attachment 7, pg. 80

IV. New Business

- A. FY 2023-24 Staff Development Committee Activities Alvarado/ Gonzalez Attachment 8, pg. 81
- B. Finance
 - 1) Review and Approval of the CLSA 2022-23 Annual Report (Action Item) Frost Attachment 9, pg. 82
 - 2) Review and Approval of the CLSA 2022-23 System Expenditure Report (Action Item) Frost Attachment 10, pg. 88

- 3) Review and Approval of the CLSA 2023-24 Detailed Budget (**Action Item**) Frost Attachment 11, pg. 97

V. Reports

- A. PLP President's Report Gray
- B. PLP CEO's Report Frost
- C. State Library Report Pham Attachment 12, pg. 106

VI. 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 agendaized pursuant to State law.)

VII. Announcements

VIII. Adjournment

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

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

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

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

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

Meeting Locations:

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

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

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

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

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

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

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

**PLP Executive Committee
SPECIAL MEETING
August 17, 2023
1 p.m. via Zoom**

MINUTES

Committee:

Tracy Gray, Chair, Mountain View Public
Hillary Theyer, Monterey County Free
Tom Rosko, Naval Postgraduate
Elnora Tayag, San Mateo County Comm. College District
Tim Wallace, San Bruno Public
Michelle Perera, Sunnyvale Public

System Staff:

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

Others:

Bev Schwartzberg, CA State Library
Rebecca Wendt, CA State Library

The meeting was called to order by Chair Gray at 1:02 p.m.

I. Introductions

II. Adoption of the Agenda

A motion was made, and passed via roll-call vote, to adopt the agenda. Tayag was not present, all others voted in the affirmative. (M/S Theyer/Rosko)

III. New Business

A. Consideration of Continuation of AmeriCorps Grant

Frost provided information describing the administration of the AmeriCorps grant during its first year. She noted the structure of the grant proved to be more complex and staff-intensive than originally planned. Frost described the roles of the California State Library, Literacyworks, PLP, and AmeriCorps/California Volunteers. She explained that PLP serves in a non-programmatic capacity as the fiscal agency responsible for compliance and reporting. The program is supported through LSTA funds as well as through the AmeriCorps grant.

Frost provided details on how grant funds are allocated and how PLP is compensated. She explained that indirect costs revenue was dependent on a formula derived by AmeriCorps and dependent on AmeriCorps Member enrollment. She reported only 44 of 70 member positions were filled and would likely result in indirect costs revenue being half what was originally budgeted.

Frost reported the grant's programmatic partner became unable to fulfil its responsibilities for an extended period of time during the first year, resulting in unbudgeted work to be performed by PLP. Frost acknowledged the State Library's offer to compensate PLP for this time. The programmatic partner has stated they will not participate in year 2 and a replacement has been identified.

Frost discussed AmeriCorps' grievance process and the liability this creates for PLP, for the programmatic partner, and for the participating libraries. She explained it is the policy of AmeriCorps to not provide legal support (such as attorneys or mediators) in the grievance

cases. She noted this situation resulted in PLP incurring legal fees when PLP has no programmatic control of the actions resulting in the grievance cases.

Frost discussed the implications if PLP discontinued the AmeriCorps grant in year two. She explained PLP's discontinuation of the grant would likely result in the discontinuation of the State Library's AmeriCorps program completely. She noted the new programmatic partner could potentially take over grant administration, but they have stated they are not interested in doing so.

Theyer asked if the LSTA grant could be amended so that legal fees would be an allowable use of grant funds. Frost answered it was unlikely. Perera asked if the indirect costs revenue from this grant was comparable to what PLP would get for other grants of this size. Frost answered PLP would normally receive 10-15% of the total modified costs of a grant. She said the AmeriCorps grant provided a smaller percentage. Perera asked if California Volunteers would provide assistance with the grievance process. Frost replied they would not provide an attorney, mediator, or arbitrator, and that PLP and the programmatic partner would assume those costs and should share the costs between the two agencies. Wallace asked how much PLP is expecting to pay in legal fees during year one. Frost answered PLP estimates \$5,700 will be spent in legal fees in year one and there would be potential for additional costs should other grievance cases be filed. Theyer asked if the State Library would take on legal costs. Wendt replied it is unlikely. Rosko voiced concern that the structure of the grant is challenging and questioned if PLP would have applied for the grant had this information been known at the outset. Theyer asked if the new programmatic partner would still like to participate under these conditions. Frost replied they would, but PLP would still be responsible for all current legal costs. Theyer suggested legal fees could be factored into PLP's budget for the following year if the grant was continued, but it could potentially take resources away from other activities.

Frost conducted a straw poll to see who would want to continue the grant in year two. No member indicated they would be willing to continue.

A motion was made, and passed unanimously via roll-call vote, to discontinue the AmeriCorps grant in year two and in future years. (Rosko/Wallace)

IV. Public Comment

Wendt expressed the California State Library's support for PLP's work and stated the decision to discontinue the AmeriCorps grant in year two would not reflect poorly on the organization.

V. Announcements

No announcements.

VI. Adjournment

The meeting was adjourned at 11:01 a.m.

PLP Executive Committee
June 26, 2023
10 a.m. via Zoom

MINUTES

Committee:

Jaime Turbak, Chair, Oakland Public
 Tess Mayer, Berkeley Public
 Ryan Baker, Los Gatos Public
 Tracy Gray, Vice Chair, Mountain View Public
 Hillary Theyer, Monterey County Free
 Tom Rosko, Naval Postgraduate
 Elnora Tayag, San Mateo County Comm. College District

System Staff:

Carol Frost, PLP
 Justin Wasterlain, PLP
 Andrew Yon, PLP
 Alison McKee, Contra Costa County
 Tim Wallace, San Bruno Public
 Michelle Perera, Sunnyvale Public

The meeting was called to order by Chair Turbak at 10:03 a.m.

I. Introductions

II. Approval of Consent Items

A. Adoption of the Agenda

B. Approval of the May 19, 2023 Minutes

C. Review of the May 19, 2023 PLP Administrative Council Minutes

D. FY 2023-24 Innovation and Technology Grant Guidelines

A motion was made, and unanimously passed via roll-call vote, to approve the Consent Items.
 (M/S Baker/Theyer)

III. Old Business

A. Approval of Updated Financial Support for Staff Development Initiatives and Activities Guidelines

Frost reviewed changes made to staff development and initiatives activities funding during the May 19, 2023 Executive Committee meeting. She described the updated guidelines and noted language about specific dollar amounts was removed to allow guidelines to be used for multiple years. Frost stated calls for activities would go out towards the end of the month. A motion was made, and unanimously passed via roll-call vote, to approve the updated financial support for staff development initiatives and activities guidelines. (M/S Baker/Theyer)

B. Review and Approval of Revised FY 2023-24 CLSA Menu of Services

Frost described changes to the CLSA menu made since the May 19, 2023 meeting. She noted that enki books would be removed from the menu as Califa will discontinue support within a year and will be providing subscriptions for free until that time. She acknowledged the addition of an "other" category to allow libraries to propose potential uses of CLSA

funds not currently supported. A motion was made, and unanimously passed via roll-call vote, to approve the revised FY 2023-24 CLSA Menu of Services.

C. Approval of the FY 2023-24 – FY 2025-26 PLP Strategic Priorities

Frost described the feedback received in the May 19, 2023 meeting to uplift the language around diversity, equity, and inclusion in the PLP Strategic Priorities. She reported a task force was created to review and suggest updated language. Frost described the changes that were made. Rosko and Tayag stated appreciation for updating the language to better capture the intent and practices that are already in place. A motion was made, and unanimously passed via roll-call vote, to approve the FY 2023-24 through FY 2025-26 PLP Strategic Priorities. (M/S Baker/Turbak)

IV. New Business

A. Approval of the FY 2023-24 PLP Strategic Activities

Frost explained the purpose of the Strategic Activities as a way to activate PLP's Strategic Priorities. She noted that some activities are repeated each year, such as supporting the Staff Development Committee's work. Frost provided detail on new or updated activities. She stated the Ad Hoc group working on leadership training (Activity 1a) would be expanded. She reiterated the changes to the funding structure of staff development initiatives and activities (Activity 1c). Wasterlain described a recent successful Staff Development Committee workshop about crisis communication. Frost announced the idea of providing training related to artificial intelligence as Activity 2c. She noted Baker would be the director liaison to the World Languages Work Group to help forward the goals of Activity 4a. A motion was made, and unanimously passed via roll-call vote, to approve the FY 2023-24 PLP Strategic Activities. (M/S Baker/Theyer)

B. Approval of the FY 2023-24 PLP CLSA Plans of Service and Budget

Frost provided an explanation how CLSA funds are used by PLP administration and what is allocated for library use. She specified that PLP will submit a detailed CLSA budget to the State in September. Theyer asked if the Plans of Service are presented to the California State Library Board in the fall, and Frost responded they are, but the exact date of the meeting is not yet known. She noted if there were significant changes in the Plan or if something irregular were to happen after the fall CSLB meeting, a revised Plan would be presented. A motion was made, and unanimously passed via roll-call vote, to approve the FY 2023-24 PLP CLSA Plans of Service and budget. (M/S Baker/Theyer)

C. Finance

1) Approval of the PLP FY 2023-24 Budget

Yon highlighted changes and adjustments made to the PLP budget since the May 19, 2023 meeting. He noted \$12,000 was added to the allocation for workshops to be used for potential training related to AI. Frost reported PLP had identified a potential vendor to facilitate the training. Mayer asked if PLP could consider other vendors due to feedback from staff about previous trainings from the identified vendor. Baker suggested the budget be approved with the allocation for training

and an Ad Hoc group could be formed to identify other vendors. Mayer, Rosko, Wallace (term beginning in July 2023), and Perera (term beginning in July 2023) will bring information about other vendors to the Committee during the October 2023 meeting. Turbak reminded the Committee that \$50,000 is held for future purchases and could be used to support this training if additional funds were needed. A motion was made, and unanimously passed via roll-call vote, to approve the PLP FY 2023-24 budget. (M/S Baker/Theyer)

2) Acceptance of Funding for the FY 2023-24 AmeriCorps Program

Frost provided background on the AmeriCorps program noting it is an off-cycle grant with the second year beginning on November 1, 2023. She reported 25 libraries with literacy programs had applied to receive AmeriCorps workers to help their learners. Frost announced LiteracyWorks, a current partner in the program, would not continue its involvement in the second year. Learning Quest will take over the activities currently performed by LiteracyWorks. Yon confirmed the program is conducted on a reimbursement basis, so exact revenue from the program is not yet known. Frost noted the AmeriCorps program is a complex grant. A motion was made, and unanimously passed via roll-call vote, to accept funding for the FY 2023-24 AmeriCorps Program. (M/S Theyer/Rosko)

D. FY 2023-24 PLP Executive Committee Meeting Schedule

Turbak reviewed the FY 2023-24 PLP Executive Committee meeting schedule.

V. Reports

A. PLP President's Report

Turbak thanked PLP staff for assistance in facilitating communication and meetings.

B. PLP CEO's Report

Frost thanked Turbak, Baker, and Sommer for their time and work on the Executive Committee. Frost reported that she attended an ALA preconference meeting related to consortia.

C. State Library Report

Report provided in agenda packet.

VI. Agenda Building for Next Meeting on October 16, 2023

- **AI Ad Hoc Group Discussion**
- **CLSA Reports**
- **Staff Development Committee Report**
- **FY 2022-23 Innovation and Technology Grant Reports and FY 2023-24 Submissions**

VII. Public Comment

No public comments.

VIII. Announcements

Baker thanked Frost and PLP staff for assistance with Executive Committee functions.

IX. Adjournment

The meeting was adjourned at 11:01 a.m.

DRAFT

2023-24 Innovation and Technology Grant Awards

FISCAL YEAR	GRANT TITLE	LIBRARY NAME	Category	REQUESTED AMOUNT
2023-2024	STEAM Programs in a Box	Alameda County Library	A	\$10,000
2023-2024	Pathway to Learning Initiative	Alameda Free Library	A	\$7,642
2023-2024	Monterey County Juvenile Hall Book Club	CSU Monterey Bay	A	\$8,500
2023-2024	It Takes a Town: Unhoused Community Care and Comfort	Los Gatos Public Library	A	\$12,000
2023-2024	Learn, Play, and Create at Monterey Public Library	Monterey Public Library	A	\$12,000
2023-2024	Programs and Services - Listening and Translation Accessibility	Mountain View Public Library	A	\$11,996
2023-2024	Tech for All	Oakland Public Library	A	\$12,000
2023-2024	Memory Kits for Adults and Caregivers	Pleasanton Public Library	A	\$11,915
2023-2024	Read to Me: Assisted Reading Devices	San Bruno Public Library	A	\$4,497
2023-2024	Design and Build a Personal Computer at the Library	South San Francisco Public Library	A	\$7,500
2023-2024	Farm to Shelf - Mobile Kitchen Cart	Watsonville Public Library	B	\$12,000
TOTAL:				\$110,050

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Alameda County Library

Project Title: STEAM Program(s) in a Box

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Alameda County Library (AC Library) would like to pilot a programming resource for Library Staff called “STEAM Program(s) in a Box”. This pilot will allow us to test an idea from AC Library Children’s Staff that may ease the stresses of program planning by creating several pre-made kits for Library Staff to use in their children’s programming and/or class visits. These programming kits will include a lesson plan and any supplies needed for 30+ participants and would be replenishable so that each programming kit could be used more than once. Staff will incorporate environmental sustainability principles wherever possible when choosing which projects to kit and while resourcing materials. STEAM Program(s) in a Box will be tested at Irvington and San Lorenzo Library, with opportunities for other AC Library branches to participate as well. Feedback from staff and program participants will be gathered throughout the funding period and evaluated for adjustments and expansion opportunities.

2. Explain how this project fits with the library’s strategic directions.

Mission: *Grow learners, break barriers, build futures*

STEAM Program(s) in a Box reduce barriers posed by time, budget, and expertise for AC Library staff to facilitate STEAM educational opportunities for young students. This early, low-risk exposure to basic concepts, problem solving, and the arts will provide building blocks for children to rely on as they move towards higher education and the more advanced STEAM related classes there. Kits and materials will incorporate sustainability principles wherever possible, with a focus on reusable, reclaimed, recyclable, and compostable components.

Vision: *Kind, Connected Humans*

STEAM Program(s) in a Box would have a mixture of individual and group projects. Our young visitors will be encouraged to assist one another and offer positive feedback, which will help them create connections with others.

Values:

Authenticity

The things we make help us to learn about and express our authentic selves. This will be especially true of the arts focused STEAM Program(s) in a Box.

Integrity

The Library isn't just a place for books, it's a place for education and entertainment. This project provides an opportunity for AC Library to show our communities that we take this adage seriously.

Creativity

Though many of the kits will have a specific finished project in mind, several will have an opportunity for creative thinking and expression. This can be especially difficult for young people who have been taught from an early age to find the "right" answer as opposed to celebrating a creative way to do things.

Curiosity

STEAM projects offer an opportunity to answer those questions we all have as we explore the world around us. The Program(s) in a Box will provide a low-risk way for youth to express and assuage their curiosity.

Empathy

Inevitably, at least one program attendee will face challenges with completing a project. Fellow attendees will be encouraged to practice empathy and help each other.

Areas of Exploration

Innovation & Cultivation

The ability to be creative and to cultivate a better future is something innate to humans. STEAM Program(s) in a Box will expose our younger members to ideas and methodologies that they can pull from as they create their own desired future.

Justice, Equity, Diversity & Inclusion

We acknowledge that Fremont is a more affluent community even as we seek to leverage the space and expertise of the Makerspace team at Irvington. We also know that San Lorenzo Library serves low income, minority communities in the unincorporated Eden Area who are thirsty for STEAM programming opportunities. This pilot will allow us to provide desired services to the youth in lower income areas, helping them to receive exposure to STEAM ideas that they may not receive in school. It will also help us to rethink and redesign programs and field trips within our better resourced communities.

Civic Participation

Fremont Unified School District (FUSD), City of Fremont, business owners, and caregivers have been vocal about the need for more STEAM focused opportunities for youth. In April 2023, Irvington displayed a poster asking the community for program suggestions. Over 90% of the suggestions were based in STEM. Several suggestions were made directly by youth under the age of 12. The caregivers often added “for kids” to those suggestions.

Additionally, community feedback sessions in 2021, as well as prior feedback from community/local government planning sessions in Unincorporated Alameda County all contained requests for STEAM education support. The community repeatedly mentioned the lack of free STEAM education opportunities within San Lorenzo Unified School District (SLZUSD). Though not directly incorporating the specific suggestions from Irvington or San Lorenzo this project is a response to the regular requests for STEAM programming from our community.

Healthy Families, Healthy Homes

AC Library believes that “Access to secure housing and food, early childhood education, and family literacy build the foundation for a healthy world.” By supporting STEAM education in our community, this project directly supports this area of exploration.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

STEAM Program(s) in a Box will serve two very different communities in Alameda County: Fremont and Eden Area. Choosing two libraries located in such different communities for this project will allow for a more well-rounded pilot, providing the opportunity for feedback from members with a variety of backgrounds, resources, and abilities. Assuming the project goes well, it will be expanded to include AC Library locations in Albany, Castro Valley, Dublin, Newark, Union City, and Mobile and Outreach Services.

There are four libraries in Fremont, including Irvington. During AC Library’s COVID-19 library closures, Irvington began the process of transitioning to become a Makerspace with a small library inside. This decision considered the proximity of this small library to the much larger Fremont Main Library, as well as the stated goals and needs of FUSD and the City of Fremont. Additionally, Irvington is across the street from Irvington High School, which has an impressive Makerspace for its students to use during school hours. Irvington’s transition supports these students outside of school hours and provides Maker opportunities to elementary and middle school students and families.

Eden Area is a local designation given to a group of unincorporated communities in Alameda County, which include San Lorenzo, Ashland, Cherryland, and Hayward Acres. San Lorenzo provides services to residents in Eden Area. As an unincorporated area, this community does not have the benefit of City governance, relying instead on County departments to handle this role. Eden Area residents have increased their own advocacy efforts by forming grassroots

coalitions to work with various County departments, including the Library. All are agreed that the need for STEAM education and opportunities is paramount for the betterment of the community. Historically, the school districts serving the Eden Area have not been able to provide STEAM education opportunities at the caliber of surrounding school districts. The Library is not within walking distance of most schools, however it is a valued community partner and resource for families.

2021 Estimated Data from the US Census Bureau is below. Information for Hayward Acres is not designated separately from the City of Hayward within the Census information, so it is not included in this table.

	Fremont	San Lorenzo	Ashland	Cherryland
Total Population	227,523	30,420	23,640	15,552
Under 18 years	53,627	6,246	5,596	3,503
Population by Race				
Asian	63%	28.2%	23%	11%
Black/African American	2.3%	3.7%	14.5%	10.1%
Hispanic/Latino	10.6%	42%	46.1%	54.1%
White	18.4%	21%	10.3%	19.9%
Other	5.7%	5.1%	6.1%	4.9%
Household Income and Educational Attainment				
Median Household Income	\$155,968	\$95,903	\$71,002	\$75,470
Graduate/Professional Degree (Age 25+)	64.7%	4.9%	4.6%	4.7%

A small team made up of Irvington staff and AC Library’s Family Services Coordinator will work together to identify STEAM projects that will meet the goals of this pilot. Ideal projects for STEAM Program(s) in a Box are:

- *Age appropriate* – for ages 6-11; considering concepts, interests, dexterity, and education level.
- *Expandable* – though each kit can be completed as a standalone program, it would be great if they can also lead to add-on programs. For instance, a program where attendees learn about types of rocks may have a very basic coloring sheet included or could be expanded to include model building or rock painting, or expanded even further with a guest speaker from the Parks Department discuss the types of geology found in the area.
- *Relatively simple for staff to lead* – Library staff are not necessarily teachers or scientists. STEAM Program(s) in a Box should include all materials necessary for the basic program, including lesson plans, demonstratives, consumable items, and suggestions for expansion opportunities.
- *Easily transported* – We will be using the Library’s internal courier service to transport the STEAM Program(s) in a Box. The kits will need to be a reasonable size and weight to

be included as part of the regular courier service deliveries. Courier feedback will be solicited prior to moving forward with each program kit

- *Sustainable* – preference will be given to programs made up of reusable items wherever possible, followed by reclaimed, recyclable and compostable materials.

Once the best options for STEAM Programming are identified, the planning team will present the program ideas to San Lorenzo staff for initial feedback, and to the Courier Services team to ensure their needs and limitations are met before purchasing materials, creating the programming kits and settling on the methodology for transport.

The space at Irvington is ideally situated for filling, refilling, and storing STEAM Program(s) in a Box. The proximity to the high school and FUSD's service hours requirements for graduation promise regular assistance with some of these tasks. Statistics on the amount of time spent on these tasks will be kept to assist with evaluating the pilot for expansion.

Irvington and San Lorenzo will each host a series of STEAM Programs using these kits for 4-6 months. The kits may also be used during class visits at Irvington, due to that location's transition away from a traditional library service model. We will gather feedback through informal interviews, surveys, and shared reflections. Feedback received will help gauge the ease and effectiveness of the individual STEAM Program(s) in a Box, and the pilot as a whole.

4. What are the goals and objectives of the project?

GOAL: Ease program planning stress and reduce waste by providing pre-made class-sized STEAM program kits for Library Staff.

OBJECTIVES:

- Identify and create at least six (6) complete age-appropriate STEAM-related programming kits that staff can facilitate.
- Design a procedure to replenish kit supplies quickly and easily.
- Test each Programming kit by hosting programs for 4-6 months at Irvington and San Lorenzo. Other AC Library branches may also test the Programming kits to provide additional feedback.

5. Please include your project timeline (include detail of activities).

Phase I: Planning, Purchasing, and Packaging (1-3 months)

- Identify and evaluate potential STEAM projects for inclusion
- Purchase necessary components
- Package and label the programming kits

Phase II: Programs and Replenishment (4-6 months)

- Test the Program Kits by holding at least 1 Program/Class Visit per month at each participating location
- Solicit and compile feedback after each event
- Replenish supplies as needed

Phase III: Wrap Up (1-2 months)

- Analyze feedback and comments
- Debrief with Library staff and Courier Services
- Finalize documentation
- Evaluate for expansion to other library branches

6. Please indicate how you will evaluate success of your project.

Each STEAM Program in a Box will include a short survey for attendees and/or their parent/guardian to complete. Though paper surveys will be available, attendees will be encouraged to complete their survey online. These surveys will be compiled and analyzed at the end of the funding period to understand how our communities responded to the programs, any new concepts they learned, and whether that specific program kit should continue to be used after the funding period ends.

After each program, Staff will record general impressions, any quotes or sentiments shared with them, strengths and weaknesses of the program kits, as well as the number of attendees for each program. Staff will be encouraged to take photos of the programs to help the planning team understand and celebrate each program.

Additionally, the planning team will meet regularly with programming staff at San Lorenzo and Irvington, as well as with Library Couriers to identify and respond to time-sensitive sticking points with sending/receiving, facilitating, and replenishing the program kits.

At the end of the funding period, the planning team will compile all information received. During their debrief, the team will analyze surveys, photos, stories, impressions, and more to evaluate the success of the project. This information will be presented to various age level services and EDI programming teams to solicit ideas for tweaking and expanding the program.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Item Description	Estimated Cost
STEAM Programming – 6 kits (min) with hands on components for 30 students	\$8,000

Spare Parts – replenishments for lost/damaged components, and make-and-takes	\$1,250
Packaging materials	\$750
Total	\$10,000

8. Please indicate how the project will be sustained after the grant term is over.

Upon completion of the grant term, the project will be sustained through Library funding. Regular assessments will be completed with staff to ensure that the STEAM Program(s) in a Box individually and as a whole are still relevant. The individual Program kits that are no longer appropriate will be taken apart, and the materials used in other activities. This will create room for new Program kits to be created, which will help keep this collection fresh for our members and staff.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

Cindy Chadwick
Cindy Chadwick Ph.D., County Librarian

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Alameda Free Library

Project Title: Pathway to Learning Initiative

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

The Pathway to Learning Initiative is aimed at enhancing the educational and creative opportunities for Alameda Free Library card holders. This project seeks to create a diverse range of maker and activity kits, each paired with themed, introductory level books, DVDs, essential tools, and all the supplies necessary to get started or practice new skills and hobbies. Through offering these comprehensive resource our goal is to empower our community members to explore and master new crafts and hobbies, fostering lifelong learning, creativity and skill development. This innovative program will not only enrich the lives of our Library patrons but also strengthen community engagement and access to educational resources.

2. Explain how this project fits with the Library's strategic directions.

Mission

The mission of the Library is to foster individual and community enrichment, resourcefulness, and connection through welcoming, knowledgeable staff, and easily accessible collections, facilities and virtual spaces.

- I. Fostering individual enrichment: The Pathway to Learning Kits offer a wide range of hands on activities and learning opportunities, directly supporting enrichment by providing access to resources that promote personal growth and skill development.
- II. Community enrichment: As cardholders engage with these kits they will foster community enrichment through shared experiences, collaboration,

and lifelong learning, thus reinforcing the Library's role as a hub for community engagement.

- III. **Resourcefulness:** The Pathway to Learning Kits come with essential tools and supplies, making them easily accessible to patrons who may not have the means to acquire these materials on their own. This not only allows patrons to pursue their interests and passions, but strengthens our place as a resource for the community.
- IV. **Knowledgeable Staff:** Staff members will be involved in not only the marketing and sharing of the kits, but also in the creation of pilot programs to encourage the circulation and borrowing of the Learning Pathway Kits. Furthermore, staff member's involvement in guiding patrons towards the kits effectively ensures that the resources are not only accessible, but also utilized to their full potential, which is in alignment with the Library's commitment to providing guidance and assistance to patrons.
- V. **Easily Accessible Collections:** By launching the Learning Pathway Kit the Library extends its collections beyond traditional books and media, making a wider array of educational resources available to the community. This accessibility enhances the Library's role as a source of diverse and enriching materials.

Overall, the kits directly support the Library's mission by promoting individual and community enrichment, resourcefulness, and connection. All of which are fundamental to the Library's purpose in service its patrons and community.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

In the heart of Alameda, a city that celebrates diversity and inclusivity, our primary goal is to serve a community that reflects a tapestry of backgrounds and experiences. Spanning various generations, Alameda's population encompasses all walks of life, with a notable 6.0% under 5 years old, 21.1% under 18 years old, and 16.8% aged 65 and over. Here, we come together to honor cultural richness, with residents from diverse backgrounds that include 46.2% White, 31.3% Asian, 19.1% Hispanic or Latine, 6.1% Black or African American, 0.5% American Indian and Alaska Native, 0.5% Native Hawaiian and Other Pacific Islander, and 10.5% Two or More Races (US Census Quick Facts, 2023).

While our community's median income stands impressively at \$113,339 a year (US Census Quick Facts, 2023), it's worth noting that a family of 4 living in the area needs an average of \$120,000 a year to make ends meet (United Way Bay Area, 2023). This serves to reveal the need to support those who may not have access to resources independently. We are inspired to bridge these gaps, ensuring that every resident, regardless of their circumstances, can access the

tools and opportunities for personal growth and skill development that our Pathway to Learning Initiative provides. The Learning Kits are comprised of 12 meticulously curated maker and activity kits. These kits encompass diverse themes that reflect community interests, current and planned Library programs, and will give users the opportunity to try out new hobbies without a financial investment.

- I. Pathway to Birding:
 - Supported by current Library programming, a monthly informational talk by the Golden Gate Audubon Society, which had over 100 viewers for the (virtual) July Program.
 - Borrowers will dive into the world of ornithology with binoculars, field guides, and a Nation Geographic Guide to Birding in North America.
 - Users will learn to identify local bird species and understand their behaviors and habitats.
- II. Pathway to Plant and Mushroom Identification
 - Alamedans are fascinated by the natural world, as evident by our always well attended garden related programs (a August program on bees saw over 40 attendees of all ages). Additionally in a recent programming survey 75% of the 60 respondents requested more programs related to botany. This Pathway Kit will help borrower's further explore the world around them.
 - Includes magnifying glasses, a local plant guide, and a mushroom identification guide.
- III. Pathway to Mindfulness
 - This Pathway Kit is supported by Library programs such as our recent Intro to Chair Yoga class for adults, which had 15 participants and received feedback such as "just great for people like myself who need gentle practice".
 - Borrowers can begin their meditation practice through books and DVDs that explore why we meditate and how it supports our brains in the long term. They can even get started with their own meditation practice through use of meditation cushion that comes with the kit.
- IV. Pathway to Knit and Crochet Kit
 - This pathway kit is supported by the ongoing monthly program "Make It", a fiber arts craft circle and the libraries recent subscription to Creativebug.
 - Borrowers will have access to all the necessary supplies to get started learning how to knit or crochet, including instructional guides, a wide variety of knitting needles, crochet hooks, yarn, and patterns.

- V. Pathway to Machine Sewing
 - This pathway kit is also supported by our recent addition of the Creativebug database, which offers Library users thousands of creative instructional videos.
 - Library users can take their making to the next level by borrowing a sewing machine from the Library. In addition to a sewing machine, each kit will include thread, scissors, and instructional books.
- VI. Pathway to the Stars
 - Our astronomy kit is supported by our previous and upcoming programs with Wonderfest around the upcoming eclipses. In October 2023 and April 2024 the Library has a variety of space themed programs and activities planned, aimed at reaching a broad range of audiences and interest levels.
 - With the Pathway to the Stars Kit users will be able to borrow a AWB OneSky Reflector Telescope as well as star guides and a copy of the Cosmos reboot by Neil deGrasse Tyson.
- VII. Pathway to Computer Science
 - Our pathway to computer science is supported through in-house Library programs such as Coding with Lego and technology classes offered in our computer lab, and participation in the Hour of Code.
 - With this kit users will dive into the world of coding and electronics with a Raspberry Pi computer. Build and program your own digital projects, from simple games to automation systems.
- VIII. Pathway to Baking
 - With the Pathway to baking kit patrons will be able to borrow everything they need to embark on a culinary journey with baking tools and recipes!
 - Contents include cake pans, a scale, mixing bowls, and much more!
- IX. Pathway to Ukulele Kit
 - The program is supported through the Library's collection of sheet music. Patrons can strum their way to musical proficiency and enjoy learning a new instrument.
 - With this kit borrowers will learn to play the ukulele with a quality instrument, a tuner, and a beginner's handbook.
- X. Pathway to DIY
 - With our Do It Yourself Kit patrons will be equipped with the essential tools and repair guides for common household fixes

- Borrowers will have access to a hammer, screw drivers, wrenches, and other common household tools in addition to DIY and home repair guides.
- XI. Pathway to Ghost Hunting
- Supported by community events such as The USS Hornet History Mystery Tours, a ghost hunting event on the local ship museum.
 - Patrons will embrace the thrill of the paranormal with ghost-hunting equipment and guides, such as EMF readers, a camcorder with night vision, and local ghost hunting guides.
- XII. Pathway to 3D Printing
- Alameda has a rich connection to Making, being the former home of the Maker-Faire and the studio where Mythbusters was filmed.
 - With the Pathway to 3D printing kit patrons will be able to reserve the use of a 3D printer in the Library. The reservation includes use of the 3D printer for a 3 hour time block, a laptop to use to create/modify their designs, filament, and reference materials.

These Pathway to Learning Kits offer a diverse range of educational and creative opportunities, catering to a wide array of interests and skill levels. Borrowers can immerse themselves in these fascinating themes, fostering lifelong learning, skill development, and a sense of accomplishment. Whether you're a budding scientist, artist, DIY enthusiast, or simply curious about new hobbies, these kits provide an exciting pathway to exploration and growth.

4. What are the goals and objectives of the project?

By the end of the borrowing period, patrons will have successfully acquired and applied new skills or technologies, using the Pathway to Learning Kits as a low-stakes learning tool.

By the end of the grant period, the Library will host a minimum of 6 themed programs that compliments a Pathway to Learning Kit.

By the end of the grant period, participants will perceive the Library not only as a repository of books but as a dynamic source of learning for acquiring new skills and practicing existing ones.

5. Please include your project timeline (include detail of activities).

October-December 2023

- Establish Pathway to Learning Committee to outline circulation policies
- Clear collapsible shelves for Pathway to Learning Kit storage

- Order and process supplies
- Create marketing and advertising campaign, including outcomes surveys for patrons and satisfaction surveys for staff
- Train staff in materials handling and circulation policies

January-March 2024

- Launch Pathway Kits 1-11 for circulation
- Launch Pathway Kit 12 for in-house use
- Execute advertising plan
- Host one program a month in relation to the Pathway to Learning Kits
- Solicit feedback from borrowers & staff through paper and electronic surveys, measuring outcomes and circulation/processing ease for staff
- Compile and analyze results
- Modify kits/lending policies as needed
- Purchase supplies as needed

April-June 2024

- Host one program a month in relation to the Pathway to Learning Kits
- Solicit feedback from borrowers & staff regarding any changes, measuring outcomes and circulation/processing ease for staff
- Compile and analyze results
- Modify kits/lending policies as needed
- Purchase supplies as needed.

FY 24-25 and beyond

- Add 3 kits per quarter
- Expand holdings out to branches
- Fold into future MakerSpace and Tool Lending Library Plans

6. Please indicate how you will evaluate success of your project.

Quantitative data will be collected through Polaris LEAP, which will include but not be limited to: number of circulations, patron demographics, and in-house use.

Qualitative data will be collected through surveys included in each kit, which will measure a patron's previous exposure to the theme and compare it to what they learned during the borrowing period. Staff feedback will also be collected and analyzed everything 3 months for the first 6 months, and then quarterly and biannually. Adjustments and additions to borrowing limits, materials included, training support and troubleshooting will be incorporated on the same schedule. Program Evaluation Surveys will be collected at each of the 6 programs which will measure the value of the program and patron satisfaction.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Pathway Kit	Materials	Cost
Pathway to Birding	Binoculars, 3 books, 1 bird ID pamphlet, 1 DVD, 1 user guide	\$200.00
Pathway to Plant and Mushroom Identification	Foraging basket, 1 local foraging guide, 1 mushroom identification book, 1 mushroom ID pamphlet, 1 user guide	\$100.00
Pathway to Mindfulness	2 books, 2 DVDs, 1 meditation cushion, 1 user guide	\$200.00
Pathway to Knit and Crochet	Crochet hook set, Knitting needle set, yarn, 2 books, 2 DVDs, 1 user guide	\$300.00
Pathway to Machine Sewing	1 sewing machine, bobbins, thread, sewing scissors, 3 books, 1 user guide	\$400.00
Pathway to the Stars	1 telescope, 1 book, 1 DVD, 1 star finder, 1 user guide	\$400.00
Pathway to Computer Science	1 Raspberry pi programming kit, 3 books, 1 user guide	\$400.00
Pathway to Baking	1 digital food scale, 2 round cake tins, 1 rectangle cake tin, 1 half size baking sheet, 1 spatula, 1 bench scraper, mixing bowls with lids, 3 books, 1 user guide	\$300.00
Pathway to Ukulele	1 Ukulele, felt picks, 2 books, 1 DVD, 1 user guide	\$200.00
Pathway to 3D Printing	1 3D printer, 1 laptop, PLA filament, 2 books, 1 user guide	\$2,500
Pathway to DIY	1 flashlight, safety glasses, 1 tape measure, 1 pair of scissors, 1 hammer, 1 set of pliers, 1 level, 1 wrench set, 2 books, 1 DVD, 1 user guide	\$300.00
Pathway to Ghost Hunting	1 infrared thermomete, 1 digital voice recorder, 1 EMF reader, 1 camcorder with night vision, 1 spirit box, 1 memory card, 3 books, 1 user guide	\$400.00
Materials and Packaging	12 small bags, 12 medium bags, 12 large bags, 3 really useful boxes, 1 3D printer cart	\$1,200.00
	Combined Total	\$6,900.00
	Estimated Tax @ 10.75%	\$742.00
	Grand Total	\$7,642.00

8. Please indicate how the project will be sustained after the grant term is over. Adult Services will add a line item to their yearly budget to the Friends of the Alameda Free Library to support the upkeep of kits and addition of future kits. Further grant funding may be sought for additional kit building.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: CSUMB Tanimura and Antle Family Memorial Library

Project Title: Monterey County Juvenile Hall Book Club: “Reading Together to Reduce Recidivism”

Select category you are applying under:

- Category A: Innovation and Technology Opportunity Grant
- Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Reading Together to Reduce Recidivism provides a monthly book club for youth incarcerated at Monterey County Juvenile Hall to promote literacy, lifelong learning, and reduce juvenile recidivism rates in Monterey County. This program provides incarcerated youth the opportunity to participate in reading, transformative discussion, critical thinking, creativity, art, and creative writing and reflection. In addition, this program targets moderate to high risk youth with a focus on those from disadvantaged and underserved communities. *Reading Together to Reduce Recidivism* is essential to support equitable access to information as youth incarcerated at Monterey County Juvenile Hall lack access to computers, technology, and the Internet.

2. Explain how this project fits with the library’s strategic directions.

CSUMB Library Mission and Values

Mission

The CSUMB Library provides information resources, user-centered services, and an inviting, collaborative environment to foster intellectual curiosity, sustain scholarship and creativity, and inspire lifelong learning for the diverse community we serve. *Reading Together to Reduce Recidivism* meets the mission of the CSUMB library by focusing on fostering intellectual curiosity and inspiring lifelong learning for the diverse community the library serves.

Values

Access

- *Reading Together to Reduce Recidivism* offers incarcerated youth the opportunity to access books, art activities, participate in meaningful discussions, and use critical thinking and reflection related to academic, intellectual, and creative endeavors.

Learning

- *Reading Together to Reduce Recidivism* celebrates inquiry, critical thinking, and the pursuit of knowledge to develop deeper understanding by reading, creative writing, creating art, and fostering transformative conversations among the youth.

Diversity, Equity and Inclusion

- *Reading Together to Reduce Recidivism* strives for fairness and equity of access to information for all patrons of different backgrounds and identities.

Service to the Greater Community

- *Reading Together to Reduce Recidivism* helps incarcerated youth to improve their knowledge, educational levels, literacy skills, and build empathy for others, all which ultimately lead to greater opportunities to find employment or attend higher education after their release, reducing recidivism rates in Monterey County and contributing to the greater good.

Intellectual Inquiry

- *Reading Together to Reduce Recidivism* encourages intellectual inquiry of individuals, by assisting incarcerated youth in the development of literacy skills, creativity, and personal expression.

CSUMB Founding Vision Statement

Reading Together to Reduce Recidivism directly supports CSUMB's Founding Vision Statement by serving the diverse people of California, especially the working class and historically undereducated and low-income populations.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Reading is a transformational tool for personal growth and development for youth incarcerated at Monterey County Juvenile Hall. Reading helps incarcerated youth to improve their knowledge, educational levels, literacy skills, creativity, oral communication, and build empathy for others, all which ultimately lead to greater opportunities to find employment or attend college or trade school after their release, reducing recidivism rates in Monterey County.

As a strategy to promote literacy, lifelong learning, and reduce youth recidivism rates in Monterey County, the monthly book club provides youth with literacy support and instruction,

facilitates transformative discussion, and inspires youth to use critical thinking, creativity, art, and written reflection. The book club meets twice monthly and books range in a variety of genres with connections to real world issues, which allow the youth to engage in discussion and reflection. In addition to reading, youth are encouraged to write poems, short stories, or other types of “free writes” or reflection based on discussion questions related to the materials. As reading levels greatly vary, youth are encouraged to draw or create art if they cannot read or write.

Reading Together to Reduce Recidivism serves youth incarcerated at Monterey County Juvenile Hall. The demographics of this population are ages 15-21 and all participants are Hispanic or Latinx and bilingual in English and Spanish. This project targets moderate to high risk youth with a focus on those from disadvantaged and underserved communities. Currently, youth incarcerated at Monterey County Juvenile Hall do not have access to technology, computers, and the Internet.

4. What are the goals and objectives of the project?

Goals

Research shows that recidivism rates of juvenile offenders are highly impacted by low levels of academic performance and achievement.¹ To counter high recidivism rates of juvenile offenders, studies show that reading is an academic intervention that can successfully reduce recidivism in juvenile offenders.² As a result, the goal of *Reading Together to Reduce Recidivism* is to reduce recidivism rates of youth incarcerated at Monterey County Juvenile Hall by implementing reading as an academic intervention.

Objectives

Reading Together to Reduce Recidivism increases equity of access to information and books for youth incarcerated at Monterey County Juvenile Hall.

Reading Together to Reduce Recidivism facilitates transformational conversations and opportunities for reflection and personal growth among youth incarcerated at Monterey County Juvenile Hall.

Reading Together to Reduce Recidivism expands CSUMB library’s services to the greater community by serving the diverse people of California, especially the working class and historically undereducated and low-income populations in the Tri-county area.

¹ Antonis Katsiyannis, Joseph B. Ryan, Dalun Zhang & Anastasia Spann (2008) Juvenile Delinquency and Recidivism: The Impact of Academic Achievement, *Reading & Writing Quarterly*, 24:2, 177-196, DOI: [10.1080/10573560701808460](https://doi.org/10.1080/10573560701808460)

² Ibid.

5. Please include your project timeline (include detail of activities).

Fall 2023-Spring 2023

- September 2023
 - Purchase book club books for September, October, and November
 - Purchase supplies as needed
 - Create September book club lesson plan
 - 2 book club meetings in September
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Begin to purchase new books for library collection

- October 2023
 - Create October book club lesson plan
 - 2 book club meetings in October
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Continue to purchase new books for library collection
 - Purchase supplies as needed

- November 2023
 - Create November book club lesson plan
 - 2 book club meetings in November
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Purchase book club books for December, January, February
 - Purchase supplies as needed
 - Complete purchasing of new books for library collection
 - Begin organizing new books in library

- December 2023
 - Create December book club lesson plan
 - 2 book club meetings in December
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Continue organizing new books in library
 - Purchase supplies as needed

- January 2023
 - Create January book club lesson plan

- 2 book club meetings in January
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Finalize organizing new books in library
 - Purchase supplies as needed
- February 2023
 - Create February book club lesson plan
 - 2 book club meetings in February
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Purchase book club books for March, April, May, and June
 - Purchase supplies as needed
- March 2023
 - Create March book club lesson plan
 - 2 book club meetings in March
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Purchase supplies as needed
- April 2023
 - Create April book club lesson plan
 - 2 book club meetings in April
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Begin to compile and analyze data
- May 2023
 - Create May book club lesson plan
 - 2 book club meetings in May
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Continue to compile and analyze data
- June 2023
 - Create June book club lesson plan
 - 2 book club meetings in June
 - Solicit feedback from youth
 - Capture photos of youth art or creative writing
 - Finalize data analysis
 - Complete PLP grant report and summary
 - Modify and revise any lesson plans or activities for next iteration or replication

6. Please indicate how you will evaluate the success of your project.

Qualitative data will be collected through feedback surveys and focus groups about participant experience. Details about lesson plans, books, tools, materials, and any insights or lessons learned will be recorded and incorporated for improvement to the project. Images or examples of creative writing or art projects will be collected and available as examples for future replication.

Feedback from youth will be collected monthly after completion of both book club meetings. As a result, feedback from youth will be implemented in future lesson plans for book club meetings and activities. Final assessment will be conducted during the months of May and June.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Monthly book club books: The project needs 16 copies or more of one (paperback, graphic novel, color) book per month (16+ incarcerated youth). Due to reading levels ranging from first grade to high school, there is a need for graphic novels that include reading and art or color images, so that youth of all reading levels can engage with the books. **Amount needed= \$4,000**

Supplies: The project needs notebooks, drawing paper, colored pencils, pencils, markers, etc. These supplies are needed to facilitate lesson plans to relate reading and writing to art. Some youth struggle to read or cannot read, so using these materials to draw or create art will allow them to engage with the materials. **Amount needed= \$1,500**

New books for library: Due to the lack of resources at Monterey County Juvenile Hall, the project requests funds to purchase books for their library. The youth are interested in books on the following topics/genres: young adult fiction, educational, self-help, memoirs and autobiographies, financial literacy, spirituality, college readiness, career readiness, parenting, poetry, love stories, and creative writing books. **Amount needed= \$3,000**

Total Project Cost= \$8,500

8. Please indicate how the project will be sustained after the grant term is over.

To sustain the project, I hope to partner with the CSUMB Service Learning department and CSUMB Basic Needs Initiative to hold a book drive on campus to collect book donations. This will be a great way to spread the word about the project and generate campus and community support. In addition, I will apply for grants from the W.K. Kellogg Foundation, National Endowment for the Arts Big Read, and the American Library Associations' Great Book Giveaway Competition and Great Stories Club.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Los Gatos Library

Project Title: It Takes a Town: Unhoused Community Care and Comfort

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

“It Takes a Town: Unhoused Community Care & Comfort” is an Innovation Grant dedicated to unhoused resources for the Town of Los Gatos. Funds will be spent on unhoused care kits, a Comfort Cabinet with personal care supplies, VTA passes and other transportation and care resources to support the unhoused residents in Town as well as the unhoused community members who pass through our Town. One of the main aspects of this project is to develop strong and long-lasting community partnerships with neighboring organizations to support the unhoused and underhoused in our Town, and to sustain our project with continued promotion of existing services, future Townwide efforts, Library-initiated programming and outreach, and donations from the community to restock our Comfort Cabinet.

2. Explain how this project fits with the library’s strategic directions.

In recent years, the Library department in the Town of Los Gatos has collaborated more closely with other Town departments and Santa Clara County divisions on Diversity, Equity, and Inclusion initiatives and Behavioral Health services. The Library’s strategic plan includes the goal to foster community connections and partnerships, and this project will deepen our connections with neighboring organizations that are already providing resources for the unhoused community. This project will create stronger partnerships to ultimately address the needs of our unhoused community. As the Town of Los Gatos allocates more funds to caring for the unhoused population, the Library is dedicated to supporting and promoting these Townwide efforts.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Our proposed project will overall make small steps to set up a Library Comfort Cabinet, which will provide tangible relief for our unhoused population in the form of personal care items such as toothpastes and toothbrushes, wipes/facial tissues, band-aids, soap, deodorant, Q-tips, tampons, pads, water bottles, granola bars, socks, Neosporin, lotion, ChapStick, and more. In addition to the Comfort Cabinet, the Library will also provide pre-loaded VTA bus passes (Clipper cards) as well as set up a Lyft Business account that we will be able to easily use for patrons who need extra assistance getting to a specific location on our list of destinations (such as a nearby hotel that offers vouchers, a shelter, or a place to take a shower or get social services). As we promote our program, we will also promote an Amazon Wish List that is regularly updated to include items that are needed for our Comfort Cabinet. We will heavily rely on our community partners to discover what services are already available through local churches, meal/grocery services, County-wide initiatives for mental and behavioral health and social services, and more, so that we can cross-promote these services to provide a more holistic approach to serving the unhoused demographic.

As the Town of Los Gatos is a “small” town of about 34,000, the Library sees a smaller, but consistent population of unhoused residents who call Los Gatos their home. According to a Town Council report, there are only about 16 unhoused residents in our Town. We know most of them by name, and see them almost everyday as they use our facilities to charge devices, access the Internet and other Library materials, and find refuge. While we know that many unhoused people may not be included in census data and we do not have specific information about their demographics, we do know that caring for unhoused folks is a great need in every community including ours. Much of the data we need about our unhoused folks remains to be seen as marginalized people are left out of many discussions.

The Town of Los Gatos general plan includes the goal to provide healthy food, green spaces, medical services, and education to people of all backgrounds and socioeconomic status. The general plan also mentions the goal to provide safe and sanitary housing in the community and poverty-alleviating programs and services. While we know how powerful the Library can be to create change in the community, we also understand that we cannot do it alone, and we need to partner with other organizations, Town and County departments, faith-based organizations, and more to fulfill tangible needs of unhoused people. We also know that our Comfort Cabinet will not only serve unhoused people but will also serve the general public. When we focus on disadvantaged communities, it is true that the community as a whole can benefit from it.

Our project is intended to be a pilot project that will serve as useful data for the Town of Los Gatos for future endeavors to help this population. We will carefully track all data of which items are most needed, how many rides and VTA passes are used, and keep in touch regularly

with our partners to see what changes they see on their ends. We will continue to work with our partners to see how to keep moving forward.

4. What are the goals and objectives of the project?

Our goal is to provide resources and supplies to members of our community who are unhoused or underhoused and to support their independence and dignity during this difficult time. We hope to connect them with our partners in the area who can help them find housing, jobs, nutrition services, medical and mental health care, transportation, and more.

We plan to do this by providing both passive resources in the form of a Comfort Cabinet and care kits and more active programming including our weekly County Behavioral Health Navigator Program which provides assistance and connections to County and community support opportunities. Ultimately, we would like to expand on this type of programming, hosting other County departments that can provide information on all the resources available.

5. Please include your project timeline (include detail of activities).

Phase 1: Review budget and purchase materials and supplies, prioritizing larger purchases that may take longer to ship

Phase 2: Purchase VTA passes and set up Lyft Business account. For Lyft, we will discern how many and which stops to offer rides to in Town (hotels, shelters, County offices, locations for showers or meals, etc.)

Phase 3: Reach out to neighboring organizations and schedule meetings to get to know one another and the different services we provide (faith-based organizations, low-income housing apartments, County social services, Park-it Market, other Town departments, hotels and shelters, and more). Coordinate with the organizations who decide to partner with us to see what kinds of services we can provide around transportation kits, the Comfort Cabinet, and more

Phase 4: Prepare marketing and promotion materials, such as unhoused resource sheets, signage for Comfort Cabinet, events, etc.

Phase 5: Train staff on new plans for Comfort Cabinet and transportation passes. Train staff in smaller groups and practice role playing different scenarios with helping and pointing unhoused folks to our new resources in welcoming and inclusive ways

Phase 6: Create Amazon Wish List for our Comfort Cabinet

Phase 7: Plan and coordinate unhoused care kit assembly programs for community members to join and participate in

Phase 8: Launch our Comfort Cabinet and transportation passes, and share our Amazon Wish List with the community

Phase 9: Outreach to different areas around Town parks to spread word about our Comfort Cabinet and transportation options, and hand out kits and other resources, and even let our housed community know they can donate select items to the Library

Phase 10: Evaluate our pilot programs and analyze data and statistics, and see which items are more needed in our community, how many rides were used from our Lyft Business account, etc. Discuss with the Town how to address future needs and funds beyond this grant period, and continue to promote our Amazon Wish List to patrons

6. Please indicate how you will evaluate success of your project.

Success will be measured through a couple of different methods. First, we will measure usage of our care kits, Comfort Cabinet supplies, VTA passes, and Lyft rides. We will have anonymous surveys at the cabinet to ask if and how the items provided are helpful and asking for feedback on what other types of items might be appreciated. In addition, we hope to eventually transfer the project to our Town administration with fully developed resources, programs, and services so the transition will be seamless, and the project is run with the same care and thoughtfulness as when it was implemented. We will also continue developing our relationships with our partners and get anecdotal data from them to see whether their services are being used more, or if they need to alter or change any of their services.

We also hope to learn more about the types of resources and services our community needs most, and we want our community to be aware of what is available to them and ultimately, make use of these resources.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Personal Care Supplies for Comfort Cabinet AND for Unhoused Care Kits assembly programs	\$4000
Promotional materials (signage, print materials)	\$200
Cabinet (Comfort Cabinet)	\$1000
VTA passes – issued in the form of Clipper Cards pre-loaded with Day Pass fare (200)	\$2100
Lyft Business account to provide rides to specific locations around the area	\$1000
Baskets/containers to hold items for Comfort Cabinet	\$300
StreetLab outreach furniture benches and Uni Tower/Cubes	\$3400
TOTAL	\$12,000

8. Please indicate how the project will be sustained after the grant term is over.

The Town of Los Gatos allocated \$50,000 to provide services for homeless residents in Town earlier this year, including \$10,000 for the Shower Ministry, \$10,000 in a hotel voucher program, and \$30,000 towards a permanent public restroom that will be built over the next few years in Town Plaza Park. The Library will continue to promote these services even after the grant period ends through continued promotion of our Comfort Cabinet and our Unhoused Care Kit assembly programs. While we may not be able to offer as many Unhoused Care Kits for giveaway, we can use our general program budget for these programs on a smaller scale once a year during the holidays.

In 2021, the Town adopted a plan to end homelessness, and how that is to be organized over the next several years will depend greatly on funding and partnering with local organizations. After the grant term is over, the Library will continue to promote the services that the Town will be providing, and will rely heavily on donations from the public as we regularly update and keep track of which items need refilling for our Comfort Cabinet. Our plan during the grant period is to promote donations and work with our partners to gather donation items for our Cabinet, and to make our Library a permanent spot for donation of specific items. As we track which items get taken from the Cabinet most, we will also hopefully be able to determine the costs to purchase with our own funds, if needed, the items that are most needed.

As we pilot our transportation program with this grant, we will carefully track statistics and usage and give the Town the information they need to supplement these costs and sustain the program in the future. Through internal discussions, the Town is interested in getting a Lyft business account of their own for these purposes.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Monterey Public Library

Project Title: Learn, Play, and Create at Monterey Public Library

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

The Monterey Public Library will activate one of our underutilized spaces to create an interactive space for our community to learn, play, and create. The library will add makerspace equipment and interactive gaming to expand the services that we can provide to our community. The library will work with our youth and teen populations to engage STEAM creativity.

2. Explain how this project fits with the library's strategic directions.

The library is interjecting fun and energizing the experience of the community within the library. The library is working on upgrading the Children's area with an Early Learning Hub grant, and focusing on Art & creation for our upcoming fundraising campaign. The library wants to be a place where people create through art, STEAM, and activities rather than passive learning.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

The library will work with our youth and young adult populations here in Monterey. Monterey has many young military families based on their 2+ year assignments at the Defense Language Institute and the Naval Postgraduate School. In addition, we have college populations from Middlebury, CSUMB, MPC; and a high school directly across the street. The Library will work with these groups that are often looking at creation and programs that allow them to engage with other young adults. Monterey is known as the “Language Capitol of the World” as we have students from all over attending these graduate programs.

4. What are the goals and objectives of the project?

The goal is to provide a community space for programming within the library that allows us to expand the types of programs we provide. Young adults in the area are often looking for a makerspace and activities that allow them to meet new people in the community.

We hope to expand the equipment that we offer so that we can provide a higher level of service to our Peninsula community.

We plan on re-opening one of our spaces that has been closed since the pandemic to a new, revitalized use that engages creativity and fun!

5. Please include your project timeline (include detail of activities).

First 60 days:

Identify working space and communicate with Board of Library Trustees
Order products under \$4,999

December 2023 – staff training on equipment

January 2024 – open space for Public booking via LibCal

February 2024-ongoing: recruitment of volunteers and interns.

Reports submitted to PLP by June 30th, 2024

6. Please indicate how you will evaluate success of your project.

We will evaluate the project based on usage and booking of the equipment, as well as how we can engage new users. We would have users register for library cards, so an increase in library cards would also be noted.

User satisfaction, based on user surveys, would also be noted based on LibCal registrations.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

\$6,000 for an interactive gaming space for Children. This would be using Microsoft Azure Kinect and/or VR/XR technologies to use & explore physical movement connected to gaming.

\$2,000 for makerspace equipment. This includes a CNC router and associated tools.

\$2,000 for sewing machines and textile equipment. The library currently offers successful hand sewing programs, and this would expand our services.

\$2,000 for hand tools for maker activities

8. Please indicate how the project will be sustained after the grant term is over.

The Library will work with our Monterey Public Library Friends & Foundation to find community partners that will sponsor consumables for projects. This will allow the library to offer programs at low or no cost to the user. The space will be identified for community use, and Library staff will partner with school interns (CSU Monterey Bay, Monterey Peninsula College, and/or Monterey High School) to assist in leading programs.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Mountain View Public Library

Project Title: Programs and Services- Listening and Translation Accessibility

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

In order to increase accessibility of Mountain View Public Library's programs and learning opportunities for customers, the library seeks to install, and have available within our main program room, adaptive listening devices and simultaneous translation equipment. Last year the library hosted 330 in-person programs and welcomes over 20,000 customers to these programs. Anticipating customer needs is a cornerstone of the library's philosophy in furtherance of mission to create, connect and learn. The proposed project for assisted listening is built around a flexible model that also meets sustainability goals; the infrared system is adaptable and once purchased requires minimal infrastructure thus is also long-term fiscally manageable.

2. Explain how this project fits with the library's strategic directions.

Mountain View Public Library has an ongoing and over-arching goal to maintain and develop processes to ensure our services, programs and collections promote, diversity, equity and inclusion within the community. For our services and programs, we seek to accomplish this in a seamless and integrated fashion, incorporating universal design principles, adding services and equipment as up-to-date and technologically available, to reduce barriers and perceived and/or real hurdles to access.

The proposed project's adaptive listening devices are customizable for either assisted listening or simultaneous translation operating on a two-channel infrared system. Usability is straightforward and for most customers independently operated. The library recognizes that customers require multiple entry points to our programs and may have multiple needs when participating in our programs. The project's assisted listening system enables customers with a range of literacy and hearing needs to more easily engage with library services.

The listening devices will have integrated usage within the library's first floor program room, which accommodates up to 210 individuals. The devices are customizable for all age ranges and types of programs. meeting our goals of simplicity of use and reduction of barriers.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Population Served:

Mountain View Public Library serves a diverse demographic including seniors and customers who are not native English speakers. [7% of the adult population is estimated to have one or more of the six disability types](#): physical, visual, mental health, hearing, learning and intellectual. As disabilities are not mutually exclusive; adaptive equipment can be used to support hearing loss, intellectual impairments, learning styles, and mental health by reducing isolation. It is [estimated that 1 in 5 people in the United States are impacted by a spectrum of hearing impairments](#). Within Mountain View, 2.5% of the general population has hearing loss--currently impacting approximately 2,000 residents.

Meanwhile, [Mountain View's population is projected to grow](#) by the largest percentage within Santa Clara County (90%), passing the 100,000 mark well before 2040 thus increasing the library's role in provision of services, social and cultural programs, and job training access. This coupled with Mountain View's planned increase in affordable housing units aimed at stabilizing needs for the disabled and elderly indicates that the library needs to implement systems that will allow our customers equitable access to library services.

The library as a department of the City of Mountain View also collaborates with other city departments in offering programs and services geared toward support of vulnerable populations such as [Rent Stabilization Program](#) and [Elevate MV](#). Many of these program participants also have need for translation services.

Within Santa Clara County [approximately 11% of households are linguistically isolated](#)--when all members of the household age 14 and older have some difficulty with English; and approximately 51% of Santa Clara County residents have limited English proficiency. The Mountain View Public Library is committed to increasing outreach and engagement with customers with provision of presentations and services with English interpretation.

Proposed Project:

Purchase of 30 assisted listening devices with headphones and personal receivers which are customizable for use as assisted listening for hearing impaired and for simultaneous translation services. The proposed system works with infrared technology and integrates

with other video and speaker components within the library's program room to provide seamless integration of services across program types.

The project proposal is for 30 individual units and the ancillary equipment required to upgrade the technology within the program room which will support the library's ability to increase accessible programs.

The library is focusing on infrared technology for the listening devices as infrared has the following known benefits:

- Sound fidelity for speech and music—thus including library programs that are virtual, hybrid and live performance.
- Infrared receivers are universal—will work with any IR transmitter, allowing listening devices to be adaptable across equipment upgrades and expandable components for future needs.
- No interference from outside transmitting sources
- WIFI-free reception with no seating restrictions increasing independence, reducing isolation, and disability identification within library programs.

Below are the purchase needs:

Listen Technologies Intelligent ear phone/neck loop lanyard LA-430	30 units
Listen Technologies Universal ear speaker LA-401	30 units
Listen Technologies Intelligent DSP IR Receiver LR-5200-IR	30 units
Listen Technologies 4 port charger LA-423-01	2 units
Listen Technologies Intelligent 12 unit charging tray LA-381	2 units
Listen Technologies Cable management LA-382	2 units

4. What are the goals and objectives of the project?

To increase customer participation in in-house library programs and services and to meet known anticipated needs in population growth and demographics.

5. Please include your project timeline (include detail of activities).

The project timeline is straightforward. Purchase of equipment and installation to be completed by January 2024 with plan to be program ready after staff training and testing by February 2024.

6. Please indicate how you will evaluate success of your project.

Evaluation of success of project will be:

- Survey responses by customers utilizing equipment.
- Integration of simultaneous translation services into core programs
- Increase of voluntary use of assistive listening by customers as measured by program statistics.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Listen Technologies Intelligent earphone/neck loop lanyard LA-430	30	\$ 63.00	\$ 1,890.00
Listen Technologies Universal ear speaker LA-401	30	\$ 19.60	\$ 588.00
Listen Technologies Intelligent DSP IR Receiver LR-5200-IR	30	\$ 247.00	\$ 7,410.00
Listen Technologies 4 port charger LA-423-01	2	\$ 40.00	\$ 80.00
Listen Technologies Intelligent 12 unit charging tray LA-381	2	\$ 382.29	\$ 764.58
Listen Technologies Cable management LA-382	2	\$ 50.24	\$ 100.48
		Subtotal:	\$10,833.06
		Shipping:	\$106.00
		Sales Tax:	\$1,003.12
		TOTAL:	\$11,96.18

8. Please indicate how the project will be sustained after the grant term is over.

The use of infrared technologies, as stated previously, is adaptable across any equipment upgrades. Listen Technologies offers a five-year warranty on assisted listening devices with an anticipated lifespan of up to eight years. The library will sustain maintenance of equipment as general operational costs related to program room facility.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Oakland Public Library

Project Title: Technology for All at the Oakland Public Library

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

Although digital skills and internet access are essential to anyone looking for educational, employment, healthcare, or social services resources, a shocking number of people do not have these critical tools. The U.S. Census Bureau’s 2021 American Community Survey reported that 5.5% of households in Oakland do not have a computer, tablet, or smart phone, and 7.5% do not have internet access. The Oakland Public Library (OPL) already strives to meet this need with public computer labs that offer desktop computers, free Wi-Fi, low-cost printing services, and – at some locations – volunteer tech support. But the needs are great, and we know that our patrons require more support to improve their digital skills and increase their internet access. To make a greater impact, OPL will engage local nonprofit Tech Exchange to provide their “Tech for All” workshops at three OPL locations in January - June 2024. Tech for All is a series of basic computer skills classes aimed at adults who are disconnected from online resources due to a lack of experience, technology, and/or internet connection. The library is excited to launch this new program which will bolster our community’s computer skills, increase awareness of OPL’s online resources, and expand access to computers and the internet.

2. Explain how this project fits with the library’s strategic directions.

The first goal in OPL’s strategic plan is to “reach more people where they are.” This includes specific objectives for planning more OPL activities outside of library facilities, translating

popular OPL resources (already available in English, Chinese, and Spanish) into Vietnamese and Arabic, and offering activities and services that are specifically designed to meet the needs of underserved and marginalized members of our community. The proposed project fits squarely into this last objective.

81st Avenue Branch Library and the West Oakland Branch Library are located in neighborhoods ranked “highest priority” by the [Geographic Equity Toolbox](#) – an interactive map created by the City of Oakland’s Department of Transportation to identify and prioritize neighborhoods for new services, programs, and projects. Although the Main Library’s immediate neighborhood is ranked “medium priority” by the Toolkit, it is just two blocks from a “highest priority” neighborhood and it draws patrons from throughout the city.

Tech Exchange has more than 25 years of experience in providing refurbished computers, tech support, and basic skills instruction to individuals and families in Oakland. OPL offers desktop computer access, printing, scanning, faxing, and Wi-Fi at each of the system’s 18 locations. OPL provides more than 125 different online resources, many of which offer significant educational, professional, and linguistic support. Combining our strengths with the internet service discounts currently provided by the Affordable Connectivity Program will make these workshops appealing to individuals in our community with a wide range of needs.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

This project will take place at three OPL facilities: 81st Avenue Branch Library, West Oakland Branch Library, and the Main Library. Zip-code level U.S. Census data for these libraries shows that more than 20% of the surrounding population lives below the poverty line and approximately 10% of households do not have a computer, tablet, or smart phone.

Location	Population*	Persons below poverty line*	Bachelor’s degree or higher*	No Internet access**	No computer or device**
81 st Avenue Branch, zip code 94621	35,379	20.8%	13.1%	19.6%	10.4%
Main Library, zip code 94612	16,884	21.4%	57.0%	15.7%	11.4%
West Oakland Branch, zip code 94607	27,022	20.4%	45.5%	13.9%	9.9%

* U.S. Census Bureau (2021). American Community Survey (ACS) 5-year estimates. Retrieved from <https://censusreporter.org>

** U.S. Census Bureau (2017-2021). Presence and Types of Internet Subscriptions in Household ACS 5-year estimates. Retrieved from <https://censusreporter.org>

Regular access to the internet and a reliable device is an essential need in modern society. Information and opportunities related to education, jobs, healthcare, transportation, tax preparation, and social services are almost exclusively online. And yet – according to the U.S. Census Bureau’s 2021 ACS report – 9,356 households in Oakland do not have a computer, tablet, or smart phone.

This project will make Tech Exchange’s “Tech for All” workshops available to our community at the 81st Avenue Branch Library, the West Oakland Branch Library, and the Main Library from January – June 2024. Tech for All is a two-week program that meets twice/week for two hours each time (8 hours total) with two follow-up sessions provided as an optional, drop-in service. Each of the three OPL locations will host two of these 2-week workshops over the 6-month period.

Tech for All instruction focuses on basic computer skills but can be modified to meet the needs of the individuals within each cohort of 10 students. Tech Exchange is excited to adapt their existing curriculum to include key library resources that will meet the needs of program participants. Library staff will assess whether to provide a couple of the sessions in languages other than English (Tech Exchange offers classes in Spanish, Mam, and Cantonese/Mandarin).

The 8-hour Tech for All course will include fundamental digital skills: learning the basic components of how to operate a computer, search the internet, and set up and use e-mail. The workshop will also focus on participants’ individual priorities, which could include how to: search and apply for jobs, access social services, make health care appointments, access telehealth services, and other important online activities. Support will be provided for issues such as utilizing a template for creating a resume, conducting a zoom interview, and applying for (or renewing) benefits.

In addition to their new knowledge, skills, and confidence, students also will take home the device that they used during the class. OPL and Tech Exchange will work with participants to make sure they are taking advantage of the Affordable Connectivity Program’s internet service discounts.

4. What are the goals and objectives of the project?

This project aims to help bridge the digital divide in Oakland. It will increase participants’ capacity to utilize the tech and digital resources offered by OPL. Fundamental computer skills will be taught with layered content in the same classroom, allowing people with different skill levels to benefit from the class.

The need for this type of program is supported by the U.S. Census data listed above, OPL staff’s daily interactions with library patrons, in-depth discussions with learners in OPL’s Second Start Adult Literacy program, and questions fielded by volunteer tutors in the OPL’s public computer labs.

We plan to hold six 2-week sessions each followed by two optional drop-in support classes, each serving 10 students. From January – June 2024, we expect 60 individuals to have completed the training, received a computer or similar device, and set up (or confirmed) discounted internet service at home. We also plan to conduct a 2-week pilot workshop in November 2023.

5. Please include your project timeline (include detail of activities).

November 2023	<ul style="list-style-type: none"> • finalize agreement with Tech Exchange to provide instruction & (in-kind) refurbished devices for up to 60 participants • schedule six workshops at three locations • prepare outreach materials • run pilot workshop
December 2023	<ul style="list-style-type: none"> • finalize curriculum • promote workshops • begin registration
January 2024	<ul style="list-style-type: none"> • conduct first workshop, evaluate, and adjust plans for next cohort • promote next sessions
February 2024	<ul style="list-style-type: none"> • conduct second workshop, evaluate, and adjust plans for next cohort • promote next sessions
March 2024	<ul style="list-style-type: none"> • conduct third workshop, evaluate, and adjust plans for next cohort • promote next sessions
April 2024	<ul style="list-style-type: none"> • conduct fourth workshop, evaluate, and adjust plans for next cohort • promote next sessions
May 2024	<ul style="list-style-type: none"> • conduct fifth workshop, evaluate, and adjust plans for next cohort • promote final session
June 2024	<ul style="list-style-type: none"> • conduct sixth workshop and evaluate • evaluate project, determine whether to seek funding to continue and -- if so – plan any adjustments that should be made

6. Please indicate how you will evaluate success of your project.

Success will be evaluated by looking at the numbers of students who sign up for and complete the training. Additionally, OPL and Tech Exchange will conduct pre- and post-program surveys. The pre-program survey will ask about participants' internet connectivity at home, pre-course skills, and digital literacy personal goals. Post-program surveys will assess the effectiveness of the workshop and collect information on more advanced class needs.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Tech Exchange has been teaching the Tech for All program at their facility in Oakland for many years. It's a popular and effective program, and OPL is excited to offer it to library patrons at libraries in three underserved neighborhoods.

Tech Exchange will provide the following services for a total cost of \$12,400:

Description	Quantity	Unit Price	Amount
Program build out, data enhancements to capture metrics, Tech Exchange staff capacity building and prep, scheduling, and device distribution planning. Tech specs set up in OPL facility. (Includes a pilot testing session in November 2023)	1	\$4,000	\$4,000
Digital Skills Instruction (hourly) 24 Two-Hour Digital Literacy Classes (six 8-hour workshops)	48 hours	\$100	\$4,800
1 Hour Preparation for Each Class. Class organization and content alignment for each class. (24) Digital Literacy Classes	24 Hours	\$100	\$2,400
Two optional, one-hour drop-in support sessions to be offered after each workshop ends.	12 Hours	\$100	\$1,200
		Total	\$12,400

If this project is selected to receive a full award of \$12,000, OPL will request \$400 from the Friends of the Oakland Public Library to cover the remaining cost of the program.

Additionally, OPL will provide in-kind staff support, meeting space, and promotional materials for the program.

Also in-kind, Tech Exchange will provide 60 refurbished personal computing devices (with an estimated value of \$300 each) to be given to each participant upon completion of the 8-hour workshop.

8. Please indicate how the project will be sustained after the grant term is over.

OPL and Tech Exchange are committed to making technology and the internet more accessible to individuals and families in Oakland. We anticipate that this project will be welcomed by our community and that we'll have no difficulties recruiting the 60 students to complete the 8-hour workshops.

If this project is as successful as we expect it will be, then we would prioritize future iterations of the program within OPL's existing programming budget or seek outside funding from other sources. The evaluation data – both the numbers of people served and the impact of the training – will be critical to planning the future of this project.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

N/A

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

N/A

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Pleasanton Public Library

Project Title: Memory Kits for Adults and their Caregivers

Select category you are applying under:

- Category A: Innovation and Technology Opportunity Grant
- Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

The structure of Pleasanton’s Library and Recreation department combines a wide variety of services that span from a preschool to a cemetery. This composition provides a unique opportunity to leverage our commonalities for services to varying age groups in our community. The Pleasanton Public Library would like to work in collaboration with our Pleasanton Senior Center to provide innovative services for cognitive needs that would include specialized Memory Kits and memory programs for senior adults and their caregivers and families.

2. Explain how this project fits with the library’s strategic directions.

In July 2019, Pleasanton’s Library and Recreation department participated in a planning process to create an integrated *Library and Recreation Strategic Plan*. One of the adopted strategic goals is to provide enhanced programming as an integrated department. The Library has identified the following objective that matches the department’s strategic direction:

1. Identify opportunities for increasing partnerships with other City departments, local agencies, businesses, and organizations to extend the reach of the departments to meet community needs and interests.

By pursuing access to tools that serve the underserved communities of seniors and their families and caregivers, the Library and the Senior Center would be supporting the community and aligning with its values of inclusion, customer service, innovation, and collaboration.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Located in the Tri-Valley region of the Bay Area, Pleasanton is a suburban community of approximately 83,000 people, with a range of cultures, economic backgrounds, and ages. Current U.S. Census data estimates that 14.9% of Pleasanton residents are 65 years of age or older. While the median household income in Pleasanton is roughly \$160,000, 30% of those 65 and older have an annual income less than \$40,000. Additionally, the local Stanford Health Care facility identified behavioral/mental health as one of the top three medical issues affecting the area.

In the first nationally represented study of cognitive impairment prevalence in more than 20 years, Columbia University reported in 2022 that 10% of adults over 65 have dementia, and 22% have some form of mild cognitive impairment. In the past year of service and program planning, in conjunction with considerable research, Pleasanton Library staff has identified older adults, particularly those with cognitive needs, as an underserved part of the community for Library services.

The Pleasanton Public Library would like to develop specialized Memory Kits with interactive activities that can be used independently or with caregivers and families, coupled with programming for adults and their caregivers and families. Initially, one set of Memory Kits would be themed as therapeutic, with a “Mind Your Memory” focus to include conversation cards, games and puzzles, and sensory items, while “The Decades” kits would include music (and listening devices) from various decades alongside books with news and culture from different eras. Memory Kits can provide a tool for adults to recall memories and to engage in meaningful conversations about their life experiences around the items. For families and caregivers, the kits provide an enjoyable activity to enhance their time spent together.

To complement and promote the new Memory Kit collection, the Library would also provide educational programs for caregivers and families from local non-profits such as the Pleasanton partner CityServe, opportunities for seniors to connect while using the kits during the Mind Your Memory Group at the Pleasanton Senior Center, and a chance to meet new friends at the Memory Café series at the Library on weekends (a time when the Senior Center is closed).

4. What are the goals and objectives of the project?

GOAL ONE:

Extend innovative library services to areas of Pleasanton that provide essential services to our community such as the Pleasanton Senior Center, to fill identified service gaps. *Pleasanton Library aims to connect with and check out Memory Kits to 200 seniors through the course of the first year of the program.*

GOAL TWO:

Reach patrons that are otherwise unable to utilize traditional library services and programs. Even though the Library is open 7 days a week, seniors are a segment of the population that do not always have easy access to the Library. Additionally, the Library has had challenges connecting services to aging adults, who may have been isolated due to the pandemic or life circumstances. Finally, caregivers and families can also struggle to utilize library services. *Pleasanton Library aims to reach 100 seniors through its Memory Café Program series, and 25 family members or caregivers through the educational programs at the Senior Center.*

Objectives: With this new service, we would create access for several generations of seniors and caregivers and serve varied ability levels in our community. To honor our strategic goals, we have identified access to materials as a unique way to close the service gap between the Library and the Pleasanton community.

5. Please include your project timeline (include detail of activities).

	DEC 2023	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
MEET WITH STRATEGIC PARTNERS	X	X										
PURCHASE MEMORY KITS		X	X									
DEVELOP PROJECT MANAGEMENT DOCUMENT			X	X	X							
SCHEDULE PROGRAMS			X									
RECEIVE MATERIALS AND PROCESS				X	X							
MARKETING IMPLEMENTATION					X	X	X					
OFFICIAL LAUNCH						X						
CONDUCT SURVEY OF USERS						X	X	X	X	X	X	X
MONTHLY DATA ASSESSMENT						X	X	X	X	X	X	X

6. Please indicate how you will evaluate success of your project.

Memory Kits

Pleasanton Library will push out a survey to participants that will aid in gathering data.

Questions to include:

1. Which kits did you use?
2. Did you find them useful and what did you enjoy most?
3. Do you have any recommendations to improve the kits or the service?
4. Are there other ways Library and Recreation could support you here in Pleasanton?
5. How did you find out about the memory kits?

The Library would gather analytics data from checkouts from the Library's Polaris ILS on the number of checkouts and holds. The data and surveys would be used to guide future purchasing, additional memory kit genres, and service planning.

Caregiver Programs & Memory Café

Pleasanton Library will push out a survey to the program participants and caregivers that will aid in gathering data.

Questions to include:

1. Did you find the program useful and what did you enjoy most?
2. Do you have any recommendations for future programs like this?
3. Are there other ways the Library and Recreation could support you here in Pleasanton?
4. How did you find out about the program today?

The Library would gather program survey data and metrics and use the information to assess community need and interest in continuing similar programming or expanding to new topics and locations.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Product Name	Price	Quantity	Total
Memory Kits Contents	\$110	75 kits	\$8,250
Travel Trunks and Bags for Memory Kits with Library/Senior Center/PLP logo	\$19	75 bags	\$1,425
Temporary Staffing for Memory Café and Delivery of Kits	\$28/hr.	80 hrs.	\$2,240
PLP FUNDS REQUEST			\$11,915
<i>Library In-Kind Costs</i>			
Marketing Materials and In-house Printing of Posters and Program Brochures w/ Distribution to Community Sites	\$100/site	10+ sites	\$1,000
Librarian, Senior Librarian, Supervisor, Coordinator staff time (project planning, outreach, selection of materials, cataloging, marketing, and communications)	\$57/hr.	175 hrs.	\$9,975
LIBRARY FUNDS			\$10,975

8. Please indicate how the project will be sustained after the grant term is over.

Pleasanton Library thanks Pacific Library Partnership for continued funding for Bay Area libraries that helps libraries explore new and innovative programs for underserved communities and create best practices for replication. In the past cycle, Pleasanton Library launched the PLP-sponsored TREC collections to build tailored library collections at Recreation facilities, and while the grant ended, we are continuing to expand the collections and will launch a new selection of art books at our Harrington Gallery this fall, as well as an honor collection of sensitive topics for language learners. We would like to launch and then expand Memory Kits in the same way.

Pleasanton Library is committed to sustaining the Memory Kits by evaluating survey and usage data to expand locations in future cycles, and actively marketing the services through community partners at local memory care centers. Staff will closely work with the Recreation side of Pleasanton’s integrated department through the Senior Center, Senior transportation provider, and non-profits, as well as exploring new partnerships in the community. After the grant implementation is complete, the Library will continue to grow the collection based on participant feedback, and coordinate requests for the purchase of additional Memory Kits from its Friends organizations and the library collection budget. With the launch of a new Mobile Outreach Vehicle in 2024, the Library hopes to provide the Memory Kits through planned vehicle stops at senior facilities and will explore expanding the kits to the City’s paratransit service to broaden the reach of these meaningful tools for social connection and memory care.



Laramie County Library's memory kits. Kits like these have been shown to help spark memories and discussion between family members, friends, and/or caregivers.



In addition to themes like “trains”, the T.B. Scott Free Library also incorporates titles aimed at the families and/or caregivers to assist in their responsibilities and in their own self-care.



A Pleasanton senior gets one-on-one computer tutoring help at the Pleasanton Senior Center.



Pleasanton seniors gather at the Senior Center.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: San Bruno Public Library

Project Title: Read to Me: Assistive Reading Devices

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. Please provide a one paragraph project summary.

At the San Bruno Public Library, our current in-house offerings for people who have visual difficulties are limited to large print books, braille books for youth and books on CD. These items are limited to the constraints of available shelf space and available funds. These items are limited to specific titles, thus limiting the variety of reads available to users. Having an alternative solution to provide more titles to visually impaired users is needed. With the purchase of two portable LyriQ Assistive Text-to-Speech Readers, the Library can open up a much wider range of printed items in our collection to the visually impaired.

2. Explain how this project fits with the library's strategic directions.

"Utilization of modern technology" and a "responsiveness to the community," are factors that anchor the Library's mission statement. An integral part of this mission is to provide the public with the most effective methods and resources to maximize the learning experience, which includes appropriate, up-to-date technology. By circulating assistive reading reader devices, the Library would be able to provide the community with technology to assist the visually impaired. Many patrons in need of this technology are not able to afford the cost.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

Visual assistive device kits will be distributed on a first-come, first-served basis at the Library. These kits will be marketed toward people who are visually impaired, including homebound patrons, who also often have visual difficulties.

Each kit contains a LyriQ Assistive Text-to-Speech Reader, which cost \$1960 each pre-tax. The device will be circulated in a protective case, along with any needed accessories and

instructional brochures for operation. These types of devices are not currently available for checkout at the California Braille and Talking Book Library. We will provide information on the California Braille and Talking Books Library in each device kit and within the Library to ensure that patrons are aware of services available to them from the California Braille and Talking Books Library, if they qualify.

The LyriQ is an automatic scan text to speech reader. As long as the print book fits on the approximately 12" x 12" scanner, the written contents are immediately scanned and read aloud. It can also read and speak other languages. It can read a book, an envelope, letter, prescription label, and any other written material. The device weighs only 3 pounds and folds flat for easy portability and is about the size of a standard laptop. This device is targeted toward users who want to read but have trouble when printed items are magnified.

At a cost of nearly two thousand dollars for a LyriQ, many members of our community are unable to afford the expense of purchasing a visual assisted device, particularly in these current economic times. San Bruno is a middle-class community with a population of approximately 43,000 with significant low-income areas. Daily, the Library serves a community of need which is evidenced by the free and reduced lunch qualifying student percentages of the nearest elementary schools: Belle Air and Allen, 29% and 31% respectively (California Department of Education, 2023). The LyriQ visual assisted device will complement other items, such as air quality monitors and written informational material, in our health resources collection.

4. What are the goals and objectives of the project?

Goal 1: Distribute visual assistive device kits via first come, first serve at the Library.

- Objective 1a: Acquire visual assistive devices.
- Objective 1b: Prepare device kits for check-out.
- Objective 1c: Market availability of devices to patrons, especially to homebound patrons.
- Objective 1d: Evaluate the project.

Goal 2: Increase the quality of life of users of the visual assistive device kits.

- Objective 2a: User is able to successfully use visual assistive device on their own.
- Objective 2b: Distribute survey to determine what borrowers learned and whether they feel they have had a quality-of-life improvement in using the visual assistive device kit.
- Objective 2c: Provide users information on the California Braille and Talking Book Library's services to further see if there are any other services they qualify for.

5. Please include your project timeline (include detail of activities).

ACTIVITY	MONTH(S)
Acquire LyriQ Assistive Reader devices and protective cases for device	September 2023 – October 2023
Package device kits for circulation	October 2023 - November 2023
Train staff to be familiar with the kit to be able to assist patrons	November 2023
Launch program and promote the kits	December 2023
Circulation of assistive reader device kits and distribute survey evaluations to patrons who check them out	Continuous
Prepare final report	June 2024

6. Please indicate how you will evaluate success of your project.

Library staff will evaluate the project with outcomes measurement surveys that are standardized by the Institute of Museum and Library Services. Each kit loaned will be accompanied by a survey (printed and also available online on our Library website) which will be collected when the device is returned. In our survey, we will ask borrowers what they have learned and how their quality of life has improved by using this device.

We will also track the circulation numbers of the visual assistive reader device kits.

Project success will be determined by how well the project goals/outcomes are met.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

ITEM(S)	COST
(2 qty) LyriQ Assistive Reader devices, with tax and shipping	\$4447
(2 qty) Protective cases for device kit	\$50
TOTAL AMOUNT REQUESTED FROM PLP	\$4497

8. Please indicate how the project will be sustained after the grant term is over.

We will continue to market and circulate the visual assistive reader device kits after the grant term is over. We will replace defective devices through funds from the Library's Friends of the Library group. Depending on demand, future funding will also be considered for additional visual assistive reader devices through the Library's Friends of the Library group.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: South San Francisco Public Library

Project Title: Design and Build a Personal Computer at the Library

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

1. **Please provide a one paragraph project summary.**

We will create a library of computer components that can be used by library patrons to assemble personal computers. The project will include a teaching component, with a series of three classes that will teach library patrons about the components that make up a personal computer, how to shop for components that will meet their needs and budget limitations, and how to assemble all the components. Attendees of the class will learn how to build three types of personal computers: home office, gaming, and video editing. Students will be responsible for selecting the components for each type of personal computer, with a group discussion on their selection decisions. The students will then assemble the computers, taking turns so that everyone gets to install at least one part. Computers can be disassembled so that the components can be reused for future builds.

2. **Explain how this project fits with the library's strategic directions.**

South San Francisco Public Library's Five-Year Strategic Plan was created with input from nearly 1,000 members of our community. One of the strategic goals set forth in it is "promoting personal growth and learning by providing literacy and workforce development opportunities." This series of programs will provide the literacy patrons need to understand how a computer works as well as to know how to make a computer that meets their needs. Knowing how a computer works is a step towards being capable of troubleshooting a computer, and a person who understands the specifications of

computer components will be more likely to know what their computer can do and why their computer works the way it does.

Also, any patrons who are passionate about computer engineering will be made aware of volunteer opportunities, which can further aid them in their lifelong learning and workforce development.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

This program will be open to everyone in South San Francisco, which is a diverse community of 66,000 residents. 40% of the population of South San Francisco are Asian and 33% are Hispanic or Latino. 18% are under 18 years old, and 17% are over 65 years old.

Each workshop will be divided into three parts. The first part will be a PowerPoint presentation about PC components, what their roles are, and how to make sense of their specifications. For the second part, patrons will assume the role of employees at a business that offers to build PCs for customers. The third part of each workshop is assembling the PC.

Since these programs can be run repeatedly, with small updates, we can hold classes in various languages. South San Francisco Public Library staff and volunteers provide programs in English, Spanish, Cantonese, Tagalog and Portuguese. Staff can be trained to use the existing curriculum and to translate the flyers and the presentation slides.

These programs will be open to all patrons with a special focus on promotion to teens. It is important that high schoolers have the opportunity to learn how computers are made and can be customized so they can know whether computer engineering or computer science is something they want to study in college. We will also focus on seniors, as our technology programs are popular with our older adults community, and this program series will help them gain familiarity with computers and empower them to see computers as a tool they have control over.

4. What are the goals and objectives of the project?

There are three goals for this program series. The first is to show how PCs function on a mechanical level so they can understand how the parts of a computer interact and have a better grasp of why their computer behaves the way it does. Second, attendees will be empowered to buy a PC that will best serve their use needs, whether it's pre-built or

custom, by teaching them how specifications on a product page translate to real-life performance. Third, I want to inspire people’s creativity with regards to both functionality and aesthetics, so they can build a PC that they feel is unique and truly made for them.

5. Please include your project timeline (include detail of activities).

Each 3-part program will be held over the course of two months, to give adequate time for the parts to arrive. My best estimate at this time is the first two parts of the first program in the series will be held the first and second week of January 2024, respectively, and the third part will be held during the first week of February 2024. The first and second parts of the second program in the series will be held during the first two weeks of March 2024, and the third part will be held in the beginning of April 2024. The first and second part of the third program in the series will be held during the first two weeks of May 2024 and the last part of the final program will be held during the first week of June 2024.

6. Please indicate how you will evaluate success of your project.

Each program series is intended for the same patrons to attend each of the three parts, but since they are free programs there is no obligation for patrons to attend all of the parts. I will have patrons sign-in when they arrive at the program and use that to see which patrons attended all three of the parts. If a large proportion of patrons attend all three parts, that would be a good indication that the patrons got value out of the program.

At the end of each part, I will hand out a survey to patrons, which will include questions asking whether the program was conducive to their learning, whether they felt the lessons learned were applicable to their lives, whether the program inspired them in any way, and if they have any suggestions for improving the program series.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Gaming PC build	
Item	Total Cost
1 AMD Ryzen 5 5600X processor	\$157.86
1 ASRock B550 Phantom Gaming 4 Motherboard	\$99.99
1 Corsair Vengeance RGB Pro SL 16GB RAM	\$53.99
1 Crucial P3 Plus 500GB M.2 SSD	\$29.13

1 Gigabyte Gaming OC Radeon RX 7600 video card	\$264.99
1 Fractal Design Pop XL Air ATX Full Tower case	\$109.99
1 Thermaltake Toughpower Grand RGB 650W 80+ Gold fully modular ATX power supply	\$75.99
1 Microsoft Windows 11 home license	\$109.99
1 Asus VP228QG 21.5" 1920x1080 monitor	\$89.00
1 E-element Z88RGB81WRZ wired mini keyboard	\$34.99
1 Microsoft L2 Basic optical wired mouse	\$14.95
1 Razer Nari Essential headset	\$39.99
1 Besezx mouse pad	\$9.98
1 Corsair Hydro X XR5 120mm radiator	\$54.99
1 Corsair Hydro X XT Hardline 14mm tubing	\$19.99
1 Corsair Hydro X XL8 coolant	\$19.99
1 Ifixit tool kit	\$29.99
1 Thermaltake TT premium transparent dye	\$9.36
1 Corsair Hydro X XF Hardline fitting 14mm 4-pack	\$26.99
1 Corsair Hydro X XT Hardline bending toolkit	\$16.82
1 Corsair Hydro X XD5 RGB pump/reservoir combo	\$149.99
1 Corsair iCUE Link XC7 RGB Elite CPU water block	\$119.99
1 iVANKY DisplayPort 6.6ft cable	\$10.39

Home office PC build

Item	Total Cost
1 Intel Core i3-10100 3.6GHz quad core processor	\$108.74
1 ASRock H510M-ITX Motherboard	\$105.88
1 Corsair Vengeance LPX 16GB DDR4 RAM	\$39.99
1 Seagate BarraCuda 500GB 3.5" 7200RPM hard drive	\$17.00
1 Cooler Master MasterBox Q300L MicroATX mini tower case	\$66.48
1 Ermis 550B 550W SFX PSU 80+ Bronze power supply	\$64.99
1 Microsoft Windows 11 Home operating system	\$109.99

2 Kingwin CF-012LB 40 CFM 120 mm case fans	\$10.64
1 Acer V227Q Abmix 21.5" 1920x1080 monitor	\$86.99
1 Kinesis Gaming Freestyle2 Blue Bluetooth/wired ergonomic split keyboard	\$99.00
1 Logitech M185 wireless laser mouse	\$13.99
1 Audio-Technical ATH-CK313MBPK in ear with microphone	\$6.95
1 12ft 1.4 HDMI cable	\$6.48

4K video editing PC build

Item	Total Cost
1 Intel Core i7-12700KF processor	\$269.99
1 Thermalright Assassin X 120 CPU cooler	\$23.90
1 MSI Pro Z690-A ATX LGA 1700 motherboard	\$158.37
1 Corsair Vengeance 32 GB DDR5-5600 RAM	\$94.99
3 Silicon Power A55 1TB 2.5" SSD	\$107.91
1 Silicon Power UD90 2TB m.2-2280 SSD	\$82.97
1 EVGA SC Ultra Gaming GTX 1660 video card	\$229.99
1 Fractal Design Focus G ATX mid-tower case	\$57.99
1 EVGA 850 GQ 80+ gold semi-modular power supply	\$111.36
1 Windows 11 Home operating system license	\$109.99
2 Corsair SP120 Quiet 37.85 CFM 120mm fans (2-pack)	\$139.96
1 Alienware AW3423WF monitor	\$999.00
1 Logitech K120 wired standard keyboard	\$12.97
1 Verbatim 99768 wireless optical mouse	\$10.44
1 Philips SHP9500 headphones	\$74.98
1 iVANKY DisplayPort 1.4 cable 10ft	\$16.14
1 Mr. Pen- mouse pad with wrist support	\$4.99

50 staff hours	\$2,265
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Total cost:	\$7,057.39*
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*I plan to use unspent funds received to purchase computer components that can be used to demonstrate different computer building options, to be used in future iterations of this program.

8. Please indicate how the project will be sustained after the grant term is over.

Computers can be disassembled and reassembled indefinitely, so these programs can be continued for several years. As parts age, they can be replaced through donation funds from Friends of the Library, assuming the program is determined to be a success. Additionally, the components purchased for the program series can be used to create many passive programs, such as comparison displays designed to give patrons hands-on experience with different technologies, such as types of monitors, or mixing components so they can have a tangible understanding of what does and does not make a difference to them.

Smaller modifications can be made to the programs, such as building a PC using a Raspberry Pi or building a PC with different types of lighting effects, to appeal to different segments of the population as well.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Watsonville Public Library

Project Title: Farm to Shelf – Mobile Kitchen Cart

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

If Category B is selected, enter the name of the grant you are replicating:

Sunny Side Up: Sunnyvale Public Library Mobile Kitchen Cart

1. Please provide a one paragraph project summary.

Watsonville Public Library aims to purchase a Mobile Kitchen Cart from the Charlie Cart Project to facilitate food and nutrition classes hosted by staff and professionals in the area. We will promote and foster partnerships with food banks, local farms, and entrepreneurial kitchen non-profits such as: El Pájaro Community Development Corporation (CDC). Library staff will host family and teen targeted programming that is culturally diverse and utilizes seasonal crops.

The Charlie Cart is an all-in-one kitchen on wheels with a convection oven, induction cooktop, stainless steel sink, storage for over 170 pieces of cooking equipment (included), and 54 recipes to get us started.

2. Explain how this project fits with the library's strategic directions.

Watsonville Public Library (WPL) surveyed over 1,000 members of the community and stakeholders to gather feedback on future directions the library should undergo. With the insight of these surveys, our organization developed and adopted the library strategic plan for 2022-2028. The following is a partial list of goals based on the library's current strategic plan:

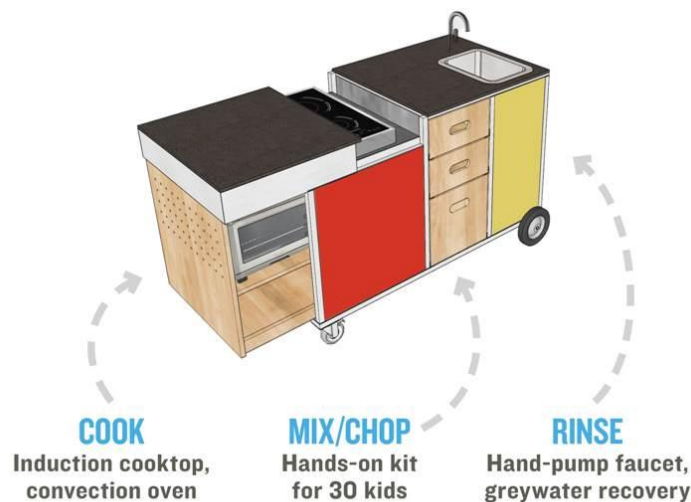
- 1) Increase access and awareness to library resources and services to Watsonville's children and families by offering programming at a variety of age and complexity levels in effort to be inclusive to our local community.
- 2) Create community connections by collaborating with local businesses and non-profit organizations. These collaborations will promote the arts and help establish the library as one anchor for downtown development.
- 3) Celebrate the unique diversity and heritage of our community by offering cultural programming for our residents to experience and honor all cultures and languages that have shaped and continue to shape Watsonville.

3. Please provide a detailed description of the proposed project including the population served and the demographics of that population.

The City of Watsonville is in the south of Santa Cruz County, surrounded by agricultural, construction, and manufacturing companies. Over 80% of the population identifies as being of Hispanic/Latino descent with a significant portion of the population originating from the country of Mexico and being bilingual Spanish-language speakers. Within Santa Cruz County, Watsonville has the highest number of CalFresh participation with a total of 2,640 households actively enrolled in the program.

Watsonville is defined as a food desert because it meets the low-income and low-access thresholds (at least 500 persons and/or at least 33% of the census tract's population live more than one mile from a supermarket or large grocery store.) As an agricultural community, the City of Watsonville would benefit from having a safe space where people can meet like-minded individuals, develop new skills, and explore diverse culinary cuisines. As an organization, we recognize the financial barriers that many of our community members face regarding recreational and educational activities which includes having the funds to purchase cooking utensils/equipment and/or being unable to attend cooking classes due to lack of transportation to neighboring cities.

The Charlie Cart Project's mission parallels our goals to educate the community on edible education. The fully functional kitchen can be used indoors or outdoors with just a 3-prong power source and filling of water jugs. Included in the kitchen is a set of utensils and kitchen equipment to teach a group of 30. By providing these materials free of charge and through guided instruction, we aim to bridge financial and accessibility barriers to tools and instruction.



4. What are the goals and objectives of the project?

One of the project’s goals is to partner with more local non-profit organizations, bridging the gap, and creating more awareness of existing services in the area. The mobile kitchen cart will allow us to partner with the following organizations:

- 1) El Pájaro CDC provides entrepreneurs access to a professionally equipped commercial kitchen, comprehensive technical assistance, and access to markets. We aim to boost their skills and connect them with the community to kickstart their businesses.
- 2) Second Harvest Food Bank distributes food and nutrition education to Santa Cruz County residents. A mobile kitchen cart will allow us to teach food recipients how to prepare the available foods.
- 3) Life Lab cultivates children’s love of learning, nutritious food, and nature through garden-based education. We aim to teach youth the important connection between farms and the food on their dinner table.
- 4) Local Farms and Stands will be able to offer generational recipes, produce and expert advice on seasonal delicacies.

A second library goal is to offer youth and teens more opportunities in the downtown Watsonville area. Traditionally, food has always been a way to gather people and we intend to reach teens with hands-on food programs. We have had success in the past with a Bento Box program teaching students how to make healthy snack selections and make food visually appealing. Not only will teens be in a safe environment, they also will be gaining life skills and interacting with successful community mentors.

5. Please include your project timeline (include detail of activities).

Project Timeline

Activities	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
Purchase equipment and supplies	✓	✓							
Program research and development	✓	✓							
Contact instructors	✓	✓							

Publicize the kitchen cart			✓	✓					
Hold monthly drop-in workshops and/or feature guest facilitator					✓	✓	✓	✓	✓
Conduct surveys					✓	✓	✓	✓	✓
Evaluate successes and improvements							✓	✓	✓
Evaluate how the kitchen cart and materials are being used, and modify as needed							✓	✓	✓

6. Please indicate how you will evaluate the success of your project.

Project Outcomes include:

- Number of patrons getting hands-on experience with creative tools and learning new skills.
- Track increased library use from local entrepreneurs and non-profits.
- Foster a community / network of agriculture, culinary arts, and nutrition.

How we will measure outcomes:

- Number of patrons who attend programs.
- Surveys conducted at programs, social media, and outreach.
 - Utilizing survey data to build community-need / community-oriented programming that has user buy-in.

7. Please detail your project budget. (Note: Indirect costs are not allowed).

Item	Total Costs	PLP Grant	Other Funding Sources
Kitchen Cart	\$15,000	\$12,000	\$3,000
Supplies	\$1,000		\$1,000



Furniture (Storage Units)	\$1,000		\$1,000
Guest Facilitator(s) Fees	\$500		\$500
Totals =	\$17,500	\$15,000	\$5,500

8. Please indicate how the project will be sustained after the grant term is over.

Upon completion of the grant term, the project will be sustained through funding provided by the library. These funds will enable us to maintain and replace project equipment on an as-needed basis, purchase supplies on a regular basis, and continue to have guest facilitators on a quarterly basis.

Complete Only for Category B Grants:

9. Explain what grant was selected to replicate and why.

We are replicating “Sunny Side Up: Sunnyvale Public Library Mobile Kitchen Cart”. Similar to Sunnyvale’s cart goals, we will utilize this kitchen addition to educate patrons of all age groups (children, teens, and adults), and teach cooking fundamentals, nutrition, multicultural recipes, and seasonal cooking. This kitchen cart can be incorporated right away into successful programming such as Toddler Tumble Time and our newest Tween program called Universal Yums which introduces multicultural snacks. Like Sunnyvale, we hope to improve community health through nutrition and education by offering routine hands-on programs with fresh ingredients. We also plan to bring in community help from experts in agriculture, culinary arts, and nutrition.

10. If there are changes or enhancements to the original grant, including budgetary changes, please detail the changes and your rationale for making them.

We are going to be purchasing an educational kitchen cart from the Charlie Project. Unlike Sunnyvale, who purchased through Kitchen a la Cart, our research shows that libraries across the nation are joining the edible education community through the Charlie Project. This cart includes more materials for larger groups and is geared towards youth. The additional support that we will gain from purchasing through this established community will help sustain our growth and momentum of future programming.

To: PLP Executive Committee
From: Chris Ota, Tierney Alvarado – PLP Staff Development Committee Co-Chairs
Subject: Annual Committee Report FY 2022-2023
Date: October 16, 2023

Purpose

The Pacific Library Partnership Staff Development Committee (PLPSDC) identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas.

Goals

1. The PLPSDC will plan and implement staff training in-person or online based on areas of identified staff development needs and interests of the member libraries of PLP.
2. The Committee will promote and share information on its staff development events to the member libraries of PLP.
3. In coordination with PLP Administration, the Committee will recruit members from among the member libraries of PLP. Committee members are highly encouraged to attend meetings regularly, actively participate in the discussion and vote on action items, volunteer for committee roles and duties, and represent the training interests of their respective jurisdiction in the committee.
4. The Committee will meet regularly to plan its staff development events and discuss other committee business.
5. The Committee will provide opportunities for the development of its members' leadership

Committee Chairs FY 2022-2023

- Tierney Alvarado
 - Term: Representing Livermore Public Library, July 2022 – June 2023
- Christopher Ota
 - Term: Representing Pleasanton Public Library, July 2022 – June 2023

Accomplishments

- The Committee planned, promoted, and implemented the following staff development trainings: The Future of Libraries 2022 in-person conference in October; and two virtual online trainings in March and in June 2023.
- In coordination with PLP Administration, the Committee recruited representatives from Berkeley Public Library, Burlingame Public Library, and San Francisco Public Library.
- The Committee updated the PLPSDC recruitment letter.
- The Committee held six virtual meetings in FY 2022-2023. Meeting dates: July 23, October 1, November 1, January 28, March 11, and May 13.

Staff Development Trainings

Future of Libraries 2022: Enhancing User Experiences.

- Project team:
 - Conference Co-Chairs: Karen Engle (Daly City), Aydin Kwan (Sunnyvale)
 - Emcee: Rebekah Gonzalez (San Jose)
 - Speaker Coordinators: Duties were shared by committee members who recruited respective speakers
 - Marketing: Chris Ota (Pleasanton), Melvyn Yabut (Mountain View)
 - Facilities and Technology: Tierney Alvarado (Livermore)
- Dates and times: 9 a.m.-4 p.m., October 18, 2022.
- Location: San Francisco Public Library, Main Library, Koret Auditorium
- Description: A full day conference focusing on current library issues and trends. Talks and panels included the following topics:
 - Confronting Disinformation and Book Bans by Cultivating Critical Thinking and Empathy
 - From Critical Thinking to Critical Race Theory: Unearthing History
 - Serving Unhoused Members of Your Community
 - Student Success Initiative: Library Cards for Youth
 - Library of Things: Beyond Traditional Lending
 - Controlled Digital Lending for Equitable Access
- Registration, fees, attendance numbers.
 - Registration fee: \$30.00
 - Registered: 95
 - Attended: 86

#1 Spring Virtual Workshop 2023: Seeing Yourself As An Asset

- Project team members:
 - Chair: Rebekah Gonzalez (San Jose).
 - Speaker Coordinator/Technology Coordinator: Fiona Potter (Redwood City).
 - Marketing: Kyle Hval (Mountain View).
 - Chat Moderator: Tierney Alvarado (Livermore).
 - Emcee: Christopher Ota (Pleasanton).
- Date and time: 10 a.m.-11 a.m., March 7, 2023
- Format: Online on the Zoom platform.
- Description: The Pacific Library Partnership's Staff Development Committee hosted Seeing Yourself as an Asset, a virtual panel discussion, on March 7th. The program featured library managers and supervisors providing advice to get through an interview process successfully.
- Registration, fees, attendance numbers.
 - Registration fee: Free
 - Registered: 183
 - Attended: 80
- Survey results: We had 41 respondents of which 63% were extremely or very satisfied with the workshop, while 97% responded that they learned something useful from the workshop.

#2 Spring Virtual Workshop 2023: Bad Situation, Good Communication

- Project team members:
 - Co-Chair: Rebekah Gonzalez (San Jose), Cheryl Lee (Contra Costa County)
 - Marketing: Christopher Ota (Pleasanton).
 - Chat Moderator: Melisa Mendoza (South San Francisco).
- Date and time: 10 a.m.-11:30 a.m., June 15, 2023
- Format: Online on the Zoom platform.
 - Description: Communication professionals from multiple organizations provided tips and guidance on how to communicate information effectively both internally and externally. The speakers focused on crisis communication (natural disasters, emergency closures, etc.).
- Registration, fees, and attendance numbers.
 - Registration fee: Free
 - Registered: 197 registered.
 - Attended: 103
 - All registrants received a link to the recording of the workshop.
- Survey results: We had 10 respondents of which 50% were extremely or very satisfied with the workshop, while 80% responded that they learned something useful from the workshop.

PLP Activities for FY 2023-24 to Support Strategic Priorities

Strategic Priority 1. Staff Training and Professional Development

Activity 1a. To continue to offer leadership training that supports library managers, an Ad Hoc Group will be expanded to further define training to be held in FY 2024-25. The Ad Hoc Group will provide recommendations for leadership trainings centering equity as a foundational principle in the design of new programs.

Status: In Progress. The Ad Hoc Group has been expanded and is working on this.

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

Status: In Progress. The Future of Libraries Conference had 197 registrants and was held on October 3, 2023. The Committee will provide the Executive Committee with a report at the October 16, 2023 meeting.

Activity 1c. A revised funding model will expand financial support for regional staff development training. Calls will be put forth twice in FY 2023-24 for funding support. Under-resourced libraries will be encouraged to apply or work collaboratively with other jurisdictions.

Status: In Progress. \$8,700 has been awarded in the first round to four projects. Two projects were collaborative grants for \$4,000. Multiple MOBAC libraries are working together to develop a variety of emergency services related trainings. Livermore and Pleasanton have partnered to develop training related to intellectual freedom, helping individuals before they experience homelessness, or data analytics. \$500 was awarded to the MOBAC Reference Committee for their fall workshop. \$200 was awarded to the MOBAC Technology Committee for a Library of Things workshop.

Activity 1d. Provide workshops focused on skill building.

Strategic Priority 2. Support Innovation, Technology and Access

Activity 2a. In FY 2023-24 the Innovation and Technology Grants will continue to be offered. Grant promotion will be updated to encourage consideration of access when proposing services or programs.

Status: *There are 11 projects totaling \$110,050 out of the \$120,000 allocated.*

Activity 2b. Develop a showcase of ideas for Innovation and Technology grants previously awarded in May or June 2024.

Activity 2c. Explore AI training for PLP member libraries to further the understanding of this in relation to libraries and the needs of the communities they serve.

Status: *In Progress. An Ad Hoc Group has met twice to research trainers and needs.*

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

Activity 3. PLP will be the fiscal and administrative agent for the following grants:

- Statewide LSTA grants
 - Literacy Initiatives
 - Networking California Library Services
 - Equity Based Data-Driven Decision Making for Community Impact
- California Library Literacy Services AmeriCorps Initiative (State Funded)
- Statewide Online Tutoring Program Partner Project (State Funded)
- California Library Literacy Services AmeriCorps Initiative (California Volunteers)

Status: *In Progress. The AmeriCorps Initiative will not be continued for year 2.*

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

Activity 4a. Continue to support the PLP Shared Cataloging/Acquisitions of International Language Materials project by establishing a director liaison for the working group to facilitate effective communication with regional Councils and assist in the expansion of the project to include more libraries. An emphasis will be placed on locating contributors who can assist with languages that are currently under or unrepresented by the project.

Status: *In Progress. Ryan Baker is the liaison for the group and is actively working with them to reshape the program.*

Activity 4b. Assist in the establishment of at least two PLP communities of interest. Groups may be related to DEI practices, public service, or other member-identified topics.

Status: *In Progress. The Santa Clara City Library requested to be the lead on a Teen interest group. The group is in the process of forming. Additional groups will be formed soon.*



Activity 4c. As needed, encourage and support collaborative working groups to address specific region-wide challenges. Ideas include work groups for restorative justice, workplace safety, and grants for rebuilding and renovating libraries. 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.

Activity 4d. In the spirit of equitable use of CLSA funds, continue offering Flipster as a magazine eCollection for the smallest libraries.

Status: In Progress.

Activity 4e. Conduct surveys as-needed to gauge value members derive from PLP services and inform activities, programs, and future planning.

To: PLP Executive Committee
From: Justin Wasterlain, Assistant Director
Subject: PLP Leadership Ad Hoc Group Update
Date: October 16, 2023

Background

At the end of FY 2022-23, Jane Light retired from the PLP Executive Leadership and Middle Management Professional programs. At the May 19, 2023 PLP Executive Committee meeting, an Ad Hoc group of Tracy Gray, Hillary Theyer, Valerie Sommer, and Justin Wasterlain were directed to research and develop ideas for a new leadership program over the course of the next year. The group would return to the Committee in May 2024 with proposals for FY 2024-25.

Discussion

The Ad Hoc group was expanded to include Jayanti Addleman (Hayward Public Library), Marlon Romero (Alameda Free Library), Rukshana Singh (San Mateo Public Library), and Patty Wong (Santa Clara City Library). The Ad Hoc group met on September 14, 2023 to brainstorm ideas and discuss next steps.

The Ad Hoc group discussed the merits of the original Executive Leadership and Middle Management Professional programs. The group stated a preference for maintaining the all-day, in-person cohorts of 8 to 12 members. It was felt that in-person meetings lead to lasting relationships and richer conversations than virtual meetings can provide. The group also suggested retaining the general format of the original programs where cohorts would meet monthly at a different library.

Variations to the original format related to how content could be structured were discussed. Whereas the original program had a loose set of topics generally driven by participant conversations or interests, it was suggested a new program could be more intentional about what topics were discussed and how they were discussed. The Ad Hoc group shared skills and characteristics of successful leadership and proposed a variety of potential session topics. It was also suggested the cohorts could work collaboratively on a real problem or project to enhance their learning experiences.

To entice participation of PLP members from more rural or geographically distant library systems, it was suggested that program fees could potentially include overnight stays. This would also open the possibility of having the cohort visit rural libraries as meeting locations rather than feeling the need to stay in more centralized areas for ease of travel.

At the January 22, 2024 PLP Executive Committee Meeting, the Ad Hoc group will provide recommendations for a potential program facilitator.

To: PLP Executive Committee
From: Justin Wasterlain, Assistant Director
Subject: PLP AI Ad Hoc Group Update
Date: October 16, 2023

Background

\$12,000 was allocated in FY 2023-24 for AI related training during the June 26, 2023 PLP Executive Committee meeting. At that time, an Ad Hoc group was formed to provide recommendations and execution of training programs. The Ad Hoc group consists of Mayer, Perera, Rosko, Wallace, Wasterlain, and Frost.

The Ad Hoc group has met twice since that time. During the July 27, 2023 meeting, the group discussed the type of training that could be provided and explored potential vendors to research. At their August 30, 2023 meeting, members shared information about the vendors they contacted.

It was felt that different levels of training could be provided. Potentially, one vendor could facilitate a “AI 101” style training that would provide a high-level overview of AI and implications for libraries. This training could gauge interest and determine if there is demand for a more hands-on, deep-dive style training that would give participants practical experience.

Recommendation

It is recommended the PLP Executive Committee discuss potential trainings and vendors with the Ad Hoc group. A timeline for arranging the first training can be determined.

To: PLP Executive Committee
From: Rebekah Gonzalez/Tierney Alvarado
Subject: PLP Staff Development Committee FY 2023-24 Activities
Date: October 16, 2023

Background

The PLP Staff Development Committee identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas. In general, the Committee conducts two events each year to facilitate this purpose: the Future of Libraries Conference held in October, and the Spring Workshop held in April. In FY 2022-23, the Committee discontinued its in-person Spring Workshop in favor of holding a few smaller virtual trainings.

The purpose of this memo is to discuss the FY 2023-24 activities and provide an opportunity for the executive committee to provide input.

Discussion

The Future of Libraries Conference was hosted in an in-person format on October 3, 2023. There were 197 registrants, most of whom attended the event. This event supports PLP's Strategic Activity 1b. The event was held in the Koret Auditorium at the San Francisco Public Library's Main Branch with recordings of the sessions to be made available in the PLP archive at a later date. The Committee will likely use the same venue and set-up for FY 2024-25 because SFPL generously provides free use of their auditorium, the recording setup is already in place, and it is a good option for attendees using public transit. An evaluation survey was distributed at the event and the committee will discuss the survey results at their next scheduled meeting on November 14, 2023. The feedback will be incorporated into the planning of next year's conference.

To support PLP's Strategic Activity 1c, the Staff Development Committee is considering offering informal, virtual trainings again in the webinar format. The trainings offered in FY 2022-23 were well received, and registration was high for both events ("Seeing Yourself as an Asset" - 143 registrants, "Bad Situation, Good Communication" - 229 registrants). The committee discussed that this online format makes the trainings more accessible to library staff of all classifications because it does not require travel and there is generally no registration fee. People also seem to appreciate that recordings of these webinars are distributed to registrants after the webinar takes place. Most of the questions received when registration opened were about whether the webinars would be recorded. The fact that they were seemed to boost registration. Based on the feedback received from participants at the conclusion of the 2023 webinars, topics of interest for future trainings include de-escalation, communication, change management, EDI, interview & resume building skills, leadership, conflict resolution, and career advancement. The committee aims to choose topics that have broad appeal for various classifications, particularly those who are considered front-line staff.

CALIFORNIA LIBRARY SERVICES ACT
2022/23 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

Pacific Library Partnership

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: Tracy Gray
Signature of System Chair (Tracy Gray)

Contact person: Carol Frost

Phone: 650-349-5538

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Carol Frost

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

9/6/2023

Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	\$5,927
b. Internet (including electronic mail)(PLP/MOBAC Web Hosting, Basecamp, Doodle)	\$5,272
c. Other (specify) (example postage)(Postage, office supplies)	\$1,546
Total	\$12,745

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiply the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 15 – August 28, 2022	October 17-30, 2022	Jan. 23-February 05, 2023	April 24- May 07, 2023	Total multiplied by 6.5
a. System member public libraries	113,238	104,695	110,705	113,980	2,877,017
b. Non-public libraries in System area	140	324	60	42	3679
Total	113,378	105,019	110,765	114,022	2,880,696
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	7
d. Number of miles traveled by all System vehicles					128,828
e. Percentage of items delivered by:					
U.S. Mail <u>1</u> % UPS _____% System Van _____% Contracted Van <u>98.9</u> % Other <u>0.1</u> %					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					7,239 purchased/ 248,437 circulations

Section 2

Plan of Service Objective Evaluation

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why? Please, provide the number of libraries that benefited from the services you provided from CLSA funds.

The goals for the Communications and Delivery Program were met through the ongoing CLSA funding.

PLP expended \$210,454 of CLSA funding on Delivery. PLP member libraries continue to prioritize delivery services for use of CLSA system funding. Libraries throughout the system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and Delivery is the critical component that makes this sharing possible. PLP currently provides Delivery in four separate service areas within the region, with each services area receiving a CLSA subsidy for operations according to a formula approved by the PLP Executive Committee. All communities benefit from the reliable sharing of resources enabled by Delivery, which enhances collections and allows materials to move from library to library in a timely manner.

The typical delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of one full-time Delivery Supervisor, three full-time drivers, one part-time driver, additional hourly sorting and driving staff and 4 delivery vans. Five jurisdictions provide additional local funds for 6-days-a-week service. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) have 2-day courier delivery service. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 4-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

In addition to the Delivery activities funded above, the following communications items were funded:

In FY 2022-23, PLP allocated \$344,149 back to libraries for them to choose their own priority for expending CLSA funds, based on an approved menu, with the expectation that all members would benefit equally from CLSA funding through an allocation per library by PLP formula. Libraries were given the option to choose from the following menu choices: enki, OverDrive, Bibliotheca's CloudLibrary Consortia product; Palace Ebooks-for-All, Broadband hardware costs; SimplyE; PLP negotiated shared eContent platform for select libraries; curbside pickup; remote reference; or CENIC telecommunication costs.

The libraries chose to allocate \$189,210 to eResources, \$410 for CENIC telecommunications costs, and \$154,529 for Link+. \$41,525 of the funds allocated for eResources were used to purchase a shared eMagazine collection of 23 titles benefitting 8 of the smallest libraries, to ensure equitable access.

2. How much has been spent of the System’s funding for the FY 2022/23? If not all the funds have been spent, are you on track to expend funds by June 2025; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

The FY 2022-23 Plan of Service included the following:

Delivery to Libraries

Budgeted: \$221,264. **Expended:** \$210,454. The remaining \$10,810 will be carried over to FY 2023-24.

Local Costs: Office Supplies, Postage, Websites, Zoom, Communications

Budgeted: \$13,735. **Expended:** \$12,745. The \$990 remaining will be carried over to FY 2023-24

eResources and Other Services Chosen By Libraries by an Approved Menu of Services and Future Purchases:

Budgeted: \$447,293 (including \$284,084 of FY 22-23 funds and \$163,155 of FY 21-22 funds).

Expended: \$344,149. **The remaining \$103,090 will be carried over to FY 2023-24**

Flipster:

Budgeted: \$41,525. **Expended:** \$41,525.

Total amount to be carried over for FY 2023-24: \$114,890 (**\$10,810, \$990 and \$103,090**).

PLP is on track to expend the funds by June 2025. These funds will be allocated back to libraries in FY 2023-24 and spent before June 2025.

3. If you are using CLSA funding from previous fiscal years (rollover) please list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

\$163,155 of rollover funds from FY 2021-22 were used as part of the FY 2022-23 budget. The funds were applied to the eResources and Other Services Chosen by Libraries category. These funds were fully expended in FY 22-23.

In FY 2021-22, these funds were held back by the PLP Executive Committee because of the Committee was not certain of future funding, and wanted to ensure there would be funds available should there be CLSA reductions.

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

All prior year CLSA rollover funds have been expended.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

\$114,890 of FY 2022-23 CLSA baseline funds will be rolled over to FY 2023-24. The funds are derived

from underspending for courier and local costs, as well as funds allocated for future purchases, which were not utilized.

6. What related non-CLSA activities were provided for C&D?

Member libraries spend local funds to support Communications and Delivery in four primary categories:

Local funding for delivery: PLS member libraries contributed \$696,315 in local funds to support 5-day delivery. Several PLS member libraries contributed an additional \$52,000 in local funds towards 6-day deliveries.

Inter-Library Loan Services: Libraries funded inter-library loan services locally, including OCLC World Share and Link+.

Broadband: PLP libraries used local funds to invest in their connectivity via broadband to the CENIC network. Costs included ongoing connection costs as well as hardware and software costs.

Digital Collections: PLS Provided a shared eMaterials collection for its member libraries. Other PLP libraries purchased eBooks, eAudio, digital magazines and eMusic for their patrons and contributed local funds.



PLP System Annual Report FY22-23

Final Audit Report

2023-09-06

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By:	Wendy Cao (caow@plsinfo.org)
Status:	Signed
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**California Library Services Act
System Expenditure Report – FY 2022/23**

System Name: Pacific Library Partnership

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Program 1: C&D System Administration											
Salaries & Benefits	\$944,896	\$140,152	\$0	\$0	\$179,896	\$624,848	\$0	\$0	\$944,896	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$944,896	\$140,152	\$0	\$0	\$179,896	\$624,848	\$0	\$0	\$944,896	\$0	\$0
Notes:											
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$724,763	\$445,718	\$163,155	\$0	\$0	\$1,000	\$0	\$0	\$609,873	\$114,890	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$724,763	\$445,718	\$0	\$0	\$0	\$1,000	\$0	\$0	\$609,873	\$114,890	\$0
Notes:	FY 22-23 CLSA allocation: \$560,608, \$445,718 expended, and \$114,890 will roll over to FY 2023-24. FY 21-22 \$163,155 was fully expended										

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2022- 2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Program 3: System Operations											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$81,760	\$0	\$0	\$0	\$0	\$81,760	\$0	\$0	\$81,760	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$81,760	\$0	\$0	\$0	\$0	\$81,760	\$0	\$0	\$81,760	\$0	\$0
Notes:											

Program 4: FY22/23 Economic Mobility and California Public Libraries											
Salaries & Benefits	\$7,024	\$0	\$0	\$0	\$7,024	\$0	\$0	\$0	\$3,512	\$3,512	\$0
Operating Expenses	\$78,750	\$0	\$0	\$0	\$78,750	\$0	\$0	\$0	\$78,750	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$5,702	\$0	\$0	\$0	\$5,702	\$0	\$0	\$0	\$5,702	\$0	\$0
Program Total	\$91,476	\$0	\$0	\$0	\$91,476	\$0	\$0	\$0	\$87,964	\$3,512	\$0
Notes:											

Program 5: FY22/23 California Library Metrics											
Salaries & Benefits	\$5,197	\$0	\$0	\$0	\$5,197	\$0	\$0	\$0	\$2,745	\$2,452	\$0
Operating Expenses	\$249,881	\$0	\$0	\$0	\$241,368	\$0	\$0	\$0	\$241,368	\$8,513	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,088	\$0	\$0	\$0	\$4,566	\$0	\$0	\$0	\$4,566	\$1,522	\$0
Program Total	\$261,166	\$0	\$0	\$0	\$251,131	\$0	\$0	\$0	\$248,679	\$12,487	\$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Program 6: FY22/23 Literacy Initiatives											
Salaries & Benefits	\$63,908	\$0	\$0	\$0	\$63,908	\$0	\$0	\$0	\$63,908	\$0	\$0
Operating Expenses	\$358,257	\$0	\$0	\$0	\$358,257	\$0	\$0	\$0	\$265,234	\$93,023	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$37,213	\$0	\$0	\$0	\$37,213	\$0	\$0	\$0	\$27,456	\$9,757	\$0
Program Total	\$459,378	\$0	\$0	\$0	\$459,378	\$0	\$0	\$0	\$356,598	\$102,780	\$0
Notes:											
Program 7: FY22/23 Networking California Library Resources											
Salaries & Benefits	\$23,628	\$0	\$0	\$0	\$23,628	\$0	\$0	\$0	\$11,814	\$11,814	\$0
Operating Expenses	\$287,372	\$0	\$0	\$0	\$287,372	\$0	\$0	\$0	\$183,972	\$103,400	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$25,850	\$0	\$0	\$0	\$25,850	\$0	\$0	\$0	\$19,388	\$6,462	\$0
Program Total	\$336,850	\$0	\$0	\$0	\$336,850	\$0	\$0	\$0	\$215,174	\$121,676	\$0
Notes:											
Program 8: Online Tutoring Program Partner (multi-year grant, May 25, 2022 to September 30, 2024) FY22-23 Expenditures											
Salaries & Benefits	\$43,146	\$0	\$0	\$0	\$0	\$0	\$0	\$22,321	\$22,321	\$20,825	\$0
Operating Expenses	\$6,349,859	\$0	\$0	\$0	\$0	\$0	\$0	\$3,035,500	\$3,035,500	\$3,314,359	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,995	\$0	\$0	\$0	\$0	\$0	\$0	\$3,498	\$3,498	\$3,497	\$0
Program Total	\$6,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,061,319	\$3,061,319	\$3,338,681	\$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	

Program 9: Workforce Development Career Pathways multi-year project through 10/31/2024) FY 22-23 Expenditures											
Salaries & Benefits	\$75,112	\$0	\$0	\$0	\$0	\$0	\$0	\$36,462	\$36,462	\$38,650	\$0
Operating Expenses	\$10,011,365	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500,877	\$6,500,877	\$3,510,488	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$32,411	\$0	\$0	\$0	\$0	\$0	\$0	\$16,151	\$16,151	\$16,260	\$0
Program Total	\$10,118,888	\$0	\$0	\$0	\$0	\$0	\$0	\$6,553,490	\$6,553,490	\$3,565,398	\$0

Notes:

Program 10: California Library Literacy Services AmeriCorps Initiative (through October 2023)											
Salaries & Benefits	\$66,619	\$0	\$0	\$0		\$0	\$0	\$66,619	\$30,902	\$35,717	\$0
Operating Expenses	\$760,144	\$0	\$0	\$0		\$0	\$0	\$760,144	\$200,607	\$559,537	\$0
Materials		\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$26,093	\$0	\$0	\$0		\$0	\$0	\$26,093	\$12,020	\$14,073	\$0
Program Total	\$852,856	\$0	\$0	\$0	\$0	\$0	\$0	\$852,856	\$243,529	\$609,327	\$0

Notes:

Program 11: FY22/23 PLSEP											
Salaries & Benefits	\$8,871	\$0	\$0	\$0	\$8,871	\$0	\$0	\$0	\$8,871	\$0	\$0
Operating Expenses	\$125,549	\$0	\$0	\$0	\$125,549	\$0	\$0	\$0	\$125,549	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$13,442	\$0	\$0	\$0	\$13,442	\$0	\$0	\$0	\$13,442	\$0	\$0
Program Total	\$147,862	\$0	\$0	\$0	\$147,862	\$0	\$0	\$0	\$147,862	\$0	\$0

Notes:

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2022- 2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			

Program 12: FY21/22 Economic Mobility and California Public Libraries											
Salaries & Benefits	\$1,769	\$0	\$0	\$0	\$1,769	\$0	\$0	\$0	\$1,769	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$1,498	\$0	\$0	\$0	\$1,498	\$0	\$0	\$0	\$1,498	\$0	\$0
Program Total	\$3,267	\$0	\$0	\$0	\$3,267	\$0	\$0	\$0	\$3,267	\$0	\$0

Notes:

Program 13: FY21/22 California Library Metrics											
Salaries & Benefits	\$2,308	\$0	\$0	\$0	\$2,308	\$0	\$0	\$0	\$2,308	\$0	\$0
Operating Expenses	\$7,437	\$0	\$0	\$0	\$7,437	\$0	\$0	\$0	\$7,437	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$2,830	\$0	\$0	\$0	\$2,830	\$0	\$0	\$0	\$2,830	\$0	\$0
Program Total	\$12,575	\$0	\$0	\$0	\$12,575	\$0	\$0	\$0	\$12,575	\$0	\$0

Notes:

Program 14: FY21/22 Literacy Initiatives											
Salaries & Benefits	\$10,188	\$0	\$0	\$0	\$10,188	\$0	\$0	\$0	\$10,188	\$0	\$0
Operating Expenses	\$92,710	\$0	\$0	\$0	\$92,710	\$0	\$0	\$0	\$92,710	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$8,627	\$0	\$0	\$0	\$8,627	\$0	\$0	\$0	\$8,627	\$0	\$0
Program Total	\$111,525	\$0	\$0	\$0	\$111,525	\$0	\$0	\$0	\$111,525	\$0	\$0

Notes:

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2022- 2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Program 16: FY21/22 ARPA Statewide Workforce Development & Support											
Salaries & Benefits	\$3,639	\$0	\$0	\$0	\$0	\$0	\$0	\$3,639	\$3,639	\$0	\$0
Operating Expenses	\$66,937	\$0	\$0	\$0	\$0	\$0	\$0	\$66,937	\$66,937	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$8,047	\$0	\$0	\$0	\$0	\$0	\$0	\$8,047	\$8,047	\$0	\$0
Program Total	\$78,623	\$0	\$0	\$0	\$0	\$0	\$0	\$78,623	\$78,623	\$0	\$0
Notes:											
Program 15: FY21/22 Networking California Library Resources											
Salaries & Benefits	\$10,706	\$0	\$0	\$0	\$10,706	\$0	\$0	\$0	\$10,706	\$0	\$0
Operating Expenses	\$155,375	\$0	\$0	\$0	\$155,375	\$0	\$0	\$0	\$155,375	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$11,359	\$0	\$0	\$0	\$11,359	\$0	\$0	\$0	\$11,359	\$0	\$0
Program Total	\$177,440	\$0	\$0	\$0	\$177,440	\$0	\$0	\$0	\$177,440	\$0	\$0
Notes:											
Program 17: FY21/22 PLSEP											
Salaries & Benefits	\$5,346	\$0	\$0	\$0	\$5,346	\$0	\$0		\$5,346	\$0	\$0
Operating Expenses	\$31,065	\$0	\$0	\$0	\$31,065	\$0	\$0		\$31,065	\$0	\$0
Materials		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Equipment		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$2,485	\$0	\$0	\$0	\$2,485	\$0	\$0	\$0	\$2,485	\$0	\$0
Program Total	\$38,896	\$0	\$0	\$0	\$38,896	\$0	\$0	\$0	\$38,896	\$0	\$0
Notes:											
Grand Total System Expenditures	\$19,529,987	\$585,870	\$0	\$0	\$1,350,918	\$707,608	\$0	\$9,693,432	\$12,373,343	\$7,156,644	\$0

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2022- 2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Service A (as described in Plans of Service): Delivery to Libraries											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$222,264	\$210,454		\$0	\$0	\$1,000	\$0	\$0	\$211,454	\$10,810	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$222,264	\$210,454	\$0	\$0	\$0	\$1,000	\$0	\$0	\$211,454	\$10,810	\$0
Notes:	FY22-23 remaining \$10,810 will be roll over to the FY23-24 Delivery Services										
Service B (as described in Plans of Service): Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$13,735	\$12,745	\$0	\$0	\$0	\$0	\$0	\$0	\$12,745	\$990	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$13,735	\$12,745	\$0	\$0	\$0	\$0	\$0	\$0	\$12,745	\$990	\$0
Notes:	FY22-23 remaining \$990 will be roll over to the FY23-24 Local Costs										
Service C (as described in Plans of Service): Flipster											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$41,525	\$41,525	\$0	\$0	\$0	\$0	\$0	\$0	\$41,525	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$41,525	\$41,525	\$0	\$0	\$0	\$0	\$0	\$0	\$41,525	\$0	\$0
Notes:	All FY22-23 funds expended										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
	Total Funds Budgeted	CLSA Program (funds from FY 2022-2023)	CLSA Rollover 2021/2022	CLSA Rollover 2020/2021	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance
Service D (as described in Plans of Service): eResources & Other Services Chosen By Libraries, future purchases											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$447,239	\$180,994	\$163,155	\$0	\$0	\$0	\$0	\$0	\$344,149	\$103,090	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$447,239	\$180,994	\$163,155	\$0	\$0	\$0	\$0	\$0	\$344,149	\$103,090	\$0
Notes:	All FY 2021/22 Funds were expended. FY22-23 remaining \$103,090 will be roll over to FY23-24										

CLSA Programs Rollover	Expended Funds	Encumbered Funds			Unexpended Funds	
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY20/21	\$0	\$0			\$0	Notes:

Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY21/22	\$163,155	\$0			\$0	Notes: All FY 21-22 funds are expended
Program 1: C&D System Administration						
CLSA Rollover Funds from Year FY22/23	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Year FY22/23	\$0	\$114,890			\$0	Note: \$114,890 of FY 22-23 funds will roll over to FY 23-24.

***Note: If an extension is needed beyond the funding expendidure deadline period, send your request via email to Monica Rivas , at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

California State Library
System Detailed Budget – FY 2023/24

System Name:

Programs	Income Sources							Total f. Total Budgeted
	State	State	State	Federal	Local		Total	
	a. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	b. LSTA	c. Local funds/fees	d. Interest		
If there's no Rollover to report check here:								
Program 1: System C&D Administration								
Salaries & Benefits	\$142,261			\$240,692	\$893,774	\$0	\$0	\$1,276,727
PC& E	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$142,261	\$0	\$0	\$240,692	\$893,774	\$0	\$0	\$1,276,727
Rollover Total	\$0							
Program Total with Rollover	\$142,261							
Program 2: System C&D (Baseline)								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$569,046	\$114,890		\$0	\$1,000	\$0	\$0	\$684,936
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$569,046	\$114,890	\$0	\$0	\$1,000	\$0	\$0	\$684,936
Rollover Total	\$114,890							
Program Total with Rollover	\$683,936							

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program (FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 3: System Operations								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$227,530	\$0	\$0	\$227,530
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$227,530	\$0	\$0	\$227,530
Program 4: FY23-24 Equity-Based Data-Driven Decision Making for Community Impact								
Salaries & Benefits	\$0			\$10,071	\$0	\$0	\$0	\$10,071
Operating Expenses	\$0			\$280,062	\$0	\$0	\$0	\$280,062
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$12,408	\$0	\$0	\$0	\$12,408
Program Total	\$0			\$302,541	\$0	\$0	\$0	\$302,541
Program 5: FY23-24 Literacy Initiatives								
Salaries & Benefits	\$0			\$68,595	\$0	\$0	\$0	\$68,595
Operating Expenses	\$0			\$399,549	\$0	\$0	\$0	\$399,549
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$31,842	\$0	\$0	\$0	\$31,842
Program Total	\$0			\$499,986	\$0	\$0	\$0	\$499,986
Program 6: FY23-24 Networking California Library Resources								
Salaries & Benefits	\$0			\$31,215	\$0	\$0	\$0	\$31,215
Operating Expenses	\$0			\$931,033	\$0	\$0	\$0	\$931,033
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$30,405	\$0	\$0	\$0	\$30,405
Program Total	\$0			\$992,653	\$0	\$0	\$0	\$992,653

Program 7: Online Tutoring Program Partner (multi-year grant, May 25, 2022 to September 30, 2024)

Salaries & Benefits	\$0			\$0	\$0	\$0	\$20,825	\$20,825
Operating Expenses	\$0			\$0	\$0	\$0	\$3,314,359	\$3,314,359
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$3,497	\$3,497
Program Total	\$0			\$0	\$0	\$0	\$3,338,681	\$3,338,681

Program 8: Workforce Development Career Pathways multi-year project through 10/31/2024)

Salaries & Benefits	\$0			\$0	\$0	\$0	\$38,650	\$38,650
Operating Expenses	\$0			\$0	\$0	\$0	\$3,510,488	\$3,510,488
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$16,260	\$16,260
Program Total	\$0			\$0	\$0	\$0	\$3,565,398	\$3,565,398

Program 9: FY22-23 California Library Literacy Services AmeriCorps Initiative (through October 2023)

Salaries & Benefits	\$0			\$0	\$0	\$0	\$35,717	\$35,717
Operating Expenses	\$0			\$0	\$0	\$0	\$559,537	\$559,537
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$14,073	\$14,073
Program Total	\$0			\$0	\$0	\$0	\$609,327	\$609,327

Program 10: FY22-23 California Library Metrics

Salaries & Benefits	\$0			\$2,452	\$0	\$0	\$0	\$2,452
Operating Expenses	\$0			\$8,513	\$0	\$0	\$0	\$8,513
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$1,522	\$0	\$0	\$0	\$1,522
Program Total	\$0			\$12,487	\$0	\$0	\$0	\$12,487

Program 11: FY22-23 Literacy Initiatives

Salaries & Benefits	\$0			\$31,954	\$0	\$0	\$0	\$31,954
Operating Expenses	\$0			\$93,023	\$0	\$0	\$0	\$93,023
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$9,757	\$0	\$0	\$0	\$9,757
Program Total	\$0			\$134,734	\$0	\$0	\$0	\$134,734

Program 12: FY22-23 Networking California Library Resources

Salaries & Benefits	\$0			\$11,814	\$0	\$0	\$0	\$11,814
Operating Expenses	\$0			\$103,400	\$0	\$0	\$0	\$103,400
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$6,462	\$0	\$0	\$0	\$6,462
Program Total	\$0			\$121,676	\$0	\$0	\$0	\$121,676

Program 13: FY22-23 Economic Mobility and California Public Libraries

Salaries & Benefits	\$0			\$3,512	\$0	\$0	\$0	\$3,512
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$3,512	\$0	\$0	\$0	\$3,512
Grand Total FY22/23 (roll over not included)	\$711,307			\$546,745	\$1,122,304	\$0	\$0	\$2,380,356
Encumbered Funds from Prior Year FY21/22	\$0			\$0	\$0	\$0	\$0	\$0
Encumbered Funds FY20/21	\$0			\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a. CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Service A (as described in Plans of Service):	Delivery to Libraries							
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$220,322	\$10,810		\$0	\$1,000	\$0	\$0	\$232,132
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$220,322	\$10,810	\$0	\$0	\$1,000	\$0	\$0	\$232,132
Rollover Total	\$10,810							
Program Total with Rollover	\$231,132							
If you project to expend all your funding in FY 2023 2024 please check here:	✓							
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From Fy 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service B (as described in Plans of Service): Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$13,645	\$990		\$0	\$0	\$0	\$0	\$14,635
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$13,645	\$990		\$0	\$0	\$0	\$0	\$14,635
Rollover Total	\$990							
Program Total with Rollover	\$14,635							
If you project to expend all your funding in Fy 2023 2024 please check here:	✓							
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service C (as described in Plans of Service): Flipster								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$42,727	\$0	\$0	\$0	\$0	\$0	\$0	\$42,727
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$42,727			\$0	\$0	\$0	\$0	\$42,727
Rollover Total	\$0							
Program Total with Rollover	\$42,727							
If you project to expend all your funding in FY 2023 2024 please check here:	✓							
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From Fy 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service D (as described in Plans of Service): eResources and Other Services Chosen By Libraries, Future Purchases								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$291,547	\$103,090		\$0	\$0	\$0	\$0	\$394,637
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$291,547	\$103,090		\$0	\$0	\$0	\$0	\$394,637
Rollover Total	\$103,090							
Program Total with Rollover	\$394,637							
If you project to expend all your funding in Fy 2023 2024 please check here:	✓							
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							
	State	State	State	Federal	Local			Total
	a.	CLSA	CLSA	b.	c.	d.	e.	f.
	CLSA Program Funding From FY 2023 2024	CLSA Rollover From FY 2022/2023	CLSA Rollover From FY 2021/2022	LSTA	Local funds/fees	Interest	Other	Total Budgeted
Service E (as described in Plans of Service):								
Salaries & Benefits	\$0			\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0			\$0	\$0	\$0	\$0	\$0
Materials	\$0			\$0	\$0	\$0	\$0	\$0
Equipment	\$0			\$0	\$0	\$0	\$0	\$0
Indirect	\$0			\$0	\$0	\$0	\$0	\$0
Program Total	\$0			\$0	\$0	\$0	\$0	\$0
Rollover Total	\$0							
Program Total with Rollover	\$0							
If you project to expend all your funding in FY 2023 2024 please check here:								
Projected funds that will spend in 2024-2025:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected funds that will spend in 2025-June 2026:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated September 27, 2023

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State Library News

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov](https://sam.gov) | [Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

FY22-23 California Public Libraries Survey

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Resources necessary to complete reporting are available on the [State Library's Statistics page](#). Contact LibraryStatistics@library.ca.gov with any questions.

Open Opportunities

Public Library Staff Education Program

The California State Library is pleased to announce that the call for student applications for the 2023-2024 Public Library Staff Education Program (PLSEP) is now open! The Public Library Staff Education Program is a tuition reimbursement program developed by the [California State Library](#) in partnership with the [Southern California Library Cooperative](#) to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library and county law library staff with tuition reimbursement for courses required for a master's degree in library and information science.

Application information and forms can be found at [California Public Library Staff Education Program - California State Library](#). Student applications are **due by Tuesday, October 31, 2023, 12 p.m. (noon)**. For questions, please contact the PLSEP team at wwalker@socallibraries.org

LSTA Inspiration Grants

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants

offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

[Lunch at the Library](#)

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year applications to receive funding for *Lunch at your Library* will be open **September 13th and close November 29th, 2023**.

Funding for Summer 2024 will begin in February 2024, and end January 2025.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

[Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates](#)

The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

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

Visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

Career Online High School

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

Building Forward Library Facilities Improvement Program

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. We are planning to make funding announcements in late September. We received funding requests totaling approximately \$500 million, and there is approximately \$175 million to award.

California Library Literacy Services - Ongoing

The [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and is due September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

The state's new library leadership program, [Catalyst](#), hosts information sessions on September 8 and 12, and will be opening the application process for this year's cohort in September. Applications are due September 27. Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to

promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit: <https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>
State of CA funded.

[Digital Navigators / Connected California – Info Session Recording Now Available](#)

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities. [View the recorded session on CALL Academy](#).

The information session covers:

- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

For more information, email: DigNavs@library.ca.gov

[Tutoring Project – Ongoing](#)

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project](#). State of CA funded.

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

[Parks Pass Program – Ongoing](#)

Cindy Zalog, who is a full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

Current Parks Pass Program priorities include:

- Final reports have been collected for Round 1 grantees and are being reviewed.
- Targeted grants are being finalized for additional programming, marketing, and backpacks.

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

For any questions, email parkspass@library.ca.gov. State of CA funded.

[Ready or Not](#)

The ["Ready—Or Not" Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Disaster Planning for Remote and Rural Museums:** September 29th, 10 am-10:30 am (PDT)
- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

Recordings can be viewed at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org

[Zip Books Program - Ongoing](#)

2023-24 [Zip Books](#) grant award notification was sent out August 2023. State of CA funded.

If you are a current Zip Books program participant, please join us for a Community of Practice on Zoom on Wednesday 10/18/23 from 1:00 p.m. to 2:00 p.m. State Library staff will be on hand to present program information about Zip Books and answer any questions you have

about this popular state-funded program. We will share ideas about how we can make this program better than ever in 2023/24.

Please [register](#) for the Community of Practice and we look forward to seeing you there. For questions, please contact zipbooks@library.ca.gov

Networking and Training

[CAreer Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff](#)

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

- [Career Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 2023, 11:00 am –12:00 pm
- [Career Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [Career Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy Career Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

[Online Tutoring Training 2023](#)

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. Next training is Thursday, November 2, from 11:00 am – 12:00 pm and will focus on the Writing Lab. [Register Here](#). All trainings are archived on [our tutoring page](#).

[Next Directors Networking Call](#)

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. Information on the next Directors Networking call will be sent out soon.

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